



DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-1
B-Block, 3rd Floor, Room No. 311,
Vikas Sadan, INA, New Delhi – 110023.

Sub: Engagement of One (01) Consultant (Fire Officer) on contractual basis.

Delhi Development Authority invites applications in the prescribed format for engagement of 01 (One) Consultant (Fire Officer) on contractual basis from retired Government officers of Central Government /State Government /State PWD / Semi Government/ Autonomous Bodies/ Nationalized Banks with Pay Level-7 as per 7th CPC or equivalent at the time of retirement initially for a period of one year or until further orders, extendable further up to 67 years of age depending upon the requirement of DDA and the performance of the Consultant. The upper age limit for applicant is 67 years as on last date of receipt of applications. The number of vacancies may be increased or decreased as per the requirement of DDA.

2. The relevant eligibility criteria are as under:

- i. Candidate must have passed Station Officer Course from NFSC, Nagpur/ STI, Hyderabad or any other recognized institute having minimum 05 years post qualification experience in supervisory capacity.
- ii. Applicant must have retired from Central/ State Govt./ State PWD/ PSU/ Semi Government / Autonomous body/ nationalized banks with pay in Level-7 or equivalent at the time of retirement.
- iii. Retired officers from Police/ State Municipalities or PWD / Industrial Security Forces/ Public Sector undertaking/ Autonomous Bodies (Under Govt.)/ Nationalized banks in the post Fire Officer/ Inspector/Manager (Fire) or equivalent possessing experience in administrative duties of fire cadre, firefighting, fire prevention fire training etc. during the service in Supervisory capacity.

3. Method of Selection and terms & conditions

The terms & conditions including remuneration for engagement as consultant will be governed by policy guidelines issued vide F&E Circular No.

22/2023 dated 01.11.2023 and subsequent corrigendum issued vide Circular No. 17/2024 dated 04.09.2024.

The applications will be screened by Pre-Evaluation/ Consultancy Evaluation Committee in accordance with the policy guidelines vide F&E Circular No. 22/2023 dated 01.11.2023 and subsequent corrigendum issued vide Circular No. 17/2024 dated 04.09.2024. No correspondence in this regard will be entertained.

Intimation shall be sent only to the short-listed candidates for personal interaction through e-mail for which no TA/DA etc. will be payable.

4. Instructions for candidates

The candidate shall send their bio-data in the prescribed application format by 05:00 PM on 15.05.2025. 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 email consultantpb1@dda.gov.in. Please do not enclose any document [s] while sending the scanned copy of the application form at the above mentioned email ID except those required. 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.

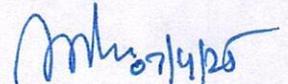
5. General Conditions

- i. 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 interactions 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.
- ii. The date, time and venue of the interaction will be intimated separately. The candidate should attend the interaction at the given time & venue along with all relevant documents in original.
- iii. No TA/DA will be paid for attending the interaction.

iv. The jobs description for the post of Consultant (Fire Officer) includes Fire safety inspections of DDA buildings, live testing of fire-fighting equipment installed in DDA buildings, Daily inspection of fire-fighting equipment and fire control room located in various DDA Premises, to liaison with Delhi Fire Service for quick action in case of emergency, routine inspections of office premises/sports complexes etc.

v. The number of vacancy may be increased or decreased as per the requirements of DDA.

Encl: Application format.

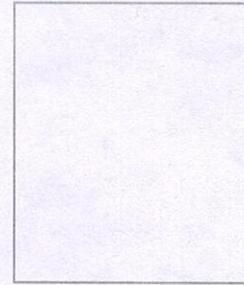


[Vineet Jain]

Commissioner (Personnel)

APPLICATION FOR ENGAGEMENT AS CONSULTANT (FIRE OFFICER)

(to be filled in BOLD letters)



(Photo)

1. Name of Candidate: _____
2. Father's/Husband's Name: _____
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: _____
10. Address for Communication: _____
11. Email ID: _____
12. Contact Details - Landline No.: _____
Mobile No.: _____

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 (please fill in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

S. No.	Office/ Institute/ Organization	Post	From	To	Nature of duties

Additional information, if any, which in support of suitability for the post. Enclose a separate sheet, as required:

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

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

16. Name of organization and post held at the time of retirement:

Name of the Department	Post held at the time of retirement and date of appointment	Substantive Pay i.e. Pay Band, Grade Pay (level in pay matrix as per 7th CPC)(ACP & MACP etc. will not be considered)

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

20. Knowledge of computers

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 and in notification, as the same will be entertained only at the time of interaction, if called.