

DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, INA, NEW DELHI - 110 023

Sub: Engagement of Consultant (Dy. CAO)

DDA invites applications on prescribed format from retired government Officers of Central/State Govt./Autonomous Bodies, holding post in the substantive pay in Level 11 in Pay Matrix at the time of retirement and possessing CA/ICWA/CS/MBA or Graduate + SAS qualifications and having relevant experience of minimum 2 years experience in handling Financial Aspects of Investment & Accounts for engaging one Consultant (Dy. CAO) initially for a period of one year or further orders, extendable further depending upon the requirement of DDA and performance of the candidate. The upper age limit is 63 years as on the last date of receipt of application.

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

Particulars	Experience, Qualification & Job description	Remuneration/Terms & Conditions
01 No. Consultant (Dy. CAO)	<p><u>Experience</u> Minimum 2 years Experience in handling Financial Aspects of Investment & Accounts.</p> <p><u>Qualification</u> CA/ICWA/CS/MBA or Graduate + SAS</p> <p><u>Job description</u></p> <ol style="list-style-type: none"> a) Compilation of Monthly Accounts of DDA and finalization of Annual Accounts of the Authority. b) Investments relating to Surplus Funds Earmarked Funds in respect of DDA's Retirement Benefits Funds and Updating related records thereof. c) Reconciliation relating to Investment of Earmarked Funds. d) Preparation of Balance Sheets in r/o Nazul Account - II, newly created Trusts of GPF, PRMS Fund and Leave Encashment Fund. e) Liaison with Institute of Public Auditors of India for Preparation of Accounting Formats for Consolidated Annual Accounts of DDA and preparation of Accounting Manual. f) Implementation of Tally for preparation of Monthly Accounts. g) Appointment/engagement of advisors/ consultants/ Arrangers/ insurance agencies/ Actuary etc. h) Empanelment of Public Sector/ Private Commercial Banks for investment of Surplus Funds. i) Coordination with Public Sector/ Private Commercial Banks Investment Advisors/ Arrangers/ Insurance Agencies/ Actuary etc. for submission of reports and other related works. j) Getting conducted Audit of Annual Accounts and preparation of replies to Half Margins and SAR. k) Obtaining approval of the Authority on the Audited Annual Accounts and forwarding the same to External Audit Cell for its printing and placement before both the Houses of Parliament. l) To deal with Tax Consultant and Income Tax Authorities. 	<p>Remuneration will be paid as per Grade Pay of Rs.6600/- (PB-3) (Level 11 in pay matrix) in accordance with policy guidelines issued vide circular No.23/18 dated 05.12.2018 of DDA. The terms & 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.
- iv. The APAR grading should be minimum 'VERY GOOD' for the last five years of service.

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 interaction through e-mail.

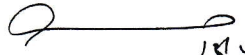
5. Instructions for candidates

The candidate shall send the bio-data in the prescribed application format by 5.00 P.M. on 06-03-2020. 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. The applications sent through any other mode shall not be considered.

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)

DELHI DEVELOPMENT AUTHORITY

APPLICATION FORMAT

Engagement of one (01) Consultant at the level of Dy. CAO in DDA on Contract Basis

1. Name of Candidate (in BLOCK letters): _____
2. Father's/Husband's Name(in BLOCK letters): _____
3. Date of Birth (DD/MM/YY): _____
4. Date of Retirement on superannuation: _____
5. Age as on last date of application: _____
6. Designation at the time of Retirement: _____
7. Substantive Pay Scale/Pay Band & GP drawn at the time of Retirement: _____
8. Name/address of the parent department: _____
9. Gender (Male/Female): _____
10. Address for Communication: _____

11. Email ID: _____
12. Contact No. [a] Landline _____ [b] Mobile No. _____

Photo
Signature

13. Educational/Professional/Technical qualifications :

Educational Qualification	Discipline/Specialization/Subject	Board/University	Year of Passing	Duration of Course	Percentage of Marks	Any other information

14. 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.

15. APARs grading for the last five years preceding the date of retirement (please attach scanned copies):

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

16. Vigilance Clearance Report at the time of retirement (please attach scanned copy): _____
17. Whether the Pension is provisional or full (please attach scanned copy): _____
 (If provisional, the reasons thereof): _____

2022

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/information has been suppressed or concealed there from. If particulars mentioned by me are found false or incorrect at any stage, then my engagement shall be liable to be terminated without any notice and further action as deemed fit by DDA may also be taken against me.

Signature of Applicant

Place:

Date:

Note: Please submit your application in PDF/JPEG format only and do not attach any other document with email except as mentioned above, as the same will be entertained only at the time of interaction, if called.