

दिल्ली विकास प्राधिकरण
(कार्मिक शाखा)-4
कमरा नंबर बी-315, तृतीय तल, बी-ब्लॉक,
विकास सदन, आई.एन.ए. नई दिल्ली-110023

F3(7)2022/PB-IV/DDA/Pt./ 1424.

Date 16.12.2022

To,


Dy. Director (System)
DDA, Vikas Sadan
INA, New Delhi-110023

Sub:- Uploading of Notice with Terms & Conditions, Application Form on the DDA's website (new and old website) for inviting applications for engagement of 20 Staff Car Driver (Consultant) in DDA on Contractual basis.

Please find herewith notice (in English & Hindi), Terms and conditions, application forms for inviting applications for engagement of 20 Staff Car Driver (Consultant) in DDA on Contractual Basis from retired/retiring officials, for uploading on the DDA's old and new website (as per rule). The last date of receiving applications through email will be 31.12.2022. The notification has also emailed on the ddatender@dda.org.in to system Deptt.

It is therefore, requested to take further steps for publishing the notice immediately under intimation to this office.

Encl :- As above


16/12/2022
Asstt. Director (PB)-IV

दिल्ली विकास प्राधिकरण
विकास सदन, आईएनए, नई दिल्ली-110023

सूचना


दि.वि.प्रा./केन्द्र/राज्य सरकार से सेवानिवृत्त हुए स्टाफ कार ड्राइवरो की दिल्ली विकास प्राधिकरण में अनुबंध आधार पर स्टाफ कार ड्राइवर (कंसल्टेंट) के रूप में नियुक्ति।

दिल्ली विकास प्राधिकरण प्रारंभ में 01 वर्ष की अवधि के लिए कंसल्टेंट के रूप में 20 स्टाफ कार ड्राइवर (ड्राइवरो) की नियुक्ति का प्रस्ताव करता है, इस अवधि को वर्ष प्रति वर्ष आधार पर अधिकतम 5 वर्ष की अवधि के लिए या 65 वर्ष की आयु पूरा होने पर (जो भी पहले हो) तक बढ़ाया जा सकता है।

2. स्टाफ कार ड्राइवरो (कंसल्टेंट) को भुगतान किए जाने वाला पारिश्रमिक, अनिवार्य योग्यता, अधिकतम आयु और अनुभव आदि के विवरण सहित पूर्ण अधिसूचना के साथ आवेदन प्रपत्र का प्रारूप दि.वि.प्रा. की वेबसाइट www.dda.org.in पर उपलब्ध है। आवेदक निर्दिष्ट प्रपत्र में अपने विधिवत् हस्ताक्षर के साथ पूर्ण रूप से भरे हुए आवेदन-पत्र की स्कैन की हुई पीडीएफ/जेपीजी प्रति दिनांक 31.12.2022 को शाम 5.00 बजे तक ddpb4@dda.org.in पर ई-मेल द्वारा भेज दें।

3. डाक या फोन द्वारा किए गए किसी भी पत्राचार या अनुरोध पर विचार नहीं किया जाएगा। शॉर्टलिस्ट किए गए उम्मीदवारों को साक्षात्कार के लिए बुलाया जाएगा, जिसका विवरण डीडीए की वेबसाइट पर उपलब्ध होगा। आवेदकों से अनुरोध है कि इस संबंध में आगे के अपडेट के लिए दि.वि.प्रा. की वेबसाइट को नियमित आधार पर देखते रहें।

रिक्तियों की संख्या को डीडीए की आवश्यकतानुसार बढ़ाया या घटाया जा सकता है।


आयुक्त (कार्मिक) 16/12/22

DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, INA, NEW DELHI-110023

NOTICE

Engagement of retired Staff Car Driver from DDA/Central/State Govt as Staff Car Driver (Consultants) in DDA on contractual basis

Delhi Development Authority proposes to engage 20 Staff Car Driver(s) as consultant initially for a period of 01 year, extendable up to maximum 5 years or up-to attaining the age of 65 years (whichever is earlier) on year to year basis.

2. Complete notification containing details of remuneration payable to such Staff Car Drivers (Consultants), essential qualifications, maximum age and experience etc. along-with the format of application is available on the DDA website www.dda.org.in. The applicants are required to send the scanned pdf/jpg copy of their complete application form in the prescribed format duly signed through E-mail at ddpb4@dda.org.in latest by 05.00 PM of 31.12.2022.

3. No correspondence or request by post or phone will be entertained. The short-listed candidates will be called for interview, the detail of which will be available on DDA website. The applicants are requested to visit DDA website on regular basis for further updates in this regard.

No. of vacancies can be increased or decreased as per the requirement of DDA.


16/12/22
Commissioner (Pers.)

DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, INA, NEW DELHI-110023

DDA invites applications for engagement of 20 Staff Car Drivers (Consultants) from Staff Car Drivers retired from DDA/Delhi Govt. or Central Govt. (Retd. from Delhi based offices) initially for a period of one year, extendable up-to maximum 5 years or up to the age of 65 years on year to year basis.

2. Period of engagement

The initial term of engagement of consultants shall be decided on case to case basis depending upon the specific job and the time frame for its completion. However, such initial engagements and subsequent extension(s) if any would be for a period not exceeding one year. The maximum continuous engagement as Consultant would be 5 years. The extension beyond 3 years will be only after review of performance and extension beyond 5 years will be only after special review and with the approval of Secretary, Ministry of Housing and Urban Affairs.

3. Age Limit

No retired Government servant would be engaged as a consultant beyond 65 years of age. The requirement of age may be relaxed in public interest only in rare, deserving and exceptional cases, subject to nature of work, performance of work assigned to the consultant, submission of physical fitness certificate so as to allow him/her for further engagement as a consultant and also subject to approval of Secretary, Ministry of Housing and Urban Affairs.

4. Terms and Conditions and Eligibility Criteria:

- 1) The candidate must be a retired Staff Car Driver (retired on or before 31.12.2022) from the services of DDA/Delhi Govt or Central Govt. (retired from Delhi base office) having Minimum 10 years experience as Staff Car Driver and must possess a valid Driving License.
- 2) The age of candidate should not exceed 63 years as on 01.01.2023.
- 3) Educational Qualification – 8th pass.
- 4) Engagement will be initially for a period of 1 year or till further orders, whichever is earlier. This may however, be extended further depending upon the requirement & performance of the candidates.
- 5) The Applicant must be having sound health. Medical Fitness Certificate from DDA Empanelled Hospital to be submitted.
- 6) A retired officer/official 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.
- 7) A retired officer/official, who has been a member of any political party after his/her retirement shall not be eligible.
- 8) 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'. Officials having higher/better APAR grading will be preferred.
- 9) Incomplete application will not be entertained at any cost.
- 10) No payment shall be made except the remuneration mentioned herein above.
- 11) In case anything adverse is reported by the user officer about physical unfitness or wakefulness etc. even after his engagement, the individual may be removed/ discontinued to serve immediately.

Other terms and conditions not mentioned herein above including remuneration will be as per the policy guidelines issued vide **F&E Circular No.23/2018 dated 05.12.2018.**(Copy enclosed)

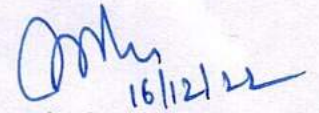

16/12/22

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Instructions for candidate

Note:

1. The applicant shall send their application in the prescribed format by e-mail by 5:00 PM of 31.12.2022. 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 ID ddpb4@dda.org.in
2. The applicant may enclose any document (s) in support of the suitability for the post while sending the scanned copy of the application form at the above mentioned e-mail ID. The applicant is required to produce the original / supporting documents at the time of interaction if called.
3. The date of interaction will be informed to shortlisted candidates by e-mail and notified on the DDA's website also.
4. 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 the DDA keeping in view the requirement of the work to be carried out. In this regard, no communication either by e-mail or phone etc. shall be entertained.
5. No TA/DA will be paid for attending the interaction.
6. The incomplete applications will not be entertained.
7. No. of Vacancies can be increased or decreased as per the requirement of DDA.



Commissioner (Pers.)

DELHI DEVELOPMENT AUTHORITY
APPLICATION FORM

Photo

Signature

- 1 Name of the post applied for :
2 Gender (Male/Female) :
3 Name of the Candidate :
(in Block Letter)
4 Father's Name :
(in Block Letter)
5 Date of Birth (DD/MM/YY) :
6 Age as on 01.01.2023 :
7 Address of Communication :

8 E-mail Address :
9 Contact no. (a) Landline No. :
(b) Mobile No. :
10 Academic/Professional/Technical Qualification :
(starting from Class 8th Onwards

Examination passed	Discipline/Specialization/ Subject	Board /University	Year of Passing	Duration of course
8 th				
10 th				
12 th				
Graduation				
Others				

11. Experience:- As per Advertisement Notice.

Details of Experience:-

Employer's Name & Address	Designation and Grade Pay	From	To	Brief description of duties

- 12. Post & Grade Pay at the time of retirement :
- 13. Physically fit (Yes/No) :
- 14. Whether any disciplinary proceeding is contemplated
/ pending at the time of retirement (yes/no) :
- 15. Member of any Political Party (Yes/No.) :

16. Last 5 APARs rating :

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

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

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-form. If particulars mentioned by me are found false or incorrect at any stage, my services shall liable to be terminated without any notice.

