**DELHI DEVELOPMENT AUTHORITY  
VIKAS SADAN, INA, NEW DELHI – 110023**

**[Website http:/dda/org/in]**

**Advertisement No. \_\_\_\_\_\_\_\_\_/2017/PB-III**

**NOTICE**

**ENGAGEMENT OF RETD. GOVT. OFFICERS AS CONSULTANTS ON CONTRACTUAL BASIS**

Delhi Development Authority proposes to engage following category of retired Govt. officers on contractual basis in Personnel/Welfare Department initially for a period of six months, extendable further depending upon the requirement of DDA and performance of the candidates.

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| --- | --- | --- | --- |
| **Department** | **Category** | **Minimum Grade Pay at the time of retirement** | **No. of vacancies (Tentative)** |
| Personnel Department | Welfare Inspector | Rs. 4600/- or  Level 7 in 7th CPC | 05 |

Complete notification containing essential qualification, maximum age, experience and remuneration etc. along with the format of application is available on website of the DDA [www.dda.org.in](http://www.dda.org.in). The desirous eligible retired officers are required to send the scanned pdf/jpeg copy of their signed completed application form in the prescribed format by e-mail at [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in) latest by 5.00 PM of 10.10.2017.

No correspondence in this regard will be entertained. No request by post or phone will be considered.

**Commissioner (Personnel)**

**Delhi Development Authority**

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**Advertisement No. \_\_\_\_\_\_\_\_\_/2017/PB-III**

DDA invites applications for filling up the following post from retired officers of Govt. of India/State Govt./Central Autonomous Bodies on contractual basis as Consultants in Personnel/Welfare Department initially for a period of six months, extendable further depending upon the requirement of DDA and performance of the candidate. The upper age limit of candidate is 63 years as on 01.10.2017 and the number of vacancies are tentative.

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| --- | --- | --- | --- | --- | --- |
| **Department** | **Name of post** | **No. of vacancies (Tentative)** | **Minimum qualification/**  **Professional qualification** | **Experience** | **Minimum Grade Pay at the time of retirement** |
| Personnel Department | Welfare Inspector | 05 | Graduate | Experience of Welfare and administrative matters | Rs. 4600/- or  Level 7 in 7th CPC |

**Eligibility criteria:**

1. The retired officers up to 63 years of age, who have excellent service record and are physically fit will be eligible.
2. A retired officer against whom a vigilance case or a departmental proceeding or criminal prosecution is contemplated or pending at the time of his/her retirement will not be considered.
3. A retired Officer, who has been a member of any political party after his/her retirement shall not be eligible.
4. ACRs/APARs for the period up to 5 years preceding his/her retirement will be considered. 04 out of 05 ACRs/APARs should have at-least been graded as ‘Very Good’. Officers having higher/better APAR grading will be preferred.

**Terms and Conditions of engagement of Consultants:**

1. The contractual appointment will be initially made for a period of six months extendable by spells of 6 months or even less depending upon the project requirement subject to satisfactory performance and shall not be extended beyond the age of 63 years by the contractual employee during the period of his/her engagement.
2. The period of the contractual appointment shall not be counted as Government service for the purpose of pension or any other retirement benefits.
3. The contractual appointment may be terminated at any time by the concerned Department for unsatisfactory performance on notice of ten days, and in the case of any misconduct including, but not limited to, misappropriate, negligence or causing loss to Government, without any prior notice.
4. The Consultant on having accepted the offer shall enter into a contract with the concerned HoD of DDA and accepted by the Personnel Department and shall also furnish an undertaking at the time of joining their duty in regard to the truth and correctness of the information furnished by him/her and also submit declaration of fidelity and secrecy as per prescribed formats.

The remuneration/fee will be as under: -

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Grade Pay Last Drawn (as per 6th CPC)** | **Remuneration/Fee payable per month** |
| 1 | Rs. 4600/- | Rs. 22,300/- |

The consultants appointed will be given Transport allowance, mobile phone facilities and holidays according to P&C(P) circular No. 25 dated 18.10.2016 (Terms & Condition No. 14 & 15) and F & E Circular No. 14/2013 dated 25.07.2013 as amended from time to time.

**Instructions for candidate**

**Note:** The candidate shall send their application in the prescribed format by e-mail by 5.00 PM of 10.10.2017. They shall fill up the form duly typed, paste photograph at the space provided in the prescribed application form (attached), put specimen signature in the space provided and then send the scanned copy of the signed application form duly filled in PDF or JPEG format at e-mail I.D. [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in)

1. Please do not enclose any document [s] while sending the scanned copy of the application from at the above mentioned e-mail I.D. The applicant is required to produce the original/supporting documents at the time of interview, if called.
2. The date of interview will be informed to shortlisted candidates by e-mail and notified on the DDA’s website also.
3. Sending application through e-mail does not necessarily mean that the applicant shall be called for interview. Only those candidates will be called for interview, who are found suitable as per the criteria devised by the DDA keeping in view the requirement of the work to be carried out. In this regard, no communication either by email or phone, etc. shall be entertained.
4. No TA/DA will be paid for attending the interview.

**Commissioner (Personnel)**

**Delhi Development Authority**

**DELHI DEVELOPMENT AUTHORITY**

**APPLICATION**

Photo

Signature

1. Name of the post applied for :
2. Gender (Male/Female) :
3. Name of the Candidate :

(In Block Letters)

1. Father’s Name :

(In Block Letters)

1. Date of birth (DD/MM/YY) :

(On last date of receipt of application)

1. Address of communication :
2. E-mail address :
3. Contact No. :
4. Educational/Professional/Technical qualification

(Starting from class 10th onwards)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination on passed | Discipline/  Specialization/  Subject | Board/  University | Year of passing | Duration of course | Percentage of marks | Division |
| 10th |  |  |  |  |  |  |
| 12th |  |  |  |  |  |  |
| Graduation |  |  |  |  |  |  |
| Others |  |  |  |  |  |  |

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1. Experience:
2. Field of Experience (Please tick the relevant field): -
3. Personnel :
4. Welfare :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s Name & address (also indicate whether Central Govt./State Govt./PSC/Private | Designation | From | To | Brief description of duties |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

1. Post & Grade Pay at the time of retirement :
2. Proficiency in working on Computer (Yes/No) :
3. Whether any disciplinary proceeding is contemplated/

pending at the time of retirement (Yes/No) :

1. Last 5 APARs rating:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | 1st Year | 2nd Year | 3rd Year | 4th Year | 5th Year |
| Grading |  |  |  |  |  |

1. He/She will also submit copy of PPO (Personnel Pension Order).

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**Declaration to be signed by the candidate**

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed there from. If particulars mentioned by me are found false or incorrect at any stage, then my services shall be liable to be terminated without any notice.

Signature of the Applicant

Place:

Date: