



DELHI DEVELOPMENT AUTHORITY  
PERSONNEL BRANCH-I  
Room No. B-311, Vikas Sadan,  
INA, New Delhi- 110023.

F.7 (220)2010/PB-I

Dated:

**Sub: Engagement of three (03) Consultants (Vigilance)**

DDA invites applications on prescribed format only through email to [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in) by 5.00 P.M. on 6.3.20 for engagement of three Consultant (Vigilance) from retired government Officers holding the post of Section Officer or equivalent in level 8, 9 or 10 and having the minimum two years experience in handling the vigilance cases, initially for a period of six months or until further orders, extendable further depending upon the requirement of DDA and performance of the candidate. The upper age limit is 63 years on the last date of receipt of application.

**2. The relevant eligibility criteria are as under**

*The applicant must have retired from Central/State Govt./PSU/Semi Govt. Autonomous or Statutory Organizations with substantive pay in level 8 or 9 or 10 in Pay Matrix at the time of retirement and having minimum two years experience in handling Vigilance cases.*

**3. Method of Selection and terms & conditions**

The terms & conditions, evaluation of candidates including remuneration for engagement as consultant will be governed by as per policy's guidelines issued vide F&E / DDA's circular No. 23/2018 dated 05.12.2018. Intimation shall be sent only to the short-listed candidates for personal interaction through e-mail for which no TA/DA etc. will be payable.

**4. Instructions for candidates**

The candidate should send the bio-data in the prescribed application format by 5.00 P.M. on \_\_\_\_\_. They shall fill up the form duly typed, paste photograph at the space provided in the prescribed applicable form (attached), put specimen signature in the space provided and then send the scanned copy of the signed application form duly filed in pdf or JPEG format at email [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in) Please do not enclose any document [s] while sending the scanned copy of the application form at the above mentioned email ID except those required. The applicant is required to produce the original/supporting documents at the time of interaction, if called. The application should be sent through e-mail only and on the prescribed format. The applications sent through any other mode shall not be considered.

**5. General Conditions**

- i. Sending bio-data through e-mail will not necessarily mean that the applicant shall be called for interaction. Only those candidates will be called for interactions 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 email, phone or letter, etc. shall be entertained.
- ii. The date, time and venue of the interaction will be intimated separately. The candidate should attend the interaction at the given time & venue along with all relevant documents in original.
- iii. No TA/DA will be paid for attending the interaction.
- iv. The jobs description for the Consultants (Vigilance) includes assisting the DVO in investing of vigilance cases.

**Encl: Application format.**

Commissioner (Personnel)

**DELHI DEVELOPMENT AUTHORITY  
FORMAT OF APPLICATION**

**1. Application for engagement as Consultant  
(Vigilance)**

2. Name of the Candidate: \_\_\_\_\_  
(in block letters)
3. Date of Birth  
(DD/MM/YY) \_\_\_\_\_
4. Age as on last date of application \_\_\_\_\_
5. Father's/Husband  
Name: \_\_\_\_\_  
(In Block letters)
6. Date of retirement on superannuation: \_\_\_\_\_
7. Address for  
communication: \_\_\_\_\_
8. Email I.D.: \_\_\_\_\_
9. Contact No. [a] Landline \_\_\_\_\_ [b] Mobile No. \_\_\_\_\_
10. [a] Academic/Professional qualifications including relating to Fire fighting:

<b>Photograph</b>
<b>Signature</b>

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. **Specifically mention the experience related to handling the vigilance cases.**

Office/Institute/ Organisation	Post Held	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**

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					

**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 / retirement	Substantive Pay i.e. Pay Band, Grade Pay (Level in pay matrix as per 7 <sup>th</sup> CPC) (ACP & MACP etc. will not be considered)

13. Please attach 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: