**(Notice for DDA’s website)**

**DELHI DEVELOPMENT AUTHORITY**

**PERSONNEL BRANCH-I**

**B-311, Vikas Sadan, INA, New Delhi-110023**

 **Notice for engagement of retired Junior Engineers as Consultants Civil & Electrical**

 DDA proposes to engage 120 Consultants (Civil) and 04 Consultants (Electrical) of the level of Junior Engineers on contract basis, initially for a period of six months, which can further be extended after taking into account the performance of Consultant and requirement of DDA. Individuals, holding diploma (Civil) & (Electrical) and retired from the State/Central Government, Autonomous bodies, PSUs and local bodies including DDA may apply by e-mail at personnelbranch1@dda.org.in latest by 5.00 p.m. on 31.01.2018 in the prescribed format. The upper age limit of applicant should not be exceeding 64 years as on 31.01.2018. Preference shall be given to Engineers retired from DDA. No queries in this regard, either by e-mail or phone, shall be entertained.

 The terms of reference and other conditions are as under:-

1. The retired officials may be appointed/engaged sparingly and only where it can be objectively justified.
2. 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 period requirement subject to satisfactory performance and shall not be extended beyond the age of 65 years by the contractual employee during the period of his/her engagement.
3. Consolidated remuneration of the contractual employees shall be as per F&E Circular No. 06/2016 dated 03.03.2016.
4. The appointee shall not be deployed or associated in any manner on sensitive seat/jobs financial transactions, tenders etc.
5. The period of the contractual appointment shall not be counted as Government service for the purposes of pension or any other retirement benefits.
6. 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 any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice.
7. General instructions regarding terms & conditions for contractual appointment as issued from time to time, will be applicable and binding on the officers/consultants.
8. In case any such appointee desired to resign, he may do so by giving a notice of 15 days in writing to the HoD concerned. After expiry of the notice period, the appointee may be relieved after handing over full charge of records to the relieving officers as decided by the concerned Department.
9. The terms and conditions are subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
10. The appointee will furnish an undertaking (Annexure-II) at the time of joining the duty in regards to the truth and correctness of the information furnished by him/her and also declaration of fidelity and secrecy, as per Annexure-III.
11. Other details are as under:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Educational qualification | Discipline/Specialization/subject | Board/ University | Year of Passing | During of Course | Percentage of Marks | Remarks |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

 Encl: Application Form

Commissioner (Personnel)

**DELHI DEVELOPMENT AUTHORITY**

**FORMAT OF APPLICATION**

Photo

1. Name of Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(in block letters)

1. Father’s/Husband’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(in block letters)

1. Post applied for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Designation at the time of superannuation & date of retirement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Pay Scale/Pay Band&GP drawn at the time of Retirement\_\_\_\_\_\_\_\_
2. Name of the parent department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signatures

1. Gender (Male/Female):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date of Birth (DD/MM/YY) and age on last date of receipt of

Application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Address for communication\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Email ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Contact No. [a] Landline\_\_\_\_\_\_\_\_\_\_\_\_\_ [b] Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_
3. Educational/Professional/Technical qualification (starting from class 10th onwards)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Educational qualification | Discipline/Specialization/subject | Board/ University | Year of Passing | During of Course | Percentage of Marks | Remarks |
|  |  |  |  |  |  |  |

1. Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name & address (also indicate whether Central Govt./State Govt./PSU/Autonomous body. | Designation | From  | To  | Brief description of duties. |
|  |  |  |  |  |
|  |  |  |  |  |

(Experience should be spelt out in terms of competency and should be objectively defined so as to avoid/minimize opportunities of interpretation and subjective judgement)

1. APARs grading for the five years preceding the date of retirement:\_\_\_\_\_\_\_\_\_\_
2. Vigilance Clearance Report at the time of retirement, if available :\_\_\_\_\_\_\_\_\_\_\_
3. Whether the Pension is provisional and if so, the reasons thereof:\_\_\_\_\_\_\_\_\_\_\_
4. Attach the copy of PPO

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 therefrom. 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 and further action as deemed fit may also be taken against me.

Signature of applicant

Place:

Date:

Note: Please submit your application duly typed in pdf or JPEG format only and do not attach any other documents with email as the same will be entertained only at the time of interaction, if called.

**(Notice for DDA’s website)**

**DELHI DEVELOPMENT AUTHORITY**

**PERSONNEL BRANCH-1**

**B-311, Vikas Sadan, INA, New Delhi-110023**

**Notice for engagement of retired Assistant Engineers (Elect/Mech.) as Consultants**

DDA proposes to engage 30 Senior Consultants (Electrical) in the level of Assistant Engineer (Electrical/Mechanical) on contract basis, initially for a period of six months, which can further be extended after taking into account the project requirement of DDA and the performance and conduct of the Consultant. Individuals, holding degree/diploma (Electrical / Mechanical) with minimum 03 years experience as AE (Elect/Mech) and retired from the State/Central Government, Autonomous bodies, PSUs and local bodies including DDA may apply by e-mail at personnelbranch1@dda.org.in latest by 5.00 p.m. on 31.01.2018 in the prescribed format. The engagement/re-engagement of the Consultant, as the case may be, shall not be made beyond 64 years of age as on 31.01.2018. No queries in this regard, either by e-mail or phone, shall be entertained.

The terms of reference and other conditions are as under:

1. The applicant should not be a member of any political party after his/her retirement.
2. The applicant should be physically fit and should have excellent service records.
3. The applicant should possess the degree/diploma in Electrical/Mechanical engineering from a recognized university or institute.
4. An appointee will has to discharge such duties and in such a manner as may be prescribed by the concerned department from time to time.
5. 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, misappropriation, negligence or causing loss to the government, without any prior notice.
6. In case any appointee desires to resign, he may do so by giving a notice of 15 days in writing to the HoD concerned. After expiry of the notice period, the appointee may be relieved after handing over full charge of records to the relieving officer as decided by the concerned department.
7. 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 the DDA.
8. The period of the contractual appointment shall not be counted as Government service for the purposes of pension or any other retirement benefits.
9. The terms and conditions including payment of fees shall be subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
10. Consultants 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 the duty in regard to the truth and correctness of the information furnished by him and also submit declaration of fidelity and secrecy as per prescribed formats.
11. A retired officer against whom a Vigilance case or departmental proceeding or criminal prosecution is contemplated or pending at the time of his/her retirement will not be considered. The APR/APARs for the period upto five years preceding his/her retirement will be considered. ACRs/APARs should have at least been graded as Very Good in last four out of five years with no grading below Good. Officers having higher/better APAR grading will be given preferred.
12. The desirous eligible retired officers are required to send the scanned PDF/JPEG copies of the application form in the prescribed format by e-mail with scanned copy of PPO only by the given date and time. The applications received after due date and time shall not be entertained.
13. Consolidated remuneration of the contractual employees shall be as per F&E Circular No. 06/2016 dated 03.03.2016.
14. The terms and conditions mentioned in the P&C(P) Circular No. 09 dated 02.08.2017 shall be binding on the Consultants. Sending application by e-mail will not mean that the applicant will be called for interaction. The assessment of the suitability of the candidates and number of candidates to be called for interaction will be as prescribed in the said circular. The date of interaction will be communicated to the shortlisted candidates by e-mail and phone and such candidates will not be given any TA/DA
15. Preference shall be given to engineers retired from DDA.
16. Job Description (In terms of deliverables and timeline): Need based deliverable and timeline as specified from time to time.
17. Other details are as under:

|  |  |  |  |
| --- | --- | --- | --- |
| **Level of post at the time of retirement** | **Qualifications** | **Relevant experience/expertise** | **Details of the project for which Consultants are required.** |
| **1** | **2** | **3** | **4** |
| Assistant Engineer (Electrical/Mechanical)  | Degree/Diploma in Electrical/Mech-anical engineering  | 1. Preference shall be given to engineers retired from DDA.
2. Familiarity with DDA working.
3. Familiarity with computer operation.
 | a) Public grievances redressal.b) Project monitoringc) Preparation of estimates, NIT, Tenders etc.(i) Latest CPWD specifications/manual provisions/amendments in NITs.(ii) Gathering of technical information, rates/quotations.(iii) Maintenance activities.d) Liaison with DFS/DJB/DERC on policy/procedural matters. |

**Encls.: application form**

Commissioner (Personnel)

**DELHI DEVELOPMENT AUTHORITY**

**FORMAT OF APPLICATION**

1. Name of the Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHOTO

(in block letters)

1. Father’s/Husband’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(In Block letters)

1. Post applied for: **SENIOR CONSULTANT (Electrical)**
2. Designation at the time of superannuation \_\_\_\_\_\_\_\_\_\_
3. Pay Scale/Pay Band & GP drawn at the time of retirement\_\_\_\_\_\_\_\_\_
4. Name of the parent department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures

1. Gender (Male/Female):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date of Birth/retirement (DD/MM/YY) and age on last date of receipt of application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_Date of retirement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Address for communication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Email ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Contact No. [a] Landline\_\_\_\_\_\_\_\_\_\_\_[b] Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Educational/Professional/Technical qualification [starting from class 10th onwards)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination passed | Discipline/Specialization / Subject  | Board /University  | Year of passing | Duration of course | %age of marks | Division |
|  |  |  |  |  |  |  |

13. Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s Name & Address (also indicate whether Central Govt./State Govt./PSU/Autonomous body | Designation | From | To | Brief description of duties |
|  |  |  |  |  |
|  |  |  |  |  |

(Experience should be spelt out in terms of competency and should be objectively defined so as to avoid / minimize opportunities of interpretation and subjective judgment)

1. APARs grading for the five years preceding retirement:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year of the ACR/APAR |  |  |  |  |  |
| Grading given by the Countersigning/accepting authority |  |  |  |  |  |

15. Whether familiar with the computer operation:\_\_\_\_\_\_\_\_\_\_\_\_

16. Whether a Vigilance case or departmental proceeding or criminal prosecution was contemplated or pending at the time of retirement, if so details thereof: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. Whether the Pension is provisional and if so, the reasons therefor\_\_\_\_\_\_\_

18. Attach the copy of PPO\_\_\_\_\_\_\_\_\_\_\_

**Declaration to be signed by the candidate**

 I hereby certify that above particular are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed therefrom. 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 and further action as deemed fit may also be taken against me.

Signature of the Applicant

Place: Date:

Note: Please submit your application duly typed in pdf or JPEG format only and do not attach any other documents with email except the copy of PPO as the same will be entertained only at the time of interaction, if called.