

DELHI DEVELOPMENT AUTHORITY  
PERSONNEL BRANCH – I  
B-311, 3<sup>RD</sup> FLOOR, VIKAS SADAN  
NEW DELHI

निदेशक (प्रणाली) वि. वि. प्रा.  
डायरी नं. 1331.....  
दिनांक: 01/07/20

No. F.7(34)/2018/PB-I/DDA/ 1348

Dated: 1/7/2020

To,

The Director  
(Public Relation).  
Delhi Development Authority,  
Vikas Sadan, New Delhi.

**Sub.: Publication of the advertisement for filling up the post of Engineer Member, DDA – reference from the MoHUA**

The Ministry of Housing & Urban Affairs has asked DDA to publish the advertisement alongwith bio-data/CV proforma as enclosed herewith in the Employment News. The press cutting is also to be forwarded to MoHUA for their reference and records. It is, therefore, requested that the enclosed advertisement may be published in the coming editions of the Employment News and the press cutting may also be forwarded to this office.

This is issued with the approval of Competent Authority.

Encl.: As above.


Yours faithfully,

/  
Director (P)-I

Copy to:

✓ Director (Systems) for uploading the advertisement along with Bio-data/CV proforma on the official website of DDA and intimation thereof may be sent to this office for apprising the MoHUA.

01/07/2020  
श. स. प्र. वि. प्रा. ड. ड. वि.  
न. वि. वि. प्रा.

  
Director (P)-I

K-11011/9/2012-DDII  
Government of India  
Ministry of Housing and Urban Affairs  
(Delhi Division)  
Nirman Bhawan, New Delhi

**Advertisement for filling up the post of Engineer Member in Delhi Development Authority in Level 14 (Rs. 1,44,200- Rs. 2,18,200/-) in the pay matrix.**

It has been decided to fill up the post of Engineer Member in Level 14 (Rs. 1,44,200-Rs. 2,18,200/-) in the Pay Matrix in Delhi Development Authority (DDA), an autonomous body under the purview of Ministry of Housing and Urban Affairs, on deputation. The eligibility criteria and other conditions of the post are as under:

2. **Eligibility Criteria**

Officers holding the post of Chief Engineer (Civil) or equivalent in Level 14 (Rs. 1,44,200-Rs. 2,18,200/-) in the Pay Matrix or equivalent under the Central Government, State Government or Union Territories (including Autonomous Bodies of Public Sector Undertakings under them) having a minimum of five years of regular service in the grade.

3. **General Conditions**

(i) Candidates should apply through Cadre Controlling Authority in the parent department in the proforma (Annex-I) prescribed by DoPT vide OM No. F.No.AB-14017/28/2014-Estt(RR) dated 02.07.2015 along with relevant documents.

(ii) The application in the prescribed proforma should be forwarded by the concerned Cadre Controlling Authority certifying that the details furnished by the candidate are correct.

(iii) The applications received after the last date of receipt shall not be entertained under any circumstances.

(iv) The period of deputation shall be three years which may, however, be terminated at any time before completion of three years at the discretion of the Central Government.

(v) The APARs for the last five years, duly certified by the Group-A officer in the parent department along with latest vigilance clearance report indicating the pending and settled disciplinary / criminal cases and the details of penalties imposed, if any, should also be furnished.

4. The eligible and willing officers may submit their applications on the prescribed proforma available on DDA's website [www.dda.org.in](http://www.dda.org.in) through their Cadre Controlling Authorities along with all relevant documents to Shri V. K. Kushwaha, Under Secretary (Delhi Division-II), Ministry of Housing and Urban Affairs Room No. 311-C, Nirman Bhawan, New Delhi within 45 days of the publication of this advertisement in the Employment News. Incomplete applications and advance copies shall not be considered and shall be summarily rejected.

(V.K. Kushwaha)

Under Secretary to the Govt. of India

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

7. Detail of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
<p><b>11. Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things)</p>		

professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

**16.B Achievements:**

The candidates are requested to indicate information with regard to,

(i) Research publications and reports and special projects

(ii) Awards/Scholarships/Official Appreciation

(iii) Affiliation with the professional bodies/institutions/societies and;

(iv) Patents registered in own name or achieved for the organization

(v) Any research/ innovative measure involving official recognition vi) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)

# (The option of "STC" / "Absorption"/"Re-employment" are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.8 Achievements:</b>  The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition</li> <li>(vi) any other information.</li> </ul> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_



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**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)