



DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-I
Room No. B-311, Vikas Sadan,
INA, New Delhi- 110023.

F.7 (220)2010/PB-I

Dated:

Sub: **Engagement of one (01) Consultant (Fire)**

DDA invites applications on prescribed format for engagement of one Consultant (Fire) from retired government Officers, initially for a period of one year or until further orders, extendable further depending upon the requirement of DDA and performance of the candidate. The upper age limit is 63 years on the last date of receipt of application.

2. The relevant eligibility criteria are as under:

- i. *The applicant must have retired from Central/State Govt./PSU/Semi Govt. Autonomous or Statutory Organizations with substantive pay in Level 7 in Pay Matrix at the time of retirement and was performing the Fire Fighting duties; or*
- ii. *Retired officers from Police/Industrial Security Force/Public Sector Undertaking/ Autonomous Bodies (under Govt.) in the rank of Inspector or equivalent possessing experience of Fire fighting duties in Supervisory capacity.*

3. Method of Selection and terms & conditions

The terms & conditions including remuneration for engagement as consultant will be governed by as per F&E circular No. 23/2018 dated 05.12.2018.

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.

4. Instructions for candidates

The candidate shall send the bio-data in the prescribed application format by 5.00 P.M. on 6.3.2018. 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 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.

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 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.
- 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.

Encl: Application format.

Commissioner (Personnel)

**DELHI DEVELOPMENT AUTHORITY
FORMAT OF APPLICATION**

1. Application for engagement as Consultant (Fire)

2. Name of the Candidate: _____
(in block letters)
3. Date of Birth
(DD/MM/YY) _____
4. Age as on last date of application _____
5. Father's/Husband
Name: _____
(In Block letters)
6. Date of retirement on superannuation: _____
7. Address for
communication: _____
8. Email I.D.: _____
9. Contact No. [a] Landline _____ [b] Mobile No. _____

Photograph
Signature

10. [a] Academic/Professional qualifications including relating to Fire fighting:

Degree	University	Field/specialisation	Years of Passing	Any other information

[b] Details of Experience:

Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. **Specifically mention the duties related to fire fighting with period.**

Office/Institute/ Organisation	Post Held	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.

11. APARs grading for the last five years

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

12. Name of Organisation and post held at the time of retirement

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

- 13. Please attach scanned copy of PPO _____
- 14. Whether Pension is provisional or full pension: _____
(If provisional reasons thereof)
- 15. Knowledge of computers _____

Declaration to be signed by the candidate

I hereby certify that particulars mentioned in the above application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed there from. If particulars mentioned by me are found false or incorrect at any stage, then my contract shall be liable to be terminated without any notice with further action as may be deemed appropriate by DDA.

Signature of the Applicant

Place:
Date: