

**DELHI DEVELOPMENT AUTHORITY  
VIKAS SADAN, INA, NEW DELHI – 110 023**

Sub: **Engagement of Consultant (HRD Institute)/Training Department**

DDA invites applications from retired Group 'A' Government Officers in Pay Band-3 with Grade Pay of Rs.6600/-, with 60-62 years of age on the last date of submission of applications, for engagement as Consultant (HRD Institute)/Training Department. The candidates must have experience of not less than 05 years in heading a Training Institute imparting training to Group 'A'/Group 'B' officers. Post Graduate Diploma/Degree in Human Resource Stream from a reputed management institute is desirable. The tenure will be initially for one year extendable upto maximum till the candidate attains the age of 65 years, depending on, however, on the performance as Consultant and requirement of DDA.

2. The eligibility conditions, experience etc. are as under:-

Description/No.	Experience, Qualification & Job description	Remuneration/Terms & Conditions
01 No. Consultant (HRD Institute)/ Training Department	<p>Experience of not less than 5 years in heading a training institute imparting training to Group 'A'/'B' officers. The description of duties performed should also clearly be given with application.</p> <p><b><u>Desirable</u></b> Post Graduate Diploma in Human Resources Stream from a reputed Management Institute.</p> <p><b><u>Job Description</u></b> 1. His duties will include devising the innovative method of training to the staff of DDA. 2. Work out the schedule for training for different categories of officers/officials. 3. Rotation of officials/officers for training programme. 4. Preparation of modules of training on different subjects as may be approved by the competent authority. 5. Any other duties as may be considered appropriate for imparting training.</p>	<p>Remuneration will be as per Grade Pay of Rs.6600/- in accordance with policy vide circular No.23/18 dated 05.12.2018 of DDA. The terms &amp; conditions of engagement shall be governed by the provisions of the said circular.</p>

**3. Terms & Conditions**

- i. The period of the contractual appointment shall not be counted as Government service for the purpose of pension or for any other retirement benefits.
- ii. The terms and conditions are subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
- iii. The appointee will furnish an undertaking at the time of joining the duty in regard to the truth and correctness of the information furnished by him/her and also declaration of fidelity and secrecy in prescribed format.

**4. Method of Selection**

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 interactions through e-mail.


**5. Instructions for candidates**

The candidate shall send the bio-data in the prescribed application format by 16.08.2019 upto 5.00 P.M.. 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 e.mail 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.

**6. General Conditions**

1. 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.
2. The date, time and venue of the interaction will be intimated separately.
3. No TA/DA will be paid for attending the interaction.

**Encl: Application format.**

  
Commissioner (Personnel) 15/8/19

**DELHI DEVELOPMENT AUTHORITY  
FORMAT OF APPLICATION**

1. Application for engagement as **Consultant (HRD Institute)  
Training Department.**

2. Name of the Candidate: \_\_\_\_\_

(in block letters)

3. Date of Birth  
(DD/MM/YY) \_\_\_\_\_

4. Age as on \_\_\_\_\_

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. \_\_\_\_\_

10. [a] Academic/Professional qualifications:

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.

Office/Institute/ Organisation	Post	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	Ist Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
Grading					

**Photograph**

**Signature**

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 (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 therefrom. 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: