

GOVT. OF NCT OF DELHI
SERVICES DEPARTMENT (COORDINATION BRANCH)
DELHI SECRETARIAT, 5th LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002

F.10(545)/Coord./Vacancy Circular/2023/081755119/ 2764-67

Dated: 27-12-23

To
All HODs/Pr. Secretaries/Secretaries,
Govt. of NCT of Delhi and Autonomous Bodies of Delhi,

Sir/Madam

I am directed to upload the following letters/vacancy circulars/ Office Memorandums received from Ministries/Departments for circulation. This is for your kind information.

Sr. No	Ministry/Departments	Letter No. & Date	Subject	Last Date
1.	Delhi Development Authority	F.7(64)2008/PB-1/Pt.I/3347, Dated: 06/12/2023	Filling up 04 posts of Deputy Director (Ministerial) in DDA on deputation basis	05/01/2024

Encl: As above

Yours faithfully



(YOGESH RAJ)
SECTION OFFICER

F.10(545)/Coord./Vacancy Circular/2023/081755119/ 2764-67

Dated: 27-12-23

1. Deputy Secretary-I/II/III (Services), GNCTD
2. PS to. Pr. Secretary (Services)
3. PA to Special Secretary (Services), Govt. of NCT of Delhi.



(YOGESH RAJ)
SECTION OFFICER



Delhi Sachivalaya
GAD/R&I Branch
Govt. of NCT of Delhi

12 DEC 2023

GAD/2023/58990

V.No. 05/2023/PB-I



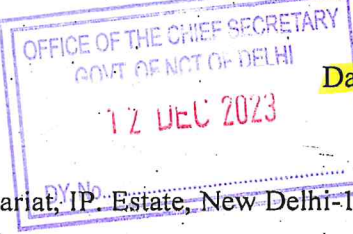
दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY

कार्मिक शाखा-1/ PERSONNEL BRANCH-1

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

3rd Floor Room No. 311, Vikas Sadan, INA New Delhi.

No. F.7 (64)2008/PB-1/Pt.I/3347



Dated: 06/12/23

To

1. The Chief Secretary, Govt of NCTD, Delhi Secretariat, IP Estate, New Delhi-110002
2. The Chief Secretary. Govt. of Haryana, Chandigarh-160009
3. The Chief Secretary, Govt. of Punjab, Chandigarh-160017
4. The Chief Secretary. Govt. of Rajasthan, Jaipur-302001
5. The Chief Secretary, Govt. of Uttar Pradesh, Lucknow, Uttar Pradesh -226001
6. The Chief Administrator, Union Territory of Chandigarh, Chandigarh-160017.
7. The Joint Secretary (Estt. Wing) DOPT, North Block, New Delhi-110001.
8. Director(Delhi Divn.) MOUD, Nirman Bhawan, New Delhi-110001

Sub: - Filling up 04 posts of Deputy Director (Ministerial) (Level-11 in the Pay matrix as per 7thCPC) in DDA on deputation basis.

Sir,

Delhi Development Authority intends to fill up 04 posts. of Deputy Director (Ministerial) in Level-11 in the Pay matrix as per 7th CPC on deputation basis from eligible and willing officers belonging to Central/State Govt. The tenure of deputation will be initially for a period of three years which is extendable upto 05 years on year to year basis with the mutual consent of lending and borrowing department. The copy of the detailed terms & conditions including eligibility criteria is enclosed herewith for ready reference.

It is, therefore, requested that this notice may kindly be given vide circulation and the names of eligible and willing officers may be sponsored to this office in the prescribed format along with relevant documents.

Encls: As Above.

Yours faithfully,

(Vineet Jain)

Commissioner (Personnel)

AS-III (S) [Signature]
Sd/- [Signature]
4.12.23
Sh. [Signature]

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12-12-23
Pr. Secy. (Ser.)
13/11/23
SS (serv.) I

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For DDA's website
V.No. 05/2023/PB-I



दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY

कार्मिक शाखा-1/ PERSONNEL BRANCH-1

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

3rd Floor Room No. B 311, Vikas Sadan, INA New Delhi.

