

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

**Subject: Engagement of Retired Govt. Officers as Consultant(Finance) at the Level of of Accounts Officer in DDA**

Delhi Development Authority invites applications for engagement of 08 retired Govt. Officers as Consultant(Finance) at the level of Accounts Officer(Level 9 as per 7<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. Their engagement will be governed by F&E Circular 23/2018 dated 05.12.2018 and other guidelines issued from time to time.

The eligibility criteria for engagement of Accounts Officer as Consultants are as under:-

(i)	Age	Maximum 63 year as on 30.09.2021
(ii)	APAR Grading	Minimum 'Very Good' for the last five years.
(iii)	Work experience	Retired Sr. AO/AO should have an experience of Accounts related works, Establishment, Pension work and Audit, Tally etc., however, experience in Vigilance Department as Accounts Officer may be preferred in the Grade Pay of Rs. 5400/- Level 10 Autonomous Body.  Persons who have retired from any Accounts related post up to the Grade Pay of Rs. 6600/- can also apply. Experience for holding higher post will be considered for evaluation. However, their remuneration will be fixed as per norms keeping in view the post against which engagement is being made.
d.	Should be expertise in Computer Applications and Usage.	

The desirous and eligible candidates are required to send the scanned PDF/JPEG copy of their duly filled and signed application in the prescribed format and scanned copy of PPO by e-mail at [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in) latest by 5:00 PM on 13/9/21.

**NOTE:**

1. Please do not enclose any other document(s) other than scanned copy of PPO while sending the scanned copy of the application from at the above mentioned email ID. The applicant is required to produce the original/supporting documents at the time of interaction, if called.
2. Sending application through 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. No communication in this regard, either by e-mail or phone etc., shall be entertained.
3. The date, time and venue of the interaction will be intimated at a later date.
4. No TA/DA will be paid for attending the interview.

  
19/8/21  
Commissioner (Personnel)

**DELHI DEVELOPMENT AUTHORITY**

**FORMAT OF APPLICATION FOR ENGAGEMENT OF CONSULTANT(FINANCE) AT THE LEVEL OF ACCOUNTS OFFICER**

1. Name of Candidate(in BLOCK letters): \_\_\_\_\_
2. Father's/Husband's Name(in BLOCK letters): \_\_\_\_\_
3. Date of Retirement: \_\_\_\_\_
4. Designation at the time 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): \_\_\_\_\_
9. Address for communication \_\_\_\_\_

Photo
Signatures

10. Email ID: \_\_\_\_\_
11. Contact No. [a] Landline \_\_\_\_\_ [b] Mobile No. \_\_\_\_\_
12. Educational/Professional/Technical qualification (starting from class 10<sup>th</sup> onwards)

Educational qualification	Discipline/ Specialization/ Subject	Board/ University	Year of Passing	Duration of Course	Percentage of Marks	Remarks

**13. Experience**

Employer's name & address (also indicate whether Central Govt./ State Govt./ PSU/ Autonomous body)	Designation	Pay Scale/Pay Band & GP	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:

Year					
Grading					

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.

Signature of Applicant

Place:

Date:

**Note:** Please submit your application in PDF/JPEG format only and do not attach any other document, except for scanned copy of PPO, with email as the same will be entertained only at the time of interaction, if called.