

(Notice for DDA's website)

DELHI DEVELOPMENT AUTHORITY  
PERSONNEL BRANCH-I  
B-311, Vikas Sadan, INA, New Delhi-110023

**Notice for engagement of Consultant at the level of Retired Superintending Engineer (Civil)**

DDA invites applications on the prescribed format for engagement of **03 Consultants** at the level of Retired Superintending Engineer (Civil) in **Level-12 in the pay matrix as per 7<sup>th</sup> CPC [equivalent to Pay Band – 3 and Grade Pay of Rs. 7600/- as per 6<sup>th</sup> CPC]** on contract basis, initially for a period of one year which can further be extended after taking into account the performance of Consultant and requirement of DDA.

Individuals retired from the State/Central Government/Autonomous bodies/PSUs and local bodies having experience of more than 03 years on the post of SE (Civil) may apply by e-mail at [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in) latest by 5.00 p.m. on **19.08.2019** in the prescribed format. The upper age limit of applicant should not exceed 64 years as on **19.08.2019**. 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. Consolidated remuneration & terms and conditions of the contractual employees shall be as per F&E Circular No. 23/2018 dated 05.12.2018.
2. The appointee shall not be deployed or associated in any manner on sensitive seat/jobs financial transactions, tenders etc.
3. The period of the contractual appointment shall not be counted as Government service for the purposes of pension or any other retirement benefits.
4. 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 Government, without any prior notice.
5. General instructions regarding terms & conditions for contractual appointment as issued from time to time, will be applicable and binding on the officers/consultants.
6. 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.

7. The terms and conditions are subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
8. 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.
9. Requisite details regarding eligibility is as under:

Sl. No	Name of Post	No. of Vacancy	Qualification required	Post held at the time of retirement from State/Central Govt./Autonomous Bodies,/PSUs and Local Bodies	Details of the project for which consultant/advisor are required
1.	Consultants	03	Graduate	Supdt. Engineer in Level-12 in the pay matrix as per 7 <sup>th</sup> CPC (equivalent to Pay Band-3 with Grade Pay of Rs. 7600/- as per 6 <sup>th</sup> CPC).	<ol style="list-style-type: none"> <li>1. Applicant should have completed more than 03 years on the post of SE(Civil) on regular basis.</li> <li>2. Applicant should have an experience of framing/security of the tender of Mega Housing Project invited on conception to commissioning basis.</li> <li>3. Applicant should have experience of supervision &amp; monitoring of Mega Housing Project executed with prefab technology.</li> <li>4. Applicant should have experience of framing and processing of tender related to landscaping project, which also includes Horticulture operations.</li> <li>5. Applicant should have experience of supervision and monitoring of landscape projects.</li> </ol>

Encl: Application Form

Sd/-

Commissioner (Personnel)

**DELHI DEVELOPMENT AUTHORITY**

**NOTICE FOR ENGAGEMENT OF CONSULTANT AT THE LEVEL OF RETIRED SUPERINTENDING ENGINEER (CIVIL)**

1. Name of Candidate: \_\_\_\_\_  
(in block letters)
2. Father's/Husband's Name: \_\_\_\_\_  
(in block letters)
3. Post applied for: \_\_\_\_\_
4. Designation at the time of superannuation & date of retirement  
\_\_\_\_\_
5. Pay Scale/Pay Band & GP drawn at the time of Retirement \_\_\_\_\_
6. Name of the parent department: \_\_\_\_\_
7. Gender (Male/Female): \_\_\_\_\_
8. Date of Birth (DD/MM/YY) and age on last date of receipt of Application: \_\_\_\_\_
9. Address for communication \_\_\_\_\_  
\_\_\_\_\_
10. Email ID: \_\_\_\_\_
11. Contact No. [a] Landline \_\_\_\_\_ [b] Mobile No. \_\_\_\_\_
12. Educational/Professional/Technical qualification (starting from class 10<sup>th</sup> onwards)

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

**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 judgement)

**14. APARs grading for the five years preceding the date of retirement:**

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

15. Vigilance Clearance Report at the time of retirement, if available : \_\_\_\_\_
16. Whether the Pension is provisional and if so, the reasons thereof: \_\_\_\_\_
17. 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.

Place:  
Date:

Signature of applicant

**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.