Signature of the applicant

DELHI DEVELOPMENT AUTHORITY

[Finance & Expenditure]

F&E Circular No. 23 /2018

Dated: 05.12.2018

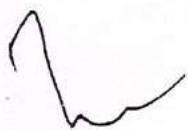
Subject: Further revised Procedure and Guidelines for engagement of Consultants in the Delhi Development Authority on contract basis.

In partial modification to the F&E Circular No. 10/2018 dated 22.05.2018 on procedure and guidelines for engagement of Consultants, further revised procedure and guidelines on the subject are detailed as under which will supersede the circular dated 22.05.2018 :-

1. General conditions for engaging Consultants

- 1.1 Consultants would be engaged in DDA for specific time period and for performing, time-bound jobs by providing high quality services.
- 1.2 Professionals, experts and retired Govt. Servants with requisite qualifications and experiences would be hired as consultants. DDA may, however, prescribe specific guidelines for certain categories of Consultants.
- 1.3 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.
- 1.4 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.
- 1.5 The period of consultancy shall not be counted as Government service for the purpose of pension or any other retirement benefits.
- 1.6 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.
- 1.7 In case a Consultant desires to resign, he/she may do so by giving a notice of 15 days in writing to the HOD of concerned Department. After expiry of the notice period, the person may be relieved after handing over full charge of records to the relieving officer as decided by the concerned Department.
- 1.8 These terms and conditions are subject to Codal provisions and memoranda and resolutions issued by the DDA from time to time.
- 1.9 The Consultant will furnish an undertaking at the time of joining the duty in regard to the truthfulness and correctness of the information furnished by him/her and also towards declaration of fidelity and secrecy.

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2. Number of Consultants

- 2.1 Not more than the number of existing vacancies in respective grade/post as per the sanctioned strength.
- 2.2 As per requirement of the concerned Division/Wing to be submitted with the approval of HoD alongwith justification for engaging Consultants for specific tasks and functions.

3. Procedure for Selection of Consultants

(A) For engagement of consultants in the category of retired officials

The following procedure will be followed for engagement of Consultants in the category of retired officials.

- (i) The Head of Department (HoD) desirous of availing the services of Consultants against specific vacancies in a particular grade/post shall prepare Terms of Reference (ToR) including the eligibility criteria of their engagement and the work to be done by them. They will firm up the number of Consultants to be engaged and thereafter send a proposal to this effect to Personnel Department i.e. to Commissioner (Pers.), DDA.
- (ii) Based on the requirement and ToR given by the concerned HOD, Personnel Department will prepare advertisement for inviting applications for engagement of Consultants and place the same on DDA website and publish the indicative notice in local Newspapers and in the notice boards of main DDA offices.
- (iii) All the applications received in response to the advertisement will be processed by Personnel Department in consultation with the concerned HOD of Administrative Department for scrutiny as per eligibility criteria and will be shortlisted as per their requirement. Thereafter, the proposal will be submitted before the Consultancy Evaluation Committee (CEC) which would recommend a panel of eligible candidates as per requirement. The composition of the CEC will be as mentioned in para 4 below.
- (iv) CEC will assess the candidates on the basis of 50 marks. These 50 marks will be distributed as follows:-

(a) Last 5 years APARs	Max. 25 Marks (Max. 5 Marks each of last five APARs)
Outstanding	5 Marks
Very Good	4 Marks
Good	3 Marks

Contd.....3

Note: Only one Good grading out of 5 will be permitted. Remaining four grading should at least be 'very good'.

Years of experience	Max. 15 Marks
10 or more than 10 years	15 Marks
08 to less than 10 years	12 Marks
06 to less than 08 years	09 Marks
04 to less than 06 years	06 Marks
02 to less than 04 years	03 Marks
Less than 02 years	NIL Marks

Note: Experience at the level/grade of the post against which consultant is being engaged will be considered for awarding marks if specific eligibility criteria for experience is not mentioned in ToR.

(b) Interaction 10 Marks

- (v) First of all, pre-evaluation of shortlisted candidates will be done by CEC as mentioned in para 4 (A) irrespective of the grade pay/level of the post against which consultants are being engaged. As part of pre-evaluation, CEC will evaluate shortlisted eligible candidates on the basis of last five year APARs grading and years of experience for 40 Marks out of 50 as per above criteria.
- (vi) After pre-evaluation, Committee will recommend the shortlisted candidates in order of merit who will be called for interaction by appropriate CEC as mentioned in Para 4 below. Senior most candidates upto 03 times the number of advertised posts may be recommended for interaction by appropriate CEC. In case, two or more candidates have got same marks in pre-evaluation, all such candidates will be called for interaction.
- (vii) Interaction will be done by appropriate CEC in which CEC will give marks unanimously. CEC may also recommend a panel of wait list candidates, alongwith main panel, that are to be called in case candidates in the panel do not take up the assignment. The wait list panel may be equal in size to original panel. In case two or more candidates are awarded equal marks, the candidate having lower age will be placed above the candidate having higher age.
- (viii) Recommendation of both the CECs will be submitted to Pr. Commissioner (P), DDA for approval.
- (ix) The orders for engagement of consultant will be issued by the Personnel Department of DDA.

