DELHI DEVELOPMENT AUTHORITY
RECRUITMENT CELL

Advertisement No. 01/2020/Rectt. Cell

IMPORTANT DATES

Opening date & time for online registration of application (Stage-I)	01/04/2020 (10.00 am)
Last date and time of closing of Registration (Step-I) and submission of application (Step-II)	30/04/2020 (06.00 pm)
Last date and time for closing of submission of **Online Application Fees** through Debit Card/ Credit Card/ Net Banking through SB Collect system of State Bank of India (Step-III)	04/05/2020 (06.00 pm)

NOTE: All the above dates are tentative and in case of any situation beyond control, these dates may be changed at any time. Information about such change(s), if any, will be given on DDA's official website i.e. www.dda.org.in . Candidates are advised to remain in touch with the website for information regarding this recruitment process and changes in the schedule, if any.

Applications are invited **On-Line** at DDA's website **www.dda.org.in** on the link "**Jobs**" → " Direct Recruitment 2020" from eligible candidates as per criteria laid down below for filling up the various posts including backlog vacancies & vacancies reserved for Persons with Disabilities. The details of the posts, Pay Matrix Level and eligibility conditions are as follows:

Post Code	Name of the post	Group	Pay Matrix	Age as on last date of closing of application	Qualification	Total vacancies (inclusive of backlog vacancies	UR	EWS	SC	ST	OBC	ESM	VH	HH	OH	OTHER
01	Deputy Director (System)	A	Level 11	Not exceeding 40 yrs (Relaxable in accordance with the instructions/ orders issued by the Central Govt.)	a) Ph. D in Computer Science/ IT **OR** b) M. E/ M. Tech. in Computer Science / IT with First Class or minimum 60% marks in aggregate from Govt. recognised Institution / University and with 3 years' relevant experience. **OR** c) B.E. / B. Tech./M.Sc. in Computer Science / IT/ MCA with First Class or minimum 60% marks in aggregate from Govt. recognized Institution / University and with five-years' relevant experience in Computer Programming.	02	02	-	-	-	-	-	-	-	-	-	-

Reserved for PwD included within the total vacancies

02	Deputy Director (Planning)	A	Level 11	Not exceeding 40 yrs (Relaxable for Govt. Servants in accordance with the instructions/ orders issued by the Central Govt.)	**Essential** (i)Bachelor's Degree in Planning/Architecture/Civil/Municipal Engineering or Master Degree in Geography/Sociology/Economics from a recognized University/Institute or equivalent. (ii)Post graduation in Planning with specialization in any of the field of Town/City/Urban/Housing/Transport/ Environmental Planning from a recognized University/Institute or equivalent. (iii) At least 05 years experience in a planning office in development authority or local body or in a Government Undertaking. **Desirable:** i) Degree/Diploma in Geographic Information System (GIS) / Geo-Informatics or equivalent from a recognized University/Institute. ii) Associate Membership of the Institute of Town Planners (India)	05	04	-	-	-	01	-	-	-	-	-
03	Asstt. Director (Plg.)	A	Level 10	Not exceeding 35 yrs (Relaxable for Govt. Servants in accordance with the instructions/ orders issued by the Central Govt.)	**Essential** (i) Bachelor's Degree in Planning/Architecture/Civil/Municipal Engineering or Master Degree in Geography/Sociology/Economics from a recognized University/Institute or equivalent. (ii)Post graduation in Planning with specialization in any of the field of Town/City/Urban/Housing/Transport/Environmental Planning from a recognized University/Institute or equivalent. **Desirable:** i) Degree/Diploma in Geographic Information System (GIS)/Geo-Informatics or equivalent from a recognized University/Institute. ii) Associate Membership of the Institute of Town Planners (India)	05	02	01	-	-	02	-	-	-	-	-
04	Asstt. Director (System)	A	Level 10	Not exceeding 30 years Relaxable in accordance with the instructions/ orders issued by the Central Govt.)	a) M. E/ M. Tech. in Computer Science / IT with First Class or minimum 60% marks in aggregate from Govt. recognised Institution / University. **OR** b) B.E. / B. Tech./M.Sc. in Computer Science / IT/ MCA with First Class or minimum 60% marks in aggregate from Govt. recognized Institution / University and with one-year experience in relevant field.	02	01	-	01	-	-	-	-	-	-	-
05	Assistant Accounts Officer	B	Level 8	Not exceeding 30 yrs	Chartered Accountant (CA)/ Company Secretary (CS)/ ICWA/ Master in Financial Control/ MBA (Finance), or equivalent from a recognized University/Institution. **NOTE:** **Specialization will be considered only when a candidate has passed minimum 06 papers/courses in the field mentioned in the notification.** **M.Com will not be considered as equivalent qualification.**	11	05	01	01	-	04	-	-	01	-	-

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Sr. No.	Name of Post	Category	Pay Level	Age	Qualification	Total										
06	Planning Assistant	B	Level 7	Not exceeding 30 yrs (Relaxable in accordance with the instructions/ orders issued by the Central Govt.)	Bachelor Degree in Planning/ Architecture from a recognized University /Institute or equivalent.	01	-	-	-	-	-	-	-	-	-	01
07	SO (Horticulture)	B	Level 6	Not exceeding 30 years (Relaxable for Govt. Employees and Employees of DDA in accordance with the instructions issued by the Central Govt.)	Bachelor's Degree in Agriculture or Horticulture or Forestry from a recognized University or Institute or equivalent.	48	21	05	02	06	14	-	-	01	-	-
08	Architectural Assistant	B	Level 7	30 years	Degree in Architecture from a recognized University/Institution or equivalent.	08	04	01	01	-	02	-	-	-	-	01
09	Surveyor	C	Level 5	Between 18 to 25 Yrs (Relaxable for Govt. Employees and Employees of DDA in accordance with the instructions issued by the Central Govt.)	Diploma or two years' National Trade Certificate in Surveying from recognized Institute or equivalent and two years' experience in Survey work.	11	-	-	03	02	06	-	-	-	-	-
10	Stenographer Grade 'D'	C	Level 4	18 - 30 Yrs	i) Senior Secondary Certificate (12th Class pass) or equivalent from recognized Board /University. ii) Skill Test Norms: **Dictation-** 10 min at the speed of 80 w.p.m. **Transcription-(only on computer)** 50 min (English) 65 min (Hindi) **Desirable:** Preference to be given to such persons who have acquired Diploma in Office Management & Secretarial Practice from any recognized institution.	100	44	10	15	-	31	10	01	01	02	01
11	Patwari	C	Level 3	Between 21-27 Yrs(Relaxable for Govt. Employees and Employees of DDA in accordance with the instructions issued by the Central Govt.)	**Essential:** Graduate from any recognized University or equivalent there of **Desirable:** **i) Proficie**ncy in computer. ii) Working knowledge of Urdu/Hindi **Note:** - Training shall be imparted to the new incumbents by the department and probation shall be lifted only on successful completion of the training.	44	24	02	06	03	09	04	-	-	-	-
12	Jr. Secretariat Assistant	C	Level 2	Between 18-27 Yrs(Relaxable for Govt. Employees and Employees of DDA upto 40 years in accordance with the instructions issued by the Central Govt.)	i) 12th class or equivalent qualification from a recognized Board or University. ii) Typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)	292	81	19	43	30	119	29	03	03	03	02

No	Post	Group	Level	Age	Qualification	Total	UR	SC	ST	OBC	EWS	PwD				
13	Mali	C	Level1	Between 18-25 Yrs(Relaxable for Govt. Employees and Employees of DDA in accordance with the instructions issued by the Central Govt.)	**10th pass from recognized Board or equivalent**	100	41	10	15	07	27	10	-	01	02	01
14	Sr. Law Officer	A	Level 11	Not exceeding 35 yrs	(i) Possessing Regular Degree in Law (entitling the incumbent for Registration at bar and appearing before the Courts) from a recognized University or equivalent; and (ii) 07 years' experience at bar, **FOR DDA EMPLOYEES** Regular Degree in Law (entitling the incumbent for Registration at bar and appearing before the Courts) from a recognized University or equivalent; and 5 years' experience in dealing with legal matters in supervisory capacity. The selection will be made through open competitive examination for direct recruitment.	01	-	-	-	-	-	-	01	-	-	-
15	Legal Assistant	B	Level 7	Not exceeding 30 yrs	(i) Possessing Regular Degree in Law (entitling the incumbent for Registration at Bar and appearing before the Courts) from a recognized University or equivalent; and (ii) 03 years' experience at Bar. **FOR DDA EMPLOYEE** Regular Degree in Law (entitling the incumbent for Registration at Bar and appearing before the Courts) from a recognized University or equivalent and 03 years of regular service in DDA. The selection will be made through open competitive examination for direct recruitment.	07	02	01	01	-	03	-	-	-	-	-

* Note:

(i) The crucial date for determining the age-limit shall be closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir Stage, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Union Territory of Andaman and Nicobar Islands or Union Territory of Lakshdweep.

(ii)Vacancy in the cadre of Planning Assistant (post code-06) and Senior Law Officer (post code-14) are exclusively reserved for Persons with Disabilities (PwDs) of Others and Visually Handicapped Persons. Therefore, candidates belonging to other categories are advised not to apply for these posts.

(iii) For the post of Jr. Secretariat Assistant (Post Code 12) candidates with minimum 75% marks in Class 12th with the relaxation of 5% marks to candidates who have qualified Class 12th from CBSE and ICSE Boards are eligible to apply. If the number of applications received is more than 100 times the notified vacancies, then candidates limited to 100 times of the notified vacancies will called for written examination based on percentage of marks obtained in Class 12th with 5% extra marks given to candidates who have passed 12th class from CBSE and ICSE Boards.

However, SC/ST candidates who have scored 65% marks and OBC candidates 70% marks in class 12th examination with the relaxation of 5% marks to those candidates who have qualified the class 12th examination from CBSE and ICSE Boards are eligible to apply.

DDA will adopt the same formula for conversion of CGPA into Percentage as is used/ adopted by CBSE i.e. CGPA * 9.5

(iv) **For the post of Mali (Post Code 13),** candidate is required to indicate the experience in completed years and months as Mali or Gardener. Only experience as Mali or Gardener either on regular, temporary, contract or outsource basis in any capacity in Central Govt., State Govt., Public Sector Undertaking, Corporation or Autonomous Body shall be counted towards deciding the eligibility of the candidate for appointment to the post of Mali. The experience certificate signed or countersigned by the officer of at least Group B level from the concerned Govt. Department or agency shall be valid.

The candidates are required to upload the scanned copy of Experience Certificate at the appropriate place provided in the online application form.

If the number of application received is more than 100 times of the notified vacancies, the candidates limited to 100 times the notified vacancies will called for written examination. The basis for calling candidates for written examination will be 50% weightage to the percentage of marks obtained in Class 10th and 50% weightage to the number of completed month of experience as Mali or Gardener as stated above, full marks will be given to candidates with five years' experience and candidates with less than five years' experience will be given proportionate marks. **No weightage will be given to experience gained after the closing date of submission of application form. DDA will adopt the same formula for conversion of CGPA into Percentage as is used/ adopted by CBSE i.e. CGPA * 9.5**

The total vacancies mentioned against following posts are inclusive of backlog vacancies as detailed below.:

Post Code	Name of the post	Backlog vacancies		
		SC	**ST**	**OBC**
09	Surveyor	03	02	06
12	Jr. Secretariat Assistant	14	16	67

(**v**) **For the posts reserved for Persons with Disabilities (PwDs), disabilities are defined as under:-**

Sl. No.	Type of Disability	Category of disability to be selected in Registration/ Application form
1.	Blindness and Low vision	VH
2.	Deaf and hard of hearing	HH
3.	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular Dystrophy.	OH
4.	Autism, Intellectual Disability, Specific Learning Disability, Mental Illness	Others
5.	Multiple disabilities from amongst persons under clause (a) to (d) including deaf-blindness in the posts identified for each disability.	

(vi)The minimum disability should not be less than 40%.

The eligibility for availing reservation against the vacancies reserved for the Persons with Disabilities shall be the same as prescribed in "The Rights of Persons with Disabilities Act, 2016." Provided further that the physically disabled candidates shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements of the identified Service/Post as may be prescribed by its Cadre Controlling Authority.

The physical requirement and functional classification can for example be one or more of the following:

(a) Code of Physical Requirements

S Sitting, ST Standing, W Walking, SE Seeing, H Hearing, RW Reading and Writing, C Communication, MF Manipulation by Finger, PP Pushing & Pulling, L Lifting, KC Kneeling and Crouching, BN Bending, AAV- Acid Attack Victims

(b) Code of Functional Classification

OH	-	Orthopedically Handicapped
VH	-	Visually Handicapped
HH	-	Hearing Handicapped
OA	-	One Arm
OL	-	One Leg
BA	-	Both Arms
BH	-	Both Hands
MW	-	Muscular Weakness
OAOL	-	One Arm One Leg
BLA	-	Both Legs and Arms
BLOA	-	Both Legs One Arm
LV	-	Low Vision
B	-	Blind
PD	-	Partially Deaf
FD	-	Fully Deaf
OAL	-	One Arm One Leg
BL	-	Both Leg

Note: The above list is subject to revision.

1.2 Out of the posts mentioned in the para 1 above, the following posts have been identified suitable for the categories of Persons with Disabilities as mentioned against each.

Post Code	Name of the post	Group	Physical requirement	Identified disabilities suitable for
02	Dy. Director (Planning)	A	S,ST,W,RW,MF,L,PP, SE,C,H,DM,R,ACV	a) Locomotor disability (OA,OL, OAL, BL) including leprosy cured, dwarfism, acid attack victims b) Hard of hearing c) Multiple disabilities from amongst (a) and (b) above
03	Asstt. Director (Planning)	A	S,ST,W,RW,MF,L,PP, SE,C,H,DM,R,ACV	a) Locomotor disability (OA, OL,OAL, BL) including leprosy cured, dwarfism, acid attack victims b) Hard of hearing c) Multiple disabilities from amongst (a) and (b) above
04	Asstt. Director (System)	A	S, ST, W, BN, L, PP, C, MF, RW, BL, BA	a) Locomotor disability (OL) including leprosy cured, dwarfism, acid attack victims and b) Deaf and hard of hearing c) Multiple disabilities from amongst (a) and (b) above
05	Assistant Accounts Officer	B	S, ST, W, BN, SE, S, MF H, RW	a) Locomotor disability (OA, OL, OAL, BL, BA) including leprosy cured, dwarfism, acid attack victims, b) Blindness and low vision, c) Deaf and hard of hearing d) Multiple disabilities from amongst persons under clauses (a) to (c) above
06	Planning Assistant	B	S, ST, W, RW, MF, L, PP, SE, C, H, DM, R, AAV	a) Locomotor disability (OA, OL, OAL, BL) including leprosy cured, dwarfism, acid attack victims, b) Hard of hearing c) Multiple disabilities from amongst (a)and (b) above
07	Sectional Officer (Horticulture)	B	S, ST, W, BN, L, SE, C, MF, H, RW	a) Locomotor disability (OA, OL, OAL) including leprosy cured, dwarfism, acid attack victims,

				b) Low vision,
				c) Deaf and hard of hearing
				d) Multiple disabilities from amongst persons under clauses (a) to (c) above
08	Architectural Assistant	B	S, ST, W, RW, MF, L, PP , SE, C, H, DM, R, ACV	d) Locomotor disability (OA, OL, OAL, BL) including leprosy cured, dwarfism, acid attack victims, e) Hard of hearing f) Multiple disabilities from amongst (a)and (b) above
10	Stenographer Grade "D"	C	S, ST, W, RW, MF, L, PP, SE, C, H, DM, R, AAV	a) Locomotor disability (OA, OL, OAL) including leprosy cured, dwarfism, acid attack victims, b) Blindness and Low vision, c) Deaf and hard of hearing d) Autism intellectual disability, specific learning disability and mental illness e) Multiple disabilities from amongst persons under clauses (a) to (d) above
11	Patwari	C	S, ST, W, BN, SE, C, H, RW, R, L	a) Locomotor disability (OA) b) Low vision c) Multiple disabilities from amongst persons under clauses (a) to (b) above, except deaf blindness.
12	Jr. Secretariat Assistant	C	S, ST, W, BN, L, PP, SE, C, RW	a) Locomotor disability (OA, OL, OAL, BL, BA) including leprosy cured, Cerebral Palsy, dwarfism, acid attack victims and muscular dystrophy b) Blindness and Low vision, c) Deaf and hard of hearing d) Autism intellectual disability, specific learning disability and mental illness e) Multiple disabilities from amongst persons under clauses (a) to (d) above except deaf blindness
13	Mali	C	S, ST, W, BN, L, PP, SE, CE, MF, H	a) Locomotor disability (OA, OL, OAL, BL, BA) including leprosy cured, dwarfism, acid attack victims b) Deaf and hard of hearing c) Multiple disabilities from amongst persons under clauses (a) and (b) above except deaf blindness
14	Sr. Law Officer	A	S,ST,W,SE,C,MF, H,RW,DM	a) Locomotor disability (OA, OL, OAL, BL, BA) including leprosy cured, dwarfism, acid attack victims b) Blind and Low Vision c) Deaf and hard of hearing d) Multiple disabilities from amongst persons under clauses (a) and (c) above
15	Legal Assistant	B	S, ST, W, SE, C, MF, H, RW, DM, R	a) Locomotor disability (OL, OAL, BL,) including leprosy cured, dwarfism, acid attack victims b) Blind and Low Vision c) Multiple disabilities from amongst persons under clauses (a) and (b) above

No reservation will be given to PwD candidates except for the posts of Assistant Accounts Officer (post code05), Planning Assistant (post code 06), Sectional Officer (Hort.) (post code 07), Architectural Assistant (post code 08) and Stenographer (Post Code 10), Junior Secretariat Assistant (post Code 12) ,Mali ((post code 13) and Senior Law Officer (Post code 14).

Further, benefit of reservation will be given only to those PwD candidates, if they belong to the category to which the particular post is earmarked.

However, PwD candidates/ or PwD candidates of other category too can apply for these above identified posts but there will be no reservation for them and they will be treated at par with the candidates of other category(ies). They will be given benefit for age relaxation and fee only.

2. Number of vacancies indicated above may increase/decrease or even reduce to zero depending upon requirement and availability or non-availability of vacancies due to one or another reason(s). No notification/corrigendum shall be issued for any such change.

3. IMPROTANT INFORMATION

(i)If a candidate wants to apply for more than 1 (one) post, he/she needs to apply separately for all such posts. In case of any clash in the test date/time for any two or more posts, candidates need to

decide the test they would like to take & DDA will not entertain any request for change in test date/time later on. If a candidate opts to apply for more than one post, in that case, separate application fee shall be payable for each and every application.

(ii) **Candidates to ensure their eligibility for the post applied for:** The candidates applying for the above posts should ensure that they fulfill all eligibility conditions for the post applied for on or before the last date of submission of application i.e. 30/04/2020 (06:00 PM). The candidates who have appeared in the examination for the educational qualification mentioned in the notification are not eligible to apply for the post. Date of declaration of result mentioned on the mark sheet/ certificate will be treated as the date of possession of that particular qualification. The admission to all the stages of the examination/ documents verification & interview (if applicable) will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of admission certificate to the candidate will not imply that his/her candidature has been finally cleared by the Delhi Development Authority. The DDA take up verification of eligibility conditions with reference to original documents only after the candidate has qualified the Computer Based Examination and his or her name has been shortlisted for documents verification/ Interview / Computer Proficiency Test or Skill Test etc. (as applicable).

(iii)   In case, candidate does not fulfill the requisite prescribed qualification on or before the last date of submission of application, his/her candidature shall be rejected out rightly even though he/she qualifies the competitive examination conducted for recruitment.

(iv) If on verification at any time before or after the online examination, documents verification, interview, computer proficiency test or skill test (as applicable) it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the DDA. If any of their claims is found to be incorrect, they may render themselves liable to appropriate action by the DDA, as deemed fit.

(v)   **LAST DATE FOR RECIEPT OF APPLIACTION(s):** The candidates are required to fill the application(s) online by login into link provided on DDA's website **www.dda.org.in** and completed application(s) in all respect can be submitted up to 30/04/2020 (06:00 PM) after which the link will be deactivated. Any application received after closure of the link, shall not be considered under any circumstances.

(vi)   **The eligible candidates will be issued an e-Application Status Certificate 02 weeks before the commencement of the examination. However, e-Admit Card will be issued 03 days before the commencement of the examination. The e-Application Status Certificate/ e-Admit Card will be made available on the DDA's website {http:/www.dda.org.in} for downloading by candidates. No e-Application Status Certificate/e-Admit Card shall be sent by post.**

(vii)   **HELP DESKFOR GUIDANCE OF CANDIDATES**: In case of any guidance / information/ clarification regarding their application, candidature etc. candidates may write to DDA's Help Desk email ID **ddaexam.helpdesk2020@gmail.com** or contact toll free number 022-61306248.

4   ALL COMMUNNICATION /ELECTRONICS DEVICES BANNED.

   a)   Mobilephones,pagersoranyothercommunication/electronicsdevicesarenotallowedinside thepremiseswheretheexaminationisbeingconducted. Any   infringement   of   these instructions shall entail disciplinary action against such erring candidates including ban from future examinations.

   b)   Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.

c) Candidates are advised not to bring any valuable/costly items to the examination halls, as safe keeping of the same cannot be assured. DDA will not be responsible for any loss in this regard.

d) **Important instructions / Dress Code for candidates appearing in examination for various posts under DDA Recruitment 2020:**

i) Use of unfair means & impersonation poses serious threat to the Exam process and the Delhi Development Authority will undertake special measures to conduct the exam in free and fair manner and accordingly, special instructions, as listed under, are being issued for **strict compliance** of all candidates appearing in the examination.
It is expected that the candidates will cooperate for maintaining the sanctity of the Exam and preventing selection of undeserving candidates.

ii) **PROHIBITED ITEMS** - wallet, belt, vehicle's key(s), books, pens, pencils or stationery box, paper chits, magazines, electronic gadgets (mobile phones, Bluetooth devices, head phones, pen/buttonhole cameras, scanner, calculator, storage devices etc), watches of any types, are STRICTLY NOT ALLOWED in the examination lab.

iii) **Candidates are allowed only to carry admit card and identity proof inside the Examination Center.**

iv) Pen/pencil and paper for rough work would be provided in the examination lab.

v) Candidates should not bring Bags and prohibited items as mentioned above to the examination venue. In case they bring any such item, they would have to make their own arrangements for safe custody of such items. The DDA shall not make any arrangement nor be responsible for the safe custody of any such item.

vi) If any such item is found in the possession of a candidate in the examination lab, his/her candidature is liable to be cancelled and legal/criminal proceedings could be initiated against him/her.

vii) Candidates should not wear charms, veil, items containing metals such as ring, bracelet, earrings, nose-pin, chains, necklace, pendants, badge, brooch, hair pin, hair band, clothes with full sleeves or big buttons, etc.

viii) Full sleeved shirts or tops are not permitted and only half sleeved clothing is allowed. Shoes or other footwear which cover the toes should not be worn. Footwear should be open toe type and sandles or chappals are permitted. Candidates with long hair should tie their hair so that ears are not covered, Use of scarf to cover the head is not permitted.

ix) Candidates must also refrain from creating any obstruction during the conduct of examination. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled. Such candidate shall also be liable to be debarred from future examinations of the DDA and legal/criminal proceedings could be initiated against him/her.

e) **Candidates are advised to strictly follow the Dress Code prescribed by DDA to avoid any difficulty at the examination centre on the date of examination. Candidates not following the Dress Code, will not be allowed to enter the examination centre. The Dress Code instructions in detail have been uploaded on DDA's website which may please be referred to for strict compliance.**

f) **The candidates are advised to report at examination centre on time as mentioned in the e- Admit Card/ Roll No. No candidate(s) will be allowed entry to the examination centre after the Gate Closing Time mentioned in the e- Admit Card/ Roll No. under any circumstances.**

5.EligibilityConditions:

(i) The candidate must have attained the age of majority on the last date of submission of application.

(ii) **Nationality:** A candidate must be either:

    (a) A citizen of India, or

    (b) A subject of Nepal, or

    (c) A subject of Bhutan, or

    (d) A Tibetan refugee who came over to India, before the 1st January 1962, with the intention of permanently settling in India, or

    (e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/tests etc. but the offer of appointment will be given only after submission of the necessary eligibility certificate issued to him/her by the Government of India in DDA office.

6. Age Relaxation:

Sl. No.	Categories	Extent of Age Concession
1	Schedule Caste and Scheduled Tribes	05 Years
2	Other Backward Class	03 Years
3	Persons with Disabilities	10 Years
4	SC/ST Persons with Disabilities	15 Years
5	OBC Persons with Disabilities	13 Years
6	Departmental candidate with at least three years continuous service in Central Govt./Govt of Delhi/Delhi Development Authority etc.	Upto 05 Years for Group 'A' & 'B' posts (which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post) Upto 40 years of age (45 years for SC/ST, 43 years for OBC) for Group 'C' post.
7	(For Group "A" Posts) Ex-Servicemen	Upper age limit shall be relaxed by the length of Military Service increased by 03 Years in the case of Ex-servicemen and commissioned officers including ECOs/ SSCOs
8	(For Group "B" & "C" posts) Ex Servicemen (UR/GEN)	03 Years after deduction of the military service rendered from the actual age as on the closing date for receipt of application.
9	Ex- Servicemen (OBC)	06 years (3 years + 3 Years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application
10	Ex-Servicemen (SC & ST)	08 years (3 yr + 5 yr) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application.
11	Widows, divorced women and women judicially separated from their husbands and who are not re-married (for Group 'C' Posts)	Upto the age of 35 years (upto 40 yrs for SC/ST & 38 for OBC)

a) The date of birth accepted by the Delhi Development Authority is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates

maintained by a University, which must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate.

b) No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.

c) The expression Matriculation/ Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.

d) Relaxable for Govt. Employees & the employee of the DDA in accordance with the instructions issued by the Central Govt.

NOTE: Candidates should note that no subsequent request for change of date of birth will be considered orgranted.

7. Application fee and mode of remittance:

   a) **Application Fee will be Rs. 500/- for all categories of posts. Transaction charges of the bank, taxes, as applicable shall be borne by the candidate.**
   b) Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, PwD& Ex-serviceman category are exempted from paying Application fee.
   c) Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession. No fee exemption is, however, available to OBC/EWS candidates and they are required to pay the prescribed fee in full.
   d) Fee once paid will not be refunded under any circumstances.

8. Mode of payment of application fee:

   (i) ONLINE Fee Payment through Internet Banking/Debit/Credit Card etc. (as provided in the Online Application) will only be accepted.
   (ii) Fees paid by modes other than through Online Application will **not** be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.
   (iii) Detailed instructions for filling online application and ONLINE Fee Payment are available on the website.

9.Examination Centers:

The online examination as well as Computer Proficiency Test or Skill Test (as applicable), will be held at the centers located in Delhi/NCR only.

10.Selection Procedure:

   I. An On-Line competitive examination for all categories of post will be as per following details:

Post Code	Post	Mode of Recruitment	Details of Examination
01	Dy. Director (System)	Single Stage online examination followed by Interview of the shortlisted candidates	The question paper shall be of 02 hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language followed by Interview of shortlisted candidate
02	Dy. Director (Plg.)	Do	do
03	Asstt. Director (Plg.)	Do	do
04	Asstt. Director (System)	Do	do

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05	Assistant Accounts Officer	Do	do
06	Planning Assistant	Single Stage online examination	The question paper shall be of 02 Hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language
07	S.O.(Hort.)	Do	do
08	Architectural Assistant	Do	do
09	Surveyor	Do	do
10	Stenographer Grade 'D'	Single stage online examination followed by skill test	General Intelligence & Reasoning (50 questions of 50 marks), General Awareness (50 questions of 50 marks) and English Language & Comprehension (100 questions of 100 marks) for 2 Hrs duration followed by skill test. The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m. The matter will have to be transcribed on computer only. The transcription time is as follows: - 50 minutes (English) 65 minutes (Hindi) **Note:** The candidates who have opted for English medium," Times New Roman" font will be used for transcription. The candidates who have opted for Hindi medium, " Mangal (Hindi Remington Keyboard (GAIL)) will be used for transcription.
11	Patwari	2 stage online examination	**Stage I (Preliminary)** General Awareness, General Intelligence & Reasoning Ability, Arithmetical & Numerical Ability, Hindi & English (Language & comprehension) and Basic Computer knowledge (120 questions/120 marks of 2 Hrs duration) **Stage II (Main)** General Awareness (Special Emphasis on Delhi), General Intelligence & Reasoning Ability, Arithmetical & Numerical Ability, English Language & comprehension, Hindi or Urdu language and comprehension, Basic Computer knowledge (200 questions/200 marks of 2 Hrs duration)
12	Jr. Secretariat Assistant	2 stage online examination followed by typing test of the shortlisted candidates	**Stage I:** General Awareness, General Intelligence & Reasoning Ability, Arithmetical & Numerical Ability, English (Language & comprehension) (120 questions/120 marks of 2 Hrs duration) **Stage II: Computer Proficiency Test (CPT):**The question paper shall be of 50 minutes' duration of 100 marks consisting of 50 questions of objective type (Multiple Choice Questions) as per detail given below: 1. Part-I: Computer Fundamental Section (10 questions), 2 marks per question 2. Part-II: Keyboard Shortcut key & Internet (10 questions), 2 marks per question 3. Part-III: MS Word (10 questions), 2 marks per question 4. Part-IV: MS Excel (10 questions), 2 marks per question 5. Part-V: MS Power Point (10 questions), 2 marks per question **Stage-II examination will be qualifying in nature. There will not be any penalty for wrong answers (negative marking) in Stage-II (CPT).** **Stage-III: Typing Test** Typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)

13	Mali	Single Stage Online examination followed by Trade Test/Practical Test	The question paper shall be of 02 Hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language followed by trade test/ practical test of the shortlisted candidates which will be qualifying in nature.
14	Sr. Law Officer	Single Stage online examination followed by Interview of the shortlisted candidates	The question paper shall be of 02 hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language followed by Interview of shortlisted candidate
15	Legal Assistant	Single stage on-line examination	The question paper shall be of 02 hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language.

I.**For the post of Stenographer Grade 'D' (Post Code 10)**: If the candidate does not indicate the medium of stenography test in application form, the Authority will consider English as the medium of stenography test for such candidates.

There is no exemption from stenography test/ skill test for any category of candidates. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment. VH candidates will be required to transcribe the matter in 75 minutes for English Shorthand or in 100 minutes for Hindi Shorthand.

Candidates will be shortlisted for the stenography test/ skill test on the basis of their performance in the online examination. The merit list will be prepared on the basis of marks secured by the candidate in the online examination in respect of only those candidates who qualify in the stenography test/ skill test.

II.**For the post of Jr. Secretariat Assistant (Post Code 12):** The candidates who have qualified the Stage-II examination, will only be shortlisted for typing speed test on the basis of marks scored by them in Stage-I examination. However, Final Merit/Select list will be prepared only in respect of those candidates who will qualify the typing speed test in terms of the notification.

Candidate(s) seeking exemption from typing test:The physically handicapped candidates who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to the Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the Type Test. They are required to upload the scanned copy of the Medical Certificate to this effect at the appropriate place00000 provided in the online application form.

The term physically handicapped persons' does not cover those who are visually handicapped who are hearing handicapped but cover only those where physical disability permanently prevents them from typing.

III. **For the post of Mali (Post Code 13):** The candidates will be shortlisted for Trade Test/Practical Test on the basis of marks scored by them in online computer based examination. However, Final Merit/Select list will be prepared only in respect of those candidates who will qualify the trade test in terms of the notification.

IV.The standard and syllabus of the On-Line examination will be of the level of prescribed minimum qualification. The medium of the On-Line examination will be Hindi / English only for all categories of

posts. **The weightage of marks of Computer Based Examination will be 85 % and Interview will be of 15% marks, wherever prescribed.**

11. Penalty for wrong answers:

Candidates should note that in order to discourage the guess work, in all such cases where the question is of 01 marks, there will be penalty of 0.33 (negative marking) for wrong answers / multiple answers marked by a candidate in the objective type question papers having four alternatives. However, where question is of 02 marks, there will be penalty of 0.66 (negative marking).

12. Preparation of Merit:

The minimum qualifying marks will be as under:

UR	SC	ST	OBC
40%	30%	30%	35%

DDA may give further relaxation in minimum qualifying marks to the Persons with Disabilities (PwDs) at its discretion.

The merit list of all the successful candidates for respective posts shall be prepared separately on the basis of marks secured by the candidates in On-Line Computer Based Examination as well as in the interview, wherever prescribed taken together.

However, in case two or more candidates acquire same merit position, then their date of birth shall be deciding factor to determine their merit, i.e. the elder candidate shall be placed higher in the merit-list.

13. General Conditions:

a) If any dispute arises with regard to qualification or eligibility or whether a particular qualification is equivalent to the one mentioned in the notification or not, then in that case DDA may at its discretion, constitute an Expert Committee or sought opinion from Expert to take a view as regard to eligibility of the candidate with reference to the notified qualification. The decision of the DDA in this regard shall be final and binding upon the candidate.

b) The facility of Scribe/ Reader/ Lab Assistant will be allowed to any person with benchmark disability as defined under Section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/ her.

c) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected –BA) and cerebral palsy, the facility of scribe/ reader/ lab assistant shall be given, if so desired by the person.

d) **In case of other category of persons with benchmark disabilities, the provision of scribe/ reader/ lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma.**

e) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/ reader should submit details of the own scribe as per proforma.

f) Persons with visual disability of less than forty percent will not be considered as visually handicapped persons.

g) One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the magnifying glass in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

h)

  i) The compensatory time of 20 minutes per hour of examination will be allowed only to such Persons with Disabilities who opt for the facility of Scribe as mentioned in (b), (c) and (d) above. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

  ii) TA/DA will be paid to only SC/ST candidates on producing the valid proof of traveling along with Identity proof, proof of SC/ST and residence proof for appearing in the On-Line competitive examination.

  iii) The selected candidate shall be asked to furnish a Surety Bond of Rs. 2,00,000/- (Rupees two lakhs only). If he/she leaves the services of the Authority before completion of three-year service (Probation of two years + one-year regular service thereafter), the surety furnished by the candidates shall be forfeited.

  iv) All the terms & conditions prescribed for appointment as a Probationer Trainee shall also be applicable.

Period of Probation: During the probation period of two years, the selected candidates will be given in house training regarding departmental procedures etc. Probation of the candidate will be confirmed after completing/passing the departmental examination, if any, prescribed by DDA. Further for post of Assistant Accounts Officer (post code 05) appointed candidates has to qualify the exam in the subjects requiring knowledge of departmental functioning like FRSR, Civil Accounts Code and Public Works Account within a maximum period of two years failing which they may not be eligible to draw their annual increment and also for promotion to the next post.

14. **Verification of documents**:

Shortlisted candidates who are successful in the examination shall be called to appear before the interview board wherever prescribed along with original documents.

For Non interview posts, verification of documents as well as of identitywill be done before issuing offer/appointment letter, the date of which will be intimated separately.

It shall be mandatory for the candidates to appear before the interview board or for documents and identity verification. The candidates are advised to bring with them the following original documents alongwith one set of the self-attested copies of all the documents specified for the purpose of verification: -

(i)   System generated printout of application with candidate's scanned photograph and signature.

(ii) Fee payment challan in support of depositing the prescribed fee.

(iii) Certificate/ Marks-sheet of Secondary School Exam in which date of birth of the candidate is indicated.

(iv) Degrees & Certificates of all educational and professional/ higher qualification, along with marks-sheets of all years/ semesters.

(v) Certificate of SC/ST /OBC, as the case may be, issued by the concerned Competent Authority as per specimen attached. (if applicable). Non-Creamy Layer Certificate should not be more than one-year-old.

(vi) Employment Certificate, if you are an existing employee of DDA or anywhere in service. Candidates already employed with Govt. Departments/PSU/Autonomous Bodies will have to produce 'No Objection Certificate (NOC)' from the employer at the time of Joining Service, if offered appointment.

(vii) Disability Certificate (Showing the type & percentage of disability) issued by the concerned competent authority as per specimen attached.

(viii) Identity proof such as Voter ID Card, Passport, Driving License etc.

(ix) All other documents, as per details given in the advertisement and/or call letter.

(x) In case a candidate does not appear before the interview board or for verification of documents /identity along with original documents, he/she shall not be eligible for appointment and his/her candidature shall be rejected forthwith. **Neither any request for change in date of interview/ documents verification shall be entertained nor second opportunity shall be provided for interview/ or verification of documents/identity in any case.**

15. HOWTO APPLY:

Candidates must apply online through the official website of DDA i.e. www.dda.org.in. Applications received through any other mode/means will not be accepted and will be summarily rejected. To apply online, visit our website **www.dda.org.in** enter **DDA Home Page>>Jobs>>Direct Recruitment 2020.**

2. Detailed Instructions for filling online application are available on the DDA's website. Candidate should read the instructions carefully before making any entry or selecting options.

3. After submitting the online application, the candidates are required to take print out of the finally submitted online application and retain the same with them.

4. Candidates are not required to submit to DDA either by post or by hand the printouts of their online application form or any other document(s). They will be required to submit printout of online application form along with documents in support of their eligibility etc. at the time of documents verification or interview in case they are shortlisted for documents verification or Interview as applicable.

5. The candidates are advised to submit only single online application form. However, if somehow, he/she submits multiple online application forms, then he/she must ensure that online application form with the higher "Registration Number" is complete in all respects including fee as applicable. The applicants, who submit multiple online application forms, should note that only the online application form with higher "Registration Number" shall be entertained by the DDA and fee paid against one "Registration Number" shall not be adjusted against any other "Registration Number".

6. Application form once submitted cannot be modified, hence utmost care should be taken to furnish the correct details before submitting the online application form.

7. **Candidates are required to keep active their Email-ID and Mobile Number registered in online application form during the currency of this recruitment process. DDA will send Admit Cards, Call Letter for documents verification/ Interview Letters for interview and other communication only at registered email ID/Mobile of candidates. Hence under no circumstances, the candidates should provide email ID of anybody else.**

8. Before applying online, candidate will be required to have a scanned (digital) image of his/her recent photograph and signature for uploading. **The scanned photograph and signature should be in JPG/JPEG format only and maximum digital size of scanned photograph and signature should be 100kb.**

9. Candidate should first scan their photograph and signature, ensuring that both the photograph and signature are as per the prescribed specifications. If the size of the file is less than or more than the prescribed specifications, then adjust the settings of the scanner (or resize the image).

10. Candidates are advised in their own interest to apply online much before the closing date and time of the submission of application form and not to wait till the last date for submission of online application form to avoid the possibility of congestion in server to log on etc.

11. **Before applying online, candidates should**

(i) **Scan their Photograph (4.5cm × 3.5cm) and Signature (with black or blue ink only).**
(ii) **Signature in CAPITAL LETTERS will NOT be accepted.**
(iii) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.**
(iv) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. DDA may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number during the course of recruitment process.**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:
- Photograph must be a recent passport size color picture.
- Maximum size of file should be 100kb.

Signature Image:
- The applicant has to sign on white paper with Black or Blue Ink pen.
- Maximum size of file should be 100kb.

Ensure that the size of the scanned image is not more than above specifications. If the size of the file is more, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

12. STEPS FOR APPLYING:

STEP-I (SIGN UP):

a) Candidates can apply online by visiting the DDA's official website i.e.**www.dda.org.in** enter **DDA Home Page>>Jobs>>Direct Recruitment 2020.**
b) Candidates will get the instructions page and they will have to accept the terms & conditions by clicking 'I Agree' Checkbox given below and pressing the 'Start' button.
c) Applicants are needs to sign up first with their valid E-mail ID and Mobile No. with them while signing up.
d) The One-time Password and login details will be sent at the E-mail ID & Mobile No. provided, so candidates are advised to verify the correctness of the Email ID & Mobile No. before proceeding further.

STEP- II:

a) Candidates can apply online by revisiting the Online Application through the DDA's official website i.e. **www.dda.org.in**enter DDA Home Page>>Jobs>>Direct Recruitment 2020.

b) The candidate should now login and the candidates should now fill up all the desired information in the online form about himself / herself correctly. The candidate can make necessary corrections, (if any) before submission of application however Candidates are not allowed to change the Email–ID, Mobile Number, Candidate Name, Post.

c) On successful submission of on-line application, candidates are advised not to attempt for re-registration for the same post. In case of multiple registrations for the same post, the one with the highest registration number will be considered as the final application. Candidate is required to download the online form generated by the System with unique registration number, which may be retained for future reference.

STEP- III: Submission of Application Fees

On completion of Step-II, after minimum 24 to 36 hours candidate needs Login and Click on **"Make Payment"** link and deposit the requisite examination fee through On-line mode only.

13. METHOD FOR SUBMISSION OF APPLICATION FEES (Non-refundable)

Candidate needs to re-login and click the link/tab "Make Payment" active after 24 to 36 hours of submission of the application. The candidates are required to click on "Make Payment" after 24 to 36 hrs of submission of online application and deposit the requisite examination fee online through Internet Banking /Debit/Credit Card only from State Bank Collect system of State Bank of India (SBI) website. The journal number or the Transaction number given by the Bank is to be retained for future reference.

Guidelines for payment Examination Fee through State Bank Collect System (SBI) (Link will be active minimum after 24 to 36 hrs of submission of online Application (Step-II)

• Click on **"Make Payment"** tab. The candidate will be navigated to State Bank Collect (State Bank India) page.

• Select disclaimer check box and proceed.

• On next screen select Category **'DDA APPLICATION FEES 2020'.**

• The candidate will be navigated to State Bank Collect (State Bank India) page of DDA displaying their logo.

Please enter your DDA application sequence number,

• On the next screen, (following Data will appear automatically from database)
> Application Sequence Number,
> Name of applicant,
> Post Applied
> Category
> Exam. Fees

• Verify the details and click on 'Confirm'.

• Now you will be taken to payment gateway

• Select appropriate 'Mode of Payment' i.e Internet Banking/Credit Card/Debit Card

• Check the charges/commission applicable for selected 'Mode of Payment'

• **Pay 'online' using Internet Banking/Credit Card/Debit Card and print the e-receipt for your record**.

NOTE:

(i) Candidates are not required to submit alongwith their applications any certificate in support of their claims regarding age, educational qualifications and experience. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions as mentioned in the

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notification for appointment to the post applied for. Their admission at all the stages of examination/documents verification/ interview/ computer proficiency test and skill test (as applicable) for which they are admitted by the DDA, will be purely provisional subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the On-Line examination, documents verification, interview, computer proficiency test and skill test (as applicable), it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the DDA. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the DDA as deemed fit.

(ii) A candidate who is or has been declared by the DDA to be guilty of:

a) Obtaining support for his/her candidature by the following means, namely: –
   i. Offering illegal gratification to, or
   ii. Applying pressure on, or
   iii. Blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
b) Impersonating, or
c) Procuring impersonation by any person, or
d) Submitting fabricated documents or documents which have been tampered with, or
e) Making statements which are incorrect or false or suppressing material information, or
f) Resorting to the following means in connection with his/her candidature for the examination, namely
   i. Obtaining copy of question paper through improper means,
   ii. Finding out the particulars of the persons connected with secret work relating to the examination.
   iii. Influencing the examiners, or
g) Using unfair means during the examination, or
h) Writing obscene matter or drawing obscene sketches in the scripts, or
i) Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or
j) Harassing or doing bodily harm to the staff employed by the DDA for the conduct of their examinations, or
k) Being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
l) Violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or
m) Attempting to commit or abetting as the case may be, of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable.
   (i) To be disqualified by the DDA from the examination for which he/she is a candidate and/or
   (ii) By the DDA from any examination or selection held by them;
   (iii) If he/she is already in service under Government to disciplinary action under the appropriate Rules.

16. Correspondence with the DDA:

A HELP DESK will be made operational for facility of the candidates from the date of opening of the link. The candidates are advised to write DDA help desk at email ID **ddaexam.helpdesk2020@gmail.com**, in case any need arises or may call the toll free number **022-61306248.**

The candidates are advised not to call on the phone numbers (Mobile as well as landline number) of any officer of the DDA for any enquiry related to the Direct Recruitment 2020. The DDA will not enter into any correspondence with the candidates about their candidature except in the following cases:

(i) The eligible candidates shall be issued an e-Application Status Certificate two weeks before the commencement of the examination. However, e-Admit Card will be issued only 03 days before the date of commencement of examination. If a candidate does not receive his/her e-Application Status Certificate or any other communication regarding his/her candidature for the examination **by the stipulated date** before the commencement of the examination, he/she should at once contact the DDA. Information in this regard can also be obtained from the Facilitation Counter located in the **DDA's Office, Vikas Sadan, INA, New Delhi-110023.In case no communication is received in the DDA's Office from the candidate regarding non-receipt of his/her e-Application Status Certificate 01 week before the examination or e-Admit Card before 03 days of commencement of examination, he/she himself/ herself will be solely responsible for non-receipt of his/her e-Application Status Certificate/ e- Admit Card. No candidate will ordinarily be allowed to take the examination unless he/she holds e-Admit Card for the examination.** The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the DDA. **The mere fact that e-Admit Card for the Examination has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the DDA or that entries made by the candidate in his/her application for the examination have been accepted by the DDA as true and correct. Candidates may note that the DDA takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified the Examination. Unless candidature is formally confirmed by the** DDA**, it continues to be provisional.** The decision of the DDA as to the eligibility or otherwise of a candidate for admission to the Examination shall be final. Candidates should note that the name in the e-Application Status Certificate/ e-Admit Card in some cases, may be abbreviated due to technical reasons.

(ii) In the event of a candidate downloading more than one e-Admit Card from the DDA 's website, he/she should use only one of these e-Admit Card for appearing in the examination and report about the other(s) to the DDA 's Office.

(iii) If a candidate receives an e-Admit Card in respect of some other candidate, the same should be immediately returned to the DDA with a request to issue the correct e-Admit Card. Candidates may note that they will not be allowed to take the examination on the strength of an e-Admit Card issued in respect of another candidate.

(iv) Candidates must ensure that their e-mail IDs and mobile number given in their online applications are valid and active till completion of whole recruitment process.

Important: All communications to the DDA should invariably contain the following particulars.

1. Name and year of the examination.
2. Registration ID (RID)
3. Roll Number (if received)
4. Name of candidate (in full and in block letters)
5. Complete postal address as given in the application.

N.B. I. Communication not containing the above particulars may not be attended to.

N.B. II. Candidates should also note down their RID number for future reference. They may be required to indicate the same in connection with their candidature for the Examination.

N.B. III. Candidates are advised in their own interest to note down the login ID and Password at convenient and safe place for downloading/retrieval of information related to e Application Status Certificate/ e Admit Card etc. in future.

17. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form for examination that he/she belongs to Unreserved (UR) category but subsequently writes to the DDA to change his/her category to a reserved one, such request shall not be entertained by the DDA. Similar principle will be followed for physically disabled categories also. While the above principle will be followed in general, there may be a few cases where there was a little gap (say 2-3 months) between the issuance of a Government Notification enlisting a particular community in the list of any of the reserved communities and the date of submission of the application by the candidate. In such cases the request of change of community from general to reserved may be considered by the DDA on merit. In case of a candidate unfortunately becoming physically disabled during the course of the examination, the candidate should produce valid documents to enable the DDA to take a decision in the matter on merit.

18. Candidates seeking reservation/ relaxation benefits available for SC/ST/ OBC/PwD/ EWS/ Ex-Servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed in the rules/notice. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the rules/ notice for such benefits, and these certificates should be dated earlier than the due date (closing date) of the application for Examination.

19.   Withdrawal of applications:

No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.

20.   Other Instructions: -

(i)   Delhi Development Authority reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if needed, without issuing any notice.
(ii)   Legal jurisdiction will be Delhi in case of any dispute.

Commissioner (Personnel)
Delhi Development Authority

SYLLABUS

➢ Deputy Director (System) (Post Code 01)

- ➢ Software Life Cycle Models, Software Project Planning, Size Estimation, Cost Estimation, Constructive Cost Models
- ➢ Software Requirement Analysis, Requirement Documentation, Software Requirement Specifications(SRS), Organisation and Characteristics Of Good SRS , Software Risk Management
- ➢ Software Testing and Security Testing,SSL,Website Certifications and Compliances , Antivirus
- ➢ Overview and Practical Approach of Machine Learning, Artificial Intelligence in User Applications, Deep Learning Fundamentals
- ➢ Data Base Systems, Open Source Database and Open Source Front Ends, Open Source CAD and GIS Tools, Postgresql, Mysql, Redhat,Oracle Etc. , D2k, Visual Basic, Dotnet, Java
- ➢ ISO And CMMi For Maturity and Quality, RFP Design and Drafting For ICT/IT Projects, Standard Meity RFP, Evaluations Of PQ, TQ , Financial Bids
- ➢ Operating Systems-Unix, Windows, Android, Ios, Networking and Network Programming
- ➢ Cloud Computing, Virtual Machines, E-Office, File Tracking,COTSand Work Engines
- ➢ Micro Processors, Server Types, Scanners, Printers
- ➢ Online Procurement, Cpp Portal and GEM, Tendering and Contracting

➢ Deputy Director (Planning) (Post Code 02) and Assistant Director (Planning) (Post Code 03)

Part-I

(i) Basic concepts of urban planning and Architecture, Planning Legislation and GIS.

Section 1:Architecture

Elements, construction, architectural styles and examples of different periods of Indian and Western History of Architecture; Oriental, Vernacular and Traditional architecture; Architectural developments since Industrial Revolution; Influence of modern art on architecture; Art nouveau, Eclecticism, International styles, Post Modernism, Deconstruction in architecture; Recent trends in Contemporary Architecture; Works of renowned national and international architects.

Section 2:Environmental Planning and Design

Ecosystem- natural and man-made ecosystems; Ecological principles Concepts of Environmental Impact Analysis; Environmental considerations in planning and design; database for incorporation of environmental concerns in planning analysis, land suitability analysis, thermal comfort, ventilation and air movement; Principles of lighting and illumination; Climate responsive design; Solar architecture; Principles of architectural acoustics; Green Building Concepts and Rating; ECBC; Building Performance Simulation and Evaluation; Environmental pollution- types, cause, controls and abatement strategies.

Section 3:Urban Planning and Housing

Urban Planning and Housing Planning process; Types of plans - Master Plan, City Development Plan, Structure Plan, Zonal Plan, Action Area Plan, Town Planning Scheme, Regional Plan; Salient concepts, theories and principles of urban planning; Sustainable urban development; Emerging concepts of cities - Eco-City, Smart City, Transit Oriented Development (TOD), SEZ, SRZ NIMZ, Corridor planning prevailing at national level i.e. WDFC, EDFC etc. Housing; Concepts, principles and examples of

neighborhood; Housing typologies; Slums; Affordable Housing; Housing for special areas and needs; Residential densities; Standards for housing and community facilities; National Housing Policies, Programs and Schemes.

Section 4: Planning Techniques and Management

Tools and techniques of Surveys – Physical, Topographical, Land use and Socioeconomic Surveys; Methods of non-spatial and spatial data analysis; Graphic presentation of spatial data; Application of G.I.S and Remote Sensing techniques in urban and regional planning; Decision support system and Land Information System.

Urban Economics; Law of demand and supply of land and its use in planning; Social, Economical and environmental cost benefit analysis; Techniques of financial appraisal; Management of Infrastructure Projects; Development guidelines such as URDPFI..

Section 5: Services, Infrastructure and Transportation

Urban infrastructure- Transportation, Water Supply, Sewerage, Drainage, Solid Waste Management, Electricity and Communications,

Process and Principles of Transportation Planning and Traffic Engineering; Road capacity; Traffic survey method; Traffic flow characteristics; Traffic analyses and design considerations; Travel demand forecasting; Land use transportation – urban from inter-relationships; Design of roads, intersections/ grade separates and parking areas, Hierarchy of roads and level of service; Traffic and transport management and control in urban areas; Mass transportation planning; Para-transits and other modes of transportations Pedestrian and slow moving traffic planning; Intelligent Transportation Systems.

Section 6: Planning Legislation and GIS

Planning legislation will include acts and legislation related to development management and maintenance of Delhi and other towns of NCR, municipal corporation and local bodies, Land Acquisition Act, PPP etc. Local self- Governance.

(ii) Planning issues related to Delhi, NCR & initiatives of other metropolitan cities in India will include major problems and policy practices and innovative methodology and best practices.

(iii) Delhi Development Act, (DD Act), 1957 will include all sections and provisions of the act.

(iv) Master plan of Delhi 1962-2021 will include provisions, strategies and master plan proposals as per documents published from time to time.

(v) Unified building byelaws, 2016 will include all sections and chapters of building byelaws as approved and notified by Government of India from time to time.

Part-II To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

   a) Test of Reasoning
   b) Test of Quantitative Aptitude
   c) Test of General Awareness and
   d) Test of English Language

➢ Assistant Director (System) (Post Code 04)

Part-I
   ➢ Computer Architecture, Computer Organization. Data Communication And Net-Working, Artificial Intelligence, Micro-Processors, Number Systems & Digital Logics, Peripherals And Storage Devices.

- Operating Systems: Windows, Unix And Linux
- Programming: - Programming In Asp.Net, Java And Android/ Mobile Aps Programming, Programming In D2k, Programming In Visual Basic, PL/SQL, HTML.
- Cyber Security and compliances.
- Data Base Management (DBMS):- Oracle 8i And Above, SQL server 2003 and above, Open Sources DBMS Sybase Ingress etc.
- Internet and Web Technologies

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

    a) Test of Reasoning
    b) Test of Quantitative Aptitude
    c) Test of General Awareness and
    d) Test of English Language

➢ Assistant Accounts Officer (Post Code 05)

Part-I: Based on advance knowledge of Academic field on following topics:

a) Financial analysis of Balance Sheet and Income Statement
b) Capital Budgeting decisions (Risk and Return analysis, Sensitivity analysis, Capital rationing, adjusted net Present value, Replacement decision, Impact of inflation on capital budgeting decision etc.)
c) Rebate, Relief and refunds under provisions of Income Tax.

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

    a) Test of Reasoning
    b) Test of Quantitative Aptitude
    c) Test of General Awareness and
    d) Test of English Language

➢ Planning Assistant (Post Code 06)

Part-I

i. Basic concepts of urban planning and Architecture, Planning Legislation and GIS.

Section 1: Architecture

Elements, construction, architectural styles and examples of different periods of Indian and Western History of Architecture; Oriental, Vernacular and Traditional architecture; Architectural developments since Industrial Revolution; Influence of modern art on architecture; Art nouveau, Eclecticism, International styles, Post Modernism, Deconstruction in architecture; Recent trends in Contemporary Architecture; Works of renowned national and international architects.

Section 2: Environmental Planning and Design

Ecosystem- natural and man-made ecosystems; Ecological principles Concepts of Environmental Impact Analysis; Environmental considerations in planning and design; database for incorporation of environmental concerns in planning analysis, land suitability analysis, vulnerability analysis; Climate responsive design; Solar architecture; methods of addressing environmental quality; Green Building

Concepts and Rating; ECBC; Building Performance Simulation and Evaluation; Environmental pollution- types, cause, controls and abatement strategies.

Section 3: Services, Infrastructure and Transportation

Urban infrastructure- Transportation, Water Supply, Sewerage, Drainage, Solid Waste Management, Electricity and Communications, Process and Principles of Transportation Planning and Traffic Engineering; Road capacity; Traffic survey method; Traffic flow characteristics; Traffic analyses and design considerations; Travel demand forecasting; Land use transportation – urban from inter-relationships; Design of roads, intersections/ grade separates and parking areas, Hierarchy of roads and level of service; Traffic and transport management and control in urban areas; Mass transportation planning; Para-transits and other modes of transportations Pedestrian and slow moving traffic planning; Intelligent Transportation Systems.

Section 4: Planning Legislation and GIS

Planning legislation will include acts and legislation related to development management and maintenance of Delhi and other towns of NCR, municipal corporation and local bodies, Land Acquisition Act, PPP etc. Local self- Governance.

ii.   **Delhi Development Act, (DD Act), 1957 will include all sections and provisions of the Act.**

iii.   **Master plan of Delhi 1962-2021 will include provisions, strategies and Master Plan proposals as per documents published from time to time.**

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

a) Test of Reasoning
b) Test of Quantitative Aptitude
c) Test of General Awareness and
d) Test of English Language

➢ Sectional Officer (Horticulture) (Post Code 07)

Part-I

Candidates must have knowledge of – Horticulture, Styles of Gardening, Lawn Development, Roadside\plantation of trees/shrubs. Flowering shrubs, Hedges, Bonsai and its maintenance, Annual flowers, Topiary, Indoor and outdoor potted plants, Propagation of roses , Chrysanthemum, Dahlia, Bougainvillea, Hanging Basket, Cultivation of Cut flowers i.e. Roses, Gladiolus, Orchids, Tuberose, Lilium and Anthurium , Ground Covers, Medicinal Plants, Scented Shrubs/Trees, Propagation, Plant Protection, Nursery management, Routine Garden operations, Features of the garden, Flower shows and Garden Competitions, Floral ornaments and Flower Arrangements.

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

a) Test of Reasoning
b) Test of Quantitative Aptitude
c) Test of General Awareness and
d) Test of English Language

➢ Architectural Assistant (Post Code 08)

Part-I

1. **BUILDING CONSTRUCTION AND MATERIALS**

- Basis components of "building".
- Role of Construction in Architecture.
- Bricks as a building material.
- Brick Masonry tools.
- Brick walling and joints.
- Brick jallies.
- Brick Arches.
- Stones as a building material
- Stone masonry Tools.

2. **STRUCTURAL DESIGN**
- Forces in structures.
- Moments in structures.
- Loads in structures.
- IS:875
- Types of supports.
- Shear Force, Bending Moment.
- Center of Gravity, Moment of interia.
- Forces in a simple wooden truss.
- Design of members of wooden truss.

3. **ARCHITECTURAL GRAPHICS**
- Acquaintance with the computer.
- Introduction to drafting equipment/computer.
- Drafting of lines, Orthographic projections, Representing simple solids, Lettering,
- Architectural Graphic Symbols, Drawing Scales, measured drawing of a simple object/
- Drawing, editing, modifying commands in 2-d using AutoCAS, Setting in plotting.
- Drawings on standard formats.

4. **HISTORY OF ARCHITECTURE**

   Indian Subcontinent

- Indus valley civilization.
- Aryan/Vedic civilization.
- Buddisht and Jain civilization.
- Indio Aryan Temple Architecture.
- Early and late Chalukyan architecture.
- Dravidian Temple Architecture.

   WESTERN WORLD

- Ancient civilization- Mesopotamian, Sumerian, Babylonian, Persian, Assyrian, Egyptian civilization.
- Classical Greek Architecture.
- Roman Architecture.
- Early Christian Architecture.
- Romanesque Architecture.
- Early Gothic Architecture.

5. **ARCHITECTURAL DESIGN THEORY**
- Meaning of design.
- Appreciation of beautiful objects.
- Design in everyday life.
- Logic in design.
- Elements of design- line, form, color texture.
- Principles of design – unity, variety, hierarchy.

- Scale and proportions.
- Balance, emphasis.
- Focus, fashion, decoration.
- Basic design and architectural design – Elemental Differentiation.
- Perception and experience.
- Tangible and intangible in architecture.
- Function, structure and form.
- Space, space usage and interrelationship of spaces.
- Circulation within Spatial Units.
- Horizontal Circulation.
- Vertical Circulation.
- Circulation and Spaces, between buildings.
- Relationship of plan, section and elevation.
- Architectural scale.
- Programming in Architectural design.

6. **ARCHITECTURAL DESIGN**
   - Exercises in composing 3 dimensional objects and their representation in 2-D.
   - Exercise in design of simple mono cellular buildings like guard house, flower kiosk, milk parlor etc.

7. **STRUCTURAL DESIGN**
   - Timber as a structure material.
   - Design of simple timber beams.
   - Design of simple timber short and long columns.
   - Design of simple trusses and their members.
   - Brick as a structural material.
   - Design of load bearing brick walls.
   - Design of brick wall footings.

8. **BUILDING SERVICES-II (SEWERAGE AND WATER SUPPLY)**
   - Sources of surface and ground water, treatment of water, transportation and distribution at town level.
   - Water supply system: fittings, direct and indirect supply, layout and sizes of pipes, hot water supply, storage.
   - Sewerage system: systems, fitting and fixtures, sizes and layout, sewage collection, sewage treatment and disposal at town level.
   - Solid water management.
   - Rain water drainage.

9. **SURVEYING**
   - Definition and concepts: Instruments used; acquaintance with electronic surveying instruments.
   - Principles of surveying, Unit of Measurements.
   - Chain surveying.
   - Compass Surveying.
   - Leveling.
   - Contouring: Topographic maps.
   - Plain tabling.
   - Marking foundations.
   - Measuring building under construction.

10. **ENVIRONMENTAL STUDIES**

- The multidisciplinary nature of environmental studies, Definition, scope and importance.
- Natural Recourses.
- Renewable and non-renewable resources.

- Natural resources and associated problems.
- Ecosystems.
- Biodiversity and its conservation.
- Environmental pollution.
- Social issues and the Environment.
- Human population and the Environment.

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

    a) Test of Reasoning
    b) Test of Quantitative Aptitude
    c) Test of General Awareness and
    d) Test of English Language

➢ Surveyor (Post Code 09)
Part-I

- Occupational safety & health, PPE, etc. Basic drawing (consisting of lettering, numbering, geometrical figure, symbols & representations). Drawing of different scales, projections, perform site survey and prepare a site plan using chain/tape, prismatic compass, perform AutoCAD drawing. Observation of all safety aspects is mandatory. Safety components like OSH&E, PPE, Fire extinguisher, First Aid, etc. Knowledge of creating drawing using toolbars, commands, and menus. Plotting drawing from CAD.
- Basic knowledge of Different site survey using Plane table (radiation, intersection, traversing, determination of height), Theodolite (measurement of angle, traversing, computation of area), tachometer (determination of horizontal and vertical distance, constants, etc.) Advance knowledge of site survey using levelling instrument (different levelling - differential, reciprocal etc.) field book entry, plotting, mapping, calculation of area, preparing traverse drawing, simple building drawing using CAD.
- Topographical map using Level instruments with contours (Interpolation of contour, preparation of section, computation of volume, setting of simple, compound, reverse, transition and vertical curve), performing survey using Total Station and preparation of map (measurement of angle, co-ordinates and heights, downloading survey data and plotting), making of site plan by Cadastral survey (preparation of site plan, calculation of plot area, etc.), performing road project survey (location survey and preparation of route map, profile/longitudinal/cross sectional levelling and plotting) and survey drawing using CAD.
- Drawing of cartographic projection, setting and application of GIS & GPS techniques in various fields, collection and processing of data, performing hydrographic survey (determining hydrographic depth, measuring velocity of flow, determining cross sectional area of river, calculating the discharge of a river, etc.). Basic knowledge about performing transmission line site survey (making of alignment, conducting detailed survey, final location survey and making of tower foundation pit point), performing railway line site survey, drawing of building by CAD and preparation of estimation etc.
- Demonstrate knowledge of concept and principles of basic arithmetic, algebraic, trigonometric, statistics, co-ordinate system and apply knowledge of specific area to perform practical operations.

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

    a) Test of Reasoning

b) Test of Quantitative Aptitude
c) Test of General Awareness and
d) Test of English Language

➢ Stenographer Grade 'D' (Post Code 10)

General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

English Language & Comprehension: In addition to the testing of candidates' understanding of the English, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

Skill test in Stenography: Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the Commission will only be called for the Skill Test. It may also prescribe qualifying marks in each part of the Written Examination. THE SKILL TEST WILL BE OF QUALIFYING NATURE and the Commission will fix the qualifying standards in the skill test for different categories of candidates.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the 80 w.p.m. The matter will have to be transcribed on computer only. The evaluation of transcription will be done electronically only. The transcription time is as follows: -

For Stenographer Grade 'D': 50 minutes (English) 65 minutes (Hindi)

➢ Patwari (Post Code 11)
Stage I (Preliminary)

i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be

expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions etc.

(ii) **General Intelligence & Reasoning Ability** : The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Arithmetical & Numerical Ability** : The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Menstruation, Time & Work, Time & Distance, Tables & Graphs etc. of 10th level.

(iv) & (v) **Hindi Language & Comprehension and English Language & Comprehension**: In addition to the testing of candidate's understanding and comprehension of the English and Hindi Languages, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered. Reasoning Ability

vi) The questions on basic computer knowledge in both the stages will be from Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks.

Stage II

i) **General Awareness** - General awareness with special emphasis on the History, Culture, Demography, Geography & Economy of Delhi, Administrative set up and Governance in NCT of Delhi

ii) **General Intelligence & Reasoning Ability** : The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Arithmetical & Numerical Ability** : The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Menstruation, Time & Work, Time & Distance, Tables & Graphs etc. of 10th level.

(iv) & (v) **Hindi Language & Comprehension and English Language & Comprehension**: In addition to the testing of candidate's understanding and comprehension of the English and Hindi Languages, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered. Reasoning Ability

v) The questions on basic computer knowledge in both the stages will be from Characteristics of Computers, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks.

➢ Junior Secretariat Assistant (Post Code 12):

Stage -I

(A) **General Intelligence & Reasoning**: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, Visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non- verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern–folding & un-folding, Figural Pattern– folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

(B) **General Awareness**: Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

(C)**Quantitative Aptitude**: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals , fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Heights and Distances, Histogram, Bar diagram & Pie chart

(D)**English Language & Comprehension**: Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

Stage-II
Computer Proficiency Test (CPT): The question paper shall be of 50 minutes' duration of 100 marks consisting of 50 questions of objective type (Multiple Choice Questions) as per detail given below:

1. Part-I: Computer Fundamental Section (10 questions), 2 marks per question
2. Part-II: Keyboard Shortcut key & Internet (10 questions), 2 marks per question
3. Part-III: MS Word (10 questions), 2 marks per question
4. Part-IV: MS Excel (10 questions), 2 marks per question
5. Part-V: MS Power Point (10 questions), 2 marks per question

➢ Mali (Post Code 13):

General Aptitude in Agriculture/ Horticulture (Matriculation Level)

- Kinds of Soil & Soil conservation
- Intercultural Practices of garden
- Water Harvesting
- Climate Change
- Classification of plants
- Minerals and nutrition of the plants
- Diseases: Bacteria/ Fungi/ Virus
- Tree, shrubs Herbs and their parks & function
- Weed control
- Instant and paste control
- Manure, fertilizer, vermi-compost & its applications
- Basic knowledge of vertical garden, floating garden
- Preparation of plants in nursery/ Seed bed
- How to reduce pollution from planting

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

  a) Test of Reasoning
  b) Test of Quantitative Aptitude
  c) Test of General Awareness and
  d) Test of English Language

Trade Test/ Practical Test (Qualifying in nature)

- Operation, maintenance of tools & plants, weeding, hedges, pruning, planting, preparation of beds, identification of plants and preparation of compost/ vertical compost.

➢ Senior Law Officer (Post Code 14)
Part-I
- Constitution of India,
- The Delhi Development Act, 1957 with the Rules and Regulations framed under the Act
- Transfer of Property Act, 1882
- Code of Civil Procedure, 1908 as amended up to date.
- Administrative Tribunal Act, 1985
- Arbitration and Conciliation Act, 1996
- Consumer Protection Act, 1986
- Contract, 1872
- Evidence Act, 1872
- Hindu Succession Act, 1956
- Indian Succession Act
- Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013
- Right to Information Act, 2005
- Registration Act, 1908

- Public Premises (Eviction of Unauthorized Occupants) Act, 1971
- Delhi Co-operative Societies Act, 2003 with Rules
- Delhi Apartment Ownership Act, 1986
- Industrial Dispute Act, 1947
- Limitation Act, 1963
- Competition Act, 2002
- Criminal Procedure Code 1973 as amended up to date
- The Real Estate (Regulation and Development) Act, 2016

Part-II To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

  a) Test of Reasoning
  b) Test of Quantitative Aptitude
  c) Test of General Awareness and
  d) Test of English Language

➤ Legal Assistant (Post Code 15)

Constitution of India,
The Delhi Development Act, 1957 with the Rules and Regulations framed under the Act
Transfer of Property Act, 1882
Code of Civil Procedure, 1908 as amended up to date.
Contract, 1872
Evidence Act, 1872
Hindu Succession Act, 1956
Indian Succession Act
Criminal Procedure Code 1973 as amended up to date

To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

  a) Test of Reasoning

  b) Test of Quantitative Aptitude

  c) Test of General Awareness and

  d) Test of English Language

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