

DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, I.N.A., NEW DELHI-110023.

(Website <https://www.dda.org.in>)

No. F.7(238)/2019/PB-I/

219

Dated: 2/2/24

Subject: Engagement of sixteen (16) consultants (Civil) on contractual basis.

DDA invites application for engagement of sixteen (16) Consultants (Civil) at the level of Executive Engineer (Civil) from retired govt. officials who has retired from the post of Executive Engineer (Civil) having substantive pay at Level-11 in the Pay Matrix as per 7th CPC(Equivalent to pay band 3 with Grade Pay of 6600/- as per 6th CPC)] from Central/State Government/Autonomous Bodies/PSUs/Local bodies on contractual basis for Engineering 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 is 63 years on the last date of receipt of the application. The government servant who are due for retirement till last date of receipt of application can also apply.

7. The relevant eligibility criteria are as under:

- "The applicant must have retired from Central/State Government/Autonomous Bodies/PSUs/Local bodies at the level of Executive Engineer (Civil) with substantive pay at Level-11 in the Pay Matrix as per 7th CPC(Equivalent to pay band 3 with Grade Pay of 6600/- as per 6th CPC) having Diploma / Degree in Civil Engineering".
- **Desirable Work Experience**
 - e. Experience of preparing NIT on EPC/PPP/BOT modes.
 - f. Experience of preparing of RFP for specialized works like Smart City, Land Pooling etc.
 - g. Experience of preparing NIT of Maintenance, Construction works.
 - h. Experience of handling & Monitoring of Grievances Portal such as CPGRAM, LG Listening, PGM5, RNR, etc.

8. Job Description :

- i. Handling & Monitoring of Grievances Portal such as CPGRAM, LG Listening, PGMS, RNR, etc.
- j. Co-ordination and monitoring of Engineering and Housing Projects under the guidance of SE/CE
- k. Compiling data/information obtained from different offices for onwards submission and for periodic review meetings, etc.
- l. Preparation of various reports/agenda
- m. Scrutiny of estimates
- n. Preparation of various types of NIT/RFPs
- o. Scrutiny of proposals received from division offices
- p. Any other ancillary work as may be assigned by SE/CE or higher officers

9. Method of selection and Terms & Conditions:

- The evaluation of candidates will be done as per the criteria devised by the DDA keeping in view the requirement of the work to be carried out.
- The consolidated remuneration, and terms & conditions of the consultant to be engaged on contractual basis shall be as per F&E circular No. 22 dated 01.11.2023 and as amended from time to time.
- Invitation for personal interaction (PI) will be sent only to the short-listed candidates through e-mail for which no TA/DA etc. will be payable.

DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, I.N.A., NEW DELHI-110023.

(Website <https://www.dda.org.in>)

vacancy / Advertisement No. 1/2024/PB-f

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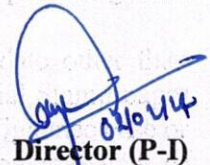
10. Instructions for the candidates:

- The candidate should send his application form in prescribed format which should be duly typed/filled along with latest passport size photograph, specimen signature in the space provided and then e-mail the duly filed scanned application form, in PDF, to consultantpb1@dda.org.in latest by **22.02.2024** by mentioning subject as **“Application for engagement of Consultant(Civil) at the level of Executive Engineer (Civil)”**.
- Please do not attach any document(s) while sending the application form through email except those required i.e. educational certificates, copy of vigilance clearance at the time of retirement, copies of last 05 years’ APARs/ACRs preceding the retirement, copies of orders of promotions, copy of PPO and financial upgradation etc.
- The applicant is required to produce the original supporting documents at the time of interaction, if invited.

11. General Condition:

- The candidates are requested to attach self-attested copies of their Academic/Professional qualification, Experience, last pay certificate, retirement notification and grading in the ACR/APAR for the last five years preceding their retirement.
- The grading should have been at least **“very good”**. The candidate other than those of DDA are required to submit an undertaking on non-judicial Stamp paper of Rs. 10/- duly attested by the Notary Public to the effect that no Vigilance case or departmental proceeding or judicial/criminal proceedings is contemplated or pending at the time of his/her retirement and/or till the application closing date. If ACR/APAR grading is not available readily with the applicant, the same can be submitted at a later date, but before his/her engagement of Consultant (Civil).
- Sending application does not necessarily mean that the applicant shall be engaged as Consultant (Civil). Only those candidates will be engaged 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 or phone, etc. shall be entertained.
- DDA reserves the right to cancel/restrict/enlarge/modify/after the number of Consultants to be engaged/terms and conditions/or any other part of notification and engagement process, if needed, without issuing any notice.
- Incomplete application(s) and applications(s) received after last date will not be entertained.

Encl: Application format



Director (P-I)
Delhi Development Authority

DELHI DEVELOPMENT AUTHORITY

FORMAT OF APPLICATION FOR ENGAGEMENT OF CONSULTANT AT THE LEVEL OF EE(Civil)

5. Name of Candidate(in BLOCK letters): _____	Photo
6. Father's/Husband's Name(in BLOCK letters): _____	
7. Date of Retirement: _____	
8. Designation at the time of Retirement: _____	
11. Pay Scale/Pay Band & GP drawn at the time of Retirement _____	Signature
12. Name of the parent department: _____	
13. Gender (Male/Female): _____	
14. Date of Birth(DD/MM/YY): _____	
15. Address for communication _____ _____	
13. Email ID: _____	
14. Contact No. [a] Landline _____ [b] Mobile No. _____	

14. Educational/Professional/Technical qualification (starting from class 10th onwards)

Educational qualification	Discipline/ Specialization/ Subject	Board/ University	Year of Passing	Duration of Course	Percentage of Marks	Remarks

15. Experience

Employer's name & address (also indicate whether Central Govt./ State Govt./ PSU/ Autonomous body)	Designation (Attach Order of Promotion)	Pay Scale/Pay Band & GP	From	To	Brief description of duties

also indicate Govt./ State Govt./ Autonomous body	Center/ Dept/ Division	Post/ Order	Year	Description of duties

(Experience should be spelt out in terms of competency and should be objectively defined so as to avoid/minimize opportunities of interpretation and subjective judgment)

16. APARs grading for the five years preceding the date of retirement:	Year					
	Grading					

19. Vigilance Clearance Report at the time of retirement, if available:

20. Whether the Pension is provisional and if so, the reasons thereof:

21. Attach the copy of PPO

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 services shall be liable to be terminated without any notice and further action as deemed fit may also be taken against me.

Signature of Applicant

Place:
Date:

Note: Please submit your application along with copies of Vigilance Clearance Report (VCR) and Annual Appraisal Performance Report (APAR/ACR) in PDF format only and do not attach any other document, except for scanned copy of PPO, with email as the same will be entertained only at the time of interaction, if called.

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 services shall be liable to be terminated without any notice and further action as deemed fit may also be taken against me.