



DELHI DEVELOPMENT AUTHORITY
(VIKAS SADAN, I.N.A., NEW DELHI - 110023)
(Website <https://www.dda.gov.in>)

Reference Advertisement No: 03/Consultant/2023/Rectt. Cell

DDA invites applications for engaging Consultant (Landscape Architect), Consultant (GIS), Consultant (Urdu Translator) for various projects under Landscape Department, PM-UDAY Department, Land Management Department, DDA purely on contractual basis. The required eligibility criteria and other details for the posts are as under:

Sl. No.	Name of Post	No. of Posts	Educational Qualifications	Eligibility criteria	Experience and Consolidated Remuneration per month		Fixed Local Conveyance per month	Maximum age as on closing date of application	Period of Engagement
1.	Consultant (Landscape Architect)	05	i. Master Degree or equivalent in Landscape Architecture from a recognized University. ii. Bachelor's degree in Architecture from a recognized University.	1. Professional Experience in Landscape Projects after Master's Degree. <i>(as mentioned in next column)</i> 2. Candidate must have Proficiency in Architectural based software -Auto Cad, Adobe Creative Suite, 3D Development Software, MS Office (particularly proficient in documentation and presentations)	05 Years' experience	₹ 65,000/-	₹3000/-	45 Years	01 Year (DDA may extend the contract period further depending on requirement and satisfactory performance of the candidate which would be reviewed annually.)
					Less than 05 Years' experience	₹ 45,000/-	₹1500/-	45 Years	
2.	Consultant (GIS)	01	i. Master degree in Geo-informatics or Master degree in Geography with one-year diploma in Remote Sensing and GIS Applications from a recognized University/Institute. Desirable: ii. Candidate should also have experience in use of CAD software. iii. Knowledge of using Delhi Revenue Maps for planning, master plan, sub-regional plan, land management, and other purposes. iv. The candidate should have working knowledge of the use of satellite imagery, machine learning, and deep learning for LULC classification. v. Must be proficient in the use of GIS software like ArcGIS, ArcGIS Pro, ArcGIS Enterprise, QGIS, DGPS application etc. vi. The candidate should have atleast 3 years of working experience in the Government sector like State Govt/Delhi Govt/ Central Government / Autonomous bodies of state or Central Government.		05 Years' experience	65000/-	3000/-	40 years	01 year
3.	Consultant (Urdu Translator)	03	Master Degree from a recognized University in English or Hindi; with Urdu as compulsory/elective main subject at degree level Or Master Degree from a recognized University in Urdu with English or Hindi as compulsory elective main subject at degree level.	Essential Work Experience: Minimum Five (05) years of Work Experience in translation of Revenue Records such as Jamabandi / Khatauni, Field Books, Possession Proceedings etc. Desirable Two years' experience of translation work from Hindi/English to Urdu or vice-versa preferably in DDA or Revenue Deptt. Of NCT, Delhi.	05 Years' experience	₹ 45,000/-	₹1500/-	45 Years	01 Year (DDA may extend the contract period further depending on requirement and satisfactory performance of the candidate which would be reviewed annually.)

No annual increment in consolidated remuneration shall be granted after expiry of the contract, DDA may extend the contract period further depending on requirement and satisfactory performance of the candidate which would be reviewed annually. Further, in the case of Consultant (Landscape Architect) DDA will first engage Consultants having 05 years required professional experience failing which Consultants having less than 05 years required professional experience will be engaged.

Instructions for Candidates:

Note: The candidate shall send the bio data in the prescribed format by **14th June, 2023**. They shall fill up the application form or typed, fix 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 pdf format at email – consultant.rc@dda.org.in **Application received through any other mode of communication / after the last of date of submission of application/ or not in prescribed format shall not be entertained. No correspondence in this behalf either by email, post or phone shall be entertained.**

- i. Please do not enclose any document(s) while sending the scanned copy of the application form at the above mentioned email ID. The applicant is required to produce the original/supporting documents at the time of interview, if called.
- ii. Sending bio data through email does not necessarily mean that the applicant shall be called for interview. Only those candidates will be called for interview who are shortlisted 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.
- iii. The shortlisted candidates will be called to appear before the interview board on the dates decided by the DDA for this purpose. Date, Time & Venue of the interview will be intimated in due course of time. A notice in this regard will also be uploaded on DDA's website.
- iv. No TA/DA will be paid for attending the interview.
- v. The posts are temporary and engagement is purely on contractual basis initially for a period of 01 Year which may be extended further depending upon the requirement and satisfactory performance and will confer no right to the candidates for permanent employment against the said posts. Candidates are requested to bring all the documents / certificate related to qualification, experience etc, 02 passport size photographs in original **along with one set of self-attested photocopies of the documents in support of the educational qualification and experience, on the date of interview.**
- vi. The criteria for selection shall include the marks obtained by the candidate in the required essential qualifications for the post, relevant experience along with the marks obtained in interview.
- vii. Delhi Development Authority reserves the right to cancel/ restrict/ enlarge/ modify/ alter the number of Consultants to be engaged / terms and conditions / or any other part of notification and engagement process, if needed, without issuing any notice.
- viii. Prospective candidates are advised to stay in touch with DDA's website regularly for latest update.

Director (Personnel) – I

DELHI DEVELOPMENT AUTHORITY
Format of Application

1. **Post Applied for:**

2. **Category (SC/ST/OBC/UR):**

3. **Gender (Male/Female):**

4. **Name of the candidate:**

(In block letters)

5. **Father's/Husband's Name:**

(In Block Letter)

6. **Date of birth (DD/MM/YY)** _____ **Age (as on closing date)** _____

7. **Address for communication:**

8. **Email ID:** _____

9. **Contact number:** a) Landline _____ b) Mobile _____

10. a) **Educational/Professional/Technical qualification (Starting from class 10th onwards):**

Examination passed	Discipline/ Specialization /Subject	Board/University	Year of Passing	Duration of Course (In Months)	Percentage of marks	Division	Any other information

Photo

Signature

b) **Details of Employment if any, starting from previous to present (Total Experience __ Years __ Months)** [Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.]

Employer's Name & Address (also indicate whether Central/Govt./State/Govt./PSC/Private)	Designation	From	To	Brief description of duties

c) Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

11. If any case pending against you in any court of law at the time of this interview, if so details thereof: _____

12. Have you ever been convicted by a court of law for any offence, if so details thereof: _____

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.

PLACE:

SIGNATURE OF THE APPLICANT

DATE:

Name: