



दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY

कार्मिक शाखा -1/PERSONNEL BRANCH-I

कमरा नं. 311, बी ब्लॉक, विकास सदन, आई.एन.ए., नई दिल्ली-110023

ROOM NO.311, B-BLOCK, VIKAS SADAN, INA, NEW DELHI-110023

No. F.7(170)2023/PB-I/604

Dated: 26/3/2024

V.N. No -03/2024/PB-I/DDA

**Sub: Engagement of Five (05) Consultants at the level of Private Secretary in Delhi Development Authority on contractual basis.**

DDA invites applications for engagement of Consultants in the Delhi Development Authority from retired officials for post of Private Secretary [Level 08 as per 7<sup>th</sup> CPC] on contract basis, having experience at the level of PS/PPS in government services, initially for a period of one year, extendable further depending upon the requirement of DDA and performance of the consultant. **Age limit of candidate is maximum 63 years as on date of closing of applications.**

S. No.	Name of Post	No. of Vacancies	Experience	Minimum Grade pay at the time of retirement.
1.	Private Secretary (PS)	05	Minimum combined experience of 05 years at the level of PS/PPS in government services.	PB-2+GP Rs. 4800/- [Level-8 in the pay matrix as per 7 <sup>th</sup> CPC.]

**2. Eligibility Criteria:**

- A retired PS/PPS level government officer who must have worked with at least Level 13 rank officers. Preference will be given to those who have worked with Level 14 rank officers.
- The applicant must be having sound health. Medical Fitness Certificate to be submitted.
- 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.
- A retired officer/official, who has been a member of any political party after his/ her retirement shall not be eligible.
- ACR/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.
- Incomplete application will not be entertained at any cost.

**3. Method of Selection, Terms & Conditions and Remuneration:** The selection of the consultant, terms and conditions of his/her engagement and remuneration will be governed by the provisions of F&E, DDA Circular no. 22/2023 dated 01.11.2023 and as amended from time to time. Intimation shall be sent only to the short-listed candidates for personal interaction through e-mail.




4. **Instructions for candidates:** The candidates should submit the bio-data in the prescribed application format only, by 5.00 P.M. on 30/11/24. They should fill up the form, paste photograph, put specimen signature and then send the scanned copy of the signed application form in pdf or JPEG format at e-mail [consultantpb1@dda.org.in](mailto:consultantpb1@dda.org.in) along with the scanned copies of APARs, VCR and PPO. Please do not enclose any other document(s) while sending the scanned copy of the application form at the above-mentioned email ID. The applicant is required to produce the original/supporting documents at the time of interaction, if called. The applications sent through any other mode will 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 personal 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 email, phone or letter etc. shall be entertained.
- ii) The date, time and venue of the interaction will be intimated separately to short listed candidates.
- iii) No TA/DA will be paid for attending the interaction.
- iv) Incomplete application will not be entertained.
- v) The post is temporary and engagement is purely on contractual basis initially for a period of 01 Year which may be extended further depending upon the requirement and satisfactory performance and will confer no right to the candidates for permanent employment against the said posts.
- vi) Candidates are requested to bring all the documents / certificate related to qualification, experience etc., 02 passport size photographs in original along with one set of self-attested photocopies of the documents in support of the educational qualification and experience, on the date of interview.
- vii) The criteria for selection shall include the marks obtained by the candidate in the required essential qualifications for the post, relevant experience along with the marks obtained in interview.
- viii) Prospective candidates are advised to stay in touch with DDA's website regularly for latest update.
- ix) Number of vacancies may be increased or decreased as per the requirements of DDA.

Encl.: Application format

  
20/11/24  
आयुक्त (कामिक)



दिल्ली विकास प्राधिकरण

APPLICATION FORMAT

**Engagement of Five (05) Consultants at the level of Private Secretary in DDA**

1. Name of Candidate (in BLOCK letters): \_\_\_\_\_
2. Father's/Husband's Name (in BLOCK letters): \_\_\_\_\_
3. Date of Birth (DD/MM/YY): \_\_\_\_\_
4. Date of Retirement: \_\_\_\_\_
5. Age as on last date of application: \_\_\_\_\_
6. Designation at the time of Retirement: \_\_\_\_\_
7. Substantive Pay Scale/Pay Band & GP drawn at the time of Retirement: \_\_\_\_\_

Photo
Signature

8. Name/address of the parent department: \_\_\_\_\_
9. Gender (Male/Female): \_\_\_\_\_
10. Address for Communication: \_\_\_\_\_
11. Email ID: \_\_\_\_\_
12. Contact No. [a] Landline \_\_\_\_\_ [b] Mobile No. \_\_\_\_\_
13. Educational/Professional/Technical qualifications:

Educational Qualification	Discipline/ Specialization/ Subject	Board/ University	Year of Passing	Duration of Course	Percentage of Marks	Any other information

14. 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 / Organization	Post	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.

15. APARs grading for the last five years preceding the date of retirement (**please attach scanned copies**):

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

16. Vigilance Clearance Report at the time of retirement (**please attach scanned copy**):

17. Whether the Pension is provisional or full (**please attach scanned copy**): \_\_\_\_\_  
(If provisional, the reasons thereof): \_\_\_\_\_

**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/information has been suppressed or concealed there from. If particulars mentioned by me are found false or incorrect at any stage, then my engagement shall be liable to be terminated without any notice and further action as deemed fit by DDA may also be taken against me.

Signature of Applicant

Place:

Date:

**Note:** Please submit your application in PDF/JPEG format only and do not attach any other document with email except as mentioned above, as the same will be entertained only at the time of interaction, if called.