

DELHI DEVELOPMENT AUTHORITY
O/o Director Horticulture, South East
New Delhi-110002

No. F...10(U)./P.S./D.HSE/MISC/2025/DDA/09

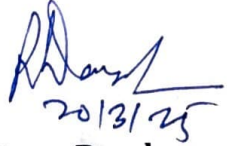
Date: 20/03/2025

To,

Director (Systems)
Delhi Development Authority

Sub: Notice for Deployment of Park Manager for Oversight of Major Green areas.

Kindly find attached notice Deployment of Park Manager for Oversight of Major Green areas.
for uploading on DDA's website.



Rameshwar Dayal
Director, Horticulture, South East


Encl: As above

DELHI DEVELOPMENT AUTHORITY
O/o Director Horticulture, South East
New Delhi-110002

Notice for Deployment of Park Manager for Oversight of Major Green areas.

DDA, Horticulture Department invites applications in the prescribed format from retired Central Armed Police Forces/ Defense/ Government servants who have served at the ranks of Naib Subedar till Honorary Captain or equivalent for the post Park Manager. The Park Manager would be in charge of day-to-day upkeep of the park including managing special events and raising flag at the right forum for improvement/ amendment. A consolidated remuneration of Rs.50,000/- per month will be paid. The appointment will be initially for a period of one year, extendable on recommendation of Directorate Horticulture concerned, for a maximum period of 05 years or age 65.

Details terms and conditions, application form, eligibility criteria and other conditions are available on DDA's website www.dda.gov.in link "Jobs". The last date of submitting applications is 28th March 2025.


20/3/25

**Director Horticulture, Horticulture,
South East**

DELHI DEVELOPMENT AUTHORITY
O/o Director Horticulture, South East
New Delhi-110002

DDA, Horticulture Department invites applications in the prescribed format from retired Central Armed Police Forces/ Defense/ Government servants who have served at the ranks of Naib Subedar till Honorary Captain or equivalent for the post Park Manager. The Park Manager would be in charge of day-to-day upkeep of the park including managing special events and raising flag at the right forum for improvement/ amendment. A consolidated remuneration of Rs.50,000/- per month will be paid. The appointment will be initially for a period of one year, extendable on recommendation of Directorate Horticulture concerned, for a maximum period of 05 years or age 65.

Department	Name of Post	No. of Posts	Minimum qualifications/professional qualification	Experience other qualification
Horticulture	Park Manager	20*	Graduate or equivalent	i. Retired Central Armed Police Forces/ Defense/ Government servants who have served at the ranks of Naib Subedar till Honorary Captain or equivalent. ii. Should have Basic knowledge of Computer Applications iii. Should have experience in administration and managerial matters including other allied works.

**The number of Post may change subject to DDA's requirement.*

Eligibility Criteria:

1. Retired officials up to 63 years of age, as on last date of application, who have excellent service record and are physically fit, will be eligible.
2. Retired officials against whom vigilance case or departmental proceeding or criminal prosecution is contemplated or pending at the time of his/her retirement will not be considered.
3. Retired official, who has been a member of any political party after his/her retirement shall not be eligible.

Terms and conditions of engagement of Park Manager:

1. The contractual appointment will be initially made for a period of one year extendable by spells of one year depending upon the requirement subject to satisfactory performance and shall not be extended beyond the age of 65 years.

2. A consolidated remuneration of Rs.50,000/- per month will be paid. DOPT norms of "Last Pay – Pension" will be applicable.
3. Upper age limit at the time of application should be 63 years as on last date of application.
4. Job description: The appointed candidate will be required to manage the DDA property wherein, a major area is open green, maintained and developed by DDA. Activities like events and visits will be organized from occasionally.
5. Duration of appointment: The contractual appointment will be for a period of 01 year, extendable yearly on recommendation of Director Horticulture concerned for a maximum period of 05 years or age 65, whichever is earlier.
6. An annual increment of 5% shall be applicable in DDA, Sports Department.
7. Two Managers will be posted in each park for a period of 08-hour shift, starting 05:00 am- 01:00 pm and 01:00 pm- 09:00 pm, on rotation basis.
8. The engagement of manager would be on full time basis and they would not be permitted to take up any other assignment during the period of engagement with DDA.
9. The engagement of manager would be of a temporary (non-permanent) nature and the engagement can be terminated by DDA at any time without assigning any reason.
10. The period of engagement shall not be counted as Government service for the purpose of pension or any other retirement benefits.
11. General instructions regarding terms and conditions for consultancy as issued from time to time, will be applicable and binding on the manager engaged by DDA.
12. In case the Park Manager desires to resign, he/she may do so by giving a notice of 15 days in writing. After expiry of the notice period, the person may be relieved after handing over full charge of records to the relieving officer.
13. The Park Manager will furnish an undertaking at the time of joining duty with regard to the truthfulness and correctness of the information furnished by him/her and also towards declaration of fidelity and secrecy.

Instructions for candidates.

Note: Candidates shall send their applications in the prescribed format by e-mail by 5:00 pm of 28th March 2025. They shall fill up the form duly typed, paste photograph at the space provided in the prescribed application form (attached), put specimen signature in the space provided and then send the scanned copy of the signed application form duly filled in PDF or JPEG format at e-mail id dirhortsouth@dda.gov.in

1. Please do not enclose any documents(s) while sending the scanned copy of the application form at the above-mentioned e-mail I.D. The applicant is required to produce the original/supporting documents at the time of interaction, if called.
2. The date of interaction with eligible candidates will be informed to shortlisted candidates by e-mail and notified on DDA's website also.
3. Sending application through e-mail does not necessarily mean that the applicant shall be called for interaction. Only those candidates will be called for interaction, who are found suitable as per the criteria devised by DDA keeping in view the requirement of the work to be carried out. In this regard, no communication either by email or phone, etc., shall be entertained.
4. No TA/DA will be paid for attending the interaction.

DELHI DEVELOPMENT AUTHORITY
Horticulture Department
NEW DELHI-110049

APPLICATION FORM

Photo
Signature

1. Name of the post applied for :

2. Name of the candidate :
(In Block Letters)

3. Father's Name :
(In Block Letters)

4. Date of birth (DD/MM/YY) :

5. Gender (Male/Female) :

6. Age as on 28th March 2025:

7. Address of communication :

8. E-mail address :

9. Contact No. :

10. Educational /Professional/Technical qualifications:

Examination passed	Discipline/ Specialization /Subject	Board/ University	Year of Passing	Duration of course	Percentage of marks	Division
10 th						
12 th						
Graduation						
Others						

11. Experience:

(a) Fields of Experience in administration matters with details of posts held, nature of duties and years of experience: -

- (1)
- (2)
- (3)
- (4)

(5)

(b)

Employer's Name & address (also indicate whether Central Govt./State Govt./Central Autonomous Body)	Designation and Grade Pay	From	To	Brief description of duties

12. Post & Grade Pay at the time of retirement :

13. Proficiency in working on computer (Yes/No) :

14. Whether any disciplinary proceeding was contemplated/pending at the time of retirement (Yes/No) :

15. He/She will also submit copy of PPO (Personal Pension Order).

Declaration to be signed by the candidate

I hereby certify that the above particulars mentioned in the application are correct and true to the best of my knowledge and belief and no material fact/information has been suppressed or concealed from there. If particulars mentioned by me are found false or incorrect at any stage, my services shall be liable to be terminated without any notice.

Signature of the Applicant

Place:

Date: