

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

No. F.7 (49) 2020/PB-I/DDA/1801

Dated: 13.08.2020

VACANCY NOTICE No. 6/PB-1/DDA/2020-21

Delhi Development Authority invites applications on the prescribed format for engagement of **01 Consultant (Personnel)** from retired officers retired as Dy. Director (Ministerial) or equivalent level [**Level 11 in the pay matrix**], from the Central/State Government, Autonomous bodies including DDA, who have experience/combined experience of at least 05 years as Dy. Director (Min.)/Assistant Director (Min.) in dealing with the issues for which Consultant is proposed to be engaged as mentioned below in the Work Profile, initially for a period of six months which can further be extended after taking into account the performance of Consultant and requirement of DDA.

The applicants may apply by e-mail at personnelbranch1@dda.org.in latest by 05:00 PM on 31.08.20 in the prescribed format. The upper age limit of the applicant should not exceed 61 years as on the last date of receipt of applications. No queries in this regard, either by e-mail or phone, shall be entertained.

LEVEL OF POST / QUALIFICATION / EXPERIENCE REQUIRED:

1. The applicant must have retired at the level of Dy. Director (Ministerial) in the substantive pay scale in Level 11 in the pay matrix, from Central Govt./State Govt./Autonomous bodies including DDA.
2. The applicant must possess a degree from a recognized university/institute. Preference will be given to the candidates holding regular LL.B. degree from university/instituted recognized by Bar Council of India.
3. The candidate must have an experience/combined experience of at least 05 years as Dy. Director including Assistant Director in dealing with the issues for which Consultant is proposed to be engaged.


WORK PROFILE FOR CONSULTANT:

1. Persuasion of Recruitment Regulations with the MoHUA for notification. This includes RRs for the various grades in Drivers cadre, Security Cadre, MTS and long pending issue of grant of NFSG to SEs of DDA in PB-4 with GP of Rs.8700/-.
2. Updation and amendment of Regulation 32(i) and Regulation 33 of DDA Conduct, Disciplinary & Appeal Regulations, 1999 including review of delegation of powers to Pr. Commissioner (Personnel).
3. Proposal for amendment of Rule 2 of the DDA (Pension) Amendment Rules, 1978.
4. Persuasion of 'Restructuring proposal of DDA' submitted to MoHUA. After approval of the proposal, the issues concerning creation of new posts and framing the Recruitment Rules for such new posts including amendment of the Recruitment Rules of existing posts will be dealt with by the Consultant.
5. Persuasion of proposal for creation of posts for PM-UDAY (UC Cell).
6. Centralized processing of Disciplinary cases other than involving 'Vigilance Angle' and conducting of Departmental Examinations at regular intervals.
7. Review and amendment in the existing RRs for various posts.
8. Various other issues of general importance concerning all branches i.e. guidance in preparing DPC notes, rosters etc.

THE TERMS OF REFERENCE AND OTHER CONDITIONS:

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 period of the contractual appointment shall not be counted as Government service for the purpose of pension or for any other retirement benefits.
3. The contractual appointment may be terminated at an time by the concerned Department for unsatisfactory performance on notice of ten days and in the case any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice.
4. General instructions regarding terms & conditions for contractual appointment as issued from time to time, will be applicable and binding on the officers/consultants.
5. 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.
6. The terms & conditions are subject to codal provisions and memoranda and resolutions issued by DDA from time to time.
7. 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 prescribed format.

Encl: Application Format


Commissioner (Personnel)

**DELHI DEVELOPMENT AUTHORITY
FORMAT OF APPLICATION**

1. Application for engagement as Consultant (Personnel)

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. _____

Photograph

Signature

10. Academic/Professional qualifications

Educational Qualification	Discipline/ Specialization/ Subject	Board/ University	Years of Passing	During of Course	Percentage of Marks	Remarks

11. Details of Experience

Employer's Name & address (Also indicate whether Central Govt. / State Govt. / Autonomous Body / DDA	Designation	From	To	Brief description of duties

12. 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.

13. APARs grading for the last five years

Year	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th 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	Substantive Pay i.e. Pay Band, Grade Pay (Level in pay matrix as per 7 th 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: