

(Notice for DDA's website)

दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY

कार्मिक शाखा1-/ PERSONNEL BRANCH-1

बी ब्लॉक कमरा नं. 311,आई एन.ए, विकाससदन, नईदिल्ली-110023

B-Block, 3rd Floor Room No. 311, Vikas Sadan, INA New Delhi.

No.F.7 (595)2019/PB-I /3709

Dated: 28/11/22

Engagement of Retired Govt. Officers as Consultant at the Level of Dy.CAO in DDA

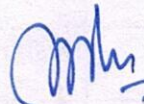
Delhi Development Authority invites applications for engagement of 02 Consultant at the level of Dy.CAO(Level 11 as per 7th CPC), on contract basis, initially for a period of one year, which can further be extended after taking into account the performance of Consultant and requirement of DDA. Their 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 Dy.CAO as Consultants are as under:-

Sr. No.	Eligibility Criteria	
1.	Designation of the Consultant	Consultant (Dy. CAO)
2.	No. of Post	02 (on Contract basis)
3.	Essential Qualification	Applicant must have qualified Subordinate Audit / Account Services (SAS) Examination with graduation degree. Or CA/CMA (any one) qualification with graduation degree.
4.	Experience	Applicant must have an experience/combined experience of at least 05 years on Dy. CAO or equivalent posts (Level 11)/ including Sr. AO or equivalent posts (Level 10) in any Central/State Government, PSUs, Autonomous bodies.
5.	Level of Post held	Retired at the level of Dy. CAO or equivalent level in the substantive pay scale in Level 11 in the pay matrix, from Central Govt. / State Govt. / Autonomous bodies including DDA.
6.	Profile Handled	Retired officer should have experience in the field of Accountancy / Finance/ Costing. 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.
7.	Age	The upper age limit 63 years of applicant as on the 31.10.2022.
8.	APAR Grading	Only one 'Good' grading out of 5 years will be permitted. Remaining four years grading should be at least 'Very Good'.

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, APARs and VCR by e-mail at personnelbranch1@dda.org.in latest by **5:00 PM on 02.01.2023**.

NOTE:

1. Please do not enclose any other document(s) other than scanned copy of requisite documents while sending the scanned copy of 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 number of vacancies may be increased or decreased as per the requirement of DDA.
4. The date, time and venue of the interaction will be intimated at a later date.
5. No TA/DA will be paid for attending the interview.


29/11/22
Commissioner (Personnel)

DELHI DEVELOPMENT AUTHORITY

APPLICATION FORMAT

Engagement of two (02) 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/ Organisation	Institute / 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): _____

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.