



DELHI DEVELOPMENT AUTHORITY
(RECRUITMENT CELL)



Advertisement No: 05/Consultant/2023/Rectt. Cell

NOTICE

Engagement of Consultant (Public Relations) on short term contractual basis.

Delhi Development Authority proposes to engage **01 Consultants (Public Relations)** purely on short term contractual basis for Public Relations Department, DDA.

The aspiring candidates are requested to submit the application in the prescribed format through online mode only at the email: consultant.rc@dda.org.in on or before 27.10.2023.

For complete notification, bio-data format etc. kindly visit DDA's website www.dda.gov.in → Jobs → Select Job Category → Jobs 2023-24.

Sd/-
Commissioner (Personnel)



DELHI DEVELOPMENT AUTHORITY

(VIKASSADAN,I.N.A.,NEWDELHI-110023)

(Website <https://www.dda.gov.in>)

Reference Advertisement No: 05/Consultant/2023/Rectt. Cell

DDA invites applications for engaging Professionals for Public Relations(PR) Department, DDA purely on contractual basis .The required eligibility criteria for the post is asunder:

Sl. No.	Name of Post	No. of Posts	Educational Qualifications	Experience & Eligibility criteria	Required Experience	Consolidated Remuneration per month	Fixed Local Conveyance per month	Maximum age as on closing date of application	Period of Engagement
1	Consultant (Public Relations)	01	Post Graduate degree/diploma in Media/Mass Communication/PR/Journalism from a recognized University	Work Experience: Minimum Five (05) years in the relevant field.	05 Years' experience	₹ 65,000/-	₹3000/-	50 Years	01 Year (DDA may extend the contract period further depending on requirement and satisfactory performance of the candidate which would be reviewed annually.)

Above professionals will be engaged for Public Relations(PR) Department of DDA for a period mentioned against each purely on contractual basis on a fixed consolidated remuneration mentioned herein above. No annual increment in consolidated remuneration shall be granted. After expiry of the contract, DDA may extend the contract period further depending on requirement and satisfactory performance of the candidate which would be reviewed annually.

Instructions for Candidates:

Note: The candidate shall send the bio data in the prescribed format by **27.10.2023**. They shall fill up the form duly typed ,fix photograph at the space provided in the prescribed application form (attached), put specimen signature in the space provided and then send the scanned copy of the signed application form duly filled pdf format at email– consultant.rc@dda.org.in. **Application received through any other mode of communication / after the last of date of submission of application/ or not in prescribed format shall not be entertained. No correspondence in this behalf either by email, post or phone shall be entertained.**

- Please do not enclose any document(s) while sending the scanned copy of the application form at the above mentioned email ID. The applicant is required to produce the original/supporting documents at the time of interview ,if called.
- Sending bio data through email does not necessarily mean that the applicant shall be called for interview. Only those candidates will be called for interview who are shortlisted 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 or phone ,etc. shall be entertained.

- iii. The shortlisted candidates will be called to appear before the interview board on the dates decided by the DDA for this purpose. Date, Time & Venue of the interview will be intimated in due course of time through e-mail.
- iv. No TA/DA will be paid for attending the interview.
- v. The posts are temporary and engagement is purely on contractual basis initially for a period of 01 Year which may be extended further depending upon the requirement and satisfactory performance and will confer no right to the candidates for permanent employment against the said posts. Candidates are requested to bring all the documents / certificate related to qualification, experience etc, 02passportsizephotographs in original **alongwith one set of self-attested photocopies of the documents in support of the educational qualification and experience, on the date of interview.**
- vi. The criteria for selection shall include the marks obtained by the candidate in the required essential qualifications for the post ,relevant experience alongwith the marks obtained in interview.
- vii. Delhi Development Authority reserves the right to cancel/ restrict/ enlarge/ modify/ alter the number of Consultants to be engaged / terms and conditions / or any other part of notification and engagement process, if needed, without issuing any notice.
- viii. Prospective candidates are advised to stay in touch with DDA's website regularly for latest update.

**Sd/-
Commissioner (Personnel)**

DELHI DEVELOPMENT AUTHORITY
Format of Application

1. Post Applied for: _____

2. Category (SC/ST/OBC/UR): _____

3. Gender (Male/Female): _____

4. Name of the candidate: _____
(In block letters)

5. Father's/Husband's Name: _____
(In Block Letter)

6. Date of birth (DD/MM/YY) _____ Age (as on closing date of application) _____

7. Address for communication: _____

8. Email ID: _____

9. Contact number: a) Landline _____ b) Mobile _____

10. a) Educational/Professional/Technical qualification (Starting from class 10th onwards):

Examination passed	Discipline/ Specialization/Subject	Board/University	Year of Passing	Percentage of marks	Division	Any other information

b) Experience starting from previous to present (Total Experience __ Years__ Months)

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

Note: Experience must be acquired by the candidates after possessing the educational qualification as specified for the concerned post. Further, internship, training, research experience, etc. gained in the course of acquiring an educational qualification will not be counted as experience.

Employer's Name & Address (also indicate whether Central/Govt./State/Govt./PSC/Private)	Designation	From	To	Brief description of duties

<u>Photo</u>
<u>Signature</u>

d) 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. Have you ever been convicted/ in progress by a court of law for any offence or blacklisted for future assignment or in process, if so details thereof: _____

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 there from. 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.

PLACE:
DATE: Name:

SIGNATURE OF THE APPLICANT