

### दिल्लीविकासप्राधिकरण/DELHI DEVELOPMENT AUTHORITY कार्मिकशाखा/1- PERSONNEL BRANCH-I

कमरानं. 311, बीब्लॉक, विकाससदन, आई.एन.ए., नईदिल्ली110023-ROOM NO.311, B-BLOCK, VIKAS SADAN, INA, NEW DELHI-110023

F7(110) 2011 | PBF | 2230

Dated: 24/9/24

- 1. All Secretaries, Government of India.
- 2. All Chief Secretaries, States/UTs
- 3. Controller General of Defence Accounts, West Block V, RK Puram New Delhi-66
- 4. The Assistant Controller and Auditor General, office of the Controller and Auditor General of India, 10, Bahadur Shah Safar, New Delhi.
- 5. Controller General of Accounts, Min of Fin, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
- 6. Controller General of Accounts, Post & Telegraph Deptt., Patel Chowk, Delhi
- 7. Director (Local Bodies), 9th Level, A wing Delhi Secretariat, IPS Estate, Delhi
- 8. The Secretary (Services), GNCTD, New Sachivalaya, IPS Estate, New Delhi-02
- 9. Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-10
- 10. Chief Executive Officer, Delhi Jal Board, Barunalaya, Jhandanwalan, Delhi.
- 11. The Registrar General, Delhi High Court.
- 12. The Registrar General, All High Courts of all States.
- 13. All District Judges, Delhi.
- 14. Chairman CBDT, Ministry of Finance, North Block, New Delhi-110001.
- 15. The Director General Works, CPWD Nirman Bhawan, New Delhi-110001.
- 16. The Secretary, New Delhi Municipal Council, New Delhi The Dy. Secy. (Service), GNCTD, Players Bldg., IP Estate, New Delhi.
- 17. The Secretary, Min of Environment & Forest, Paryavarn Bhawan, CGO Complex Lodhi Road, New Delhi-110003.
- 18. National Informatics Centre Services Level '3' B Wing, Delhi Sachivalaya, Delhi-110054.
- 19. Educational Consultants India Ltd, EDCIL House, 18A Sector 16A, Noida-201301.
- 20. Department of Telecommunications, Sanchar Bhawan, Rafi Marg New Delhi-110001.
- 21. Dept. of Electronics & Information Technology, Electronic Niketan, 6, CGO Complex Lodhi Road New Delhi-110003.
- 22. Deptt. of Information Technology, 9th level, B wing Delhi Secretariat, Delhi-110013.
- 23. Centre for Development of Advanced Computing, 1<sup>st</sup>&2<sup>nd</sup> Floor, E-25, Hauz Khas, New Delhi-16.
- 24. Centre of Development of Telematics, C-Dot Campus, Mehrauli, New Delhi-110030.

Subject:- Filling up the post of Chief Legal Advisor (1 in no.), Addl. CLA (1 in no.) and Dy. CLA (1 in no.) in DDA on deputation basis.

#### Sir/Madam,

I am directed to communicate that DDA invited the applications for filling up the post of Chief Legal Advisor (1 in no.), Addl. CLA (1 in no.) and Dy. CLA (1 in no.) in DDA on deputation

basis. The last date of receiving applications in the afore-mentioned posts is 15.10.24. The detailed vacancy Notices for afore-mentioned posts are also enclosed herewith.

It is therefore, requested that the names of suitable and willing officers fulfilling the conditions, along with their applications and bio-data (performa as enclosed) with certification that the entries in the applications have been verified form the records and found correct. (ii) ACRs/APARs for the preceding 05 years. (iii) List of major/minor penalties, if any imposed on the officer during the last ten years/No penalty certificate, etc. (an advance copy through e-mail on consultantpb1@dda.org.in) may please be forwarded to the Commissioner (Personnel), Delhi Development Authority, Block E-1, Ground Floor, Vikas Sadan, New Delhi-110023, within 15 days of issue of this letter/circular to enable us to consider selection for appointment to the above post on deputation basis. Application Performa is attached.

This may please be given "TOP PRIORITY"

Yours sincerely,

(Vineet Jain)
Commissioner(Personnel)



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(110)2011/PB-1/ /2/48

Dated: 19/9/24

V.N. No - 07/2024/PB-I/DDA

Sub: - Filling up the post of Addl. Chief Legal Advisor in DDA on Deputation basis.

Delhi Development Authority invites applications in the prescribed format from the eligible officers of Central/State Govt./Public Sector Undertakings/Semi-Govt./Autonomous or Statutory Bodies for filling up one selection post of Addl. Chief Legal Advisor in Group – A in Pay Band-4, Rs. 37400-67000/- with Grade Pay of Rs. 8700/- (pre-revised), (Level-13 in the Pay Matrix as per 7<sup>th</sup> CPC) on deputation basis in DDA in accordance with the following provisions of the recruitment rules: -

"Officers working in Central Government/ State Government/Public Sector Undertakings/ Autonomous Bodies possessing following eligibility criteria:

(a)(i) Holding analogous posts in the parent department dealing with Legal affairs/matters.

OR

- (ii) With 5 years of regular service in the parent department dealing with Legal affairs/matters in PB-III i.e. Rs.15600-39100 with Grade Pay of Rs.7600/-
- (b) Possessing Degree in Law (entitling the incumbent for registration at Bar and appearing before the Courts) from a recognized University or equivalent"

Transfer of deputation will be initially for a period of One year which is extendable upto 5 years on year to year basis as per guidelines issued by DoPT. The terms and conditions of deputation shall be governed by the provisions mentioned in the OM dated 17<sup>th</sup> June, 2010 and as amended from time to time.

#### **General Conditions:**

- i. Candidates should apply through Cadre Controlling Authority in the parent department in the Bio-data/ Curriculum Viate (CV) proforma prescribed by DoPT vide OM No. F. No AB.14017/28/2014-Estt.(RR) dated 02.07.2015 enclosed herewith, along with relevant documents. The Cadre Controlling Authority should also fill up "Certificate by the Employer/Cadre Controlling Authority" invariably which is a part of prescribed application format.
- 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 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.
- v. The experience of the applicants should be comparable and relevant to the duties and responsibilities of the ex-cadre post.
- vi. In case, the pay structure is different from central government, the comparable pay structure to the central government based on the 7<sup>th</sup> CPC should be clearly mentioned.
- vii. It may be noted that the substantive pay scale/ pay band + Grade Pay/ Level in the pay matrix should be mentioned in the application as only the substantive post and pay scale/ pay band + grade pay/ level in the pay matrix will be considered by DDA. The financial up-gradation under ACP/ MACP/ NFSG/ NFU etc. should be shown separately.

The application, complete in all respect should reach the office of Commissioner (Personnel), Delhi Development Authority, Block E-1, Ground Floor, Vikas Sadan, New Delhi – 110023 on or before Incomplete applications shall not be considered and will be rejected summarily.

Encl: As Above.

(Vineet Jain) 19/1/24
Commissioner (Personnel)

Bio-data /Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation for the Post of Addl. Chief Legal Advisor (Strike out whichever is not applicable)

1	Name and address	
	(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	4000-1000
	qualifications required for the post are	
	satisfied (if any qualification has been	
	treated as equivalent to the one	
21-1	prescribed in the Rules, state the	
	authority for the same)	
	Qualifications /experience required as	Qualifications / experience possessed by the officer
	mentioned in the advertisement /	
	vacancy circular	
	Essential	Essential
Ţ	A)Qualification:-	A)Qualification:-
	B) Experience	B) Experience
	Desirable .	Desirable
	A)Qualification:-	A)Qualification:-
	B) Experience	B) Experience
C 1	Note: This column needs to be ampli	fied to indicate Essential and Desirable qualifications as
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	at Circular and issue of advertisement	( III the Employment
	In the case of Degree and Post Gradua	ate Qualifications Elective / main Subjects and subsidier
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8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9	In case the present employme	nt is held on	1.000 (5)	
	deputation / contract basis, pl			
-	a) The date of initial	b)Period of	c)Name of	d) Name of the post and Pay
		appointment on	the parent	of the post held in
		deputation/	office /	substantive capacity in the
	. I the state of	contract	organization	parent organization.
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			belongs.	
	applications of such officers sh	ould be fol warde	d by the parent	
	cadre / Department along v Clearance and Integrity Certific		nce , Vigilance	
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	Clearance and Integrity Certific Note: Information under Colur in all cases where a person outside the cadre/ organizatio	nn 9(c) & (d) abovished helding a post nout still maintain the past by the a	re must be given on deputation ning a lien in his applicant, date	
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13	. Are you in Revised Scale of Pay? If yes, give the date from which				
1 · · · · · · · · · · · · · · · · · · ·	the revision took place and also indicate the pre-revised scale.				
14	Total emoluments per month now drawn				
: I	Basic Pay in the PB	Gr	ade Pay	Total Emolume	ents
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15	In case the applicant belongs to an C Government Pay –scales, the latest following details may be enclosed.	Organizati salary slip	on which is not foll issued by the Orga	owing the Central nization showing th	e
	- Company	of	Dearness Pay / int	erim relief / other	Total
	Basic Pay with Scale of Pay and rate increment		Allowances etc. details)	(with break-up	Emolu ments
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16A	Additional information, if any, relevator for in support of your suitability for t	ant to the the post.	post you applied		
	(This among other things may provide to (i) additional academic qualitraining and (iii) work experience of the Vacancy Circular/Advertisement sheet if the space is insufficient)	lifications ver and al	oove prescribed in		
16B	Achievements:				
	The candidates are requested to regard to;	indicate	information with		
	(i) Research publications and reports	s and spe	cial projects	•	
	(ii)Awards / Scholarships / Official Ap	ppreciation	on		
	(iii)Affiliation with the professions societies and;	al bodies	s / institutions /		
	(iv) Patents registered in own na organization	ame or	achieved for the		

	(v)Any research / innovative measure involving official recognition  (vi) any other information.  (Note: Enclose a separate sheet if the space is insufficient)	
17	(Note: Enclose a separate should be a separate shou	
	(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.

	(Signati	re of the candidate)
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Address (Office)_		
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Address (Residential)_		
Mobile No		

Dated: -

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## Certificate 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.

- Also certified that: 2.
- There is no vigilance or disciplinary case pending / contemplated against i) Sh. /Smt.....
- His / Her integrity is certified. ii)
- 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 iii)
- 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 iv) may be.)

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Countersigned		
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(Employer / Cadre Controlling Aut

## Points to be noted by the Parent Department

- Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a 1. major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt (A) dated
- While forwarding applications in respect of officers who are about to complete their 'coolingoff' period shortly the instructions of DOP&T as contained in O.M No. 2/1/2012-Estt. (Pay. II) 2. dated 04.01.2013 may be strictly adhered to.
- The applicants/CV not accompanied by supporting certificate/documents in support of Qualification and Experience claimed by the candidates would not be processed for 3. determining the eligibility of the candidate for the selection.
- Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the employment News. E.g.: - For the vacancy 4. published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).

5315477/2024/O/o Clerical Hall CS



दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY कार्निक शाखा - 1 / PERSONNEL BRANCH-I कमरा नं 311, वी व्यॉक ,विकास सदन, आई.एन.ए ,नई दिल्ली-110023 ROOM NO.311, B-BLOCK, VIKAS SADAN, INA, NEW DELHI-110023

NO F.7(218)2013 /PB-I

V.N. No - 06/2024/PB-I/DDA and V.N. No -08/2024/PB-I/DDA

Sub: - Extension of last date of applications in respect of filling up post of Chief legal advisor in DDA and 01 selection post of Dy. CLA (Level-12 in the Pay Matrix as per 7th CPC) in DDA on Deputation basis.

- 1. Delhi Development Authority invited applications in the prescribed format from the eligible officers dealing with legal affairs/matters under the Central/State Govt./Public Sector Undertakings/Semi-Govt./Autonomous or Statutory Bodies, for filling up the post of Chief Legal Advisor in PB-4 with Grade Pay of Rs. 8700/- (revised to Level-13 in the Pay Matrix as per 7th CPC) on deputation basis in DDA vide vacancy notice V.N. No -06/2024/PB-I/DDA dated 10.07.2024 (copy enclosed) and the last date of receiving complete application was 29.07.24. The same is now extended to 15.10.2024.
- 2. Delhi Development Authority also invited applications in the prescribed format from the eligible officers working in Central Government/ State Government/ Semi-Govt./ Union Territory Administrations/ Statutory Organizations/ Public Sector Undertakings/ Autonomous Bodies for filling up 01 post of Dy. Chief Legal Advisor in PB-3, Rs. 15600-39100 with Grade Pay of Rs. 7600/-, (Level-12 in the Pay Matrix as per 7th CPC) on deputation basis in DDA vide vacancy notice V.N. No -08/2024/PB-I/DDA dated 16.07.2024 (copy enclosed) and the last date of receiving complete application was 27.08.24. The same is now extended to 15.10.2024.

Complete notification containing essential qualification, maximum age and experience etc. along with the format of applications in respect of afore-mentioned posts is available on website of DDA www.dda.gov.in. All other terms and conditions of the afore-mentioned vacancy notices remain same.

Encl: As Above

Commissioner (Personnel)

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

Dated: 16 7 2024

#### V.N. No -08/2024/PB-I/DDA

Filling up 01 selection post of Dy. CLA (Level-12 in the Pay Matrix as per 7th CPC) in DDA on Deputation basis.

Delhi Development Authority invites applications in the prescribed format from the eligible officers working in Central Government/ State Government/ Semi-Govt./ Union Territory Administrations/ Statutory Organizations/ Public Sector Undertakings/ Autonomous Bodies for filling up 01 post of Dy. Chief Legal Advisor In PB-3, Rs. 15600-39100 with Grade Pay of Rs. 7600/-, (Level-12 in the Pay Matrix as per 7th CPC) on deputation basis in DDA in accordance with the following provisions of the recruitment rules: -

"From amongst the officers dealing with Legal Affairs/matters under the Central/State Govt./Public Sector Undertakings/Semi-Govt./Autonomous or Statutory Bodies:

(a) (i) Holding analogous posts on regular basis in the cadre/parent department; or (ii) With 5 years service in posts In the Pay Band-3, Rs. 15600-39100 with Grade Pay of Rs. 6600/- or equivalent;

(b) Possessing Regular Degree in Law (entitling the Incumbent for Registration at Bar and appearing before the Courts) from a recognized University or equivalent and preferably having experience of dealing with land acquisition, transfer of property, revenue and Service matters etc;"

Note: The transfer of deputation shall be initially for a period of 01 year which is extendable up to 5 years on year to year basis as per guidelines issued by DoPT. The Terms and Conditions of deputation shall be governed by the provisions mentioned in the OM dated 17th June, 2010 and as amended from time to time.