No. F.7 (64)2008/PB-1/ Pt.1/ 3348

Dated: 06/12/23

Sub: - Filling up 04 posts of Deputy Director (Ministerial) (Level-11 in the Pay matrix as per 7th CPC) in DDA on deputation basis.

DDA invites applications on the prescribed format from the eligible officers for filling up 04 posts of Deputy Director (Ministerial) (Level-11 in the Pay Matrix as per 7th CPC) on deputation basis. The eligibility criteria and other terms and conditions of deputation shall be as under:

Eligibility Criteria

"Officers belonging to Central/State Govt. holding analogous post OR officers with 5 years of regular service in Level-10 in Pay Matrix as per 7th CPC OR officers with 8 years' regular service in Level-8 in Pay Matrix as per 7th CPC or equivalent"

General Conditions:

1. The tenure of Deputation will be initially for a period of three years, extendable up to five years on year to year basis which may, however, be terminated at any time before completion of initial/extended period of deputation at the discretion of Delhi Development Authority.
2. The terms & conditions of deputation shall be governed *mutatis mutandis* by the provisions of the DoP&T's OM dated 17.06.2010 and as amended from time to time.
3. The age of the applicant should not exceed fifty six years on the closing date of receipt of applications.
4. The candidate should submit the application in the prescribed format (copy enclosed) through the Cadre Controlling Authority in the parent department/organization. The "Certification by the Employer/Cadre Controlling Authority" forming part of the prescribed application format should be filled in and signed by the concerned Authority while forwarding the application to DDA.
5. The number of posts are subject to variation depending upon the requirement of DDA.
6. The applications of willing and eligible officers who can be spared may be forwarded by the concerned cadre controlling authority along with requisite cadre clearance, vigilance clearance, detailed Curriculum Vitae in the enclosed proforma duly certified and

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countersigned, details of minor and major penalties imposed during the last ten years and CR Dossiers of last five years.

7. The applicant must mention the substantive post in Parent Department and also the substantive pay of the post held by him corresponding to the pay scales of Central Govt. both as per 6th and 7th CPC. The details of financial upgradations under ACP/MACP/NFU should also be clearly mentioned,

8. The level of responsibilities and duties of cadre post of the applicants should be comparable to the duties and responsibilities of the ex-cadre post. The duties attached to the posts of Dy. Director (Min.) in DDA are purely ministerial and deal with matters relating to allotment of Land & Built up properties, conversion of the properties into freehold, HRD, Land Management, Revenue, Vigilance, Land Pooling, conferring ownership rights in unauthorized colonies etc.


9. Applications received after the last date shall not be entertained.

10. The officers will be posted purely on deputation basis and the request for absorption shall not be entertained.

11. The eligibility of the applicant will be determined on the last date of receipt of applications in DDA.

12. The applications, complete in all respect, should reach the office of Commissioner (Personnel), Delhi Development Authority, E-1, Vikas Sadan, INA, New Delhi-110023 by 05/01/24. Incomplete/late applications will not be considered and will be rejected summarily.

Encls : As stated above.


30/11/23
(Vineet Jain)
Commissioner (Pers.)

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**Curriculum Vitae (CV) for applying for appointment to the post of Dy. Director (Min.)
in DDA on deputation basis:-**

1	Name and address (in Block Letters)					
2	Date of Birth					
3	i.) Date of entry into service					
	ii) Substantive post held					
	iii) 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.					
6.1	Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient (Col. on the separate sheet should however remain as under).					
	Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience

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						required for the post applied for
	<p>*Important: 1. Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only substantive Pay Band and Grade Pay / Pay Matrix of the post held on regular basis is 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.</p> <p>2. If the parent department is not following the Central Government Scales, their equivalent scales of pay/posts may be mentioned by the Candidate/Cadre Controlling Authority.</p>					
	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 organization.		
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					

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

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	<p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / Official Appreciation</p> <p>(iii) Affiliation with the professional bodies / institutions / societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research / innovative measure involving official recognition</p> <p>(vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
17	<p>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>	
18	<p>Whether belongs to SC/ST</p>	

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)

Substantive Post _____
 Department/Ministry _____
 Office Address _____
 Residential Address _____
 Mobile No. _____

Dated:

Place: