

**DELHI DEVELOPMENT AUTHORITY**  
**VIKAS SADAN, INA, NEW DELHI – 110 023**  
**[Website <http://dda.org.in>]**

**Sub: Engagement of Senior Legal Consultant**

DDA invites applications from the retired Govt. officers preferably who had served in the capacity of District Judge, Additional District Judge, Secretary, Addl. Secretary, Joint Secretary, Chief Legal Advisor, Addl. Chief Legal Advisor and Dy. Chief Legal Advisor in a Govt. organization as Senior Legal Consultant, for a period of six months which may be extended further depending upon requirement of the DDA and the performance of the candidate. The age should not be more than 64 years on the last date of receipt of the application.

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

Sl. No	Category	No. of vacancies	Minimum Educational/ Professional Qualification	Experience	Remuneration
01	Sr. Legal Consultant	01	Possessing Regular Degree in Law from a recognised University or equivalent.	[i] 25 years or more in dealing with or advising on legal matters including the field of arbitration, contracts, land, property, service matters and other litigation etc.	As per policy of the department.

**1. Terms & Conditions**

- i. The contractual appointment will be initially made for a period of six months extendable by spells of 6 months or even less depending upon the requirement subject to satisfactory performance and shall not be extended beyond the age of 64 years by the contractual employees during the period of his/her engagement.
- ii. The appointee shall not be deployed or associated in any manner on sensitive seats/jobs, financial transactions, tenders etc.
- iii. The period of the contractual appointment shall not be counted as Government service for the purpose of pension or any other retirement benefits.
- iv. The contract may be terminated at any time by the concerned Department for unsatisfactory performance on notice of ten days, and in the case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice.
- v. General instructions regarding terms and conditions for contractual appointment as issued from time to time will be applicable and binding on the officers/consultants.
- vi. In case appointee desires to resign, he/she may do so by giving a notice of 15 days in writing to the HOD of concerned Department. After expiry of the notice period, the appointee may be relieved after handing over full charge of records to the relieving officer as decided by the concerned Department.

- vii. These terms and conditions are subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
- viii. The appointee will furnish an undertaking (Annexure-II) at the time of joining the duty in regards to the truth and correctness of the information furnished by him/her and also declaration of fidelity and secrecy as per Annexure-III of P&C(P) Circular No.9 dated 2.8.2017.

### 3. Method of Selection

The applications will be screened by Pre-Evaluation/Consultancy Evaluation Committee in accordance with the policy guidelines issued vide Circular No.9 dated 02.08.2017. No correspondence in this regard will be entertained. Intimation shall be sent only to the short-listed candidates.

### 4. Instructions for candidates

**Note:** The candidate shall send the bio-data in the prescribed format by 15-3-2018 upto 6-00 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 document at the time of interaction, if called.

The applicant, if so desire, may also submit the applications along with relevant documents through speed post in an envelope superscribed "Application for the post of Senior Legal Consultant" and addressed to Commissioner(Personnel), Delhi Development Authority, Ground Floor, B-Block, Vikas Sadan, INA, New Delhi- 110 023 so as to reach the office of Commissioner(P) by close of working hours on the last date of receipt of application i.e. 15-3-2018.

### General Conditions

1. Sending bio-data through email or speed post 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 at a later date.
3. No TA/DA will be paid for attending the interaction.

**Encl: Application format.**

  
Commissioner(Personnel)

**DELHI DEVELOPMENT AUTHORITY  
FORMAT OF APPLICATION**

1. Post applied for: \_\_\_\_\_
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. Address for  
communication: \_\_\_\_\_  
\_\_\_\_\_
7. Email I.D.: \_\_\_\_\_
8. Contact No. [a] Landline \_\_\_\_\_ [b] Mobile  
No. \_\_\_\_\_

<b>Photograph</b>
<b>Signature</b>

9. [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.

10. APARs for the last five years with grading

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

-: 2 :-

11. Name of Organisation and post held at the time of retirement

Name of the Deptt.	Post held at the time of retirement	Substantive Pay i.e. Pay Band, Grade Pay

12. Please attach scanned copy of PPO \_\_\_\_\_

13. Whether Pension is provisional or full pension: \_\_\_\_\_  
(If provisional reasons 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 therefrom. 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.

Signature of the Applicant

Place:

Date: