



DELHI DEVELOPMENT AUTHORITY
(RECRUITMENT CELL)

Advertisement No: 04/Consultant/2024/Rectt. Cell

NOTICE

Engagement of Young Professional in DDA on short term contractual basis.

Delhi Development Authority proposes to engage the following Young Professional purely on short term contractual basis:

Sl. No.	Name of Post	No. of consultants	Department
1	Young Professional	01	Public Relation

The aspiring candidates are requested to submit the application in the prescribed format through online mode only at the email: consultant.rc@dda.org.in. on or before 02.11.2024

For complete notification, bio-data format etc. kindly visit DDA's website www.dda.gov.in → Jobs → Select Job Category → Jobs 2023-24.

Sd/-
Commissioner (Personnel)



DELHI DEVELOPMENT AUTHORITY

(VIKAS SADAN, I.N.A., NEW DELHI - 110023)

(Website <https://www.dda.gov.in>)

Reference Advertisement No: 04/Consultant/2024/Rectt. Cell

DDA invites applications for engaging Professionals for Public Relations(PR) Department, DDA purely on contractual basis. The required eligibility criteria for the post is as under:

Sl. No.	Name of Post	No. of Posts	Educational Qualifications	Experience & Eligibility criteria	Required Experience	Consolidated Remuneration per month	Fixed Local Conveyance per month	Maximum age as on closing date of application	Period of Engagement
1	Young Professional	01	Post Graduate degree/diploma in Media/Mass Communication/PR /Journalism from a recognized University	Minimum three (03) years in relevant field like Mass Communication / Journalism/ Public Relations/ Content Writing or related field	03 Years	₹ 52,500/-	₹1500/-	35 Years	01 Year (DDA may extend the contract period further depending on requirement and satisfactory performance of the candidate which would be reviewed annually.)

Note:

- ❖ Above young professional will be engaged for coordination between the LG Secretariat and Delhi Development Authority and promotion of activities of the DDA and that of the DDA Chairman's Office.
- ❖ 5% Annual enhancement on base rate i.e. proposed remuneration will be applicable on the recommendation of HoDs concerned on the basis of performance. In no case, the remuneration of any individual Consultant shall exceed 1.25 times of the initial remuneration.
- ❖ DDA may extend the contract period further depending on requirement and satisfactory performance of the candidate which would be reviewed annually.
- ❖ DDA may review the number of posts as per requirement.

Instructions for Candidates:

Note: The candidate shall send the bio data in the prescribed format by 02.11.2024. They shall fill up the form duly typed, fix photograph at the space provided in the prescribed application form (attached), put specimen signature in the space provided and then send the scanned copy of the signed application form duly filled pdf format at email—consultant.rc@dda.org.in. **Application received through any other mode of communication / after the last of date of submission of application/ or not in prescribed format shall not be entertained. No correspondence in this behalf either by email, post or phone shall be entertained.**

- i. Please do not enclose any document(s) while sending the scanned copy of the application form at the above mentioned email ID. The applicants required to produce the original/supporting documents at the time of interview, if called.
- ii. Sending bio data through email does not necessarily mean that the applicant shall be called for interview. Only those candidates will be called for interview who are shortlisted 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.
- iii. The shortlisted candidates will be called to appear before the interview board on the dates decided by the DDA for this purpose. Date, Time & Venue of the interview will be intimated in due course of time. A notice in this regard will also be uploaded on DDA's website.
- iv. No TA/DA will be paid for attending the interview.
- v. The posts are temporary and engagement is purely on contractual basis initially for a period of 01 Year which may be extended further depending upon the requirement and satisfactory performance and will confer no right to the candidates for permanent employment against the said posts. Candidates are requested to bring all the documents / certificate related to qualification, experience etc. 02 passport size photographs in original **alongwith one set of self-attested photocopies of the documents in support of the educational qualification and experience, on the date of interview.**
- vi. The criteria for selection shall include the marks obtained by the candidate in the required essential qualifications for the post, relevant experience alongwith the marks obtained in interview.
- vii. The terms & condition including remuneration for engagement of Young Professional will be governed by as per policy's guidelines issued by DDA vide F&E circular No. 22 /2023 dated 01.11.2023 and F&E circular No. 17/2024 dated 04.09.2024.
- viii. Delhi Development Authority reserves the right to cancel/ restrict/ enlarge/ modify/ alter the number of Consultants to be engaged / terms and conditions / or any other part of notification and engagement process, if needed, without issuing any notice.
- ix. Prospective candidates are advised to stay in touch with DDA's website regularly for latest update.

**Sd/-
Commissioner (Personnel)**

DELHI DEVELOPMENT AUTHORITY Format of Application

1. Post Applied for:

2. Category (SC/ST/OBC/UR):

3. Gender (Male/Female):

4. Name of the candidate:

_____ (In block letters)

5. Father's/Husband's Name:

_____ (In Block Letter)

6. Date of birth (DD/MM/YY) _____ Age (as on closing date) _____

7. Address for communication:

8. Email ID: _____

9. Contact number: a) Landline _____ b) Mobile _____

10. a) Educational/Professional/Technical qualification (Starting from class 10th onwards):

[Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.]

Examination passed	Discipline/ Specialization /Subject	Board/University	Year of Passing	Duration of Course (In Months)	Percentage of marks	Division	Any other information

Photo

Signature

b) Details of Employment if any, starting from previous to present (Total Experience __ Years__ Months)

[Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.]

Employer's Name & Address (also indicate whether Central/Govt./State/Govt./PSC/Private)	Designation	From	To	Brief description 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. Details of awards, professional achievement, extra – curricular activities etc. if any (Documents(s), if any, may also be provided in this regard along with this form)

12. The candidates will be required to submit a write up on 'How he/she will perform the task required for the concerned post alongwith his application.

13. If any case pending against you in any court of law at the time of this interview, if so details thereof: _____

14. Have you ever been convicted by a court of law for any offence, if so details thereof: _____

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 from. If particulars mentioned by me are found false or incorrect at any stage, then my services shall be liable to be terminated without any notice.

PLACE:

DATE:

SIGNATURE OF THE APPLICANT

Name: