

DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, INA, NEW DELHI-110023

DDA invites applications for engaging 10 Consultants of the level of Welfare Inspector (Grade Pay Rs. 4600/-) from retired officials of Govt. of India /State Govt./Central Autonomous Bodies on contractual basis as Consultants in Personnel/Welfare Department initially for a period of one year, extendable further depending upon the requirement of DDA and performance of the candidate. The upper age limit of candidate is 63 years as on 05.05.2021.

Department	Name of post	No. of vacancies	Minimum qualification/ Professional qualification	Experience	Minimum Grade Pay at the time of retirement
Personnel Department	Welfare Inspector	10	Graduate	Experience of staff Welfare and administrative matters including other allied works	Rs. 4600/- or Level 7 in 7 th CPC

Eligibility criteria:

- i. The retired officials up to 63 years of age, who have excellent service record and are physically fit, will be eligible.
- ii. A retired official against whom a vigilance case or a departmental proceeding or criminal prosecution is contemplated or pending at the time of his/her retirement will not be considered.
- iii. A retired Official, who has been a member of any political party after his/her retirement shall not be eligible.
- iv. ACRs/APARs for the period up to 5 years preceding his/her retirement will be considered. 04 out of 05 ACRs/APARs should have at-least been graded as 'Very Good'. Officials having higher/better APAR grading will be preferred.

Terms and conditions of engagement of Consultants:

- i. The contractual appointment will be initially made for a period of one year extendable by spells of 6 months or even less depending upon the project requirement subject to satisfactory performance and shall not be extended beyond the age of 65 years by the contractual employee during the period of his/her engagement.
- ii. The engagement of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with DDA.
- iii. The engagement of Consultants would be of a temporary (non-permanent) nature and the engagement can be terminated by DDA at any time without assigning any reason.
- iv. The period of consultancy shall not be counted as Government service for the purpose of pension or any other retirement benefits.
- v. General instructions regarding terms and conditions for consultancy as issued from time to time, will be applicable and binding on the consultants engaged by DDA.
- vi. In case a Consultant desire 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 person 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 including remuneration will be as per the policy guidelines issued vide **F&E circular No. 23/2018 dated 05.12.2018** are subject to Codal provisions and memoranda and resolution issued by the DDA from time to time.
- viii. The Consultant will furnish an undertaking at the time of joining the duty in regard to the truthfulness and correctness of the information furnished by him/her and also towards declaration of fidelity and secrecy.

Instructions for candidate

Note: The candidate shall send their application in the prescribed format by e-mail by 5.00 PM of 21.05.2021. They shall fill up the form duly typed, paste photograph at the space provided in the prescribed application form (attached), put specimen signature in the space provided and then send the scanned copy of the signed application form duly filled in PDF or JPEG format at e-mail I.D. ddpersonnel3@dda.org.in

1. Please do not enclose any document [s] while sending the scanned copy of the application form at the above mentioned e-mail I.D. The applicant is required to produce the original/supporting documents at the time of interaction, if called.
2. The date of interaction will be informed to shortlisted candidates by e-mail and notified on the DDA's website also.
3. Sending application through e-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. In this regard, no communication either by e-mail or phone, etc. shall be entertained.
4. No TA/DA will be paid for attending the interaction.


Commissioner (Personnel)
Delhi Development Authority

DELHI DEVELOPMENT AUTHORITY

APPLICATION

Photo

Signature

1. Name of the post applied for :
2. Gender (Male/Female) :
3. Name of the Candidate :
(In Block Letters)
4. Father's Name :
5. (In Block Letters)
6. Date of Birth (DD/MM/YY) :
7. Age as on the last date of receipt of application :
8. Address of communication :
9. E-mail address :
10. Contact No. :
11. Educational/Professional/Technical qualification
(Starting from class 10th onwards)

Examination on passed	Discipline/ specialization/ subject	Board/ University	Year of passing	Duration of course	Percentage of marks	Division
10 th						
12 th						
Graduation						
Others						

12. Experience:

(a) Field of Experience (Please tick the relevant field):-

- (1) Personnel :
- (2) Welfare :

(b)

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

13. Post & Grade Pay at the time of retirement :

14. Proficiency in working on Computer (Yes/No) :

15. Whether any disciplinary proceeding is contemplated/
pending at the time of retirement (Yes/No) :

16. Last 5 APARs rating:

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

17. He/She will also submit copy of PPO (Personnel Pension Order).

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, my services shall liable to be terminated without any notice.

Signature of the applicant

Place:

Date: