

### दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY कार्मिक शाखा-1/ PERSONNEL BRANCH-1 बी ब्लॉक कमरा न -311, आई एन ए विकास सदन ,नई दिल्ली- 110023 3rd Floor Room No. B 311, Vikas Sadan, INA New Delhi.

No. F.7 (64)2008/PB-1/Pt.III/ 2459

Dated: 17/10/24

Sub: - Filling up 02 posts of Director (Ministerial) (Level-12 in the Pay matrix as per  $7^{th}$ CPC) in DDA on deputation basis.

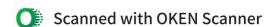
DDA invites applications on the prescribed format from the eligible officers for filling up 02 posts of Director (Ministerial), in Level-12 in the Pay Matrix as per 7<sup>th</sup>CPC on deputation basis which may be increased or decreased depending upon the requirement in DDA. The eligibility criteria and other terms and conditions of deputation shall be as under:

# Eligibility Criteria for deputation to the post of Director (Ministerial)

"Officers belonging to Central/State Govt. holding analogous post on regular basis in parent department/cadre **OR** officers with 5 years of **regular** service in Level-11 in Pay Matrix as per 7th CPC or equivalent and possessing a bachelor's degree from a recognized university or equivalent."

#### **General Conditions:**

- 1. The tenure of Deputation will be initially for a period of three years, which is extendable up to five years on year to year basis which may, however, be terminated at any time before completion of the initial/extended period of deputation at the sole discretion of Delhi Development Authority.
- 2. The terms & conditions of deputation shall be governed *mutatis mutandis* by the provisions mentioned in the DoP&T's OM dated 17.06.2010 and as amended from time to time.
- 3. The age of the applicant should not exceed fifty six years on the closing date of receipt of applications.
- 4. The candidate should submit the application in the format prescribed (Copy enclosed) through the Cadre Controlling Authority in the parent department/organization. The "Certification by the Employer/Cadre Controlling Authority" forming part of the prescribed application format should be signed by the Concerned Authority while forwarding the application to DDA.
- 5. The number of posts is subject to variation depending upon the requirement of DDA.
- 6. The applications of willing and eligible officers who can be spared may be forwarded by the concerned cadre controlling authority alongwith requisite cadre clearance, vigilance clearance, detailed Curriculum Viate in the enclosed proforma duly certified and countersigned, details of minor and major penalties imposed during the last ten years and CR dossiers of last 05 years.
- 7. The applicant must mention the substantive post in Parent Department and also the substantive pay of the post held by him corresponding to the pay scales of Central Govt. both as per 6th and 7th CPC. The details of financial upgradations under ACP/MACP/NFU should also be clearly mentioned.
- 8. The level of responsibilities and duties of cadre post of the applicants should be comparable to the duties and responsibilities of the ex-cadre post. The duties attached to the posts of Director (Min.) in DDA are purely ministerial and they deal with matters relating to



allotment of Land & Built up properties, conversion of the properties into freehold, Personnel Management, HRD, Land Management, Revenue, Vigilance cases, Land Pooling, conferring ownership rights in unauthorized colonies etc.

- Applications received after the last date shall not be entertained.
- The officers will be posted purely on deputation basis and the request for absorption shall 10. not be entertained.
- The eligibility of the applicant will be determined as on the last date of receipt of application in DDA.
- The applications, complete in all respects, should reach the office of Commissioner (Personnel), Delhi Development Authority, E-1, Vikas Sadan, INA, New Delhi-110023 by 25 11 24. Incomplete/late applications will not be considered and will be rejected summarily.

Encls: As stated above.

Commissioner (Pers.)

Curriculum Vitae (CV) for applying for appointment to the post of Director (Min.) in DDA on deputation basis:-

