



**DELHI DEVELOPMENT AUTHORITY  
PERSONNEL BRANCH-1  
B-Block, 3rd Floor, Room No. 311,  
VikasSadan, INA, New Delhi – 110023.**

No. PERS/PB-I/0051/2022/F7/-PB-I/ 1386  
Eoffice: 33635

Dated: 25.05.25

**Sub: Filling up 18 posts of Tehsildar (Level-8 in the Pay matrix as per 7<sup>th</sup> CPC) in DDA on deputation basis.**

DDA invites applications in the prescribed format from the eligible officers for filling up 18 posts of Tehsildar, in Level-8 in the Pay Matrix as per 7<sup>th</sup> CPC on deputation basis. The eligibility criteria and other terms and conditions of deputation shall be as under:

**Eligibility Criteria for deputation to the post of Tehsildar in DDA**

Officers of the Central Government/State Governments/Union Territory/ PSUs/Autonomous Bodies having following eligible criteria:

(a) Holding analogous post on a regular basis in the parent department:

or

(b) With 6 years of Regular Service in the revenue cadre in the parent deptt. in PB-II i.e. Rs. 9300-34800/- with Grade Pay of Rs. 4200/-as per 6 CPC or an equivalent scale of Rs.35,400 – 1,12,400 (Level 6) as per 7 CPC.

**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 as on the closing date of receipt of applications.
4. The candidate should submit the application in the format prescribed (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 requirements 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 Performa duly certified and countersigned, details of minor and major penalties imposed during the last ten years and CR dossiers of last 05 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 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.
9. Applications received without proper channel or after the last date of applications shall not be entertained.
10. The officers will be posted purely on transfer on deputation basis and any 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 respects, should reach the office of **Commissioner (Personnel), Delhi Development Authority, E-1, Vikas Sadan, INA, New Delhi-110023**, on or before 30 days from date of issue of this vacancy notice. Incomplete/late application will not be considered and will be rejected summarily.

**Encl:** As stated above.

-s/d-  
**(Vineet Jain)**  
**Commissioner (Personnel)**

**Curriculum Vitae (CV) for applying for appointment to the post Tehsildar in DDA on deputation basis:-**

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 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	<b>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.</b>					
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 ( <b>Col. on the separate sheet should however remain as under</b> ).					
	Office/ Institution	Post held on regular basis	From	To	<b>*Pay Band and Grade Pay / Pay Matrix of the post held on regular basis</b>	Nature of Duties (in detail) highlighting experience required for the post applied for

	<p><b>*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.</b></p> <p><b>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.</b></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 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. Union Territory 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} <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
16B	<b>Achievements:</b> 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. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
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\_\_\_\_\_

Department\_\_\_\_\_

Address (Office)\_\_\_\_\_

\_\_\_\_\_

Address (Residential)\_\_\_\_\_

Mobile No. \_\_\_\_\_

Dated:

**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 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.....
- 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

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(Employer / Cadre Controlling Authority with 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. For example, the vacancy published.