



**DELHI DEVELOPMENT AUTHORITY**  
**PERSONNEL BRANCH-1**  
**B-Block, 3rd Floor, Room No. 311,**  
**Vikas Sadan, INA, New Delhi – 110023.**

---

**Sub: Engagement of Four (04) Deputy Chief Accounts Officers (Consultant) on contractual basis.**

Delhi Development Authority invites applications in the prescribed format for engagement of Four (04) Deputy Chief Accounts Officers (Consultant) on contractual basis from retired government officers of Central Government/ State Government, PSUs, Autonomous Bodies, Banking Financial Institutions, Regulatory Bodies, and Statutory Bodies initially for a period of one year or until further orders, extendable further up to 05 years or 65 years of age whichever is earlier depending upon the requirement of DDA and the performance of the Consultant. The upper age limit for applicant is 62 years as on last date of receipt of applications. The number of vacancies may be increased or decreased as per the requirement of DDA.

**2. The relevant eligibility criteria are as under:**

a) Applicant must have qualified Subordinate Audit/ Account Services (SAS) Examination with a graduation degree.

Or

CA/CS/CMA (any one) qualification with graduation degree.

b) Applicant must have an experience/combined experience of at least 05 years as Dy. CAO (Level 11)/ including Sr. AO (Level 10) in any Central/State Government, PSUs, Autonomous Bodies, Banking Financial Institutions, Regulatory Bodies, and Statutory Bodies. Preference will be given to those who have retired from a level above the Level-11 of 7th CPC.

c) Should have experience in Finance & Accounts work like Establishment, Pension/NPS, Audit (Internal/External), Medical Claims, Budget, Property Tax, GIS, Cash, Plan, Works, GST etc.

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

The terms & conditions including remuneration for engagement as consultant will be governed by policy guidelines issued vide F&E Circular No. 22/2023 dated 01.11.2023 and subsequent corrigendum issued vide Circular No. 17/2024 dated 04.09.2024.

The applications will be screened by Pre-Evaluation/ Consultancy Evaluation Committee in accordance with the policy guidelines vide F&E Circular No. 22/2023 dated 01.11.2023 and subsequent corrigendum issued vide Circular No. 17/2024 dated 04.09.2024. No correspondence in this regard will be entertained.

Experience in holding higher posts will be considered for evaluation. However, their remuneration will be fixed as per norms keeping in view the post against which engagement is being made

Intimation shall be sent only to the short-listed candidates for personal interaction through e-mail for which no TA/DA etc. will be payable.

### **4. Instructions for candidates**

The candidate shall send their bio-data in the prescribed application format by 05:00 PM on 28.04.2025. They shall fill up the form duly typed, paste photograph at the space provided in the prescribed applicable 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 email consultantpb1@dda.gov.in. Please do not enclose any document [s] while sending the scanned copy of the application form at the above mentioned email ID except those required. 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.

### **5. General Conditions**

i. 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 interactions 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.

ii. 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.

iii. No TA/DA will be paid for attending the interaction.

iv. The number of vacancy may be increased or decreased as per the requirements of DDA.

**Encl:** Application format.

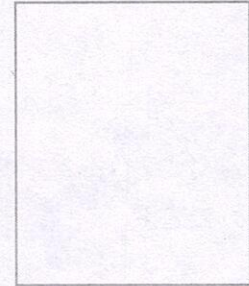


**[Vineet Jain]**

**Commissioner (Personnel)**

**APPLICATION FOR ENGAGEMENT AS DEPUTY CHIEF ACCOUNTS OFFICER**  
**(CONSULTANT)**

(to be filled in BOLD letters)



(Photo)

1. Name of Candidate: \_\_\_\_\_
2. Father's/Husband's Name: \_\_\_\_\_
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: \_\_\_\_\_
10. Address for Communication: \_\_\_\_\_
11. Email ID: \_\_\_\_\_
12. Contact Details - Landline No.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_

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

S. No.	Office/ Institute/ Organization	Post	From	To	Nature of duties


Additional information, if any, which in support of suitability for the post. Enclose a separate sheet, as required:

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

Year	1st Year	2nd Year	3rd Year	4th Year	5th Year
Grading					

16. Name of organization and post held at the time of retirement:

Name of the Department	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 7th CPC)(ACP & MACP etc. will not be considered)

17. Please attach scanned copy of PPO: \_\_\_\_\_

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

19. Whether the Pension is provisional or full (please attach scanned copy):  
(If provisional, the reasons thereof): \_\_\_\_\_

20. Knowledge of computers \_\_\_\_\_

**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.