## DELHI DEVELOPMENT AUTHORITY
## RECRUITMENT CELL
## VIKAS SADAN, INA, NEW DELHI - 110023
(https://www.dda.gov.in)

**Advertisement No. 02/2023/Rectt. Cell/Pers./DDA**
### IMPORTANT DATES

| | |
|---|---|
| Opening date & time for online registration of application | 03/06/2023 (10:00am) |
| Last date & time for payment of application fee and closing of online registration of application. | 02/07/2023 (06:00pm) |
| Tentative schedule of online examination (Stage – I) | 01.08.2023 – 30.09.2023 |
| Tentative schedule of online examination (Stage – II) (wherever applicable) | To be notified later on DDA's website. |

**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 only on DDA's official website i.e. www.dda.gov.in . Candidates are advised to remain in touch with the website for information regarding this recruitment process and changes in the schedule, if any.

**1.** Applications are invited **On-Line** at DDA's website **www.dda.gov.in** on the link "**Jobs**" → "**Select Job Category**" → " **Direct Recruitment 2023**" from eligible candidates as per criteria laid down below for filling up the various posts. The details of the posts, reservation under various categories, Pay Matrix Level and eligibility conditions are as follows:

| Post Code | Name of the post | Group | Pay Matrix as per 7th CPC | Age as on closing date for receipt of online applications | Qualification | Total vacancies | UR | EWS | SC | ST | OBC | Reserved for ESM/PwBD included within the total vacancies | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | ESM | VH | HH | OH | OTHERS |
| 01 | Assistant Accounts Officer | B | Level 8 Pay Band: 9300 – 34800/- Grade Pay : 4800/- | Not exceeding 30 years | Chartered Accountant (CA) / Company Secretary (CS) / ICWA /Master in Financial Control / MBA (Finance), or equivalent from a recognized University/Institution **M.Com will not be considered as equivalent qualification.** | 51 | 23 | 05 | 07 | 03 | 13 | - | 1 | - | - | 1 |
| 02 | Assistant Section Officer (ASO) | B | Level 7 Pay Band: 9300 – 34800/- | Not exceeding 30 years (Relaxable for Government servants in accordance with the instructions or orders issued by the | (i) Bachelor's Degree or equivalent from any recognized University. (ii) Computer Proficiency. | 125 | 52 | 12 | 19 | 09 | 33 | - | 2 | 1 | 1 | 1 |

| Post Code | Name of the post | Group | Pay Matrix as per 7th CPC | Age as on closing date for receipt of online applications | Qualification | Total vacancies | UR | EWS | SC | ST | OBC | Reserved for ESM/PwBD included within the total vacancies | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | ESM | VH | HH | OH | OTHERS |
| | | | Grade Pay: 4600/- | Central Government) **Note:** DDA employee possessing required qualifications as prescribed for direct recruits shall be eligible and the age limit shall not be applicable to them. | | | | | | | | | | | | |
| 03 | Architectural Assistant | B | Level 7 Pay Band: 9300-34800/- Grade Pay: 4600/- | 30 Years | Degree in Architecture from a recognized University/Institution or equivalent. | 09 | 04 | 01 | - | 01 | 03 | - | - | 01 * | - | - |
| 04 | Legal Assistant | B | Level 7 Pay Band: 9300-34800/- Grade Pay: 4600/- | Not exceeding 30 years (Relaxable for Government employees and employees of DDA in accordance with the instructions or orders issued by the Central Government) | (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. | 15 | 09 | 01 | 02 | 01 | 02 | - | - | - | - | - |
| 05 | Naib Tehsildar | B | Level 6 Pay Band: 9300 – 34800/- Grade Pay: 4200/- | Between 21 to 30 years (Relaxable for Government employees and employees of DDA in accordance with the instructions or orders issued by | **Essential:** i) Degree from a recognized University or equivalent with 50% marks or above. **Desirable:** 1. Knowledge of application of various acts, regulation and procedures concerning Land and Estate matters; | 04 | 01 | 01 | 01 | - | 01 | - | - | - | 01 | - |

| Post Code | Name of the post | Group | Pay Matrix as per 7th CPC | Age as on closing date for receipt of online applications | Qualification | Total vacancies | UR | EWS | SC | ST | OBC | ESM | VH | HH | OH | OTHERS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | the Central Government) | 2. Possession of Degree in Law would be an added advantage. **Note:** Training shall be imparted to the new incumbents by the department and probation shall be lifted only on successful completion of the training. | | | | | | | | | | | |
| 06 | Junior Engineer (Civil) | B | Level 6 Pay Band: 9300 – 34800/- Grade Pay: 4200/- | Between 18 to 27 years (Relaxable for Government servants and Delhi Development Authority upto the age of forty years in the case of general candidates and upto forty-five years in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time). | Diploma in Civil Engineering from a recognized Institution or equivalent. | 236 | 98 | 23 | 35 | 18 | 62 | - | - | 05 | 04 | - |
| 07 | Surveyor | C | Level 5 Pay Band: 5200-20200/- Grade pay: 2800/- | Between 18 to 25 Years (Relaxable to Govt. Servant and Employees of DDA in accordance with the instructions or orders issued by the Central Govt.) | (i) Diploma OR two years' National Trade Certificate **in** Surveying from recognized Institute **or** equivalent **and** (ii) Two years' experience in Survey work. | 13 | 07 | - | - | 02* | 04* | - | - | 1 | - | - |
| 08 | Patwari | C | Level 3 Pay Band: 5200-20,200/- Grade Pay: 2000/- | Between 21-27 years (Relaxable for Govt. Employees and Employees of DDA in accordance with the instructions or orders issued by the Central Govt.) | **Essential:** Graduate from any recognized University or equivalent thereof. **Desirable:** i) Proficiency in computer. ii) Working knowledge of Urdu/Hindi Note: - Training shall be imparted to the new incumbents by the department and probation | 40 | 17 | 04 | 06 | 03 | 10 | 04 | 02 | - | 01 | 01 |

| Post Code | Name of the post | Group | Pay Matrix as per 7th CPC | Age as on closing date for receipt of online applications | Qualification | Total vacancies | UR | EWS | SC | ST | OBC | Reserved for ESM/PwBD included within the total vacancies | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | ESM | VH | HH | OH | OTHERS |
| | | | | | shall be lifted only on successful completion of the training. | | | | | | | | | | | |
| 09 | Junior Secretariat Assistant | C | Level 2 Pay Band: 5200-20200/- Grade Pay: 1900/- | Between 18-27 years (Relaxable for Govt. Employees and Employees of DDA upto 40 years in accordance with the instructions or orders 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 **or** 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.) | 194 | 114 | 28 | 30 | 06 | 16 | 19 | 2 | 2 | 2 | 3 |

**\* Backlog Vacancy**

Note: - In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by DDA.

**NOTE:**

A. 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.

B. 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/examination centre 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.

## 2. Vacancy and Reservation

**2.1** The details of vacancy and reservation against each post has been prescribed in para 1 above. Eligibility for Availing Reservation is as under:

**2.1.1** A candidate will be eligible to get the benefit of community reservation only in case where the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government.

**2.1.2** The OBC candidates applying against this notification must produce **OBC (Non-Creamy Layer)** certificate based on the income for the **Financial Year (FY) 2022-2023, 2021-2022 and 2020-2021. Date of issue of OBC (Non-Creamy) certificate must be issued between 01.04.2023 to 02.07.2023 (inclusive of both dates) in specified format only.**

**2.1.3** A candidate will be eligible to get the benefit of the **Economically Weaker Section** reservation only in case the candidate meets the criteria issued by the Central Government and is in possession of requisite Income & Asset Certificate based on income for Financial Year (FY) 2022-2023 and the certificate shall be valid for 2023-2024. **Date of issue of EWS certificate must be issued between 01.04.2023 to 02.07.2023 (inclusive of both dates) in specified format only.**

**2.2 Important instruction for** Candidates seeking reservation/ relaxation benefits available for SC/ST/ OBC/PwBD/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 by the closing date for receipt of online applications i.e. **02.07.2023** failing which **his/her candidature shall be rejected out rightly** even though he/she qualifies the competitive examination conducted for recruitment.

**2.3** Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications i.e. **02.07.2023**. A person seeking appointment on the basis of reservation to OBCs must ensure that he / she possesses the caste/community certificate and does not fall in creamy layer on the above-mentioned crucial date.

**2.4** 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(s) 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 gap of not more than 03 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 Unreserved 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 process, the candidate should produce valid documents of acquiring a disability to the extent of 40% or more as defined under the RPwD Act 2016 to enable the DDA to take a decision in the matter on merit.

**2.5** Candidates may also note that, in respect of the above, their candidature will remain **provisional** till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the DDA in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ ESM status or avail any other benefit

**2.6** Out of the posts mentioned in the para 1 above, the following posts have been identified suitable for the categories of Persons with Benchmark Disabilities (PwBD) as mentioned against each:

| Post Code | Name of the post | Physical Requirement | Suitable for identified disabilities |
|---|---|---|---|
| 01 | Assistant Accounts Officer | S, ST, W, BN, SE, C, MF, H, RW | a) Locomotor disability (OA, OL, OAL, BL, BA) including leprosy cured, dwarfism, acid attack victims, <br> b) Blindness and low vision, <br> c) Deaf and hard of hearing <br> d) Multiple disabilities from amongst persons under clauses (a) to (c) above. |
| 02 | Assistant Section Officer | S, ST, W, RW, SE, H, C | a) Locomotor disability (OA, OL, OAL, BL, BA) including leprosy cured, dwarfism, acid attack victims, <br> b) Blindness and low vision, <br> c) Deaf and hard of hearing <br> d) Multiple disabilities from amongst persons under clauses (a) to (c) above. |
| 03 | Architectural Assistant | 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, <br> b) Hard of hearing <br> c) Multiple disabilities from amongst  (a)and  (b) above |

| | | | |
|---|---|---|---|
| 04 | Legal Assistant | S, ST, W, SE, C, MF, H, RW, DM, R | a) Locomotor disability (OL, OAL, BL) including leprosy cured, dwarfism, acid attack victims and muscular dystrophy<br>b) Blind and Low Vision<br>c) Multiple disabilities from amongst persons under clauses (a) and (b) above |
| 05 | Naib Tehsildar | S, ST, W, BN, SE, C, H, RW, R, L | a) Locomotor disability (OA)<br>b) Low vision<br>c) Multiple disabilities from amongst persons under clauses (a) to (b) above, except deaf-blindness. |
| 06 | Junior Engineer (Civil) | S, ST, H, RW, OA & OL | a) Locomotor disability (OA, OL) including leprosy cured, cerebral palsy, dwarfism, acid attack victims.<br>b) Deaf and hard of hearing<br>c) Multiple Disabilities from amongst (a) to (b) above. |
| 07 | Surveyor | S, ST, W, L, MF, SE, RW, C | a) Deaf and hard of hearing<br>b) Locomotor disability (OA, OL) including leprosy cured, dwarfism, acid attack victims.<br>c) Specific learning disability and mental illness.<br>d) Multiple Disabilities from amongst (a) to (c) above. |
| 08 | Patwari | S, ST, W, BN, SE, C, H, RW, R, L | a) Locomotor disability (OA)<br>b) Low vision<br>c) Multiple disabilities from amongst persons under clauses (a) to (b) above, except deaf-blindness. |
| 09 | Junior Secretariat Assistant | 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<br>b) Blindness and Low vision,<br>c) Deaf and hard of hearing<br>d) Autism intellectual disability, specific learning disability and mental illness<br>e) Multiple disabilities from amongst clauses (a) to (d) above except deaf-blindness |

**2.7** No reservation will be given to PwBD candidates except for the Post Code 01 [Assistant Accounts Officer], Post Code 02 [Assistant Section Officer], Post Code 03 [Architectural Assistant], Post Code 05 [Naib Tehsildar], Post Code 06 [Junior Engineer (Civil)], Post Code 07 [Surveyor], Post Code 08 [Patwari] and Post Code 09 [Junior Secretariat Assistant] for sub-category of disability for which the post is earmarked.

However, PwBD candidates can apply for the respective posts even if the post is not reserved for them but has been identified as suitable 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.

**2.8** In order to claim reservation against any specific sub category of PwBD, the applicant is required to specify/select the particular category as quota for each sub-category i.e. **VH, HH, OH and OTHERS** separately at the time of filling of application form and no interchange of sub-category will be permitted at a later date.

**2.9** For the posts reserved for **Persons with Benchmark Disabilities (PwBD)**, disabilities are defined as under: -

| Sl. No. | Type of Disability | Category of disability to be selected in Registration/ Application Form |
|---|---|---|
| (a) | Blindness and Low vision | VH |
| (b) | Deaf and hard of hearing | HH |
| (c) | Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, muscular Dystrophy and SD/SI without neurological/ limb dysfunction. | OH |
| (d) | Autism, Intellectual Disability, Specific Learning Disability and Mental Illness | OTHERS |
| (e) | Multiple disabilities from amongst persons under clause (a) to (d) | |

| | | OTHERS |
|---|---|---|
| above including deaf-blindness in the posts identified for each disability. | | |

**Note - The minimum disability should not be less than 40%.**

2.10 The eligibility for availing reservation against the vacancies reserved for the Persons with Benchmark Disabilities shall be the same as prescribed in "The Rights of Persons with Disabilities Act, 2016." The candidates of Multiple Disabilities will be eligible for reservation under category (e)-Multiple Disabilities only of Section 34(1) of RPwD Act, 2016 and shall not be eligible for reservation under any other categories of disabilities i.e. (a) to (d) of Section 34(1) of RPwD Act, 2016 on account of having 40% and above in any of these sub-categories of PwBD. Provided further that the physically disabled candidates shall also be required to meet special eligibility criteria in terms of physical requirements and functional classification (abilities/disabilities) consistent with requirements of the identified post as may be prescribed by DDA.

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.

b) **Code of Functional Classification**

| | | | | | |
|---|---|---|---|---|---|
| 1. OH | - | Orthopedically Handicapped | 2. VH | - | Visually Handicapped |
| 3. HH | - | Hearing Handicapped | 4. OA | - | One Arm |
| 5. OL | - | One Leg | 6. BA | - | Both Arms |
| 7. BH | - | Both Hands | 8. MW | - | Muscular Weakness |
| 9. MF | - | Manipulation by fingers | 10. OAOL | - | One Arm One Leg |
| 11. BLA | - | Both Legs and Arms | 12. BLOA | - | Both Legs One Arm |
| 13. LV | - | Low Vision | 14. B | - | Blind |
| 15. PD | - | Partially Deaf | 16. FD | - | Fully Deaf |
| 17. OAL | - | One Arm One Leg | 18. BL | - | Both Leg |

**Note:** The above list is subject to revision.

**2.11 Provision of Compensatory Time and assistance of scribe:**

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

2.11.2 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. If the post(s) are not identified suitable for persons with BA disabilities, therefore facility of scribe will not be admissible to such candidates.

2.11.3 **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/her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma. [2, 3]**

2.11.4 The facility of scribes/ passage reader will be provided to the PwBD candidates only if he has opted for the same in the online application form.

**2.11.5** The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the DDA. Appropriate choice in this regard will have to be given by the candidate in the online application form.

**2.11.6** 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 and that scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled. The persons with benchmark disabilities opting for own scribe/ reader should submit details of the own scribe as per proforma. In addition, the scribe has to produce one of the following valid ID proof in original along with photocopy of the ID proof of the scribe signed by the candidate as well as the scribe along with proforma at the time of examination:

i. Aadhaar Card/ Printout of E-Aadhaar, ii.Voter's ID Card,

iii. Driving License, iv. PAN Card,

v. Passport, vi. Employer ID Card (Govt./ PSU),

vii. Ex-Serviceman Discharge Book ix. Any other photo bearing ID
   issued by Ministry of Defence, Card issued by the Central/ State Government.

**If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.**

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

**2.11.8** 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.

**2.11.9** A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 2.11.1, 2.11.2 and 2.11.3 above.

**2.11.10** The candidates referred at Para 2.11.1, 2.11.2 and 2.11.3 above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

**2.11.11** 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.

**2.11.12** No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

**2.11.13** The PwBD candidates who have availed the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

### 3. Eligibility Conditions:

### 3.1 Nationality / Citizenship

**3.1.1** The candidate must have attained the age of majority on the last date of submission of application.

**3.1.2 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.

**3.1.3** 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.

**3.1.4** 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.

## 3.2 Age Limit [As on closing date for receipt of online application]

**3.2.1** The details of age limit against each post has been prescribed in para 01.

**3.2.2** The upper age limit as prescribed in para 1 above will be Relaxable as under:

| Sl. No. | Category | Age relaxation permissible beyond upper age limit |
|---|---|---|
| 1 | Schedule Caste and Scheduled Tribes | 05 Years |
| 2 | Other Backward Class | 03 Years |
| 3 | Persons with Benchmark Disabilities (PwBD) (Unreserved) | 10 Years |
| 4 | Persons with Benchmark Disabilities (PwBD) (SC/ST) | 15 Years |
| 5 | Persons with Benchmark Disabilities (PwBD) (OBC) | 13 Years |
| 6 | Departmental candidate with at least three years continuous service in Central Govt./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 Scheduled Castes /Scheduled Tribes) for Group 'C' post to which direct recruitment is being made are in the same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts |
| 7 | For Group "A & B (Gazetted)" Posts - Ex-Servicemen | Up to a maximum of 05 years in the case of Ex-servicemen including Commissioned Officers & ECOs/ SSCOs who have rendered at least 05 years' service as on closing date of application and have been released: (i) On completion of assignment (including those whose assignment is due to be completed within one year from the closing date of application otherwise than by way of dismissal or discharge on account or misconduct or inefficiency; or (ii) On account of physical disability attributable to Military service; or (iii) On invalidment. |
| 8 | For Group "B (Non –Gazetted) & C" Posts - Ex Servicemen | 03 Years after deduction of the military service rendered from the actual age as on the closing date for receipt of application. |
| 9 | Widows, divorced women and | Upto the age of 35 years (upto 40 years for members of Scheduled Caste / |

| | |
|---|---|
| women judicially separated from their husbands and who are not re-married (for Group 'C' Posts) | Scheduled Tribes) |

**3.2.3** 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 extract must be certified by the proper authority of the University or in the Higher Secondary certificate or an equivalent examination certificate.

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

**3.2.5** The expression Matriculation/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above and issued prior to the closing date of application.

**3.2.6** **Candidates should note that no subsequent request for change of date of birth will be considered or granted.**

**3.3** **Educational Qualification and Experience (wherever applicable)**
*[As on closing date of receipt of online application]*

**3.3.1** The details of educational qualification against each post has been prescribed in para 01.

**3.3.2** 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. **It is reiterated that the result of requisite educational qualification must have been declared by the Board/ University on or before the closing/last date i.e. 02.07.2023 of submission of application. Mere processing of the result by the Board/ University by the crucial cut-off date does not fulfill the essential qualification requirement.**

**3.3.3** The post where experience is required, such experience must be acquired by the candidates after possessing the educational qualification as specified for the concerned post. Further, internship, training, research experience, etc. gained in the course of acquiring an educational qualification will not be counted as experience.

**3.4** **Candidates to ensure their eligibility for the post applied for**: The candidates applying for the above posts should ensure that they fulfill all the eligibility criteria for the post applied for on or before the crucial date i.e. closing date for receipt of online applications **02.07.2023** (06:00 PM)).

**3.5** In case, candidate does not fulfill the requisite prescribed qualification or experience or reservation required on or before the **crucial date i.e.** closing date for receipt of online applications **02.07.2023** (06:00 PM))**., his/her candidature shall be rejected out rightly** even though he/she qualifies the competitive examination conducted for recruitment.

**3.6** The admission to all the stages of the examination/ documents verification/ interview will be purely **PROVISIONAL** subject to satisfying the prescribed eligibility conditions. Mere issue of admission certificate/ E-admit card or Call letter for document verification/interview to the candidate will not imply that his/her candidature has finally cleared by the Delhi Development Authority or that the DDA has accepted entries made by the candidate in his/her application for the examination as true and correct. 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 wherever prescribed. Unless the DDA formally confirms candidature, it continues to be **PROVISIONAL**.

