

**DELHI DEVELOPMENT AUTHORITY**  
**VIKAS SADAN, INA, NEW DELHI – 110 023**

**Sub: Engagement of one (01) Consultant (Research Assistant)**

DDA invites applications in prescribed format from retired government Officers of Central/State Govt./Autonomous Bodies, holding post in the substantive pay in PB-2 with Grade Pay of Rs 4600/- (Level-7 in Pay Matrix as per 7<sup>th</sup> CPC), at the time of retirement and possessing Post Graduation (M.A. in Economics, Sociology or Geography) and having at least one year experience as Research Assistant and 03 years experience as Field Investigator in the field of survey and relocation of JJ clusters, finalization of survey data, maintenance of survey records for engaging One Consultant at the level of Research Assistant on contract basis, initially for a period of 01 year or further orders, extendable further depending upon the requirement of DDA and performance of the candidate. The upper age limit for applicants is 61 years as on the last date of receipt of applications.

2. The eligibility conditions, experience etc. are as under:-

Particulars	Experience, Qualification & Job Description		Remuneration/Terms & Conditions
01 No. Consultant (Research Assistant)	Age	Maximum 61 years as on the last date of receipt of application.	Remuneration will be paid as per Grade Pay of Rs.4600/- (PB-2) (Level 7 in pay matrix) in accordance with policy guidelines issued vide circular No.23/18 dated 05.12.2018 of DDA. The terms & conditions of engagement shall be governed by the provisions of the said circular.
	Qualification	Post Graduation (M.A. in Economics, sociology or geography)	
	Work profile of the Consultant proposed to be engaged	<p>i) The work of the consultant will be to supervise/monitor the survey being conducted in various JJ clusters by the outsourced agency, finalization of survey data, maintenance of survey records. To assist Claim &amp; Objection Committee and Eligibility Determination Committee for finalization of claims and objections and eligibility of JJ dwellers in surveyed JJ clusters as per in-situ rehabilitation/redevelopment policy of DDA.</p> <p>ii) To coordinate and assist for carrying out the demolition of the structures of JJ clusters being undertaken for in-situ development.</p> <p>iii) Any other work as may be considered necessary from time to time for the successful completion of in-situ rehabilitation/redevelopment projects.</p>	
	Specific Requirement	The applicant should specifically possess at least one year experience as Research Assistant and 03 years experience as Field Investigator in the field of survey and relocation of JJ clusters, finalization of survey data, maintenance of survey records. To assist Claim & Objection Committee and Eligibility Determination Committee for finalization of claims and objections and eligibility of JJ dwellers in surveyed JJ clusters as per in-situ rehabilitation/redevelopment policy.	



**3. Terms & Conditions**

- i. The period of the contractual appointment shall not be counted as Government service for the purpose of pension or for any other retirement benefits.
- ii. The terms and conditions are subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
- iii. 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.
- iv. The APAR grading should be minimum 'VERY GOOD' for the last five years of service.

**4. Method of Selection**

The applications will be screened by Pre-Evaluation/Consultancy Evaluation Committee in accordance with the policy guidelines issued vide Circular No.23/18 dated 05.12.2018. No correspondence in this regard will be entertained. Intimation shall be sent only to the short-listed candidates for personal interaction through e-mail.

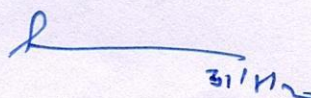
**5. Instructions for candidates**

The candidates shall send the bio-data in the prescribed application format by 5.00 P.M. on 16.09.2022. They shall fill up the form duly typed, paste 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 filed in pdf or JPEG format at e.mail [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in). 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 interaction, if called. The application should be sent through e-mail only and on the prescribed format. The applications sent through any other mode shall not be considered.

**6. General Conditions**

1. Sending bio-data through e-mail will 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. In this regard, no communication either by email, phone or letter, etc. shall be entertained.
2. The date, time and venue of the interaction will be intimated separately.
3. No TA/DA will be paid for attending the interaction.

**Encl: Application format.**

  
31/11/22  
**Commissioner (Personnel)**



# DELHI DEVELOPMENT AUTHORITY

## APPLICATION FORMAT

### Engagement of one (01) Consultant at the level of Research Assistant 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. \_\_\_\_\_
13. Educational/Professional/Technical qualifications :

Photo
Signature

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

#### 14. Details of Experience

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

Office/ Institute / Organisation	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, as the same will be entertained only at the time of interaction, if called.