

**DELHI DEVELOPMENT AUTHORITY**  
**VIKAS SADAN, I.N.A., NEW DELHI-110023.**

(Website <http://www.dda.org.in>)

**Advertisement for engagement of Consultants (Urdu Translator)**

DDA proposes to conduct Walk-in-Interview for engaging Consultants (Urdu Translator) on contractual basis as per the details given below:

Sl. No.	User department of DDA	Category of consultant	No. of consultant(s) required	Qualification and Experience	Consolidated remuneration per month	Period of engagement	Maximum age as on Date of notification
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				Academic Qualification / Professional Qualification			
1.	Land Management	Urdu Translator	02	<p>I) Master Degree from a recognized University in English or Hindi ; with Urdu as compulsory/elective main subject at degree level Or Master Degree from a recognized University in Urdu with English or Hindi as compulsory elective main subject at degree level. Or B.A. in 1<sup>st</sup> Class with Urdu with English or Hindi as a compulsory/elective main subject.</p> <p><u>Desirable</u> II) Diploma/Certificate in translation from Hindi/English to Urdu or vice-versa from a recognized Institution or two years' experience of translation work from Hindi/English to Urdu or vice-versa preferably in Revenue deptt. Of NCT, Delhi or DDA in a supervisory capacity (Group A &amp; B) Officers for at least 5 years.</p>	Rs.35000/-	06 Months	62 years

**Instruction for Candidates: -**

- i. **The candidates are advised to report for walk-in-interview on 10.11.2017 at 10.00 AM at Reception, DDA Office, Vikas Sadan, INA, New Delhi-110023. failing which they will not be allow to appear for interview under any circumstances.**
- ii. The posts are temporary and engagement is purely on contractual basis initially for a period of six months 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 duly filled in Application form (in prescribed format), 02 passport size photographs and all original documents along with one set of self-attested photocopies of the documents in support of the academic/professional qualification and experience, if any, on the date of interview.
- iii. The criteria for selection shall include the marks obtained by the candidate in the required essential qualifications for the post, relevant experience and merit would be chalked out by giving weightage to marks obtained by the candidate in his/her essential qualification, relevant experience along with the marks obtained in interview as will be decided by DDA.
- iv. DDA reserves the right to impose a minimum cut-off percentage of marks in the essential qualifications obtained by the prospective candidates in case of huge number of applicants turn out for the interview. The decision in this regard will be taken on the spot, no representation of any kind will be entertained in this regard.

**Commissioner (Personnel)**

# DELHI DEVELOPMENT AUTHORITY

## Format of Application

- 1) Post applied for: **Consultant (Urdu Translator)**  
Department **Land Management**

2) Category(Gen/SC/ST/OBC)	3) Gender (Male/Female)

- 4) Name of the Candidates: \_\_\_\_\_  
(in block letters)

- 5) Father's/Husband's Name: \_\_\_\_\_  
(in block letters)

- 6) Date of birth (DD/MM/YY) \_\_\_\_\_

- 7) Address for communication:

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- 8) Valid email address: \_\_\_\_\_

- 9) Contact number: a) Landline \_\_\_\_\_ b) Mobile \_\_\_\_\_

- 10) Educational/Professional/Technical qualification (Starting from class 10<sup>th</sup> onwards)

Examination passed	Discipline/Specialisation /Subject	Board/University	Year of Passing	Duration of Course (in months)	Percentage of Marks	Division

- 11) Experience, if any, starting from previous to present (Total Experience \_\_ Years\_\_ Months)

Employer's Name & Address (also indicate whether Central/Govt./State/ Govt./PSC/Private)	Designation	From To		Brief description of duties

### 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:

DATED:

SIGNATURE OF THE APPLICANT

Photograph not more than three months old

Signature