

**Delhi Development Authority**  
**Sports Wing**

DDA invites applications for engaging Assistant Managers/Shift Incharges (Grade Pay Rs.2800/-), Games Supervisors (Grade Pay Rs.2400/-), Games Attendants (Grade Pay Rs.1800/-) and Clerks (Grade Pay Rs. 2800/-) from retired officials of Govt. of India/State Govt./Central Autonomous Bodies on contractual basis as Consultants in Sports Wing initially for a period of one year, extendable further depending upon the requirement of DDA and performance of the candidate. The upper age limit of candidates should be 63 years as on 01.09.2018.

Department	Name of Post	Minimum qualifications/ professional qualification	Experience	Minimum Grade Pay at the time of retirement
Sports Wing	Assistant Manager/Shift Incharge	Higher Secondary (10+2) from recognized Board/University or equivalent.	Should have experience of Sports administration matters including other allied works.	Rs. 2,800/- (Level-5)
	Games Supervisor	Higher Secondary (10+2) from recognized Board/University or equivalent.		Rs. 2,400/- (Level-4)
	Games Attendant	8 <sup>th</sup> pass from a recognized Board/School or equivalent.		Rs. 1,800/- (Level-1)
	Clerk	Higher Secondary (10+2) from recognized Board/University or equivalent		Rs. 2,800/- (Level-5)

**Eligibility criteria:**

- i. Retired officials up to 63 years of age, who have excellent service record and are physically fit, will be eligible.
- ii. Retired official against whom vigilance case or departmental proceeding or criminal prosecution is contemplated or pending at the time of his/her retirement will not be considered.

- iii. Retired official, who has been a member of any political party after his/her retirement shall not be eligible.
- iv. 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 granted as 'Very Good'. Officials having higher/better PAR grading will be preferred.

**Terms and conditions of engagement of Consultants:**

- i. The contractual appointment will be initially made for a period of one year extendable by spells of 6 months or even less depending upon the requirement subject to satisfactory performance and shall not be extended beyond the age of 65 years.
- ii. The engagement of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with DDA.
- iii. The engagement of Consultants would be of a temporary (non-permanent) nature and the engagement can be terminated by DDA at any time without assigning any reason.
- iv. The period of consultancy shall not be counted as Government service for the purpose of pension or any other retirement benefits.
- v. General instructions regarding terms and conditions for consultancy as issued from time to time, will be applicable and binding on the consultants engaged by DDA.
- vi. In case if Consultant desires to resign, he/she may do so by giving a notice of 15 days in writing. After expiry of the notice period, the person may be relieved after handing over full charge of records to the relieving officer. These terms and conditions, including remuneration, will be as per the policy guidelines issued vide F & E circular no. 10/2018 dated 22.05.2018 and subject to codal provisions and memoranda and resolutions issued by DDA from time to time.
- vii. The Consultant will furnish an undertaking at the time of joining duty with regard to the truthfulness and correctness of the information furnished by him/her and also towards declaration of fidelity and secrecy.

### **Instructions for candidates.**

**Note:** Candidates shall send their applications in the prescribed format by e-mail by 5.00 PM of 20/09/2018. 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. [commrsprts@dda.org.in](mailto:commrsprts@dda.org.in)

1. Please do not enclose any documents (s) while sending the scanned copy of the application form at the above mentioned e-mail I.D. The applicant is required to produce the original/supporting documents at the time of interaction, if called.
2. The date of interaction will be informed to shortlisted candidates by e-mail and notified on DDA's website also.
3. Sending application through e-mail does not necessarily mean that the applicant shall be called for interaction. Only those candidates will be called for interaction, who are found suitable as per the criteria devised by 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 interaction.

**Commissioner (Sports)**

**DELHI DEVELOPMENT AUTHORITY**  
**SPORTS WING**

**APPLICATION**

Photo
Signature

1. Name of the post applied for :
2. Name of the candidate :  
(In Block Letters)
3. Father's Name :  
(In Block Letters)
4. Date of birth (DD/MM/YY) :
5. Gender (Male/Female) :
6. Age as on 01/09/2018 :
7. Address of communication :
8. E-mail address :
9. Contact No. :
10. Educational/Professional/Technical qualifications  
(Starting from class 08 onwards)

Examinations passed	Discipline/ Specialization/ Subject	Board/ University	Year of passing	Duration of course	Percentage of marks	Division
08 <sup>th</sup>						
10 <sup>th</sup>						
12 <sup>th</sup>						
Graduation						
Others						

11. Experience:

(a) Fields of Experience in sports administration matters with details of posts held, nature of duties and years of experience: -

- (1)
- (2)
- (3)
- (4)
- (5)

(b)

Employer's Name & address (also indicate whether Central Govt./State Govt./Central Autonomous Body)	Designation and Grade Pay	From	To	Brief description of duties

12. Post & Grade Pay at the time of retirement :

13. Proficiency in working on computer (Yes/No) :  
(If yes, details thereof)

14. Whether any disciplinary proceeding was contemplated/ pending at the time of retirement (Yes/No) :

15. Last 5 APARs rating :

Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
Grading					

16. He/ She will also submit copy of PPO (Personal Pension Order).

**Declaration to be signed by the candidate**

I hereby certify that the above particulars mentioned in the application are correct and true to the best of my knowledge and belief and no material fact/information has been suppressed or concealed from there. If particulars mentioned by me are found false or incorrect at any stage, my services shall be liable to be terminated without any notice.

Signature of the Applicant

Place:

Date: