



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.

For DDA's Website

F7(178)2023/PB-I/42

Dated : 08/01/2024

VACANCY NOTIFICATION No. 6/YP/2023/PB-I

Delhi Development Authority invites applications for hiring Young Professional for following task who possesses requisite qualifications, experience and expertise, on contractual basis in accordance with the policy document issued vide Circular No. 85/2023 dated 06.09.2023:-

(i) Engagement of one (01) Young Professional for monitoring of Engineering/ Housing and other projects:-

Sl. No.	Field	Requirement
1.	Name of the Vertical/ Department of DDA	Office of the Vice Chairman(VC), DDA
2.	Purpose of assignment	Projects Monitoring
3.	Duration	Initially for one year extendable as per requirement and depending upon the performance of the Young Professional.
4.	Tasks Related to Assignment	Monitoring of Engineering and Housing Projects of DDA including Progress Evaluation and Critical Analysis with proper and timely reporting of the crisis noticed to the higher authority. Any other ancillary work assigned by the VC, DDA.
5.	Job Description	<ul style="list-style-type: none">Tracking of the projects to ensure effectivenessCoordination and collection of all informationStatistics and reports from all concerned field unitsCompilation and analysis of the reports and statistics to identify the stress area for remedial action on fortnightly basis.Preparation of analytical notes project wise for the use of senior officers.Organising the periodic review meetings as needed to ensure completion within the timeline.Reporting of hurdles and gaps to VC, DDA so as to increase the efficiency.Any other ancillary work as may be assigned from time to time by VC, DDA.

6.	Qualifications and Competencies a. Academic: b. Work experience: c. Special skill requirement, if any.	a. Master Degree in Economics/Finance/Statistics OR MBA/PG Diploma in Business Administration with 02-05 years professional experience in project management/monitoring and evaluation. b. 02-05 years in relevant field
7.	Whether Young professional or Consultant is/are proposed to be engaged	Young Professional with the upper age limit of 35 years.
8.	Number of YP/ Consultant are proposed to be engaged (with justification including the reasons or not getting the proposed task accomplished through the expertise available within the cadre)	One number. The work relating to Monitoring including Progress Evaluation and Critical Analysis of Engineering and Housing Projects would be over and above routine monitoring being done by respective departments. The Monitoring has to be put in place for better coordination and flow of instructions/decisions from the office of VC to the field units.
9.	Remuneration	Rs.65,000/- per month subject to deductions as per concerned policy.
10.	Remarks/ other relevant information.	The candidate will be required to submit a plan indicating how he proposes to perform the above tasks including suggestions etc.

2. Method of Selection and terms & conditions

The terms & conditions including remuneration for engagement as Young Professional will be governed by the policy's guidelines issued by DDA vide Circular No. 85/2023 dated 06.09.2023.

The applications will be screened by Screening Committee/ Consultancy Evaluation Committee in accordance with the policy guidelines vide Circular No. 85/2023 dated 06.09.2023. No correspondence in this regard will be entertained. Intimation shall be sent only to the short-listed candidates for personal interaction through e-mail for which no TA/DA etc. will be payable.

3. Instructions for candidates and last date of submission of applications:-

The candidate shall send the bio-data in the prescribed application format by 05:00 PM on 15/2/2024. They shall fill up the form duly typed, paste photograph at the space provided in the prescribed applicable form (attached), put specimen signature in the space provided and then send the scanned copy of the signed application form duly filed along with write-up as per para 14 of application

in PDF or JPEG format at email consultantpb1@dda.org.in. Please do not enclose any document [s] while sending the scanned copy of the application form at the above mentioned email ID except those required. The applicant is required to produce the original supporting documents at the time of interaction/later, if called. The application should be sent through e-mail only and on the prescribed format. The applications sent through any other mode shall not be considered

4. General Conditions

- i. Sending bio-data through e-mail will not necessarily mean that the applicant shall be called for interaction. Only those candidates will be called for interactions who are found suitable as per the criteria devised by the DDA keeping in view the requirement of the work to be carried out. In this regard, no communication either by email, phone or letter, etc. shall be entertained.
- ii. The date, time and venue of the interaction will be intimated separately. 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. The number of vacancy may be increased or decreased as per the requirements of DDA.
- v. 'No Objection Certificate' and 'Experience Certificate' is required from the employer, in case the candidate is employed.
- vi. If any candidate is found to have submitted false claims at later stage, his/her candidature will be summarily rejected and no correspondence will be entertained in this regard.
- vii. The terms & conditions including remuneration for engagement of Young Professionals/ Consultant will be governed by as per policy's guidelines issued by DDA vide Circular No. 85/2023 dated 06.09.2023.
- viii. Incomplete application(s) and applications(s) received after last date will not be entertained.

Encl: Application format.


08/11/24

[Vineet Jain]

Commissioner (Personnel)

12. Details of Experience

S. No.	Position held	Employer	Period		Total Experience
			From	To	

13. Details of awards, professional achievement, extra – curricular activities etc., if any (Document(s), if any, may also be provided in this regard along with this form)

14. The candidates will be required to submit a write up on 'How he will perform the task required for the concerned post alongwith his application.

I hereby declare that the information furnished in this application are true/ correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/ appointment may be cancelled without any notice and necessary action, as deemed fit may be initiated against me.

(Signature of Candidate)

Name.....

Date.....

Place.....