#### **General Conditions:**

- Candidates should apply through Cadre Controlling Authority in the parent department in the proforma prescribed by DoPT vide OM No. F. No AB.14017/28/2014-Estt.(RR) dated 02.07.2015 enclosed herewith, relevant documents. The Cadre Authority should also fill up "Certificate by the Employer/Cadre Controlling Authority" invariably which is a part of prescribed application format.
- 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 as per records. iii.
- The applications received after the last date of receipt shall not be entertained under any circumstances.
- The period of deputation shall be initially for 01 year extendable up to five years on year to year basis, which may, however, be terminated at any time before completion of period/extended period at the discretion of the Delhi Development Authority.
- The Pay and allowances and other conditions of deputation of the officers selected on deputation shall be regulated in accordance with the Department of Personnel & Training's OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended from to time.
- 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. vii.
- 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.
- It may be noted that the substantive pay scale/ pay band + Grade Pay/ Level in the pay matrix should be mentioned in the application as only the substantive post and pay scale/ pay band + grade pay/ level in the pay matrix will be considered by DDA. The financial up-gradation under ACP/ MACP/ NFSG/ NFU etc. should
- In case, the pay structure is different from central government, the comparable pay structure to the central government based on the 7th CPC should be clearly mentioned,

The application, complete in all respect should reach the office of Commissioner (Personnel), Delhi Development Authority, E-1, Ground Floor, Vikas Sadan, New Delhi – 110023 on or before Incomplete applications shall not be considered and will be rejected summarily.

Encl: As Above.

Commissioner (Personnel)

5315477/2024/O/o Clerical Hall CS

# Bio-data /Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation for the Post of Dy. Chief Legal Advisor (Strike out whichever is not applicable)

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	(in Block Letters)	The state of Book Appendix on the state of t
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1	processor and the second	
2	Date of Birth	
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	<u> </u>	Land American Environment
3	i. Date of entry into service	
	ii. Date of retirement under Central	
	/State Government Rules	
4	Educational Qualifications	
All .		
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	Qualifications / experience possessed by the officer
	mentioned in the advertisement /	
	vacancy circular	
	Essential	Essential
2.		
	A)Qualification:-	A)Qualification:-
	B) Experience	B) Experience
	Desirable .	Desirable
	A)Qualification:-	A)Qualification:-
	B) Experience	B) Experience
. er 2		
5.1		ed to indicate Essential and Desirable qualifications as
		ative Ministry /Department / Office at the time of issue
	of Circular and issue of advertisement i	n the Employment News.
	In the case of Degree and Post Graduate	e Qualifications Elective / main Subjects and subsidiary
5.2	subjects may be indicated by the Candi	
	Provide the second of the	

6	Please state clearly above, you meet the experience of the po	e requisite Essentia ost.	al Qualificati	10115 aliu v	VOIK		
6.1	Note: Borrowing De relevant Essential Qu the Bio-data) with re	ualification / Work ference to the pos	experience   st applied.	possessed	l by the Car	ididate (a	s indicated in
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n 2	Important: 1. Pay-Ba and therefore, should Matrix of the post he resent Pay Band and hay be indicated as bo . If the parent depart cales of pay/posts ma	I not be mentione Id on regular bas I Grade Pay wher elow. ment is not follow	ed. Only sub is is to be n e such bene ving the Cen	ostantive nentioned efits have atral Gove	Pay Band a d. Details of been draw ernment Sca	and Grade of ACP / I on by the ales, their	e Pay / Pay MACP with Candidate, equivalent
	ffice/Institution	Pay, Pa	y Band, and under ACP /	Grade Pa			То
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9	In case the present ampleum	and to be all		7	
-	In case the present employment				
-17	deputation / contract basis, p	olease state-	1.4		
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		deputation/	the parent office /	of the post	held
		contract	,	substantive cap	acity in
			organization	parent organizat	tion.
			to which the	5 2 ***	
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1			belongs.	176	
		- 10 - 10 - 20	-		
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	cadre / Department along w Clearance and Integrity Certific	cate.	ce , Vigilance		
2	Note: Information under Colum	on O(a) 9 (-1)			
2	Note: Information under Colum	nn 9(c) & (d) above	must be given		
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2	in all cases where a person i	s holding a post of	on deputation		
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	216, as give the da	e from which	
13	Are you in Revised Scale of Pay? If yes, give the da the revision took place and also indicate the pre-	revised scale.	
14	Total emoluments per month now drawn	Total F	moluments
	Basic Pay in the PB		
15	In case the applicant belongs to an Organization Government Pay –scales, the latest salary slip iss following details may be enclosed.	which is not following the Cued by the Organization sho	entral owing the
	increment	earness Pay / interim relief / lowances etc. (with bre etails)	other Total Emolu ments
16A	Additional information, if any, relevant to the post for in support of your suitability for the post.  (This among other things may provide informat to (i) additional academic qualifications (training and (iii) work experience over and about the Vacancy Circular/Advertisement) (Note: Encosheet if the space is insufficient)	on with regard  i) professional  ve prescribed in	
168	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 / ocieties and;		
	(iv) Patents registered in own name or ac organization	hieved for the	

