

DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, INA, NEW DELHI – 110 023

Sub: Engagement of one Consultant (Legal) on contract basis

Delhi Development Authority proposes to engage one Consultant(Legal) from amongst the Sr. Law Officers from Government Departments who have retired in PB-3 of Rs.15,600-39,100/- with Grade Pay of Rs.6600/- (on contract basis) initially for a period of one year, extendable further depending upon the requirement of DDA and performance of the candidate. Individuals, retired from the State/Central Government, Autonomous bodies, PSUs and local bodies including DDA may apply by e-mail to personnelbranch1@dda.org.in latest by **12.10.2018 upto 6.00 p.m.** The age of applicant should not exceed 64 years as on the last date of receipt of the applications. No queries in this regard, either by e-mail or phone etc., shall be entertained.

GENERAL CONDITIONS:

1. The terms and conditions of consolidated remuneration shall be as per F&E Circular No.10/2018 dated 22.5.2018 and the same shall be binding on the Consultants.
2. The engagement of consultant shall be subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
3. The appointment will furnish an undertaking (Annexure-II) at the time of joining the duty in regard to the truth and correctness of the information furnished by him/her and also declaration of fidelity and secrecy, as per Annexure-III.
4. The eligibility conditions, required experience etc. are as under:-

Category	No. of vacancies	Qualification	Experience	Job Description	Remuneration
Consultant (Legal)	01	B.A., LLB	About 23 years in Legal Cadre.	1. For the purpose of upgradation, improvement and n/a related to Law Library at 6 th Floor. 2. The services as consultant shall also be utilised in the day to day work of Administration of Law Department and other works to be assigned to him by the Sr. Officers of the Law Department from time to time.	As per policy guidelines issued by F&E vide Circular No.10/18 dated 22.5.2018.

Encl: Format of Application.


Commissioner(Personnel)

**DELHI DEVELOPMENT AUTHORITY
FORMAT OF APPLICATION**

1. Post applied for : Consultant (Legal)
2. Name of the Candidate: _____
(in block letters)
3. Date of Birth
(DD/MM/YY) _____
4. Age as on _____
5. Date of retirement _____
6. Father's/Husband
Name: _____
(In Block letters)
7. Address for
communication: _____
8. Email I.D.: _____
9. Contact No. [a] Landline _____ [b] Mobile
No. _____

Photograph

Signature

10. [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/ experience

(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.

11. APARs for the last five years with grading

Year	Ist Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Grading					

-: 2 :-

12. 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

13. Please attach scanned copy of PPO _____

14. Whether Pension is provisional or full pension: _____
(If provisional, reasons thereof)

Signature: _____

Name: _____

Place:

Date:

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 contract shall be liable to be terminated without any notice and without prejudice to any further action as may be attracted.

Signature of the Applicant

Place:

Date: