

DELHI TRANSPORT CORPORATION  
(GOVERNMENT OF NCT OF DELHI)  
I.P.ESTATE: NEW DELHI.

**SUB: APPLICATION FOR ENGAGEMENT OF EXPERT/ADVISOR IN  
DTC**

DTC intends to invite applications from Retired Tehsildar/field Kanooygo or Patwari from Govt. Sector (GNCTD)/DDA/Central Govt. or State Govt. (any) for engagement of Expert/Advisor on contract basis. The applicant should be well conversant with demarcation of Land Process. They should be able to scrutinize the revenue records like SHIJRA, MASAVI, TITAMA, Field Book etc. The scope of work and terms and conditions of engagement are as follows:

**A. SCOPE OF WORK**

1. Demarcation of land
2. Inspection of revenue record.
3. Obtaining of land/revenue record from the concerned Patwari, revenue department and record room under Tehsildar (HQ).
4. To assist the department in legal land cases pending in Court.
5. Documentation of DTC property papers in proper manner.
6. Any other matter assigned by the Department.

**B. MINIMUM EDUCATIONAL QUALIFICATIONS**

**Xth Pass or above or Equivalent**

**C. TERMS & CONDITIONS OF ENGAGEMENT**

- i) Retired Tehsildar/field Kanooygo or Patwari from Govt. Sector (GNCTD)/DDA/Central Govt. or State Govt.(any), who will apply for the said post on contract basis shall not exceeding 67 years at the time of submission of application for the post of Expert/Advisor.
- ii) The shortlisted eligible candidates would be called for the interview so that suitable candidate can be appointed on the said post on their merits.
- iii) The retired personnel proposed for engagement should be free from D&AR and Vigilance angel, D&AR/Vigilance clearance, which may be obtained from his parent's organization.
- iv) The Expert/Advisor would be engaged initially for six months on lump sum remuneration of Rs.25,000/- (Rs. Twenty five thousand only).
- v) The Expert/ Advisor shall not be entitled to any allowance such as House Rent Allowance, reimbursement of call charges of Residential Telephone/mobile, Transport facility, Residential Accommodation, Personal Staff, etc.
- vi) No DTC staff car/hired vehicle shall be provided to the Expert/Advisor. However, he/she shall be issued an Identity Card-cum-free Bus Pass for travelling in DTC Buses from residence to place of posting and vice-versa during his/her contract.

- vii) No TA/DA shall be admissible for joining the assignment or on its completion. Expert/ Advisor will not be allowed foreign travel at expenses of DTC. However, he/she shall be allowed TA/DA for their travel inside the country in connection with the official work, if any, as per their entitlement.
- viii) Expert/ Advisor shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- ix) The engagement of Expert/ Advisor is of a temporary nature and the engagement can be cancelled at any time by the DTC without assigning any reason.
- x) A contract Agreement shall be executed with the Expert/ Advisor by the authorized officer of the Personnel Deptt. of DTC. In case DTC proposes to extend the contract of the same retired officer/official for a further period in view of functional requirement, the Personnel Deptt. should again enter into a fresh contract agreement with the person concerned, after obtaining the approval of the Competent Authority.

The candidate should apply on the prescribed application proforma up-loaded on website. The list of documents to be attached along with application, issued by his/her department is as under:

- i) Self attested photo copy of educational/technical qualification certificates.
  - ii) Vigilance, disciplinary & criminal clearance certificate from his department.
  - iii) Integrity certificate.
  - iv) Service Certificate.
  - v) Experience Certificate issued by the department.
  - vi) Proof of pay scale/last pay drawn.
  - vii) Copy of Date of Birth/I.D./Residential Proof.
  - viii) Two photographs.
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The Last date of inviting applications for the above posts is **15.03.2019**

From

Dy. CGM (PLD-I)

**ANNEXURE-I**

**PROFORMA FOR SUBMISSION OF APPLICATION FOR  
ENGAGEMENT OF EXPERT/ADVISOR IN DTC**

1.	Please indicate the category for which applied Re-employment as Expert (Technical/Professional)	
2.	Name of the Applicant	
3.	Present Address Landline/Mobile No. Email ID	
4.	Date of Birth	
5.	Professional/Technical/Educational Qualification	
6.	Details of Employment (Please attach your updated CV)	
7.	Name of Organization from which retired and last designation	
8.	Last Pay drawn & grade held at the time of retirement (CDA/IDA Pay Scale)	
9.	Field of specialization & No. of years of experience in the field which is proposed to be utilized in the consultancy assignment	
10.	Additional information, if any, which you would like to mention in support of your suitability for the post. (Attach a separate sheet)	
11.	Discipline & Appeal cases, Vigilance status- (Penalties imposed/status of Secret list) for the last five years (Technical/Professional) in a vigilance case.  i) Whether any major Penalty imposed? ii) Whether imposed two minor penalties iii) Whether his name figured on the secret list if yes, details thereof. iv) Whether any criminal case(s) is/are pending in any court of law.	
12.	Documents to be attached  i) Self attested photo copy of educational/technical qualification certificates. ii) Vigilance, disciplinary & criminal clearance certificate from his department. iii) Integrity certificate. iv) Service Certificate. v) Experience Certificate issued by the department. vi) Proof of pay scale/last pay drawn. vii) Copy of Date of Birth/I.D./Residential Proof. viii) Two photographs.	

The above information is true to the best of my knowledge and belief. I am liable to be disqualified, if any information given above is found to be incorrect/incomplete or false.

Date  
Place

Signature of the applicant