



**DELHI DEVELOPMENT AUTHORITY**  
**PERSONNEL BRANCH-I**  
Room No. B-311, Vikas Sadan,  
INA, New Delhi- 110023.

No. F.7 (64)2008/PB-I/2432  
To,

Dated: 16/09/21

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  
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 02 posts of Director (Ministerial) (Level-12 in the Pay matrix as per 7<sup>th</sup> CPC) & 07 posts of Deputy Director (Ministerial) (Level-11 in the Pay matrix as per 7<sup>th</sup> CPC) in DDA on deputation basis.**

Sir,

Delhi Development Authority intends to fill up 02 posts of Director (Ministerial) in Level-12 & 07 posts of Deputy Director (Ministerial), in Level-11 in the Pay matrix as per 7<sup>th</sup> CPC in the Pay Matrix on deputation basis, which may be increased or decreased depending upon the requirement in DDA, from eligible and willing officers belonging to Central/ State Govt. The tenure of deputation will be initially for a period of three year which is extendable upto 05 years on year to year basis with the mutual consent of lending and borrowing departments. The detailed terms & conditions including eligibility criteria can be had from DDA website i.e. <http://119.226.139.196/ddaweb/jobs.aspx>. However, a copy of notice is enclosed herewith for ready reference.

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

Yours faithfully,

Encls : As Above.

(Vineet Jain) 16/9/21  
Commissioner (Personnel)

SS (Services) - II

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Mr Yogesh

24.9.21



**DELHI DEVELOPMENT AUTHORITY**  
**PERSONNEL BRANCH-I**  
Room No. B-311, Vikas Sadan,  
INA, New Delhi- 110023.

No. F.7 (64)2008/PB-I/9431

Dated: 16/09/20

**Sub: - Filling up 02 posts of Director (Ministerial) (Level-12 in the Pay matrix as per 7<sup>th</sup> CPC) & 07 posts of Deputy Director (Ministerial) (Level-11 in the Pay matrix as per 7<sup>th</sup> CPC) in DDA on deputation basis.**

DDA invites applications on the prescribed format from the eligible officers for filling up 02 posts of Director (Ministerial) in Level-12 in the Pay matrix as per 7<sup>th</sup> CPC & 07 posts of Deputy Director (Ministerial), in Level-11 in the Pay matrix as per 7<sup>th</sup> CPC on deputation basis which may be increased or decreased depending upon the requirement in DDA.

**Eligibility Criteria For the post of Director (Ministerial)**

*"Officers belonging to Central/State Govt. holding analogous post on regular basis in parent department/ cadre or officers with 5 years of service in Level-11 in Pay Matrix as per 7<sup>th</sup> CPC or equivalent and possessing a bachelor's degree from a recognized university or equivalent."*

**Eligibility Criteria For the post of Deputy Director (Ministerial)**

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

Transfer of Deputation will be initially for a period of three years which is extendable up to five years on year to year basis as per guidelines issued by DoP&T. The terms & conditions of deputation shall be governed by the provisions mentioned in the DoP&T's OM dated 17.06.2010 & 17.02.2016 and as amended from time to time.

**General Conditions:**

1. Candidates should apply in the prescribed format through their Cadre Controlling Authority in the Parent Department/organization in the format enclosed herewith.
2. Out of above mentioned posts, 01 post of Director (Ministerial) is against the anticipated vacancies of next year and appointment will be done once the clear vacancy exists in DDA.
3. It is clarified that the number of posts may be increased or decreased depending upon the requirement in DDA.
4. While forwarding the application, Cadre Controlling Authority in the Parent Department must certify the details furnished by the candidates and application must be recommended and forwarded to DDA by the Cadre Controlling Authority in the parent Department along with certified copies of APARS for the last 5 years and the latest Vigilance Clearance Report.
5. The applicant must mention the substantive post in Parent Deptt. and the substantive pay of the post held by them corresponding to the pay scales of Central Govt. both as per 6<sup>th</sup> and 7<sup>th</sup> CPC.
6. The "Certificate by the Employer/Cadre Controlling Authority" forming part of the prescribed application format should be signed by the concerned authority while forwarding the application to DDA.
7. 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 Director (Min.) in DDA deals with matters relating to Land & Built up Properties, HRD, Land Management/Revenue/Vigilance cases etc.
8. Applications received after the last date shall not be entertained.

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9. The officers will be posted purely on transfer on deputation basis. No absorption shall be allowed.
  10. The eligibility of the officer will be reckoned as on the last date of receipt of application in DDA.
  11. The application complete in all respects should reach the office of **Commissioner (Personnel), Delhi Development Authority, E-1, Vikas Sadan, INA, New Delhi-110023** by **15.11.2021**. Incomplete applications shall not be considered and will be summarily rejected.

Encls : As Above.

(Vineet Jain)  
Commissioner (Personnel)

**CURRICULUM VITAE (CV) FOR APPLYING FOR APPOINTMENT TO THE POST OF DIRECTOR (MIN.) / Dy. Director (MIN.) IN DDA ON DEPUTATION BASIS**

|     |   |                            |  |    |   |
|-----|---|----------------------------|--|----|---|
| 1   | Name and address<br>(in Block Letters)  |                            |  |    |   |
| 2   | Date of Birth   |                            |  |    |   |
| 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.  |                            |  |    |   |
| 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<br>Pay / Pay Matrix of the post held on regular basis<br><br>Nature of Duties (in detail) highlighting experience required for the post applied |

for

\*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.

| 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 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.<br>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   |   |  |



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|     |   |   |                  |
|-----|---|---|------------------|
| 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.<br>{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}<br>(Note: Enclose a separate sheet if the space is insufficient)  |   |                  |
| 16B | <b>Achievements:</b><br>The candidates are requested to indicate information with regard to;<br>(i) Research publications and reports and special projects<br>(ii)Awards / Scholarships / Official Appreciation<br>(iii)Affiliation with the professional bodies / institutions societies and;<br>(iv) Patents registered in own name or achieved for the organization<br>(v)Any research / innovative measure involving official recognition<br>(vi) any other information.<br>(Note: Enclose a separate sheet if the space is insufficient) |   |                  |
| 17  | Please state whether you are applying for deputation (STC) / 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)<br>#('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/OBC |  |
|----|------------------------------|--|

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 \_\_\_\_\_

Dated :-

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**Certification by the Employer / Cadre Controlling Authority**  
(STRIKE OUT WHICHEVER IS NOT APPLICABLE)

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possess 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 Sh. / 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)