



## दिल्ली विकास प्राधिकरण/DELHI DEVELOPMENT AUTHORITY

### कार्मिक शाखा-1/PERSONNEL BRANCH - 1

तृतीय तल, बी ब्लॉक, कमरा नं३११ ., आई.ए .एन ., विकास सदन नई दिल्ली 110023-  
3<sup>RD</sup> Floor, B-BLOCK, Room No. 311, INA, Vikas Sadan, New Delhi – 110023.

**Sub:** Engagement of five (05) Consultants (Vigilance) on the contract basis.

DDA invites application for engagement of five (05) Consultants (Vigilance) at the level of Asstt. Director (Min.) on the contract basis (*no. of posts are tentative and may vary as per the requirements of DDA, without prior notice*), from retired officers from Central/State/Semi. Govt./PSU/Autonomous or Statutory Organization having substantive pay at the Level 8/9/10/11 in Pay Matrix at the time of retirement, initially for a period of one year or until further orders, further extendable maximum up to 05 years or 65 years of age, whichever is earlier, 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 applications. The govt. servants who are due for retirement till last date of receipt of applications can also apply. Applications, complete in all respect should be sent through e-mail to [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in) latest by 05:00 PM of the last date i.e. 31.08.2023.

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

*"The applicant must have retired from Central/State Govt./ Semi Govt./PSU/Autonomous or Statutory Organizations with substantive pay at the level 8 or 9 or 10 or 11 in Pay Matrix at the time of retirement and should have experience/expertise in Ministerial/Administrative works like land/housing, CBI/Anti-corruption cases, disciplinary, legal matters and other miscellaneous matters/complaints."*

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

- The terms & conditions, evaluation of candidates including remuneration for engagement as consultant will be governed by policy/guidelines issued vide F&E/DDA's Circular No. 23/2018 dated 05.12.2018 (attached).
- Their remuneration will be fixed as per norms keeping in view the post i.e. Consultant at the level of Assistant Director (Level-8) against which engagement is being made.
- The experience in the pay level 8 to 11 in Vigilance Branch of a Govt. Department/Autonomous Body will be preferred, also experience of holding higher post at the time of retirement will be considered for evaluation. Invitation for personal Interaction (PI) will be sent only to the short-listed candidates through e-mail for which no TA/DA etc. will be payable.

#### 4. Instructions for candidates

- The candidate should e-mail the bio-data/application form in the prescribed format (attached) by 05:00 PM on or before the last date i.e. 31.08.2023.
- The application form should be duly typed/filled along with latest passport size photograph, specimen signature in the space provided and then e-mail the duly filed scanned application form, in PDF or JPEG format, to [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in) latest by 05:00 PM of the last date i.e. 31.08.2023.
- Please do not attach any document[s] while sending the application form to [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in) except those required i.e. educational certificates, copy of vigilance clearance at the time of retirement, copies of last 05 years' APARs/ACRs preceding the retirement, copies of orders of promotions and financial upgradation etc.
- The applicant is required to produce the original supporting documents at the time of interaction, if invited.

#### 5. General Conditions

- Sending bio-data, through e-mail, will not be 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. In this regard, no communication either by email, phone or letter, etc. shall be entertained.
- 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.
- No TA/DA will be paid for attending the interaction.
- The job description for the Consultants (Vigilance) includes assisting the DVO in investing of vigilance cases.
- DDA 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.
- Incomplete application(s) and application(s) received after last date will not be entertained.

**Encl:** Application format and F&E, DDA Circular No. 23/2018 dated 05.12.2018

  
[Vineet Jain]

Commissioner (Personnel)

**APPLICATION FORMAT**

**Engagement of five (05) Consultant at the level of AD (Min.) in DDA on Contract Basis**

1. Name of Candidate (in BLOCK letters): \_\_\_\_\_
2. Father's/Husband's Name(in BLOCK letters): \_\_\_\_\_
3. Date of Birth (DD/MM/YY): \_\_\_\_\_
4. Date of Retirement on superannuation: \_\_\_\_\_
5. Age as on last date of application: \_\_\_\_\_
6. Designation at the time of Retirement: \_\_\_\_\_
7. Substantive Pay Scale/Pay Band & GP drawn at the time of Retirement: \_\_\_\_\_
8. Name/address of the parent department: \_\_\_\_\_
9. Gender (Male/Female): \_\_\_\_\_
10. Address for Communication: \_\_\_\_\_
11. Email ID: \_\_\_\_\_
12. Contact No. [a] Landline \_\_\_\_\_ [b] Mobile No. \_\_\_\_\_

Photo
Signature

13. Educational/Professional/Technical qualifications :

Educational Qualification	Discipline/ Specialization/ Subject	Board/ University	Year of Passing	Duration of Course	Percentage of Marks	Any other information

14. (a) Details of Experience:-

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

Office/ Institute / Organization	Post	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.

15. APARs grading for the last five years preceding the date of retirement (**please attach scanned copies**):

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					

16. Vigilance Clearance Report at the time of retirement (**please attach scanned copy**): \_\_\_\_\_

17. Whether the Pension is provisional or full (**please attach scanned copy**): \_\_\_\_\_  
 (If provisional, the reasons 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/information has been suppressed or concealed there from. If particulars mentioned by me are found false or incorrect at any stage, then my engagement shall be liable to be terminated without any notice and further action as deemed fit by DDA 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 with email except as mentioned above and in notification, as the same will be entertained only at the time of interaction, if called.