**3.7** If on verification at any time before or after the online examination/documents verification/ interview, it is found that the candidate(s) do not fulfill any of the eligibility conditions; their candidature for the examination/ appointment to the post 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.

## 4. Application fee and mode of remittance:

**4.1** Application Fee will be **₹1,000/-** for all categories of posts. Transaction charges of the bank, taxes, as applicable shall be borne by the candidate.

**4.2** Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, PwBD & Ex-servicemen categories are exempted from paying Application fee.

**4.3** 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.

**4.4** Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination/selection.

## 5. HOW TO APPLY:

**5.1** Candidates can only apply online through the official website of DDA i.e. www.dda.gov.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.gov.in** go to "**Jobs**" → "**Select Job Category**" → " **Direct Recruitment 2023**". No other mode/channel would be acceptable under any circumstance.

**5.2** 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.

**5.4** 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 verification of identity/ documents / interview in case they are shortlisted for documents verification or Interview as applicable.

**5.5** The candidates are advised to submit only single online application for single post. 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".

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

**5.7** 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.

**5.8** Before applying online, candidates should

**5.8.1** Scan their Photograph (4.5cm × 3.5cm) and Signature. Please 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.

**5.8.2** Signature in CAPITAL LETTERS will NOT be accepted.

**5.8.3** Candidature of candidates who have uploaded illegible/ blurred photographs and / or signatures will be cancelled.

**5.8.4** Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.

**5.8.5** Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. DDA will send intimation to download E-Application Status Certificate, E-Admit Cards, Call Letter for documents verification/ Interview and other communication only at registered email ID/Mobile Number of candidates. Hence under no circumstances, the candidates should provide email ID of anybody else. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her own e-mail ID and mobile number before applying on-line and must maintain that email account and mobile number during the course of recruitment process.

**NOTE:**

Candidates are not required to submit along with their applications any certificate in support of their claims regarding age, educational qualifications and experience, etc. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions as mentioned in the notification for appointment to the post applied for on or before the last date of submission of application form. Their admission at all the stages of examination/documents verification/ interview (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, verification of identity, documents, interview, (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 and mainly as reproduced below:

(1)     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) Uploading irrelevant or incorrect photo and signature in the application form in place of actual photo and signature, or

f) Making statements which are incorrect or false or suppressing material information, or

g) 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

h) Being in possession of or using unfair means during the examination, or

i) Writing obscene matter or drawing obscene sketches in the scripts, or

j) Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or

k) Harassing or doing bodily harm to the staff employed by the DDA for the conduct of their examinations, or

l) 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

m) Violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or

n) Attempting to commit or abetting as the case may be, of all or any of the acts specified in the foregoing clauses;

   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) To be disqualified by the DDA from any examination or selection held by them;

   (iii) To face disciplinary action under the appropriate Rules if already in service under Government.

## 6. Steps for Applying:

**STEP-I (SIGN UP):**

**6.1** Candidates can apply online by visiting the DDA's official website i.e. **www.dda.gov.in** go to "**Jobs**" → "**Select Job Category**" → "**Direct Recruitment 2023**"

**6.2** 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.

**6.3** Applicant needs to sign up first with their valid E-mail ID and Mobile Number with them while signing up.

**6.4** The One-time Password and login details will be sent at the E-mail ID/Mobile Number provided, so candidates are advised to verify the correctness of the Email ID & Mobile Number before proceeding further.

**STEP- II:**

**6.5** The candidate should now login and the candidates should now fill up all the desired information in the online form about himself / herself correctly and upload his/her photograph & signatures. Click on the "Pre-view" tab and check whether the particulars filled correct in all respects. In case of any error, the same can be edited before finally clicking Click on "Submit" tab. However, Candidates are not allowed to change the Email–ID, Mobile Number, Candidate Name and Post.

**6.6** 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: Guidelines for Remittance of Application Fees**

**6.7** After successful submission of application form, the candidate will be re-directed automatically to SBI MOPS gateway to make the online payment of application fees. Select disclaimer checkbox and proceed. On next screen select category **'DDA APPLICATION FEES 2023'** and the 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.*
   a. Internet Banking of SBI & its Associate Banks.
   b. Debit card powered by RuPay.
   c. Unified Payment Interface (UPI) (BHIM UPI); and
   d. Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM UPI QR Code)
   e. VISA/ Master debit card etc.
• Check the charges/commission applicable for selected 'Mode of Payment' and deposit the requisite examination fee.

**6.8 The journal number or the Transaction number given by the Bank is to be retained for future reference and print the e-receipt for your record.**

**6**.9 Fees paid by modes other than through Online mode will **not** be accepted and the applications of such candidates will be rejected and the payment made shall stand forfeited.

## 7. Last/ Closing Date for Receipt of online Application(S):

The candidates are required to fill the application(s) online by login into link provided on DDA's website **www.dda.gov.in** and completed application(s) in all respect can be submitted up to **02.07.2023** (06:00 PM) after which the link will be deactivated. Any application received after closure of the link or received through any other mode of communication shall not be considered under any circumstances.

## 8. Examination Centers:

The online examination, will be held preferably at the centers located **in Delhi/NCR.** However, if large number of applications are received for a particular category of post(s), then DDA may at its discretion hold the examination in other cities also.

## 9. Scheme of Examination:

9.1

| Post Code | Name of the post | Mode of Recruitment | Details of Examination |
|---|---|---|---|
| 01 | **Assistant Accounts Officer** | Single Stage computer based 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 | **Assistant Section Officer** | Two stage computer based examination Objective Multiple Choice Type followed by Computer Proficiency Test and DEST | **Stage-I**:<br>a) General Intelligence and Reasoning – 50 Marks/25 Questions<br>b) General Awareness – 50 Marks/ 25 Questions<br>c) Quantitative Aptitude – 50 Marks/25 Questions<br>d) English Comprehension – 50 Marks/25 Questions<br><br>Total – 200 Marks/100 Questions (Duration – 01 Hours). |

| Session | Section | Subject | No. of Questions | Max. Marks | Time Allowed |
|---------|---------|---------|------------------|------------|--------------|
| I (02 Hours and 15 Minutes) | I | Module I- Mathematical Abilities | 30 | 90 | 01 Hour |
| | | Module II- Reasoning & General Intelligence | 30 | 90 | |
| | II | Module I- English Language and Comprehension | 45 | 135 | 01 Hour |
| | | Module II- General Awareness | 25 | 75 | |
| | III | Computer Knowledge (Qualifying in nature) | 20 | 60 | 15 Minutes |
| II (15 Minutes) | IV | Data Entry Speed Test (Qualifying in nature) | One Data Entry Task | | 15 Minutes |

| | | | |
|--|--|--|--|
| 03 | **Architectural Assistant** | Single Stage computer based 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 |
| 04 | **Legal Assistant** | Single stage computer based 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. |
| 05 | **Naib Tehsildar** | Single Stage computer based 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 |
| 06 | **Junior Engineer (Civil)** | Single stage computer based 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 | **Surveyor** | Single Stage computer based 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 |

| 08 | **Patwari** | 2 stage computer based 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)<br><br>**Stage II**: (Mains) 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). |
|---|---|---|---|
| 09 | **Junior Secretariat Assistant** | Two stage computer based examination Objective Multiple Choice Type followed by typing test of the shortlisted candidates. | **Stage-I:**<br>a) General Intelligence – 50 Marks/25 Questions<br>b) General Awareness – 50 Marks/ 25 Questions<br>c) Quantitative Aptitude (Basic arithmetic skill) – 50 Marks/25 Questions<br>d) English Language (Basic Knowledge) – 50 Marks/25 Questions<br>    Total – 200 Marks/100 Questions (Duration – 01 Hours).<br>**Stage – II** |

**Stage – II**

| Session | Section | Subject | No. of Questions | Max. Marks | Time Allowed |
|---|---|---|---|---|---|
| I<br><br>(02 Hours and 15 Minutes) | I | Module I- Mathematical Abilities | 30 | 90 | 01 Hour |
| | | Module II- Reasoning & General Intelligence | 30 | 90 | |
| | II | Module I- English Language and Comprehension | 40 | 120 | 01 Hour |
| | | Module II- General Awareness | 20 | 60 | |
| | III | Computer Knowledge Test (Mandatory but Qualifying in nature) | 15 | 45 | 15 Minutes |
| II<br><br>(10 Minutes) | IV | Skill Test/Typing Test (Mandatory but Qualifying in nature) | Typing Test for JSA | | 10 Minutes |

**9.2** 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 except for Hindi/ English Comprehension. **The weightage of marks of Computer Based Examination will be 85 % and Interview will be of 15% marks, wherever prescribed.**

**9.3** Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, will be **normalized** by using the formula published by the DDA on its website and such normalized scores will be used to determine final merit and cut-off marks.

**9.4  For the Post Code 02 (Assistant Section Officer):**

**9.4.1 Section-IV of Session II of Stage-II i.e. Data Entry Speed Test (DEST):**

**9.4.1.1** Section-IV of Session II of Stage-II will include conducting of a Data Entry Speed Test (DEST) for a duration of 15 minutes in Session-II on the same day.

**9.4.1.2** DEST will be mandatory however, it will be qualifying in nature.

**9.4.1.3** DEST will be conducted in the manner decided by the DDA for the purpose and the detailed instruction regarding the same will be uploaded on DDA website in due course of time.

**9.4.1.4** OH candidates are eligible for exemption from attempting DEST, provided such candidates submit a Certificate in the prescribed format (**Annexure- 7,8,9**) to the DDA from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability.

**9.4.1.5** PwBD candidates who are eligible for scribes as per para- 2.11.1, 2.11.2 and 2.11.3 of the Notice of Examination will be allowed additional compensatory time of 5 (five) minutes in DEST. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of DEST.

**9.5   For the Post Code 09 (Junior Secretariat Assistant)-  Typing Test:**

**9.5.1 Section-IV of Session II of Stage-II** will include conducting of Skill Test/ Typing Test in Session-II on the same day.  Skill Test/ Typing Test will be of qualifying nature.

**9.5.2** The medium of Typing Test will be Hindi or English. The candidates will have to opt for the medium of Typing Test (i.e. either Hindi or English) in the online Application Form.

**9.5.3 The choice of Typing Test given by the candidate in the online Application Form shall be treated as final and no change in the medium of Typing Test will be entertained later at any stage.**

**9.5.4** Typing Test will be conducted in the manner decided by the DDA for the purpose and the detailed instruction regarding the same will be uploaded on DDA website in due course of time.

**9.5.5** Candidates eligible for scribe as per Para 2.11.1, 2.11.2 and 2.11.3 will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes.

**9.5.6** Passage Dictators will be provided to those VH candidates for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

**9.5.7** Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval of the DDA, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format **(Annexure- 7,8,9)** to the DDA from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure- 7,8,9** of the Notice of Examination, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the DDA.

**10. 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 mark, 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 and 03 marks, there will be penalty of 0.66 mark and 1 mark (negative marking) respectively.

## 11. Preparation of Merit:

**11.1** The minimum qualifying marks will be as under:

| UR | SC | ST | OBC(NCL) | EWS |
|-----|-----|-----|-----|-----|
| 40% | 30% | 30% | 35% | 35% |

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

**11.2** The merit list of all the successful candidates for respective posts shall be prepared separately on the basis of marks scored by the candidates in Computer Based Examination as well as in the interview, wherever prescribed **taken together**. In the event of tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

    a.   Date of birth, with older candidate placed higher.

    b.   Alphabetical order in which the names of the candidates appear.

### 11.3 For the post of Junior Secretariat Assistant (JSA):

11.3.1  Minimum qualifying marks in Stage-I & Section-I, Section-II and Section-III of Stage-II Examination are as follows:

    a)  UR : 40%          b)  OBC/ EWS : 35%          c)  SC/ST: 30%

11.3.2  Based on the marks scored in Stage-I i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Stage-II Examination. Separate cut-offs will be fixed for Stage – II.

11.3.3  Stage-II Examination will be conducted for all the candidates qualified in Stage-I. In Stage-II, all shortlisted candidates will be required to appear in all four sections.

11.3.4  In Stage-II, it will be mandatory for the candidates to qualify in all the sections.

11.3.5  Based on the aggregate performance in Section-I and Section-II of Stage-II Examination, candidates will be shortlisted for evaluation of Section-III & Section-IV of Stage-II Examination. The candidates who are not qualified in Section-I + Section-II will not be eligible for evaluation of Section-III & Section-IV and they will not be considered for further selection process.

11.3.6  Section-III & Section-IV of Stage-II is qualifying in nature, in other words both modules i.e. Computer Knowledge Test and Skill Test/ Typing Test are qualifying in nature but mandatory. Typing Test for JSA is mandatory for all candidates except those who are exempted from appearing in the Typing Test as per Para-9.5.7

11.3.7  Merit list will be prepared on the basis of overall performance of candidates in Stage-II Examination only. Merit List will be prepared on the basis of aggregate marks scored in Section-I & Section-II of Stage-II examination only subject to qualifying Section-III & Section-IV.

### 11.4    For the post of Assistant Section Officer (ASO):

11.4.1  Minimum qualifying marks in Stage-I & Section-I, Section-II and Section-III of Stage-II Examination are as follows:

    a) UR: 40%          b) OBC/ EWS: 35%          c) SC/ST: 30%

11.4.2  Based on the marks scored in Stage-I i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Stage-II Examination. Separate cut-offs will be fixed for Stage – II.

11.4.3  Stage-II Examination will be conducted for all the candidates shortlisted in Stage-I. In Stage-II all the candidates will be required to appear in all four sections it will be mandatory for the candidates to qualify all the sections.

11.4.4  Based on the aggregate performance in Section-I and Section-II of Stage-II Examination, candidates will be shortlisted for evaluation of Section-III & Section -IV of Stage-II Examination. The candidates who are not qualified in Section-I + Section-II will not be eligible for evaluation of Section-III & Section -IV and they will not be considered for further selection process.

11.4.5  Section-III & Section -IV of Stage-II is qualifying in nature, in other words both modules i.e. Computer Knowledge Test and DEST are qualifying in nature.

11.4.6 Merit list will be prepared on the basis of overall performance of candidates in Stage-II Examination only. Merit List will be prepared on the basis of aggregate marks scored in Section-I & Section-II of Stage-II examination only subject to qualifying Section-III & Section-IV.

**11.5** **For the post of Patwari :**

Based on the marks scored in Stage-I i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Stage-II Examination. Further final merit for selection of the candidates will be prepared on the basis of marks obtained by the candidates in **Stage II examination only.**

## 12. General Conditions:

**12.1** In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by DDA.

**12.2** If any dispute arises with regard to qualification/ experience 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.

**12.3** Similarly, if objection is received during opening of objection management link for correctness of the question or its answer key, then the said objection will be referred to the Subject Matter Expert for examining and the decision of Subject Matter Expert will final and binding upon the candidates.

**12.4** TA/DA will be paid to only SC/ST candidates in their own bank accounts only, 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. **(Annexure – 10)**

**12.5** The selected candidate shall be asked to furnish a Surety Bond of ₹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.

**12.6** **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 code 01 (Assistant Accounts Officer) 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.

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

**12.8** DDA will adopt the same formula for conversion of CGPA into percentage as is used / adopted by CBSE (i.e. 9.5* CGPA) and as adopted by SSC / UPSC in Graduation and Post-Graduation.

**12.9** 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 {https://www.dda.gov.in} for downloading by the candidate(s). The candidate(s) will be informed for downloading e-Application Status Certificate/ e-Admit Card/ Call Letter for document verification/ interview on their registered mobile number/email ID given at the time of submission of online application. No e-Application Status Certificate/e-Admit Card shall be sent by post.

## 13. Verification of Documents:

Shortlisted candidates who are successful in the examination shall be called for verification of documents as well as of identity and interview, wherever application, before issuing the offer/appointment letter, the date of which will be intimated separately.

It shall be mandatory for the candidates to appear for documents and identity verification. The candidates are advised to **bring with them the following original documents along with one set of the self-attested copies of all the documents specified for the purpose of verification detailed below**: -

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

(ii) Fee payment receipt 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) Experience certificate (wherever applicable).

(vi) Certificate of SC/ST /OBC/EWS, as the case may be, issued by the concerned Competent Authority, (if applicable). Certificates for SC/ST, OBC and EWS category should be as per specimen attached at **Annexure 4, 5 & 6** respectively.

(vii) 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 document verification.

(viii) Disability Certificate (Showing the type & percentage of disability) issued by the concerned competent authority as per specimen attached. **[Annexure 7, 8 & 9]**

(ix) Photo Identity proof such as Aadhaar Card, Voter ID Card, Passport, Driving License etc.

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

(xi) 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/venue of verification of identity/documents / interview shall be entertained nor second opportunity shall be provided for verification of identity/ documents/ interview in any case.**

## 14. ALL COMMUNNICATION /ELECTRONICS DEVICES BANNED.

**14.1** Mobile phones, pagers or any other communication/electronics devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action against such erring candidates including ban from future examinations.

**14.2** Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers, valuable/costly items to the examination halls, as safekeeping of the same cannot be assured. DDA will not be responsible for any loss in this regard.

**14.3 Important instructions / Dress Code for candidates appearing in examination for various posts under DDA Recruitment 2023:**

**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** by all the candidates appearing in the examination.

It is expected that the candidates will cooperate in maintaining the sanctity of the examination and preventing selection of undeserving candidates.

ii) **PROHIBITED ITEMS** - wallet, belt, vehicle's key(s), jewellery, 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 to carry only 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 neither 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.

14.4 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 annexed to the notification which may please be referred to for strict compliance. **[Annexure – 1]**

14.5 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.

## 15. Correspondence with the DDA:

15.1 **HELP DESK FOR GUIDANCE OF CANDIDATES**: In case of any guidance / information/ clarification regarding their application, candidature etc. candidates may write to DDA's Help Desk through Helpdesk tab available in the online application form or contact toll number +**91-7353009191.**

15.2 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 2023. 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 02 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.

**(v)** All communications to the DDA should invariably contain the following particulars.
    1. Name of the Post.
    2. Application Sequence Number / Registration ID (RID)
    3. Roll Number (if received)
    4. Name of the candidate (in full and in block letters)
    5. Complete postal address as given in the application.

**(vi) Communication not containing the above particulars may not be attended to.** Candidates should also note down their Application Sequence Number / Registration ID (RID) for future reference. They may be required to indicate the same in connection with their candidature for the Examination. 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.

**16. 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.

## 17. DDA's decision final:

The decision of the Delhi Development Authority (DDA) in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection, etc. will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

## 18. Other Instructions:

(i)     Delhi Development Authority reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/notification/ terms &conditions/ vacancies/ eligibility / relaxation/ syllabus or any other part of notification and recruitment process, if needed, at any stage, without issuing any notice.

(ii)    Legal jurisdiction will be Delhi in case of any dispute.

**Commissioner (Personnel)**
**Delhi Development Authority**

### ***WARNING***

Beware of touts and job racketeers trying to deceive by false promises of securing job in Delhi Development Authority (DDA) either through influence or by use of unfair and unethical means. Delhi Development Authority (DDA) has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence Delhi Development Authority (DDA) directly or indirectly shall be disqualified and legal action can be initiated against them. Candidates are advised to consult only the official website of Delhi Development Authority (DDA) i.e. www.dda.gov.in and beware of FAKE websites put up by unscrupulous elements/touts.

# INDICATIVE SYLLABUS

## ➤ Assistant Accounts Officer                                       Post Code :01

**Part-I: Based on advance knowledge of Academic field (Financial Accounting, Cost management & Taxation)**

**(A) Financial Accounting:**

1. Basic concepts of Accounting: single and double entry, Accounting concepts and conventions, Books of Original Entry, Bank Reconciliation, Journal, Ledgers, Trial Balance, Rectification of Errors, Distinction between Capital and Revenue Expenditure.