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(B) For engagement of consultants in professional category (other than retired officials)

For engagement of Consultants (other than retired officials), the procedure laid down in the guidelines as contained in Chapter-7 of "Manual for Procurement of Consultancy & Other Services, 2017" will be followed.

4. Composition of Consultancy Evaluation Committee (CEC)

The following two levels of CECs will be constituted. Each CEC will have one representative from the Personnel department, one representative from the Finance department and one representative from the concerned department for which consultants are being engaged. Composition of CEC will be as follows:-

(A) Engagement of Consultant against posts up to Grade Pay of Rs. 4800/Level – 8 (as per 7th CPC)

- | | |
|--|----------|
| 1. Financial Advisor (Housing) | Chairman |
| 2. Director (Personnel)-I | Member |
| 3. Director level Officer (to be nominated by the HOD of the concerned department) | Member |

(B) Engagement of Consultant against posts above Grade Pay of Rs. 4800 /level – 8 (as per 7th CPC)

- | | |
|---|----------|
| 1. Commissioner (Personnel) | Chairman |
| 2. Chief Accounts Officer | Member |
| 3. Commissioner Level officer of the concerned department | Member |

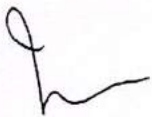
Note:

- (i) The CEC may co-opt an outside member with expertise in concerned field/subject, if deemed appropriate.
- (ii) The CEC at (A) above will function as pre-evaluation Committee for evaluating candidates on the basis of APARs and experience in respect of engagement of all Consultants in the category of retired officials irrespective of the level or grade in which engagement is being resorted to.
- (iii) Interaction of pre-evaluated candidates will be undertaken by appropriate CEC as above depending upon the grade pay/level of the post against which consultants are being engaged.

5. Period of engagement

The initial term of engagement of consultants shall be decided on case to case basis depending upon the specific job and the time frame for its completion. However, such initial engagements and subsequent extension(s) if any, would be for a period not exceeding one year. The maximum continuous engagement as Consultant would be 5 years. The extension beyond 3 years will be only after review of performance and extension beyond 5 years will be only after special review and with the approval of Secretary, Ministry of Housing and Urban Affairs.

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6. Age Limit

No retired Government servant would be engaged as a consultant beyond 65 years of age. The requirement of age may be relaxed in public interest only in rare, deserving and exceptional cases, subject to nature of work, performance of work assigned to the consultant, submission of physical fitness certificate so as to allow him/her for further engagement as a consultant and also subject to approval of Secretary, Ministry of Housing and Urban Affairs.

7.(A) Remuneration to be paid to the retired Officials engaged as Consultants

S. No.	Grade pay (as per 6 th CPC) with Level (I) (as per 7 th CPC) of the post/grade against which consultants are being engaged	Consolidated Remuneration per month [in Rs.]
(A)	(B)	(C)
1.	Rs.1800 L-1	<u>Rs.10000 - 15000</u> Lower end - 10000 Mid Value - 12500 Upper end - 15000
2.	Rs.1900/- & Rs.2000/- L-2 & 3	<u>Rs.12000 - 17000</u> Lower end - 12000 Mid Value - 14500 Upper end - 17000
3.	Rs.2400/- & Rs.2800/- L-4 & 5	<u>Rs.17000 - 21000</u> Lower end - 17000 Mid Value - 19000 Upper end - 21000
4.	Rs.4200/- L-6	<u>Rs.28500 - 33500</u> Lower end - 28500 Mid Value - 31000 Upper end - 33500
5.	Rs.4600/- L-7	<u>Rs.32500 - 35000</u> Lower end - 32500 Mid Value - 33750 Upper end - 35000
6.	Rs.4800/- L-8	<u>Rs.35000 - 40000</u> Lower end - 35000 Mid Value - 37500 Upper end - 40000
7.	Rs.5400/- L-9 & 10 (SO in GOI)	<u>Rs.40000 - 45000</u> Lower end - 40000 Mid Value - 42500 Upper end - 45000
8.	Rs.6600/- L-11 (Under Secy. in GOI)	<u>Rs.50000 - 55000</u> Lower end - 50000 Mid Value - 52500 Upper end - 55000
9.	Rs.7600/- L-12 (Dy. Secy. in GOI)	<u>Rs.55000 - 65000</u> Lower end - 55000 Mid Value - 60000 Upper end - 65000
10.	Rs.8700/- / Rs.8900/- L-13 (Director in GOI)	<u>Rs.60000 - 70000</u> Lower end - 60000 Mid Value - 65000 Upper end - 70000
11.	Rs.10,000/- L-14 (Jt. Secy. in GOI)	<u>Rs.70000 - 100000</u> Lower end - 70000 Mid Value - 85000 Upper end - 100000

Note:

- (i) Remuneration will be fixed and mentioned in the engagement letter within the range as mentioned in the column 'C' against the grade pay / level mentioned in column 'B' above keeping in view the year of service in respective grade/level on substantive basis as mentioned below.

S. No.	Years of Service in the Grade/Level on substantive basis	Consolidated Remuneration per month
1.	If retired from lower grade or served upto 05 years in the grade in which consultant is being engaged	Lower end of the range mentioned in the column (C) of above table e.g. Rs.10000 at S.No. 1
2.	Served more than 05 years and upto 10 years in the grade in which consultant is being engaged	Mid value of the range mentioned in the column (C) of above table e.g. Rs.12500 at S.No. 1
3.	Served more than 10 years in the grade in which consultant is being engaged	Upper end of the range mentioned in the column (C) of above table e.g. Rs.15000 at S.No. 1

- (ii) Grade pay as per 6th CPC or Level as per 7th CPC granted on the basis of ACP/MACP will not be considered for fixing the remuneration. Remuneration will be fixed on the basis of grade pay / level of the post in which consultants are being engaged.

- (iii) Ex-Serviceman & DGR Personnel engaged by DDA on contract basis will be treated as Consultants in the category of retired officials.

7.(B) Remuneration to be paid to the Professional Consultants other than retired Officials

S. No.	Qualification with Experience	Remuneration/ Fee per month
1.	Graduation in Technical subject such as Engineering, Law, Computer Science, Architecture without any experience.	Rs.40000
2.	Post Graduation in Technical subject such as Engineering, Law, Computer Science, Architecture, Diploma in Management etc. Master's Degree, C.A., CS, ICWA, etc. without any experience.	Rs.45000
3.	Graduation in technical subject such as Engineering, Law, Computer Science, Architecture with five years experience.	Rs.55000
4.	Post Graduation in Technical subject such as Engineering, Law, Computer Science, Architecture, MB A, Post Graduate Diploma in Management, M.Phil, PhD, CA, CS, ICWA, etc. with five years' experience.	Rs.65000
5.	Graduation in Technical subject such as Engineering, Law, Computer Science, Architecture with 15 years experience.	Rs.75000
6.	Post-Graduation in Technical subject such as Engineering, Law, Computer Science, Architecture, MBA, Post Graduate Diploma In Management, M.Phil, PhD, CA, CS, ICWA, etc. with 15 years' experience	Rs.85000

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Note: Remuneration as above will be fixed keeping in view the requirement of qualification and experience for engaging consultants as per advertisement at the time of initial engagement of consultants. Experienced gained during incumbency of consultancy in DDA will not be a ground for revising remuneration.

7.(C) Other benefits

- (i) Consultants will not be paid any other allowance/facility such as Dearness Allowance, Residential Telephone, Transport facility/allowance, Residential Accommodation, Personal Staff, CGHS, Medical reimbursement etc. However, Consultants will be entitled for Local Conveyance as under:-

Consultants engaged in the category of retired officials

S. No.	Level (as per 7 th CPC)/ Grade Pay (as per 6 th CPC) of the post against which consultants are being engaged	Local Conveyance per month
a)	Level – 7 of 7 th CPC (GP @ Rs.4600/- in 6 th CPC)	Rs.1500
b)	Level – 8 of 7 th CPC (GP @ Rs.4800/- in 6 th CPC)	Rs.1500
c)	Level – 9 & 10 of 7 th CPC (GP @ Rs.5400/- in 6 th CPC)	Rs.1500
d)	Level – 11 of 7 th CPC (GP @ Rs.6600/- in 6 th CPC)	Rs.3000
e)	Level – 12 of 7 th CPC (GP @ Rs.7600/- in 6 th CPC)	Rs.3000
f)	Level – 13 of 7 th CPC (GP @ Rs.8700/- in 6 th CPC)	Rs.3000
g)	Level – 14 & above of 7 th CPC (GP @ Rs.10000/- in 6 th CPC)	Rs.5000

