



दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY  
कार्मिक शाखा -1/PERSONNEL BRANCH-I  
कमरा नं. 311, बी ब्लॉक, विकास सदन, आई.एन.ए., नई दिल्ली-110023  
ROOM NO.311, B-BLOCK, VIKAS SADAN, INA, NEW DELHI-110023

No. F.7(110)2011/PB-I/ 2032

Dated: 13/05/26

V.N. No - 02/2025/PB-I/DDA

Sub: - Filling up 01 selection post of Dy. CLA (Level-12 in the Pay Matrix as per 7<sup>th</sup> CPC) in DDA on Deputation basis.

Delhi Development Authority invites applications in the prescribed format from the eligible officers working in Central Government/ State Government/ Semi-Govt./ Union Territory Administrations/ Statutory Organizations/ Public Sector Undertakings/ Autonomous Bodies for filling up 01 post of Dy. Chief Legal Advisor in PB-3, Rs. 15600-39100 with Grade Pay of Rs. 7600/-, (Level-12 in the Pay Matrix as per 7<sup>th</sup> CPC) on deputation basis in DDA in accordance with the following provisions of the recruitment rules: -

*"From amongst the officers dealing with Legal Affairs/matters under the Central/State Govt./Public Sector Undertakings/Semi-Govt./Autonomous or Statutory Bodies:*

- (a) (i) Holding analogous posts on regular basis in the cadre/parent department; or  
(ii) With 5 years' service in posts in the Pay Band-3, Rs. 15600-39100 with Grade Pay of Rs. 6600/- or equivalent;

and

(b) Possessing Regular Degree in Law (entitling the incumbent for Registration at Bar and appearing before the Courts) from a recognized University or equivalent and preferably having experience of dealing with land acquisition, transfer of property, revenue and Service matters etc;"


**Note:** The transfer of deputation shall be initially for a period of 03 year which is extendable up to 5 years on year to year basis as per guidelines issued by DoPT. The Terms and Conditions of deputation shall be governed by the provisions mentioned in the OM dated 17<sup>th</sup> June, 2010 and as amended from time to time.

**General Conditions:**

- Candidates should apply through Cadre Controlling Authority in the parent department in the proforma prescribed by DoPT vide OM No. F. No AB.14017/28/2014-Estt.(RR) dated 02.07.2015 enclosed herewith, along with relevant documents. The Cadre Controlling Authority should also fill up "Certificate by the Employer/Cadre Controlling Authority" invariably which is a part of prescribed application format.
- The application in the prescribed proforma should be forwarded by the concerned Cadre Controlling Authority certifying that the details furnished by the candidate are correct as per records.
- The applications received after the last date of receipt shall not be entertained under any circumstances.
- The period of deputation shall be initially for 03 year extendable up to five years on year to year basis, which may, however, be terminated at any time before completion of period/extended period at the discretion of the Delhi Development Authority.
- The Pay and allowances and other conditions of deputation of the officers selected on deputation shall be regulated in accordance with the Department of Personnel & Training's OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended from time to time.
- The APARs for the last five years duly certified by the Group 'A' Officer in the parent department along with latest vigilance clearance report indicating the pending and settled disciplinary/criminal cases and the details of penalties imposed, if any, should also be furnished.
- 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.
- It may be noted that the substantive pay scale/ pay band + Grade Pay/ Level in the pay matrix should be mentioned in the application as only the substantive post and pay scale/ pay band + grade pay/ level in the pay matrix will be considered by DDA. The financial up-gradation under ACP/ MACP/ NFSG/ NFU etc. should be shown separately.
- In case, the pay structure is different from central government, the comparable pay structure to the central government based on the 7<sup>th</sup> CPC should be clearly mentioned.

The application, complete in all respect should reach the office of Commissioner (Personnel), Delhi Development Authority, E-1, Ground Floor, Vikas Sadan, New Delhi - 110023 on or before 15/7/26. Incomplete applications shall not be considered and will be rejected summarily.

Encl: As Above.

  
(Vineet Jain) 13/5/26  
Commissioner (Personnel)

**Bio-data /Curriculum Vitae (CV) proforma for submission by the candidate for appointment by  
deputation for the Post of Dy. Chief Legal Advisor  
(Strike out whichever is not applicable)**

|     |  |  |
|-----|--|--|
| 1   | Name and address<br>(in Block Letters)   |  |
| 2   | Date of Birth  |  |
| 3   | i. Date of entry into service  |  |
|     | ii. Date of retirement under Central /State Government Rules   |  |
| 4   | Educational Qualifications   |  |
| 5   | Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)  |  |
|     | Qualifications /experience required as mentioned in the advertisement / vacancy circular   | Qualifications / experience possessed by the officer |
|     | Essential  | Essential  |
|     | A)Qualification:-  | A)Qualification:-                                    |
|     | B) Experience  | B) Experience  |
|     | Desirable  | Desirable  |
|     | A)Qualification:-  | A)Qualification:-                                    |
|     | B) Experience  | B) Experience  |
| 5.1 | Note: This column needs to be amplified to indicate Essential and Desirable qualifications as mentioned in the RRs by the Administrative Ministry /Department / Office at the time of issue of Circular and issue of advertisement in the Employment News. |  |
| 5.2 | In the case of Degree and Post Graduate Qualifications Elective / main Subjects and subsidiary subjects may be indicated by the Candidate.   |  |
| 6   | <b>Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.</b>  |  |
| 6.1 | Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.                 |  |

|   |  |  |   |  |  |  |
|---|--|--|---|--|--|--|
| 7 | Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient (Col. on the separate sheet should however remain as under).  |  |   |  |  |  |
|   | Office / Institution   | Post held on regular basis                                 | From  | To   | *Pay Band and Grade Pay / Pay Matrix of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
|   |  |  |   |  |  |  |
|   | <p><b>*Important: 1. Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only substantive Pay Band and Grade Pay / Pay Matrix of the post held on regular basis is to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below.</b></p> <p><b>2. If the parent department is not following the Central Government Scales, their equivalent scales of pay/posts may be mentioned by the Candidate/Cadre Controlling Authority.</b></p> |  |   |  |  |  |
|   | Office/Institution   | Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme |   | from   | To   |  |
|   |  |  |   |  |  |  |
| 8 | Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent  |  |   |  |  |  |
| 9 | In case the present employment is held on deputation / contract basis, please state-   |  |   |  |  |  |
|   | a) The date of initial appointment   | b) Period of appointment on deputation/ contract           | c) Name of the parent office / organization to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organization. |  |  |

|     |  |   |                  |  |
|-----|--|---|------------------|--|
|     |  |   |                  |  |
| 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 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  | <p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column:</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Union Territory Administration</li> <li>d) Autonomous Organization</li> <li>e) Statutory Organization</li> <li>f) Public Sector Undertaking</li> <li>g) Recognized University</li> <li>h) Recognized Research Institute</li> <li>i) Others</li> </ul> |   |                  |  |
| 12  | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.   |   |                  |  |
| 13  | Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.   |   |                  |  |
| 14  | Total emoluments per month now drawn   |   |                  |  |
|     | Basic Pay in the PB  | Grade Pay   | Total Emoluments |  |
|     |  |   |                  |  |
| 15  | In case the applicant belongs to an Organization which is not following the Central Government Pay –scales, the latest salary slip issued by the Organization showing the following details may be enclosed.   |   |                  |  |
|     | Basic Pay with Scale of Pay and rate of increment  | Dearness Pay / interim relief / other Allowances etc. (with break-up details) | Total Emoluments |  |
|     |  |   |                  |  |

|     |  |  |
|-----|--|--|
| 16A | <p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>{This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement} <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>  |  |
| 16B | <p><b>Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / Official Appreciation</p> <p>(iii) Affiliation with the professional bodies / institutions / societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research / innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p> |  |
| 17  | <p>Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis (officers under Central / state Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>  |  |
|     | <p>(The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "re-employment")</p>   |  |
| 18  | <p>Whether belongs to SC/ST</p>  |  |

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 No. \_\_\_\_\_

Dated: -

## **Certificate by the Employer / Cadre Controlling Authority**

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.

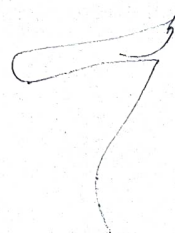
2. Also certified that;
- i) There is no vigilance or disciplinary case pending / contemplated against Sh. /Smt.....
  - ii) His / Her integrity is certified.
  - iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
  - iv) 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

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(Employer / Cadre Controlling Authority with Seal)

### **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. E.g.: - For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19<sup>th</sup> Jan.2014 (excluding the first date of publication).






**INDICATIVE NOTICE**  
**For Press Publication**  
**V.N. No. 02 /2025/PB-I/DDA**

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ROOM NO.311, B-BLOCK, VIKAS SADAN, INA, NEW DELHI-110023

**VACANCY NOTICE**

Delhi Development Authority invites applications in the prescribed format from the eligible officers working in Central Government/ State Government/ Semi-Govt./ Union Territory Administrations/ Statutory Organizations/ Public Sector Undertakings/ Autonomous Bodies for filling up 01 selection post of Dy. Chief Legal Advisor in PB-3, Rs. 15600-39100 with Grade Pay of Rs. 7600/- , (Level-12 in the Pay Matrix as per 7<sup>th</sup> CPC) on deputation basis in DDA.

For Complete details regarding eligibility criteria, terms & conditions, etc., kindly visit DDA's website [www.dda.gov.in](http://www.dda.gov.in) in the link "Jobs". The last date of submission of applications is 15/7/26.

  
13/05/26  
(Vineet Jain)

Commissioner(Personnel)