

DELHI DEVELOPMENT AUTHORITY

PERSONNEL BRANCH-IV

Room No. 'B'-315, Vikas Sadan, I.N.A., New Delhi-110023

NOTICE

Engagement of retired officials as Consultants in Pradhan Mantri Awas Yojna (PMAY) on contractual basis.

Delhi Development Authority proposes to engage 01 Work Assistant as consultant in Pradhan Mantri Awas Yojna (PMAY) initially for a period of 01 year, extendable further depending upon the requirement of DDA and performance of the applicants.

Sr. No	Name of post	No. of Post	Experience	Minimum Grade pay at the time of retirement
1.	Work Assistant	01	Minimum Experience of 3 years in matters pertaining to clearing the sites occupied by JJ dwellers and their rehabilitation.	Pay Matrix Level-4 as per 7 th CPC (Grade Pay of Rs. 2400/-in Pay Band-I as per 6 th CPC).

Complete notification containing essential qualification, maximum age and experience etc. along-with the format of application is available on website of DDA www.dda.org.in. The applicant are required to send the scanned pdf/jpg copy of their signed completed application form in the prescribed format via E-mail at ddpb4@dda.org.in latest by 17.07.2023.

No correspondence or request by post or phone will be entertained. The short listed applicant will be called for interview through email.

No. of Vacancies can be increased or decreased as per the requirement of DDA.


Commissioner (Personnel)
Delhi Development Authority

दिल्ली विकास प्राधिकरण

कार्मिक शाखा-IV

कमरा नं. बी-315, विकास सदन

आई.एन.ए., नई दिल्ली-110023

सूचना

प्रधानमंत्री आवास योजना (पी एम ए वार्ड) विभाग में अनुबंध आधार पर सेवानिवृत्त कर्मचारियों की परामर्शदाता के पद पर नियुक्ति

दिल्ली विकास प्राधिकरण द्वारा प्रधानमंत्री आवास योजना (पी.एम.ए.वार्ड.) विभाग में प्रारंभ में 01 वर्ष की अवधि के लिए परामर्शदाता के पद पर 01-वर्क असिस्टेंट की नियुक्ति का प्रस्ताव किया जाता है। इस अवधि को दि.वि.प्रा. की आवश्यकता और उम्मीदवार के कार्य निष्पादन के आधार पर बढ़ाया जा सकता है।

क्र.स.	पद का नाम	पद संख्या	अनुभव	सेवानिवृत्ति के समय न्यूनतम ग्रेड-पे
1.	वर्क असिस्टेंट	01	झुग्गी झोपड़ियों के निवासियों द्वारा कब्जा किए गए स्थलों को खाली कराने और उनके पुनर्वास से संबंधित मामलों में न्यूनतम 03 वर्ष का अनुभव	7वें सीपीसी के अनुसार पे-मैट्रिक्स लेवल-4 (छठें सीपीसी के अनुसार वेतन बैंड-1 में ग्रेड वेतन - 2400/-रुपये)

आवेदन के साथ अनिवार्य योग्यता, अधिकतम आयु सीमा, अनुभव आदि से संबंधित जानकारी देने वाली पूर्ण अधिसूचना डीडीए की वेबसाइट www.dda.org.in पर उपलब्ध है। आवेदक निर्दिष्ट प्रपत्र में अपने हस्ताक्षर के साथ पूर्ण रूप से भरे गए आवेदन पत्र की स्कैन की गई पीडीएफ/जेपीजी कॉपी दिनांक 17.07.2023 तक ddpb4@dda.org.in ई-मेल पर भेज सकते हैं।

इस संबंध में डाक अथवा फोन के माध्यम से किए गए किसी भी प्रकार के पत्राचार पर कोई विचार नहीं किया जाएगा। शॉर्टलिस्ट किए गए उम्मीदवारों को साक्षात्कार के लिए ई-मेल द्वारा बुलाया जाएगा। दिल्ली विकास प्राधिकरण, की आवश्यकता के अनुसार रिक्तियों की संख्या को बढ़ाया अथवा घटाया जा सकता है।


आयुक्त(कार्मिक)
दिल्ली विकास प्राधिकरण

DELHI DEVELOPMENT AUTHORITY
Vikas Sadan, I.N.A., New Delhi-110023
(Website <http://www.dda.org.in>)
Advertisement No.

Delhi Development Authority (DDA) invites applications for engagement of Retired Official from Central/State Government/Central Autonomous Bodies as Consultant at the level Work Assistant on contractual basis for a period of one year, further extendable up to five years on year to year basis or till 65 years of age whichever is earlier and further depending upon the requirement of DDA and performance of the applicant. The detail is as under:-

Sl No	User department of DDA	Category of consultant	No of Consultant Required (Tentative)	Qualification and Experience	Experience as Work Assistant	Upper age of Limit as on 30.06.2023	Minimum Grade Pay at the time of Retirement
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Pradhan Mantri Awas Yojna (PMAY)	Work Assistant	01	I. Matriculation /SSLC High School or 10 th Class of Higher Secondary. II. Knowledge of elementary Engineering & Simple accounts (Desirable) III. Diploma in Survey (Desirable) IV. Minimum experience of 3 years in matters pertaining to clearing the sites occupied by JJ dwellers and their rehabilitation. V. Experience of participating in clearing up of areas from JJ Cluster/ Clusters VI. Field experience of dealing with the JJ dwellers	03 years	Not exceeding 63 Years	Pay Matrix Level-4 as per 7 th CPC (Grade Pay of Rs. 2400/-in Pay Band-I as per 6 th CPC).

The consultants appointed will be given remuneration/fee, other allowance and perks according to F&E, DDA circular No. 23 dated 05.12.2018.

Instructions for applicants:

- I. The applicant shall, send his/her application in the prescribed format by Email/by speed post/by hand, addressed to Deputy Director(P)-IV, Vikas Sadan, I.N.A, New Delhi-110023 for Work Assistant so as to reach the office latest by 17.07.2023. The applicant shall fill up the forms duly type, paste photograph at the space provided in the prescribed application form (attached), put specimen signature in the space provided and then sent the scanned copy of the signed application form duly filled in PDF or JPEG format at email ID ddpb4@dda.org.in
- II. The applicants may enclosed documents in support of the suitability for the post by 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.
- III. Sending application through email does not necessarily mean that the applicant shall be called for interaction. Only those applicant will be called for interaction who are found suitable as per criteria devise by DDA. The date of interaction will be informed to the short listed candidate by email. In this regard, no communication either by email or phone etc. shall be entertained.
- IV. The applicant other than those of DDA are required to submit an undertaking on non-judicial Stamp paper of Rs. 10/- duly attested by the Notary public to the effect that no Vigilance case or departmental proceeding or criminal prosecution is contemplated or pending at the time of his/her retirement.
- V. If ACR/APAR grading is not available readily with the applicant the same can be submitted at a later date but before his/her engagement as Consultant (Work Assistant.)
- VI. No TA/DA will be paid for attending the interaction.
- VII. The Applicant must be having sound health and Medical Fitness Certificate (issued by Govt. / DDA empaneled Hospital) to be submitted.
- VII. The incomplete applications will not be entertained.


Commissioner(Personnel)
Delhi Development Authority
18/6/23

DELHI DEVELOPMENT AUTHORITY
APPLICATION FORM

Photo
Signature

1. Name of the post applied for
2. Gender (Male/Female) :
3. Name of the Candidate :
(in Block Letter)
4. Father's Name :
(in Block Letter)
5. Date of Birth(DD/MM/YY) :
6. Age as on 30.06.2023 :
7. Address of Communication :
8. E-mail Address :
9. Contact no (a) Landline No. :
(b) Mobile No.
10. Academic/Professional/Technical/Qualification :
(Starting from Class 8th Onwards)

Examination Passed	Discipline/Specialization Subject	Board/University	Year of Passing	Duration of Course
10 th				
12 th				
Graduation				
Others				

11. Experience: - As per Advertisement Notice.
Details of Experience: -

Employer's Name & Address	Designation and Grade Pay	From	To	Brief description of duties

12. Post & Grade Pay at the time of retirement :

13. Physically fit (Yes/No) :

14. Whether any disciplinary proceeding is contemplated :
/pending at the time of retirement (Yes/no)

15. Member of any Political Party (Yes/No.) :

16. Last 5 APARs rating:

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

17. He/ She will also submit copy of PPO (Personnel Pension Order).

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 fact/information has been suppressed or concealed there-form. If particulars mentioned by me are found false or incorrect at any stage, my services shall be liable to be terminated without any notice.

Signature of the applicant

AFFIDAVIT-CUM-UNDERTAKING

(On Non-Judicial Stamp Papers of Rs.10/- duly notarized)

I _____ (Name) aged _____ years son of _____
and resident of _____

do hereby solemnly affirm and declare as under:-

- (1) That, I, had worked continuously for _____ years as Work Assistant before my retirement from _____. Also, no disciplinary proceedings of any kind are pending/contemplated against me.
- (2) That, the entries made by me in the Application form are complete and true to the best of my knowledge and based on records.
- (3) That, I, hereby undertake to present the original documents immediately upon demand by DDA, in connection with my engagement as Work Assistant (Consultant).
- (4) That, I, declare that my candidature/appointment may be cancelled at any stage, if I am found ineligible and/or the information provided by me is found to be incorrect.
- (5) That, I, hereby undertake to abide by the applicable rules and regulations, concerning discipline, attendance etc. of the Delhi Development Authority and also to follow the Code of conduct prescribed for the Employees of the Authority, as in force from time to time and subsequent changes/modification/amendment made thereto. I acknowledge that, DDA has the authority for taking punitive actions against me for violation and/or non-compliance of the same.
- (6) That, I, further, hereby undertake that, I shall be solely responsible for my involvement in any kind of undesirable/in-disciplinary activities outside DDA, and shall be liable for punishment as per the law of the land. I, further understand that, DDA shall in no way provide any support to me and will not be held responsible for any such action.

Place:

Date:

Signature:

Name:

