

**DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, INA, NEW DELHI – 110 023**

Engagement of Consultants for Help Desks in Unauthorised Colonies

A 'Walk-in-Interview' will be held from 31.12.2019 till 10.01.2020 on all working days from 10.00 AM to 12.00 Noon in the Conference Hall, E- Block, Ground Floor, Vikas Sadan, INA, New Delhi – 110 023 for engagement of retired administrative/ministerial officials of Central Govt./ State Govt./ PSU/ Autonomous/ Regulatory Authorities/ Other Govt. Organizations) from the grade of Assistant Director (Ministerial) (Pay Band-2 with Grade Pay of Rs 4800 i.e. Level 8 as per 7th CPC), on the consolidated remuneration and terms & conditions mentioned in the F&E, DDA Circular No. 23/18 dated 05.12.2018.

Terms & Conditions

1. The eligible and willing candidates should reach the scheduled venue half an hour before the time fixed for 'Walk-in-Interview', along with the Bio-Data in the prescribed format and copy of pension payment orders, copies of APARs for the last five years and VCR at the time of retirement and other documents in support of experience etc.
2. The applicants must ensure that they have adequate experience of the level of post for engagement as consultant. They must produce the relevant documents in support of experience.
3. The period of contractual appointment shall not be counted as Government service for the purpose of pension or for any other retirement benefits.
5. The terms and conditions are subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
6. The appointee will furnish an undertaking at the time of joining the duty in regard to the truth and correctness of the information furnished by him/her and also declaration of fidelity and secrecy in the prescribed format.
7. The applicants should bring the enclosed Bio-Data form duly filled in with relevant documents in support of their candidature. The registration will be done only upto 11 A.M. on each working day.
8. The upper age limit is 63 years on the date of the interview.
9. No TA/DA will be paid for attending the interaction.

Encl: Bio Data format.


Commissioner (Personnel)

**DELHI DEVELOPMENT AUTHORITY
BIO DATA FORMAT**

1. Level of post for applied: Asstt. Director (Ministerial)

2. Name of the Candidate: _____
(in block letters)
3. Date of Birth (DD/MM/YY) _____
4. Age as on date of interview _____
5. Father's/Husband's Name: _____
(In Block letters)
6. Date of retirement on superannuation: _____
7. Address for communication: _____

Photograph
Signature

8. Email I.D.: _____
9. Contact No. [a] Landline _____ [b] Mobile No. _____

10. [a] Academic/Professional qualifications:

Degree	University	Field/specialisation	Years of Passing	Any other information

[b] Details of Experience:

Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institute/ Organisation	Post	From	To	Nature 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. APARs grading for the last five years of the date of retirement

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

-: 2 :-

12. Name of Organisation and post held at the time of retirement

Name of the Deptt.	Post held at the time of retirement and date of appointment	Substantive Pay i.e. Pay Band, Grade Pay/Level in the Pay Matrix (ACP & MACP etc. will not be considered)

13. Scanned copy of PPO _____

14. Whether Pension is provisional or full pension: _____
(If provisional reasons thereof)

15. Knowledge of computers _____

Declaration to be signed by the candidate

I hereby certify that particulars mentioned in the above 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 contract shall be liable to be terminated without any notice with further action as may be deemed appropriate by DDA.

Signature of the Applicant

Place:

Date: