

**दिल्ली विकास प्राधिकरण / DELHI DEVELOPMENT AUTHORITY**

**कार्मिक शाखा-१ / PERSONNEL BRANCH-1**

**कमरा नं. बी-३११, विकास सदन, आई.एन.ए., नई दिल्ली-११००२३**

**Room No. B-311, Vikas Sadan, I.N.A., New Delhi-110023**

**No. PERS/PB-I/0022/2021/F7/-PB-I/1636**

**Dated: 13-06-25**

**Computer No. 15482**

**VACANCY NOTICE No. 20 /2025/PB-I/DDA**

DDA invites applications for engagement of sixty-one (61) Consultants at the level of Assistant Engineer (Civil) and twelve (12) Consultants at the level of Assistant Engineer (Elect.) on a contractual basis (number of posts are tentative and may vary as per the requirements of DDA without prior notice), from retired officers from Central/State/UT/PSU/Autonomous or Statutory organization, who have experience of at least 05 years as Assistant Engineer at the Level 7 in the pay Matrix of 7th CPC at the time of retirement, in the followings Wings/Department, initially for a period of one year, extendable depending upon the requirement of DDA and performance of the candidate.

Sl. No	User department of DDA	Consultant at the level	No. of vacancies (Tentative)
1.	Engineering Wing, Horticulture Dept.	Assistant Engineer (Civil)	15
2.	Engineering Wing, Sports Dept.	Assistant Engineer (Civil)	2
		Assistant Engineer (Elect.)	1
3.	Engineering Dept.	Assistant Engineer (Civil)	40
		Assistant Engineer (Elect.)	10
4.	Technical/Engg. Wing, Vigilance Dept.	Assistant Engineer (Civil)	4
		Assistant Engineer (Elect.)	1

The upper age limit is 63 on the last date of receipt of applications. The government servants who are due for retirement till the last date of receipt of applications can also apply. Applications, complete in all respects, should be sent through e-mail to **consultantpb1@dda.gov.in** latest by **05.00 PM** of the last date i.e **14.07.2025**

**2. The relevant eligibility criteria are as under:**

i) The applicant must have sound health. A medical fitness certificate is to be submitted in this regard.



- ii) The applicant must have retired from Central/State Govt./UT/ PSU/Autonomous or Statutory Organizations who have experience of at least 05 years as Assistant Engineer at the Level 7 in the pay Matrix of 7th CPC at the time of retirement, initially for a period of one year, extendable depending upon the requirement of DDA and performance of the candidate. The candidate should have experience /expertise in the work pertaining to the concerned Engg. Wing/Department for which they are applying.
- iii) The applicant must possess a diploma/degree from a recognized university/institute.
- iv) A retired officer 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.
- v) A retired officer/official, who has been a member of any political party after his/her retirement, shall not be eligible.
- vi) 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.

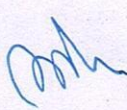
### **3. Method of Selection, Terms & Conditions and Remuneration:**

- i) The terms & conditions, and evaluation of the candidate, including remuneration for engagement as a consultant, will be governed by policy/guidelines issued vide F&E/DDA's Circular No. 22/2023 dated 01.11.2023 (attached) and amended vide F&E circular no. 17/2024 (copy attached).
- ii) Their remuneration will be fixed as per norms keeping in view the post, i.e., consultant at the level of Assistant Engineer (Level-7) against which engagement is being made.
- iii) Experience at the level/grade of the post against which the consultant is being engaged will be considered for awarding the marks. 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 paid.

### **4. Instructions for candidates:**

- i) The application form in the prescribed format must be duly typed/filled along with the latest passport size photograph, and specimen signature in the space provided, and then email the duly filled scanned application form, in PDF format only, to **consultantpb1@dda.gov.in** latest by 05:00 PM of the last date, i.e **14.07.2025**.
- ii) Please do not attach any document[s] while emailing the application form except those required i.e., educational certificates, copy of vigilance clearance at the time of retirement, copies of last 5 years' APARs/ACRs preceding the retirement, copies of orders of promotions and financial upgradation, etc. All supporting documents should be merged into a single PDF file.
- iii) The applicant is required to produce the original supporting documents at the time of interaction, if invited.

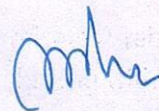
### **5. General Conditions:**





- i) Sending a bio-data through e-mail does not 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.
- ii) The date, time, and venue of the interaction will be intimated separately to only short-listed candidates. 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.
- iv) Incomplete applications will not be entertained.
- v) The post is temporary and engagement is purely on a 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/certificates 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, experience, and a copy of the PPO book, on the date of personal interaction, if invited.
- vii) The criteria for selection shall include the marks obtained by the candidate in the relevant experience, gradings of last 5 years APARs, along with the marks obtained in Personal Interaction.
- viii) Prospective candidates are advised to stay in touch with DDA's website regularly for the latest update.
- ix) The number of vacancies may be increased or decreased as per the requirements of DDA.
- x) DDA reserves the sole right to cancel/restrict/enlarge/modify/alter the number of consultants to be engaged/terms and conditions/or any other part of the notification and engagement process, if needed, without issuing any notice.
- xi) Incomplete applications and applications received after the last date will not be entertained.

**Encl.: Application format**

  
(Vineet Jain) 13/6/25

**Commissioner (Personnel)**



**DELHI DEVELOPMENT AUTHORITY**  
**FORMAT OF APPLICATION**

**Application for Engagement of Consultants**

**Wing/Dept. applying for: (please tick)**

a) Horticulture    b) Sports    c) Engineering    d) Vigilance.

1. Name of the Candidate: \_\_\_\_\_  
(in block letters)
2. Gender(Male/Female) \_\_\_\_\_
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. Designation at the time of retirement \_\_\_\_\_
8. Substantive Pay Scale/Pay Band & Grade Pay drawn at the  
time of retirement \_\_\_\_\_
9. Name & address of the parent/previous  
department \_\_\_\_\_
10. Address for  
communication: \_\_\_\_\_  
\_\_\_\_\_
11. Email I.D.: \_\_\_\_\_
12. Contact No. [a] Landline \_\_\_\_\_ [b] Mobile No. \_\_\_\_\_
13. [a] Academic/Professional qualifications:

Degree	University	Field/specialisation	Years of Passing	Any other information

**Photograph**

**Signature**



[b] Details of Experience **(This field must be filled in the application form, failure to do so may lead to rejection of the application form).**

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

(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.

14. APARs grading for the last five years preceding the date of retirement (please attach the copies of APARs)

Year	Ist Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
Grading					

15. 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	Substantive Pay i.e. Pay Band, Grade Pay (Level in pay matrix as per 7 <sup>th</sup> CPC) (ACP & MACP etc. will not be considered)

16. Please attach scanned copy of PPO \_\_\_\_\_

17. Whether Pension is provisional or full pension: \_\_\_\_\_

(If provisional reasons thereof) (Please attach scanned copy of PPO book)

18. Vigilance Clearance report at the time of retirement (Please attach scanned copy) \_\_\_\_\_

19. 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.

Signature of the Applicant

Place:

Date:

**Note: Please submit your application in PDF 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.**