

**Ministry of Housing and Urban Affairs**

**Land and Development Office**

**Vacancy Circular**

The Land & Development Office, Ministry of Housing and Urban Affairs, 6<sup>th</sup> Floor, Nirman Bhawan, New Delhi invites application within 10 days from date of publication from eligible retired Central Government employees at the level of Section Officers/ Assistant Section Officers or equivalent to fill 40 posts of Consultants on contract basis. The details of eligibility, terms and conditions of engagement and Application Form etc. are available on L&DO/ Min of Housing and Urban Affairs' official website i.e. {ldo.gov.in} and {mohua.gov.in}

A-12034/4/2017-Admn (L&DO)-UD  
Government of India/ भारत सरकार  
Ministry of Housing and Urban Affairs/ आवासन एवं शहरी कार्य मंत्रालय  
Land & Development Office/ भूमि एवं विकास कार्यालय  
Nirman Bhawan, New Delhi/ निर्माण भवन, नई दिल्ली  
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Dated/ दिनांक: 3<sup>rd</sup> December, 2023

**Sub: Engagement of Consultants on contract basis in Land & Development Office, Ministry of Housing and Urban Affairs– regarding.**

The Land & Development Office proposes to engage 40 Consultants on contract basis. Central Government Officers who retired at the level of Section Officers/Assistant Section Officers or equivalent for General consultant posts. Preference will be given to the candidates having background/knowledge of land related issues & computer literate. Applications are invited from the prospective applicants within 10 days from the date of publication of this advertisement in News Papers. The application form (**Annexure-I**) duly filled in and signed by the applicant may be emailed to dyadmnlido@gov.in with hard copy sent to Dy. Land & Development Officer (Admn.), Land & Development Office, Ministry of Housing and Urban Affairs, Room No. 633, 6<sup>th</sup> Floor, 'A'-Wing, Nirman Bhawan, New Delhi-110011 as well. The terms & conditions of engagement are as follows:

**(A) General conditions of engaging consultants:**

- (i) Central Government Officers who retired at the level of Section Officers/ Assistant Section Officers or equivalent possessing graduation degree in any stream and having working experience preferably in Land related issues, would be eligible to be considered for the selection as Consultants. However, the engagement as Consultant shall not be considered as a case of re-employment.
- (ii) Consultants would be engaged for a period for providing high quality services to the Land & Development Office or for attending to specific and time bound tasks.
- (iii) The engagement of Consultant would be on full time basis and they would not be permitted to take up any other assignment during their engagement as Consultant in the Land & Development Office.
- (iv) The engagement Consultant is temporary (non-official) in nature and the same can be cancelled at any time by the Competent Authority without assigning any reasons thereof.

**(B) Scope of work:**

- (i) Review of all existing lease agreements to identify the properties that are subject to ground rent revision.
- (ii) Calculating the new ground rent as per lease deeds as well as guidelines issued by this office from time to time.
- (iii) Consultants should have good knowledge of Computer and be able to prepare noting and drafting independently.
- (iv) Any loss of the records under their custody will accrue to them.
- (v) The functions of the Consultants in L&DO shall be of supportive nature in non- critical area.
- (vi) Any other work assigned by the office.

**(C) Age Limit & Period of engagement:**

The maximum age limit of applicant is up to 63 years, and the period of engagement shall not exceed 65 years.

**(D) Monthly Remuneration/Fee:**

Monthly remuneration shall be as per M/o Finance , Deptt. Expenditure OM No. 3-25/2020-E.IIIA dated 9<sup>th</sup> December, 2020 and M/o HUA's Order No. A-12034/16/2012-Adm.I dated 20.12.2017.

**(E) Leave:**

The Consultants are eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, the Consultants will not be entitled for any remuneration/fees for his/her absence beyond 12 days in a calendar year calculated on pro-rata basis. Un-availed leave in a calendar year cannot be carried forward to next calendar year. This Office would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year. The Gazetted/ closed holidays are as per the order of Government of India.

**(F) TA/DA:**

No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work at the following rates as per Guidelines of Ministry of Housing and Urban Affairs: -

Consultant -I	TA- Reimbursement of Second AC Train Fare DA- Reimbursement of Hotel accommodation of upto Rs.500/- per day; Reimbursement of travel charges of upto Rs. 100/- per day for travel within the city and reimbursement of food bills not exceeding Rs. 150/- per day.
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**(G) Termination of Service:**

The services of the Consultants may be terminated by giving 15 days' notice in writing with the approval of Head of Department (Land & Development Officer). In case a Consultant desires to leave the assignment, he/she is to give one month's notice which can be curtailed depending upon the workload or recommendation of the Controlling Officer.

2. The Land & Development Office reserves the right to annul any clause of the advertisement without assigning any reason thereof.

*Dinesh Kumar Lakhumna*  
07/12/2023

(Dinesh Kumar Lakhumna)

Dy. Land & Development Officer (Admn.)/

उप . भूमि एवं विकास अधिकारी ( प्रशासन)

Tel./ दूरभाष: 23061296

To

1. Whom so ever it may concern.

**Annexure-I**

1. Post applied for:
2. Date of Advt.:
3. Full Name of applicant:(in Block Letters) :
4. Father's Name:
5. Date of Birth (in Christian era) :
6. Domicile:
7. Nationality:
8. Address for correspondence along with Pin Code:

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9. Telephone No/ Mobile No.& E-mail address:
10. Permanent Address:

11. Educational Qualification:

S. No.	Course	Subject	University/Board	Year of Passing	Division/Class

12. Work Experience

S. No.	Organization/Institution	Period		Nature of work	Remarks
		From	To		

13. Proficiency in working on Computer:
14. Date of retirement from Govt. Service/ Department/Ministry:
15. Post from which retired:
16. Details of last pay drawn before retirement:
17. Details of disciplinary action faced during the service:

I, hereby undertake that all the statements given above are true, complete and 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/ terminated without any notice. I also declare that I am a Citizen of India by birth/ domicile.

Place:

Date:

Signature of the candidate