

Criteria for Submission of Intimation for Outside Opportunities and Request for NOC by DDA Staff

1. Details of the Official:

The application must clearly mention the official's **Name, Father's Name, Current Place of Posting, Phone Number, Date of Birth, Date of Joining and UID**. UID is mandatory for issuance of NOC.

2. Forwarding Through Proper Channel:

The application must be forwarded through the **proper channel** and should bear the **signature and stamp of the Director** or its equivalent or above.

3. Time Limit for Submission:

The request of a DDA employee seeking prior permission should preferably reach the **office of the Dy. Director of the Personnel Branch–IV before applying for the vacancies**. However, it should not be submitted **later than 7 days after applying for the vacancies**.

4. UPSC/SSC Applications:

For posts advertised by UPSC/SSC, the intimation must be submitted to the **Dy. Director of the Personnel Branch–IV by the last date of application**. If the official submits the application on the **last date**, the intimation may be submitted **within 3 days from that date**.

5. Maximum Opportunities and Issuance of NOC:

An employee may be allowed to apply for **up to four outside opportunities in a calendar year**, which means that an employee may submit **up to four intimations in a calendar year**. If an employee submits **more than four intimations** in a calendar year, or **appears in an examination without submitting the required intimation**, the NOC for any opportunity beyond the permissible limit of four, on the basis of such intimation/application, **will not be issued even if the candidate is subsequently selected**.

6. Exception for Examinations Declared at the Time of Joining:

The restriction mentioned in **Point No. 5** shall **not apply to examinations/posts already mentioned by the official in the undertaking submitted at the time of joining**. Such examinations/posts shall be treated as an **exception to the limit of four intimations in a calendar year**, subject to the applicable rules and conditions.