

(Notice for DDA's website)

DELHI DEVELOPMENT AUTHORITY  
PERSONNEL BRANCH-I

B-311, Vikas Sadan, INA, New Delhi-110023

Dated:

No. F.9(197)2016/PB-I/Consultant/DDA/

**Engagement of Retired Govt. Officers as Consultant(Finance) (10 Nos.) at the Level of Accountns Officer .**

Delhi Development Authority invites applications on prescribed format from the retired govt. Officers for engagement as Consultants (Finance) at the level of Accounts Officer (Level 9 in the pay matrix as per 7<sup>th</sup> CPC) on contract basis, initially for a period of one year, which can further be extended after taking into account the performance of Consultant and requirement of DDA. Their engagement will be governed by F&E Circular 23/2018 dated 05.12.2018 and other guidelines issued from time to time.

The eligibility criteria for engagement of Accounts Officer as Consultants are as under:-

(i)	Age limit	Maximum 63 years as on 31.01.2020.
(ii)	APAR Grading	Minimum 'Very Good' for the last five years.
(iii)	Work experience	1. Retired Sr. Accounts Officer/Accounts Officer should have an experience of accounts related works, Establishment, Pension Works and Audit etc. in the Grade Pay of Rs. 5400/- Level-9 or 10 in pay matrix as per 7 <sup>th</sup> CPC in any Govt. Department/Autonomous Body. 2. Persons who have retired from any Accounts related post upto the Grade Pay of Rs. 6600/- can also apply. Experience for holding higher post will be considered for evaluation. However, their remuneration will be fixed as per norms keeping in view the post against which engagement is being made i.e. PB-2 with Grade pay of Rs.5400/- (level -9 in pay matrix as per 7 <sup>th</sup> CPC) 3. The candidates should have proficiency in Computer Applications and use.

The desirous and eligible candidates are required to send the scanned PDF/JPEG copy of their duly filled and signed application in the prescribed format and scanned copy of PPO by e-mail at [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in) only latest by 5:00 PM on 2.4.20.

**NOTE:**

1. Please do not enclose any other document(s) other than scanned PDF/JPEG copy of their duly filled and signed application in the prescribed format along with the copies of APARs grading, VCR and PPO while sending the application from at the above mentioned email ID. The applicant is required to produce the original/supporting documents at the time of interaction, if called.
  2. Sending application through mail does 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. No communication in this regard, either by e-mail or phone etc., shall be entertained.
  3. The date, time and venue of the interaction will be intimated at a later date.
  4. The terms and conditions including remuneration shall be governed by the provisions of policy guidelines issued vide F&E, DDA's Circular No.23/2018 dated 05.12.2018
  5. No TA/DA will be paid for attending the interview.
  6. No communication in regard to above, either by post or telephone etc, shall be entertained. The applications should be sent on prescribed format through e-mail only and with required documents, as stated above.
- Encl: Application format.

Commissioner (Personnel)



**DELHI DEVELOPMENT AUTHORITY**

**APPLICATION FORMAT**

**Engagement of Ten (10) Consultants at the level of AO in DDA on Contract Basis**

1. Name of Candidate (in BLOCK letters): _____	Photo
2. Father's/Husband's Name(in BLOCK letters): _____	
3. Date of Birth (DD/MM/YY): _____	Signature
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: \_\_\_\_\_ [b] Mobile No. \_\_\_\_\_

12. Contact No. [a] Landline \_\_\_\_\_

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 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> 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): \_\_\_\_\_

-: 2 :-

**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.