



DELHI DEVELOPMENT AUTHORITY  
PERSONNEL BRANCH-I  
Room No. B-311, Vikas Sadan,  
INA, New Delhi- 110023.

No. F.7 (19)2007/PB-I/125

Dated: 31/2/22

**Sub: Filling up the 05 posts of Dy. Director (Ministerial) on deputation basis in Level-11 in the Pay Matrix.**

DDA invites applications on the prescribed format from the eligible officers of Central/State Govt. for filing up 05 posts of Dy. Director (Ministerial) in Level-11 in the Pay Matrix ( as per 7th CPC) in Delhi Development Authority on deputation basis in accordance with the following provisions of the recruitments rules:-

***Officers belonging to Central/State Govt. holding analogous post or officers with 5 years of service in Level-10 in Pay Matrix as per 7th CPC or officers with 8 years' service in Level-8 in Pay Matrix as per 7<sup>th</sup> CPC equivalent.***


Transfer of Deputation will be initially for a period of three years which is extendable up to five years on year to year basis as per guidelines issued by DoP&T. The terms & conditions of deputation shall be governed by the provisions mentioned in the DoP&T's OM dated 17.06.2010 & 17.02.2016 and amended from time to time.

**General Conditions:**

1. Candidate should apply in the prescribed format through their Cadre Controlling Authority in the Parent Department/organization in the format enclosed herewith.
2. While forwarding the application, Cadre Controlling Authority in the Parent Department must certify the details furnished by the candidates and application must be recommended and forwarded to DDA by the Cadre Controlling Authority in the parent Department along with certified copies of APARS for the last 5 years and the latest Vigilance Clearance Report.
3. **It is clarified that the number of posts may be increased or decreased depending upon the requirement of DDA.**
4. The applicant must mention the substantive post in Parent Deptt. and the substantive pay of the post held by them corresponding to the pay scales of Central Govt. both as per 6th and 7th CPC.
5. The "Certificate by the Employer/Cadre Controlling Authority" forming part of the prescribed application format should be signed by the concerned authority while forwarding the application to DDA.
6. The level of responsibilities and duties of cadre post of the applicants should be comparable to the duties and responsibilities of the ex-cadre post. The Dy. Director (Min.) in DDA deals with matters relating to Land & Built up Properties, HRD, Land Management/Revenue/Vigilance cases etc.
7. Applications received after the last date shall not be entertained.
8. The officers will be posted purely on transfer on deputation basis. No absorption shall be allowed.
9. The eligibility of the officer will be reckoned as on the last date of receipt of application in DDA.
10. The application complete in all respects should reach the office of **Commissioner (Personnel), Delhi Development Authority, E-1, Vikas Sadan, INA, New Delhi-110023** by **12.03.2022**. Incomplete applications shall not be considered and will be summarily rejected.

Encls : As Above.

Yours' Faithfully,

  
(Vineet Jain)

Commissioner (Personnel)

**CURRICULUM VITAE (CV) FOR APPLYING FOR APPOINTMENT TO THE POST OF Dy. Director (MIN.) IN DDA ON DEPUTATION BASIS**

1	Name and address (in Block Letters)					
2	Date of Birth					
3	i)Date of entry into service					
	ii)Date of retirement under Central /State Government Rules					
4	Educational Qualifications					
5	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualifications /experience required as mentioned in the advertisement / vacancy circular		Qualifications / experience possessed by the officer			
	Essential		Essential			
	A)Qualification:-		A)Qualification:-			
	B) Experience		B) Experience			
	Desirable		Desirable			
	A)Qualification:-		A)Qualification:-			
	B) Experience		B) Experience			
5.1	Note: This column needs to be amplified to indicate Essential and Desirable qualifications as mentioned in the RRs by the Administrative Ministry /Department / Office at the time of issue of Circular and issue of advertisement in the Employment News.					
5.2	In the case of Degree and Post Graduate Qualifications Elective / main Subjects and subsidiary subjects may be indicated by the Candidate.					
6	<b>Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.</b>					
6.1	Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient ( <b>Col. on the separate sheet should however remain as under</b> ).					
	Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

<p><b>*Important: 1. Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only substantive Pay Band and Grade Pay / Pay Matrix of the post held on regular basis is to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below.</b></p>						
	Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	from	To		
8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9	In case the present employment is held on deputation / contract basis, please state-					
	a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.		
9.1	Note:- In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance , Vigilance Clearance and Integrity Certificate.					
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre / organization.					
10	If the post held on Deputation in the past by the applicant, date of return from the last deputation and other details.					
11	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column: a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others					
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.					

13	Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15	In case the applicant belongs to an Organization which is not following the Central government Pay –scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc. (with break-up details)	Total Emoluments
16A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. {This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement} <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
16B	<b>Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
17	Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis # (officers under Central / state Governments are only eligible for “Absorption”. Candidates of non-Government Organizations are eligible only for Short Term Contract)		
	#(The option of ‘STC’ / ‘Absorption’ / Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “re-employment”)		
18	Whether belongs to SC/ST/OBC		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by

the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address \_\_\_\_\_  
\_\_\_\_\_

Dated :-