



दिल्ली विकास प्राधिकरण  
कार्मिक शाखा -IV  
कमरा क्रमांक-315, तीसरी मंजिल, बी-ब्लॉक,  
विकास सदन, आईएनए, नई दिल्ली-110023

F2(Misc)2021 Consultant/PB-IV/Pt.

Dated:-

To,

Dy. Director(System)

DDA, Vikas Sadan,

INA, New Delhi-110023

**Sub:- Uploading of notice with Term & Conditions, Application form on the DDA's website (new and old website) for inviting applications for engagement of 04 Naib Tehsildar 06 Kanoongo as consultant for Land Pooling Deptt.**

Please find herewith notice (in English & Hindi), Terms and conditions, application forms along with the copy of approval of the Commissioner (Pers.), DDA for inviting applications for engagement of 04 Naib Tehsildar 06 post of Kanoongo as Consultant from retired officials for uploading on the DDA's website (as per rule). The last date of receiving applications through email will be 14/03/2022 by 5.00 PM.

It is therefore requested to take further steps for publishing the notice immediately under intimation to this Office

Encl:- As above

*H. ab.*  
15/2/22  
उप-निदेशक/कार्मिक शाखा-4



## दिल्ली विकास प्राधिकरण

### सूचना

लैंड पूलिंग विभाग में अनुबंध आधार पर सेवानिवृत्त कर्मचारियों की परामर्शदाता के रूप में नियुक्ति

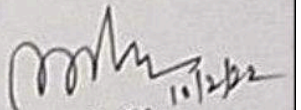
दिल्ली विकास प्राधिकरण, लैंड पूलिंग विभाग में प्रारंभ में 01 वर्ष की अवधि के लिए परामर्शदाता के रूप में 04-नायब तहसीलदार और 06-कानूनगो की नियुक्ति का प्रस्ताव करता है, इस अवधि को दि.वि.प्रा. की आवश्यकता के अनुसार और उम्मीदवार के कार्य निष्पादन के आधार पर बढ़ाया जा सकता है।

| क्रम सं. | पद का नाम     | पदों की संख्या | अनुभव  | सेवानिवृत्त के समय न्यूनतम ग्रेड पे/-                    |
|----------|---------------|----------------|--|--|
| 1.       | नायब तहसीलदार | 04             | दि.वि.प्रा. की भूमि/जीएनसीटीडी के राजस्व कार्य में न्यूनतम 20 वर्ष का अनुभव। | पे-बैंड-2 + ग्रेड पे-4200 रु./-(पे मैट्रिक्स में स्तर-6) |
| 2.       | कानूनगो       | 06             | दि.वि.प्रा. की भूमि/जीएनसीटीडी के राजस्व कार्य में न्यूनतम 20 वर्ष का अनुभव। | पे-बैंड-1 + ग्रेड पे-2400 रु./-(पे मैट्रिक्स में स्तर-4) |

अनिवार्य योग्यता, अधिकतम आयु सीमा, अनुभव आदि के साथ आवेदन प्रारूप से संबंधित जानकारी देने वाली पूर्ण अधिसूचना डीडीए की वेबसाइट [www.dda.org.in](http://www.dda.org.in) पर उपलब्ध है। आवेदक निर्दिष्ट प्रपत्र में अपने हस्ताक्षर के साथ पूर्ण रूप से भरे गए आवेदन पत्र की स्कैन की गई पीडीएफ/जेपीजी कॉपी ई-मेल [ddpb4@dda.org.in](mailto:ddpb4@dda.org.in) के माध्यम से 14/3/21 तक सायं 5.00 बजे भेज सकते हैं

इस संबंध में डाक अथवा फोन के माध्यम से किए गए किसी भी प्रकार के पत्राचार पर कोई विचार नहीं किया जाएगा। शार्टलिस्ट किए गए उम्मीदवारों को साक्षात्कार के लिए बुलाया जाएगा, जिसका विवरण दि.वि.प्रा. की वेबसाइट पर उपलब्ध होगा।

दि.वि.प्रा. की आवश्यकता के अनुसार रिक्तियों को बढ़ाया अथवा घटाया जा सकता है।

  
आयुक्त (कार्मिक)



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**DELHI DEVELOPMENT AUTHORITY**

**NOTICE**

**Engagement of retired officials as Consultants in Land Pooling Department on contractual basis**

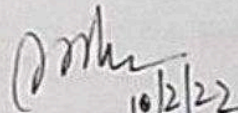
Delhi Development Authority proposes to engage 04-Naib-Tehsildar and 06- Kanoongo as consultant in Land Pooling Department initially for a period of 01 year, extendable further depending upon the requirement of DDA and performance of the candidates.

| Sl. No. | Name of post   | No. of vacancies | Experience   | Minimum Grade pay at the time of retirement           |
|---------|----------------|------------------|--|---|
| 1       | Naib-Tehsildar | 04               | Minimum 20 years of Experience in Revenue Work of DDA Land/GNCTD . | PB-2 + GP<br>Rs.4200/- (Level-6<br>in the pay matrix) |
| 2       | Kanoongo       | 06               | Minimum 20 years of Experience in Revenue Work of DDA Land/GNCTD.  | PB-1 + GP<br>Rs.2400/- (Level-4<br>in the pay matrix) |

Complete notification containing essential qualification, maximum age and experience etc. along-with the format of application is available on website of DDA [www.dda.org.in](http://www.dda.org.in). The applicant are required to send the scanned pdf/jpg copy of their signed completed application form in the prescribed format via E-mail at [ddpb4@dda.org.in](mailto:ddpb4@dda.org.in) latest by 5.00 PM of 14/3/22.....

No correspondence or request by post or phone will be considered, The short listed candidate will be called for interview, the detail of which will be available on DDA website.

No. of Vacancies can be increased or decreased as per the requirement of DDA.

  
10/2/22  
**Commissioner (Personnel)**



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

DDA invites applications for engagement of the consultants in the Land Pooling Department from retired officials for the post of Naib-Tehsildar and Kanoongo with substantive Grade Pay as mentioned against each of them having experience of Revenue work of DDA/GNCTD, initially for a period of one year, extendable further depending upon the requirement of DDA and performance of the candidate. Age limit of candidate is **64 years as on 01.04.2022.**

| Sl. No. | Name of post   | No. of vacancies | Experience   | Minimum Grade pay at the time of retirement     |
|---------|----------------|------------------|--|---|
| 1       | Naib-Tehsildar | 04               | Minimum 20 years of Experience in Revenue Work of DDA Land/GNCTD . | PB-2 + GP Rs.4200/- (Level-6 in the pay matrix) |
| 2       | Kanoongo       | 06               | Minimum 20 years of Experience in Revenue Work of DDA Land/GNCTD . | PB-1 + GP Rs.2400/- (Level-4 in the pay matrix) |

**Eligibility Criteria:**

- i. The Applicant must be having sound health. Medical Fitness Certificate to be submitted.
- ii. A retired officer/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 officer/officials, 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.
- v. Incomplete application will not be entertained at any cost.

**Terms and conditions of engagement of Consultant:**

The terms and conditions including remuneration will be as per the policy guidelines issued vide F&E Circular No.23/2018 dated 05.12.2018.



## Instructions for candidate

### **Note:**

1. The applicant shall send their application in the prescribed format by e-mail by 5:00 PM of 14/3/2022. 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 ID ddpb4@dda.org.in
2. The applicant may enclose any document (s) in support of the suitability for the post while sending the scanned copy of the application form at the above mentioned e-mail ID. The applicant is required to produce the original / supporting documents at the time of interaction if called.
3. The date of interaction will be informed to shortlisted candidates by e-mail and notified on the DDA's website also.
4. 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.
5. No TA/DA will be paid for attending the interaction.
6. The incomplete applications will not be entertained.
7. No. of Vacancies can be increased or decreased as per the requirement of DDA.

  
Commissioner (Pers.)



**DELHI DEVELOPMENT AUTHORITY  
APPLICATION**

Photo

Signature

- 1 Name of the post applied for
- 2 Gender (Male/Female)
- 3 Name of the Candidate  
(in Block Letter)
- 4 Father's Name  
(in Block Letter)
- 5 Date of Birth (DD/MM/YY)
- 6 Age as on the last date of receipt of application
- 7 Address of Communication
- 8 E-mail Address
- 9 Contact no. (a) Landline No.  
(b) Mobile No.
- 10 Academic/Professional/Technical Qualification  
(starting from Class 10<sup>th</sup> Onwards

| Examination on passed | Discipline/Specialization /subject | Board /University | Year of Passing | Duration of course | Percentage of marks | Division |
|-----------------------|------------------------------------|-------------------|-----------------|--------------------|---------------------|----------|
| 10 <sup>th</sup>      |                                    |                   |                 |                    |                     |          |
| 12 <sup>th</sup>      |                                    |                   |                 |                    |                     |          |
| Graduation            |                                    |                   |                 |                    |                     |          |
| Others                |                                    |                   |                 |                    |                     |          |

11. Experience:- As per Advertisement Notice.

Details of Experience:-

| Employer's Name & Address | Designation and Grade Pay | From | To | Brief description of duties |
|---------------------------|---------------------------|------|----|-----------------------------|
|                           |                           |      |    |                             |
|                           |                           |      |    |                             |
|                           |                           |      |    |                             |
|                           |                           |      |    |                             |
|                           |                           |      |    |                             |

12. Post & Grade Pay at the time of retirement
- 13 Proficiency in working on computer (Yes/No)
14. Physically fit (Yes/No)
15. Whether any disciplinary proceeding is contemplated / pending at the time of retirement(yes/no)
16. Member of any Political Party (Yes/No.)



17. Last 5 APARs rating :

| Year    | 1 <sup>st</sup> Year | 2 <sup>nd</sup> Year | 3 <sup>rd</sup> Year | 4 <sup>th</sup> Year | 5 <sup>th</sup> 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-form. 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 :