(v)Any research / innovative measure involving official recognition	ent to any
(vi) any other information.	The same of the same
(Note: Enclose a separate sheet if the space is insufficient)	1 14 6 1 1
Please state whether you are applying for deputation (ISTC) / Absorption / Re-ampleyment Resis (-#is-see	
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.

rino , pro co	(Signature of the candidate)
Post	· in
Department	The section of
Address (Office)	
agaran ang sa arang <u>a</u>	ly to the second
Address (Residential)	• 1 7
Mobile No	

Dated: -

## Certificate 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 Sh. /Smt.....
- His / Her integrity is certified.
- iii) His / Her CR Dossler 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.)

						Counte	ersigned
(Em	ploye	er / Cad	re Con	trollir	ng Aut	hority wi	th Seal)

## Points to be noted by the Parent Department

- 1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt (A) dated 14.12.2007.
- 2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M No. 2/1/2012-Estt. (Pay. II) dated 04.01.2013 may be strictly adhered to.
- 3. The applicants/CV not accompanied by supporting certificate/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidate for the selection.
- 4. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the employment News. E.g.: For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19<sup>th</sup> Jan. 2014 (excluding the first date of publication).

INDICATIVE NOTICE
For Press Publication
V.N. No. 08/2024/PB-I/DDA



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

#### **VACANCY NOTICE**

Delhi Development Authority invites applications in the prescribed format from the eligible officers working in Central Government/ State Government/ Semi-Govt./ Union Territory Administrations/ Statutory Organizations/ Public Sector Undertakings/ Autonomous Bodies for filling up 01 selection post of Dy. Chief Legal Advisor in PB-3, Rs. 15600-39100 with Grade Pay of Rs. 7600/-, (Level-12 in the Pay Matrix as per 7<sup>th</sup> CPC) on deputation basis in DDA.

For Complete details regarding eligibility criteria, terms & conditions, etc., kindly visit DDA's website <a href="www.dda.gov.in">www.dda.gov.in</a>. in the link "Jobs". The Last date of submission of applications is <a href="https://dx.noises.com/applications">27 8 24</a>.

(Vineet Jain)

Commissioner(Personnel)





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(218)2013/PB-I/

Dated: 10 7 7

## V.N. No - 06/2024/PB-I/DDA

Filling up the post of Chief Legal Advisor in DDA on Deputation basis. Sub: -

Delhi Development Authority invites applications in the prescribed format from the eligible officers dealing with legal affairs/matters under the Central/State Govt./Public Sector Undertakings/Semi-Govt./Autonomous or Statutory Bodies, for filling up the post of Chief Legal Advisor in PB-4 with Grade Pay of Rs. 8700/- (revised to Level-13 in the Pay Matrix as per 7th CPC) on deputation basis in DDA. Following are the eligibility conditions: -

"Officers dealing with Legal Affairs/matters under the Central/State Govt./Public Sector Undertakings/Semi-Govt./Autonomous or Statutory Badies,

(a) (i) Holding analogous posts on regular basis in the cadre/parent department; or (ii) With 5 years service in posts in the Pay Band-3, Rs. 15600-39100/- with Grade Pay of Rs. 7600/- or equivalent; and

(b) Possessing Regular Degree in Law (entitling the incumbent for Registration at Bar and appearing before the Courts) from a recognized University or equivalent and preferably having experience of dealing with land acquisition, transfer of property, revenue and Service matters etc;

#### General Conditions:

- Candidates should apply through Cadre Controlling Authority in the parent department in the Bio-data/ Curriculum Viate (CV) proforma prescribed by DoPT vide OM No. F. No AB.14017/28/2014-Estt, (RR) dated 02.07.2015 enclosed herewith, along with relevant documents. The Cadre Controlling Authority should also fill up "Certificate by the Employer/Cadre Controlling Authority" invariably which is a part of prescribed application format.
- The application in the prescribed proforma should be forwarded by the concerned Cadre Controlling ii. Authority certifying that the details furnished by the candidate are correct.
- The applications received after the last date of receipt shall not be entertained under any circumstances. iii.
- The period of deputation shall be initially for 03 years extendable up to five years on year to year basis, ív. which may, however, be terminated at any time before completion of period/extended period at the discretion of the Delhi Development Authority. The terms and conditions of the deputation shall be governed by the provisions of the OM No. 6/8/2009-Est (Pay II) dated 17.06.2010 issued by DoP&T.
- 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.
- The experience of the applicants should be comparable and relevant to the duties and responsibilities of vi. the ex-cadre post.
- In case, the pay structure is different from central government, the comparable pay structure to the central vii. government based on the 7th CPC should be clearly mentioned.
- It may be noted that the substantive pay scale/ pay band + Grade Pay/ Level in the pay matrix should be viii. mentioned in the application as only the substantive post and pay scale/ pay band + grade pay/ level in the pay matrix will be considered by DDA. The financial up-gradation under ACP/ MACP/ NFSG/ NFU etc. should be shown separately.

The application, complete in all respect should reach the office of Commissioner (Personnel), Delhi Development Authority, Block E-1, Ground Floor, Vikas Sadan, New Delhi - 110023 on or before 29.07.2024. Incomplete applications shall not be considered and will be rejected summarily.

Encl: As Above.

Commissioner (Personnel

5315477/2024/O/o Clerical Hall CS

# Bio-data /Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation for the Post of Chief Legal Advisor (Strike out whichever is not applicable)

Name and address				
(in Block Letters)				
	Lighten that the second			
	The Supplication of the second			
Date of Birth				
i. Date of entry into service				
ii. Date of retirement under Central				
/State Government Rules				
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Whether Educational and other				
qualifications required for the post are				
authority for the same)				
Qualifications /experience required as	Qualifications / experience possessed by the officer			
mentioned in the advertisement /				
vacancy circular				
Essential	Essential			
A)Qualification:-	A)Qualification:-			
B) Experience	B) Experience			
Desirable .	Desirable			
A)Qualification:-	A)Qualification:-			
B) Experience	B) Experience			
Note: This column needs to be amplifie	ed 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.				
In the case of Degree and Post Graduate Qualifications Elective / main Subjects and subsidiary				
	i. Date of entry into service  ii. Date of retirement under Central /State Government Rules  Educational Qualifications  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  Essential  A)Qualification:-  B) Experience  Desirable  A)Qualification:-  B) Experience  Note: This column needs to be amplificationed in the RRs by the Administration of Circular and issue of advertisement in			

6	Please state clearly above, you meet the	e reduisite ass	it of entries	ions and w	ork		
	experience of the p	OSI.	· 计三位图	-ifin c	omments	/ views c	onfirming the
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8 Nature of present and	
8 Nature of present employment i.e. Ad-hoc or	
Temporary or Quasi-Permanent or Permanent	
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9.1 Note: In case of (ii)	
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The grant of such officers should be forwarded to	
dear bepartment along with Cadre Clearance View	
Clearance and Integrity Certificate.	
9.2 Note: Information und - C. I	
and the first an	
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	i
employer against the relevant column:	
a) Central Government	
b) State Government	i
c) Union Territory Administration	1
d) Autonomous Organization	
e) Statutory Organization	i
f) Public Sector Undertaking	
g) Recognized University	İ
h) Recognized Research Institute	
i) Others	
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 were 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 Emolu	ments		
15	In case the applicant belongs to an Organiza Government Pay –scales, the latest salary sl following details may be enclosed.	ition which is not follo ip issued by the Organ	wing the Central ization showing t	he		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay / inter Allowances etc. ( details)		Total Emolu ments		
	Additional information, if any, relevant to the for in support of your suitability for the post.  {This among other things may provide information (i) additional academic qualifications training and (iii) work experience over and along the Vacancy Circular/Advertisement (Note: Esheet if the space is insufficient)	nation with regard s (ii) professional bove prescribed in	Man			
T	Achievements:  The candidates are requested to indicate egard to;  i) Research publications and reports and spec	7				
, (ii	ii)Awards / Scholarships / Official Appreciatio ii)Affiliation with the professional bodies ocieties and;	, , ,				
	v) Patents registered in own name or a rganization	chieved for the				

	(v)Any research / innovative measure involving official recognition	
	(vi) any other information.	
	(Note: Enclose a separate sheet if the space is insufficient)	t var programmer grammer gramm
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)
Post_	AND
Department	
Address (Office)_	
	r die gelie in die gelie g
Address (Residential)_	
Mobile No.	

Dated:

## Certificate 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;	
	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.
- 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.)

		Countersign	ied
(Employer / Ca	dre Controll	ing Authority with Se	al)

### Points to be noted by the Parent Department

- 1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt (A) dated 14.12.2007.
- 2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M No. 2/1/2012-Estt. (Pay. II) dated 04.01.2013 may be strictly adhered to.
- 3. The applicants/CV not accompanied by supporting certificate/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidate for the selection.
- 4. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the employment News. E.g.: For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19<sup>th</sup> Jan. 2014 (excluding the first date of publication).



दिल्ली विकास प्राधिकरण/ DELH! DEVELOPMENT AUTHORITY कार्मिक शाखा —1/PERSONNEL BRANCH-। कमरा नं. 311, बी ब्लॉक , विकास सदन, आई.एन.ए , . नई दिल्ली—110023 ROOM NO.311, B-BLOCK, VIKAS SADAN, INA, NEW DELHI-110023

#### **VACANCY NOTICE**

<u>Sub:</u> Filling up post of Chief Legal Advisor in DDA on deputation basis.

Delhi Development Authority invites applications in the prescribed format from the eligible officers dealing with legal affairs/matters under the Central/State Govt./Public Sector Undertakings/Semi-Govt./Autonomous or Statutory Bodies, for filling up the post of Chief Legal Advisor in PB-4 with Grade Pay of Rs. 8700/- (revised to Level-13 in the Pay Matrix as per 7<sup>th</sup> CPC) on deputation basis in DDA.

For Complete details regarding eligibility criteria, terms & conditions, application format etc., kindly visit DDA's website <a href="https://www.dda.gov.in">www.dda.gov.in</a>. in the link "lobs". The Last date of submission of applications is <a href="https://www.dda.gov.in">29.07.2024</a>.

(Vineet Jain)
Commissioner(Personnel)

Copy to: - The following organizations are requested to give this a wide circulation and sponsor the names of eligible and willing officers to this office.

- 1. The Joint Secretary, Ministry of Law & Justice, Govt. of India, 4<sup>th</sup> Floor, A-Wing, Shastri Bhawan, New Delhi-110001
- 2. The Secretary, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
- 3. The Joint Secretary, Ministry of Housing & Urban Affairs, Govt. of India, Nirman Bhawan, New Delhi.
- 4. Director (Admin.), Department of Personnel & Training, Ministry of Personnel, P G and Pensions, Government of India, North Block, New Delhi-110001