



**दिल्ली विकास प्राधिकरण**  
**कार्मिक शाखा-IV**  
**कमरा क्रमांक-315, तीसरी मंजिल, वी-ब्लॉक**  
**विकास सदन, आई एन ए, नई दिल्ली**  
(Website <http://www.dda.org.in>)

**Vacancy Circular**

DDA invites application for engagement of Retired Officials from Central/State Government/Central Autonomous Bodies as Consultants at the level of Naib-Tehsildar and Kanoongo on contractual basis initially for a period of one year, extendable further depending upon the requirements of DDA and performance of the candidate. The details of Nos. of posts are as under:

Sl. No.	User Deptt. of DDA	Categories of Consultant	No. of Consultants Required (Tentative)	Qualifications and Experience	Service as Naib-Tehsildar/ Kanoongo or equivalent	Upper age Limit as on application date	Minimum Grade pay at the time of Retirement
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Vacancies are in different department of DDA	Naib-Tehsildar	* 05	Minimum 20 years of Experience in Revenue Work of DDA Land/ Govt. of the National Capital Territory of Delhi.	03 Years	63 years	Rs. 4200/- (PB-2, level 6 in the pay matrix as per 7 <sup>th</sup> CPC)
		Kanoongo	* 03	Minimum 20 years of Experience in Revenue Work of DDA Land/ GNCT of Delhi.	03 Years	63 Years	Rs. 2400/- (PB-2, level 4 in the pay matrix as per 7 <sup>th</sup> CPC)

\* The number of vacancies is tentative and may increase or decrease at the sole discretion of Delhi Development Authority.

The Consultants appointed will be given remuneration/fee, Transport allowance, mobile phone facilities and holidays according to F&E Circular No. 23/2018 dated 05.12.2018 (Terms and Condition No. 7 (C)) and revised F&E Circular No. 22/2023 dated 01.11.2023 as amended from time to time.

**Instructions for Candidates:**

The candidate shall send his/her application in the prescribed format by E-mail/by speed posts/by hand, addressed to **Dy. Director (P)-IV, DDA, Vikas Sadan, INA, New Delhi-110023** so as to reach the office **latest by 25.10.2024 at 5 p.m.** The envelope containing application must bear in Bold Letters "**Application for engagement of Consultant as Naib Tehsildar and Kanoongo**" and also mention the Deptt. for which he is applying.

The candidates are requested to attach self attested copies of their Academic/Professional qualification, Experience, last pay certificate, retirement notification and grading in the ACR/APAR for the last five year preceding their retirement. The grading should have been at least "very good". The candidate 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 proceedings or criminal prosecution in contemplated or pending at the time of his/her retirement. 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 of Consultant as Naib-Tehsildar and Kanoongo.

Sending application does not necessarily mean that the applicant shall be engaged as Consultant at the level of Naib-Tehsildar and Kanoongo. Only those candidates will be engaged 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 or phone, etc shall be entertained.

**1. Desirable experience for consultant at the level of Naib-Tehsildar and Kanoongo.**

(a) Carrying out the land/revenue related work with respect to Management of land, Protection of land, assisting the user department, coordinating with various Deptt./Agencies, Encroachment Removal/Demolition programmes, action against unauthorized construction in Development Area of DDA, coordinating with Legal Deptt. for Land related Court Cases in District courts, Higher Court and Supreme Court, providing Litigation status, assisting Planning and Land Pooling Deptt. etc.

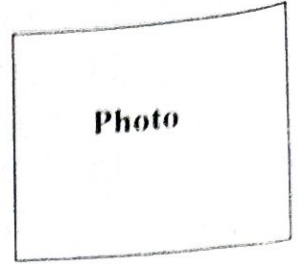
**NOTE:**

1. Please do not enclose any other documents(s) other than scanned copy of PPO 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.
2. Sending application through mail does 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. No communication in this regard, either by e-mail or phone etc, shall be entertained.
3. The date, time and venue of the interaction will be intimated at a later date.
4. No TA/DA will be paid for attending the interview.
5. The applicant must be having sound health and Medical Fitness Certificate to be submitted.

  
Commissioner (Personnel)  
Delhi Development Authority

E-Mail ID for applications for Naib-Tehsildar and Kanoongo as Consultant: -  
ddpb4@dda.org.in

## DELHI DEVELOPMENT AUTHORITY APPLICATION



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 the last date of receipt of application :
7. Address of Communication :
8. E-mail Address :
9. Contact No./ Mobile No. :
10. Academic/Professional/Technical Qualification :  
(starting from class 10<sup>th</sup> Onwards)

Examination On passed	Discipline/Specialization/ Subject	Board/Unive rsity	Year of Passing	Duration of Course	Percentage of marks	Division
10 <sup>th</sup>						
12 <sup>th</sup>						
Graduation						
Others						

11. Experience: - As per vacancy circular.

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. Proficiency in working on computer (Yes/No) :

14. Physically fit (Yes/No) :
- (fitness certificate from Govt. Hospital to be submitted at the time of joining)
15. Whether any disciplinary proceeding is contemplated :  
/pending at the time of retirement (Yes/No)
16. Member of any Political Party (Yes/No) :
17. Last 5 APARs rating :

Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
Grading					

18. 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 liable to be terminated without any notice.

Place :

Date :

**Signature of the applicant**