Consultants engaged in the category of Professionals

Category	Local Conveyance per month
Graduation and Post-Graduation (without experience)	Rs.1500
Professional consultants with 05 years' experience	Rs.3000
professional consultants with 15 years' experience	Rs.5000

(ii) No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work at following rates:-

Consultants in the category of retired officials at S. No. 1 to 5 of para 7 (A)	TA – Reimbursement of Second AC Train Fare. DA – Reimbursement of Hotel accommodation of upto Rs. 500/- per day; reimbursement of travel charges of upto Rs. 100/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 150/- per day.
Consultants in the category of retired officials at S. No. 6 to 10 of para 7 (A) and professional consultants at S. No. 1 to 4 of para 7 (B)	TA- Reimbursement of Second AC Train Fare/Air Fare (Economy Class). DA- Reimbursement of Hotel Accommodation of UPTO Rs. 1500/- per day; reimbursement of travel charges of upto Rs. 150/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200/- per day.
Consultants in the category of retired officials at S. No. 11 of para 7 (A) and professional consultants at S. No. 5 to 6 of para 7 (B)	TA- Reimbursement Air Fare (Economy class). DA – Reimbursement of Hotel accommodation of upto 3000/- per day; reimbursement of non-AC taxi charges of upto 50 Kms. Per diem for travel within the city and reimbursement of food bills not exceeding Rs. 500/- per day.

Contd.....8

(iii) Existing Consultants can continue with the remuneration at old rates or can opt for new rates of remuneration and other benefits for which they would be required to submit a request to Personnel Department. Personnel Department will examine their requests for new rates of remuneration and issue a suitable order in this regard.

(iv) No increment will be given to Consultants.

8. Engagement of consultant not to be treated as re-employment

Retired official engaged as Consultants shall continue to draw pension and the dearness relief on pension during the period of their engagement as Consultants. Engagement as Consultants shall not be considered as re-employment.

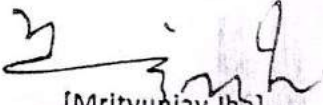
9. Leave

Consultants will be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). A certificate to the effect that the Consultant has performed his duty in the previous month will be required to be given by the concerned Division's Head based on which remuneration would be released. Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The DDA would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

10. Library Facility

The Consultants will have access to the DDA's Library during the period of their engagement and will be allowed to borrow books as per the Library Rules.

These revised procedure and guidelines are issued with the approval of VC, DDA.

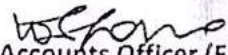

[Mrityunjay Jha]
Chief Accounts Officer

Dated: 05.12.2018

No. FE.16(24)2008/DDA/511

Copy to:-

1. OSD to LG, DDA;
2. OSD to VC, DDA;
3. PS to FM/EM, DDA;
4. All Pr. Commissioners/CVO/CLA, DDA;
5. All Commissioners/Commr.-cum-Secy;
6. All Chief Engineers/Chief Architect;
7. Director (Personnel)-I & II;
8. Dy. CAO (HQ)-I;
9. Sr. AO (Contingencies);
10. E.O. Book/Guard File.


Sr. Accounts Officer (F&E)
5/12/2018

दिल्ली विकास प्राधिकरण
विकास सदन, आई एन ए, नई दिल्ली-110023

दिल्ली विकास प्राधिकरण डीडीए/दिल्ली सरकार या केंद्र सरकार (दिल्ली स्थित कार्यालयों से सेवानिवृत्त) से सेवानिवृत्त हुए स्टाफ कार ड्राइवरों से 01 वर्ष की अवधि हेतु 20 स्टाफ कार ड्राइवरों (कंसल्टेंट) की नियुक्ति के लिए आवेदन आमंत्रित करता है, इस अवधि को वर्ष प्रति वर्ष आधार पर अधिकतम 5 वर्ष की अवधि के लिए या 65 वर्ष की आयु पूरा होने पर (जो भी पहले हो) तक बढ़ाया जा सकता है।

2. नियुक्ति की अवधि

कंसल्टेंट की नियुक्ति की प्रारम्भिक अवधि उनके निर्धारित कार्य और समय सीमा पूरा होने पर मामले दर मामले आधार पर निर्धारित की जाएगी। तथापि, ऐसी प्रारंभिक नियुक्तियाँ और तदोपरांत उनमें विस्तार, यदि कोई हो, की अवधि एक वर्ष से अधिक नहीं होगी। कंसल्टेंट के रूप में अधिकतम निरंतर नियुक्ति 5 वर्ष तक होगी। 3 वर्ष से अधिक अवधि का विस्तार केवल कार्य निष्पादन की समीक्षा के बाद ही किया जाएगा और 5 वर्ष से अधिक अवधि का विस्तार सचिव, आवासन और शहरी कार्य मंत्रालय के अनुमोदन से किया जाएगा।

3. आयु सीमा

कोई भी सेवा निवृत्त सरकारी कर्मचारी कंसल्टेंट के रूप में 65 वर्ष की आयु से अधिक आयु के बाद नियुक्त नहीं किया जाएगा। अपेक्षित आयु में छूट केवल विशिष्ट, योग्य और अपवादात्मक मामलों में ही जन हित में दी जाएगी, जो कि कंसल्टेंट को दिये गए कार्य की प्रकृति, कार्य निष्पादन रिपोर्ट और कंसल्टेंट के रूप में आगे की नियुक्ति के लिए फिजिकल फिटनेस सर्टिफिकेट के प्रस्तुत करने और सचिव, आवासन और शहरी कार्य मंत्रालय के अनुमोदन के विषयाधीन होगी।

4. निबंधन और शर्तें तथा पात्रता मानदंड :

1) आवेदक डीडीए/ दिल्ली सरकार अथवा केंद्र सरकार (दिल्ली स्थित कार्यालय से सेवानिवृत्त) से सेवानिवृत्त स्टाफ कार ड्राइवर (31.12.2022 तक या उससे पहले सेवानिवृत्त) होना चाहिए जिसके पास स्टाफ कार ड्राइवर के रूप में कम से कम 10 वर्ष अनुभव हो और एक वैध ड्राइविंग लाइसेंस हो।

- 2) आवेदक की आयु 01.01.2023 तक 63 वर्ष से अधिक न हो।
- 3) शैक्षणिक योग्यता- 8वीं पास।
- 4) प्रारंभिक रूप से नियुक्ति की अवधि 1 वर्ष अथवा अगले आदेश, जो भी पहले हो, तक होगी। तथापि, इसे आवश्यकता और आवेदक के कार्य निष्पादन पर आगे बढ़ाया जा सकता है।
- 5) आवेदक का स्वास्थ्य अच्छा होना चाहिए। डीडीए के एमपैनलड हॉस्पिटल से मेडिकल फिटनेस सर्टिफिकेट प्रस्तुत किया जाए।
- 6) किसी सेवानिवृत्त अधिकारी/ कर्मचारी जिसके विरुद्ध उसकी सेवानिवृत्ति के समय कोई सतर्कता मामला अथवा विभागीय कार्यवाही या आपराधिक मुकदमा चल रहा हो या लंबित हो, पर विचार नहीं किया जाएगा।
- 7) कोई सेवा निवृत्त अधिकारी/ कर्मचारी, जो सेवानिवृत्ति के बाद किसी राजनीतिक पार्टी का सदस्य हो, पात्र नहीं होगा।
- 8) उनकी सेवानिवृत्ति के पूर्ववर्ती 5 वर्षों की ए. सी. आर./ ए. पी. ए. आर. पर विचार किया जाएगा। 05 ए. सी. आर./ ए. पी. ए. आर. में से कम से कम 04 में 'बहुत अच्छा' ग्रेड दिया गया हो। उच्चतर/बेहतर ए पी ए आर ग्रेडिंग को वरीयता दी जाएगी।
- 9) अपूर्ण आवेदनों पर किसी भी स्थिति में विचार नहीं किया जाएगा।
- 10) उपर्युक्त वर्णित पारिश्रमिक के अतिरिक्त किसी प्रकार का भुगतान नहीं किया जाएगा।
- 11) काम पर नियुक्त किए जाने के पश्चात् भी यदि उपयोगकर्ता अधिकारी द्वारा शारीरिक रूप से फिट नहीं होने अथवा सजगता आदि के संबंध में कोई प्रतिकूल रिपोर्ट दिए जाने की स्थिति में, उस व्यक्ति को तत्काल प्रभाव से हटा दिया जाएगा/सेवाएं समाप्त कर दी जाएंगी।

पारिश्रमिक सहित अन्य निबंधन एवं शर्तें जिन्हें उपर्युक्त वर्णित नहीं किया गया है वह एफएंडई परिपत्र संख्या 23/2018 दिनांक 05.12.2018 (प्रति संलग्न) के माध्यम से जारी नीति दिशानिर्देशों के अनुसार होंगी।

अभ्यर्थियों के लिए अनुदेश

नोट:

1. आवेदकों को दिनांक **31.12.2022** को शाम 5:00 बजे तक ई-मेल द्वारा निर्धारित प्रारूप में अपना आवेदन करना होगा। वह विधिवत रूप से टाइप किया हुआ फॉर्म भरकर, निर्धारित आवेदन फॉर्म (संलग्न) में दिए गए स्थान में फोटो चिपकाकर और निर्धारित स्थान में अपने हस्ताक्षर करके विधिवत रूप से भरे हुए हस्ताक्षरित आवेदन की स्कैन की गई प्रति को पीडीएफ अथवा जेपीईजी फॉर्मेट में ई-मेल आईडी ddpb4@dda.org.in पर भेजें।
2. उपर्युक्त उल्लिखित ई-मेल आईडी पर आवेदन फॉर्म की स्कैन की हुई प्रति भेजते समय आवेदक पद की उपयुक्तता के समर्थन में कोई भी दस्तावेज संलग्न कर सकते हैं। आवेदक को यदि साक्षात्कार के लिए बुलाया जाता है तो आवेदक को मूल/सहायक दस्तावेज प्रस्तुत करने होंगे।
3. शार्टलिस्ट किए गए अभ्यर्थियों को ई-मेल द्वारा साक्षात्कार की तिथि की सूचना दी जाएगी और डीडीए की वेबसाइट पर भी इसे अधिसूचित किया जाएगा।
4. ई-मेल द्वारा आवेदन भेजने मात्र से आवेदक साक्षात्कार का पात्र नहीं होगा। केवल उन्हीं अभ्यर्थियों को साक्षात्कार के लिए बुलाया जाएगा जिन्हें किए जाने वाले कार्य की आवश्यकताओं को ध्यान में रखते हुए डीडीए द्वारा तैयार मानकों के अनुसार उपयुक्त पाया जाएगा। इस संबंध में ई-मेल अथवा फोन द्वारा किसी प्रकार का संप्रेषण नहीं किया जाएगा।
5. साक्षात्कार के लिए किसी प्रकार के टी.ए./डी.ए. का भुगतान नहीं किया जाएगा।
6. अपूर्ण आवेदनों पर विचार नहीं किया जाएगा।
7. डीडीए की आवश्यकताओं के अनुसार रिक्तियों की संख्या घटाई अथवा बढ़ाई जा सकती है।

-sd-
आयुक्त (कार्मिक)

दिल्ली विकास प्राधिकरण
आवेदन का प्रारूप

फोटो
हस्ताक्षर

1. आवेदित पद :
2. लिंग (पुरुष/महिला) :
3. अभ्यर्थी का नाम :
(स्पष्ट अक्षरों में)
4. पिता का नाम :
(स्पष्ट अक्षरों में)
5. जन्म तिथि (दिनांक/महीना/वर्ष) :
6. 01.01.2023 को आयु :
7. पत्र व्यवहार के लिए पता :
8. ई-मेल पता :
9. सम्पर्क नं. क) लैंडलाइन नम्बर :
ख) मोबाइल नम्बर :
10. शैक्षणिक/व्यावसायिक/तकनीकी योग्यता
(आठवीं कक्षा से शुरू करते हुए)

उत्तीर्ण की गयी परीक्षा	विषय क्षेत्र/विशेषज्ञता/विषय	बोर्ड/विश्व विद्यालय	उत्तीर्ण करने का वर्ष	कोर्स की अवधि
8वीं				
10वीं				
12वीं				
स्नातक				
अन्य				

11. विज्ञापन सूचना के अनुसार:-

नियोक्ता का नाम एवं पता	पदनाम और ग्रेड पे	दिनांक से	दिनांक तक	कार्य विवरण का संक्षिप्त विवरण

12. सेवानिवृत्ति के समय पद और ग्रेड-पे :
13. शारिरिक रूप से सक्षम (हां/नहीं) :
14. सेवानिवृत्ति के समय क्या कोई अनुशासनात्मक कार्रवाई विचाराधीन/लंबित है (हां/नहीं) :
15. किसी राजनीतिक पार्टी का सदस्य (हां/नहीं) :
16. पिछले 5 वर्ष की अपार (एपीएआर) रेटिंग:

वर्ष	1 वर्ष	2 वर्ष	3 वर्ष	4 वर्ष	5 वर्ष
ग्रेडिंग					

17. आवेदक को पीपीओ (कार्मिक पेंशन ऑर्डर) की प्रति भी जमा करनी होगी।

आवेदक द्वारा की जाने वाली हस्ताक्षरित घोषणा

मैं एतद् द्वारा प्रमाणित करता हूँ की आवेदन पत्र में दिया गया उपर्युक्त उल्लिखित विवरण मेरी जानकारी/विश्वास के अनुसार, सत्य व सही है और कोई भी महत्वपूर्ण तथ्य/जानकारी को छिपाया नहीं गया है। यदि मेरे द्वारा दिया गया विवरण किसी भी स्तर पर असत्य अथवा गलत पाया जाता है तो बिना कोई सूचना दिए मेरी सेवाओं को रद्द कर दिया जायेगा।

आवेदक के हस्ताक्षर