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	Essential Qualifications and work experience of the					
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6.1	Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the confirming the relevant Essential Qualification / with reference to the post applied.					
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	personal to the officer and therefore, should not be Pay Band and Grade Pay / Pay Matrix of the post b mentioned. Details of ACP / MACP with present where such benefits have been drawn by the Can	Pav Band	and Grade Pay
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	2. If the parent department is not following the Cent	ral Govern	ment Scales, then
	equivalent scales of pay/posts may be mentione	d by the	Candidate/Cadre
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A STATE OF THE PARTY OF THE PAR	Office/Institution Pay, Pay Band, and Grade Pay	from	to
	drawn under ACP / MACP	-	
	Scheme		
	Nature of present employment i.e. Adhoe or Temporary or Quasi-Permanent or Permanent		
	In case the present employment is held on deputation / contract basis, please		
	state- a) The date of b)Period ofc)Name of d	) Name of t	he post and Pay of
	a) The date	he post he	eld in substantive
			in the parent
	organization o		
	to which the		
	applicant		
	belongs.		
9.1	Note:- In case of officers already on deputation, the		
	applications of such officers should be forwarded by		
	the parent cadre / Department along with Cadre		
	Clearance , Vigilance Clearance and Integrity		
0.0	Certificate.		
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a		
	post on deputation outside the cadre/ organization but		
	still maintaining a lien in his parent cadre		
	organization.		
10	If the post held on Deputation in the past by the		
	applicant, date of return from the last deputation and		
	other details.		
11	Additional details about present employment:		
	Please state whether working under (indicate the		
	name of your employer against the relevant column:		
2 1	a. Central Government		
	b. State Government		
	c. Autonomous Organization		
= %	d. Government Undertaking		
1 1 2	e. Universities		
	f. Others		
12	Please state whether you are working in the same		
	Department and are in the feeder grade or feeder to		
	reeder grade.		
13	Are you in Revised Scale of Pay? If you		
	date from which the revision took place and also		
1.	indicate the pre-revised scale.		
14	Total emoluments per month now drawn		
	Basic Pay in the PB Grade Pay	Total	Emoluments

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15	In case the applicant belongs to an Organization which is not following the Central				
10	government Pay –scales, the latest salary slip issued by the Organization showing the				
	following details may be enclosed.	iary stip issued by	the Organi		
and in the second second second second		In part	intarim relief	Total	
	Basic Pay with Scale of Pay and	Dearness Pay /	mierini iener	Emoluments	
	rate of increment	other Allowance	es etc. (with	Linotanie	
		break-up details)			
16A	Additional information, if any, releva	ant to the post			
	you applied for in support of your su	itability for the			
	post.				
	This among other things may pro	ovide information			
	with regard	to (i) additional			
	academic qualifications (ii) profes	ssional training			
	and (iii)work experience over and				
	in the Vacancy Circular/Advertiseme	ent}			
	(Note: Enclose a separate sheet	if the space is			
	insufficient)				
16B	Achievements:				
TOD	The candidates are requested to ind	icate information			
	with regard to;				
	(i) Research publications and rep	orts and special			
	projects				
	(ii) Awards / Scholarships / Official A	Appreciation			
	(iii)Affiliation with the profess	ional bodies /			
	institutions / societies and:				
	(iv) Patents registered in own name	e or achieved for			
	the organization				
	(v)Any research / innovative me	easure involving			
	official recognition				
	(vi) any other information.				
	(Note: Enclose a separate sheet	if the space is			
	insufficient)				
17	Place state whether you are applying	ng for deputation			
1 /	(ISTC) / Absorption / Re-emplo	syment basis #			
	(officers under Central / state Gove	rnments are only			
	eligible for "Absorption". Cand	idates of non-			
	Government Organizations are eligib	ole only for Short			
	Term Contract)				
-	#(The option of 'STC' / 'Abs	sorption' / Re-			
	amplayment' are available	only if the			
	vacancy circular specially mentione	d recruitment by			
	"STC" or "Absorption" or "re-employ	yment")			
10	Whether belongs to SC/ST				
18	whether belongs to belon	1 / 1	diagnost and I	am wall awar	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

	(Signature of the candidate)
Post	
Department	
Address Office)	
Address (Residential)	
Mobile N	0.

Dated:-

## Certification by the Employer /Cadre Controlling Authority

(Strike out whichever is not applicable)

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

#### Also certified that:

- There is no vigilance or disciplinary case pending / contemplated against Sh. /Smt.....
- His / Her integrity is certified.
- His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the iii) last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- No major / minor penalty has been imposed on him / her during the last 10 years OR A list of major / minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be)

Countersigned
(F. and a controlling Authority with Seal)

(Employer / Cadre Controlling Authority

# Points to be noted by the Parent Department

- 1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt (A) dated 14.12.2007.
- 2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M No. 2/1/2012-Estt. (Pay. II) dated 04.01.2013 may be strictly adhered to.
- 3. The applicants/CV not accompanied by supporting certificate/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidate for the selection.
- 4. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the employment News. For example, the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan.2014 (excluding the first date of publication).