



DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-I
Room No. B-311, Vikas Sadan,
INA, New Delhi- 110023.

F.7 (229)2019/PB-I

Dated:

Sub: Engagement of Consultant (HRD Institute)/ Training Department

DDA invites applications for above engagement from Group 'A' Government Officers retired in substantive pay in Level 11 or 12 in pay matrix as per 7th CPC, with 60-62 years of age on the last date of submission of applications, initially for a period of one year extendable further depending upon the requirement of DDA and performance of the candidate. The candidates must have experience of not less than 05 years in heading a Training institute imparting training to Group 'A'/ Group 'B' officers. The applications should be sent on prescribed format **only through email to personnelbranch1@dda.org.in by 5.00 P.M. on 31.03.2020**

2. The relevant eligibility criteria, conditions, experience and remuneration etc. are as under

Description/No.	Experience, Qualification & Job description	Remuneration/Terms & Conditions
01 No. Consultant (HRD Institute)/ Training Department	<p>Experience of not less than 5 years in heading a Training institute imparting training to Group 'A'/ Group 'B' officers.</p> <p>Job Description</p> <ol style="list-style-type: none">1. His duties will include devising the innovative method of training to the staff of DDA.2. Work out the schedule for training for different categories of officers/officials.3. Rotation of officials/officers for training programme.4. Preparation of modules of training on different subjects as may be approved by the Competent Authority.5. Any other duties as may be considered appropriate for imparting training.	<p>Remuneration will be as per Grade pay of Rs. 6600/- or Rs.7600/-, as the case may be, in accordance with the policy's guidelines issued vide F&E / DDA's circular No. 23/2018 dated 05.12.2018. The terms & conditions of engagement shall be governed by the provisions of the said circular.</p>

3. Terms & Conditions

- i. The period of the contractual appointment shall not be counted as Government service for the purpose of pension or for any other retirement benefits.
- ii. The terms & conditions are subject to codal provisions and memoranda and resolutions issued by DDA from time to time.
- iii. The appointee will furnish an undertaking 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 in prescribed format.


4. Instructions for candidates

The candidate should send the bio-data in the prescribed application format by 5.00 P.M. on _____. 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 personnelbranch1@dda.org.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.

Encl: Application format.


Commissioner (Personnel)

**DELHI DEVELOPMENT AUTHORITY
FORMAT OF APPLICATION**

1. Application for engagement as Consultant (HRD Institute) /Training Department

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

Photograph

Signature

10. [a] Academic/Professional qualifications including relating to Fire fighting:

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 Held	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.

11. APARs grading for the last five years

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

12. Name of Organisation and post held at the time of retirement

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

13. Please attach scanned copy of PPO _____
14. Whether Pension is provisional or full pension: _____
(If provisional reasons thereof)
15. Knowledge of computers _____

Declaration to be signed by the candidate

I hereby certify that particulars mentioned in the above 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, then my contract shall be liable to be terminated without any notice with further action as may be deemed appropriate by DDA.

Place:
Date:

Signature of the Applicant