2. Bills of Exchange

3. Depreciation Accounting

4. Valuation of Inventories

5. Adjusting and closing entries, Profit & Loss Accounts, Balance Sheet

6. Accounts of Non-profit organizations—Receipts and Payments and Income & Expenditure Accounts and Balance Sheet

7. Accounts from Incomplete Records

8. Royalty and Lease accounts

9. Branch and Department accounts

10. Concepts of interim reporting, Segment reporting, Corporate Social Responsibility

11. Accounting for Joint Ventures

12. Analysis of Financial Statements: Ratio Analysis, Common-Size Statements, Comparative Statements, Trend Analysis, Funds Flow Analysis/Statements, Cash Flow Analysis/ Statements Section

13. Introduction to Accounting Standards issued by the Institute of Chartered Accountants of India

**14.** Uniform Format of Accounts for Central Autonomous Bodies, prescribed by Government of India.

**(B) Cost Management:**

1. Cost Accounting Concepts

2. Prime Cost: Materials, Labour and Direct Expenses

3. Overheads – Office and Administration Overheads, Other Overheads

4. Books of Accounts in Cost Accounting

5. Cost Accounting Records Rules

6. Reconciliation of Cost and Financial Accounts

7. Job, Batch and Contract Costing

8. Process Costing, Operation Costing and Operating Costing

9. Production Accounts and Cost Sheets

10. Marginal Costing, Differential Costs and Cost Volume Profit Relationship

11. Standard Costing including Variance Analysis

12. Capital Budgeting and Discounted Cash Flow Techniques

**(C) Taxation:**

➢ (Income Tax)

1. Assessment year, Previous year, Person, Assessee, Charge of income-tax, Income, Gross Total Income, Total income and tax liability, Agricultural Income, Difference between exemption and deduction, Definition of Manufacture, Capital Asset, Company, Fair market value, Capital receipts vs Revenue receipts, Capital expenditure vs Revenue Expenditure, Method of accounting, Residential status of Individual & Company, Relation between residential status and incidence of tax, Receipt & Accrual of income, Income deemed to accrue or arise in India,

2. Income Computation and Disclosure Standards (ICDS).

3. Profits and gains of business or profession - Principles and Computation: Chargeability, General principles governing assessment of business income, Method of accounting, Scheme of deductions and allowances, Depreciation;

4. Capital gains - Principles and Computation: Meaning of capital asset, Transfer of capital asset, Computation of capital gain, Full value of consideration, Expenditure on transfer, Cost of acquisition, Cost of improvement, indexed cost of acquisition and indexed cost of improvement, Problems on computation of Long Term Capital Gains (LTCG) Tax.

➢ (GST)

1. Constitutional Aspects, GST Council, Administration of GST, Assessment and Audit, Dual GST Model, GST (Compensation to States) Act, 2017 GST Network,

2. Levy and collection of CGST & IGST - Application of CGST/IGST law, concept of supply including composite and mixed supplies, inter-State supply. intra-State supply, supplies in territorial waters, charge of tax, exemption from tax, composition levy. Distribution of IGST,

3. Place of supply, time and value of supply,

4. Input Tax Credit, Computation of GST Liability, Procedures of GST - registration, tax invoice, credit and debit notes, electronic way bill, accounts and records, returns, payment of tax including reverse charge, refund, job work, provisions relating to e-commerce, GST Forms.

**(D) Miscellaneous:**

1. Audit objectives, scope of Audit and Auditing Standards.

2. Government Budgeting and Budget Management.

3. Knowledge of Information Technology including MS Office and Accounting Software.

**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 Section Officer                                   Post Code: 02

**(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, judgment, 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.

**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 & Elementary surds, 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, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

**d) English Comprehension:** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.
The questions in Parts a), b), & d) will be of a level commensurate with the essential qualification viz. Graduation and questions in Part - c) will be of 10th standard level.

**(Stage - II):**
**a) Module-I of Session-I of Paper-I (Mathematical Abilities):**
**Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

**Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

**Geometry:** Familiarity with elementary geometric figures and facts: 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.

**Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

**Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin2\theta + \cos2\theta = 1$ etc.

**Statistics and probability:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities.

**b) Module-II of Section-I of Paper-I (Reasoning and General Intelligence):**
Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.

**c) Module-I of Section-II of Paper-I (English Language and Comprehension):**
Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ 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. To test comprehension, three or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other two paragraphs should be on current affairs, based on a report or an editorial.

**d) Module-II of Section-II of Paper-I (General Awareness):** Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

**e) Section III of Session I of Stage - II (Computer Knowledge):**
**Computer Basics:** Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back- up devices, PORTs, Windows Explorer. Keyboard shortcuts.

**Software:** Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

**Working with Internet and e-mails:** Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

**Basics of networking and cyber security:** Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

## ➢ Architectural Assistant                               Post Code: 03

**Part-I**

**A) ARCHITECTURAL DESIGN THEORY & PRACTICE**

1. Meaning of design.

2. Appreciation of beautiful objects.

3. Design in everyday life.

4. Logic in design.

5. Elements of design- line, form, color texture.

6. Principles of design- unity, variety, hierarchy.

7. Scale and proportions.

8. Balance, emphasis.

9. Focus, fashion, decoration.

10. Basic design and architectural design- Elemental Differentiation.

11. Perception and experience.

12. Tangible and intangible in architecture.

13. Function, structure and form.

14. Space, space usage and interrelationship of spaces.

15. Circulation within Spatial Units.

16. Horizontal Circulation.

17. Vertical Circulation.

18. Circulation and Spaces, between buildings.

19. Relationship of plan, section and elevation.

20. Architectural scale.

21. Programming in Architectural design.

22. Site Planning

23. Urban Design

24. Project Management

**B) BUILDING CONSTRUCTION, SURVEYING & STRUCTURE**

1. Building Materials

2. Building Technology & Innovations

3. Surveying methods

4. Specifications

5. Estimating & Costing

6. Working Drawings/GFC, Sections, Toilet & Staircase details, Door & window schedules

7. Surveying

8. Retrofitting

9. Basic Structure

10. Basic components of "building"

11. Role of Construction in Architecture

12. Brick as a structural material.

13.Stones as a building material

14. Stone masonry construction.

15. Basic structural design elements.

16. Definition and concepts: Instruments used; acquaintance with electronic surveying instruments.

17. Principles of surveying, Unit of Measurements.

18. Chain surveying.

19.Compass Surveying.

20.Leveling.

21.Contouring: Topographic maps.

22. Plain tabling.

23. Marking foundations.

24. Measuring building under construction.

**STRUCTURAL DESIGN**

1. Forces in structures.

2. Moments in structures.

3. Loads in structures.

4. IS:875

5. Types of supports.

6. Shear Force, Bending Moment.

7. Center of Gravity, Moments of Inertia.

**C) PROFESSIONAL PRACTICE: BUILDING NORMS & APPROVALS**

1. Master Plan of Delhi

2. Unified Building Bye Laws of Delhi

3. National Building Code

4. Fire safety norms

5. Disaster/ Risk Management

6. Harmonized guidelines & standards for universal accessibility in India

## D) BUILDING SERVICES

1. Sources of surface and ground water, treatment of water, transportation and distribution at town level.

2. Water supply system: fittings, direct and indirect supply, layout and sizes of pipes, hot water supply, storage.

3. Sewerage system: systems, fitting and fixtures, sizes and layout, sewage collection, sewage treatment and disposal at town level.

4. Solid Water management.

5. Rain water drainage.

6. Water, Waste & Sanitation

7. Electrification, Lighting & Acoustics

8. HVAC, Mechanical Mobility, Fire Safety

## E) ENVIRONMENTAL STUDIES

1. The multidisciplinary nature of environmental studies, Definition, scope and importance.

2. Natural Recourses.

3. Renewable and non-renewable resources.

4. Natural resources and associated problems.

5. Ecosystems.

6. Biodiversity and its conservation.

7. Environmental pollution.

8. Climate responsive design

9 Green building rating systems such as GRIHA, ECBC, LEED etc.

10. Sustainable / Energy Efficient Building Design

11. Social issues and environment

12. Human population and environment

## F) HISTORY OF ARCHITECTURE

**Indian Subcontinent**

1. Indus valley civilization.

2. Aryan/Vedic civilization.

3. Buddisht and Jain civilization.

4. Indio Aryan Temple Architecture.

5. Early and late Chalukyan architecture.

6. Dravidian Temple Architecture.

7. Vernacular Architecture

**Western World**

8. Ancient civilization- Mesopotamian, Sumerian, Babylonian, Persian, Assyrian, Egyptian civilization.

9. Classical Greek Architecture.

10. Roman Architecture.

11. Romanesque Architecture.

12. Early Gothic Architecture.

13. Renaissance Architecture.

14. Modern & Post-Modern Architecture

**Contemporary Architecture**

15. Works of Architects (such as B.V. Doshi, Charles Correa, Hafiz Contractor, Joseph Allen Stein, Raj Rewal, A.P. Kanvinde, Frank Gehry, Zaha Hadid, Norman Foster, Moshe Safdie, Kengo Tange etc.

## G) COMPUTER APPLICATIONS

1. AutoCAD - 2d drawing

2. MS Office (Word, Excel, Power point)

3. Adobe Photoshop

4. Sketchup & Walkthrough

## H) ARCHITECTURAL GRAPHICS

1. Drafting of lines, Orthographic projections, Representing simple solids, Lettering.

2. Architectural Graphic Symbols, Drawing Scales, measured drawing of a simple object/

3. Drawing, editing, modifying commands in 2-d using Auto CAS, Setting in plotting.

4. Drawings on Standard formats.

## 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

❖ 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, 1956Indian Succession Act

❖ Criminal Procedure Code 1973 as amended up to date

❖ Commercial Courts Act, 2015

**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

## ➢ **Naib Tehsildar**                                              **Post Code: 05**

**Part-I**

a) History of India and National Movement.

b) Indian and world Geography.

c) Indian Polity and Governance- Constitution, Political System, Panchayati Raj.

d) Indian Economic and Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives.

e) General Science (up to 10th level)

f) Environmental Ecology, Bio-diversity Climate Change, Global Warming etc.

g) Indian History.

h) Indian Economy with particular reference to Planned Economy and Liberalization Policy.

i) Indian Geography with particular reference to distribution of natural resources across the country. j) Salient features of Indian Society, Diversity of India.

k) Current affairs of National and International importance.

l) Indian Constitution, Political system, Panchayati Raj.

m) Delhi Development Act, 1957.

n) Delhi Land Revenue Act, 1954.

o) Land reforms in India.

p) National Capital Territory of Delhi Laws (Special Provisions) Act 2011 along with amendments.

q) The Land Acquisition Act, 1894 (1 Of 1894)

r) Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013.

s) The Punjab Land Revenue Act, 1887 (Act No. 17 Of 1887)

t) The Delhi Land Reforms Act, 1954 Act 8 of 1954.

u) Administrative Set Up and Governance in NCT of Delhi.


**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

## Junior Engineer (Civil)                                    Post Code: 06

**Civil Engineering**

**Building Materials:** Physical and Chemical properties, classification, standard tests, uses and manufacture/quarrying of materials e.g. building stones, silicate based materials, cement (Portland), Asbestos products, Timber and Wood based Products, laminates, bituminous materials, paints, varnishes.

**Estimation, Costing and Valuation:** estimate, glossary of technical terms, analysis of rates, methods and unit of measurement, Items of work – earthwork, Brick work (Modular & Traditional bricks), RCC work, Shuttering, Timber work, Painting, Flooring, Plastering, Boundary wall, Brick building, Water Tank, Septic tank, Bar bending schedule, Centre line method, Mid-section formula, Trapezoidal formula, Simpson's rule, Cost estimate of Septic tank, flexible pavements, Tube well, isolates and combined footings, Steel Truss, Piles and pile-caps. Valuation – Value and cost, scrap value, salvage value, assessed value, sinking fund, depreciation and obsolescence, methods of valuation

**Surveying:** Principles of surveying, measurement of distance, chain surveying, working of prismatic compass, compass traversing, bearings, local attraction, plane table surveying, theodolite traversing, adjustment of theodolite, Levelling, Definition of terms used in levelling, contouring, curvature and refraction corrections, temporary and permanent adjustments of dumpy level, methods of contouring, uses of contour map, tachometric survey, curve setting, earth work calculation, advanced surveying equipment

**Soil Mechanics:** Origin of soil, phase diagram, Definitions-void ratio, porosity, degree of saturation, water content, specific gravity of soil grains, unit weights, density index and interrelationship of different parameters, Grain size distribution curves and their uses Index properties of soils, Atterberg's limits, ISI soil classification and plasticity chart Permeability of soil, coefficient of permeability, determination of coefficient of permeability, Unconfined and confined aquifers, effective stress, quick sand, consolidation of soils, Principles of consolidation, degree of consolidation, pre-consolidation pressure, normally consolidated soil, e-log p curve, computation of ultimate settlement Shear strength of soils, direct shear test, Vane shear test, Triaxial test Soil compaction, Laboratory compaction test, Maximum dry density and optimum moisture content, earth pressure theories, active and passive earth pressures, Bearing capacity of soils, plate load test, standard penetration test

**Hydraulics:** Fluid properties, hydrostatics, measurements of flow, Bernoulli's theorem and its application, flow through pipes, flow in open channels, weirs, flumes, spillways, pumps and turbines.

**Irrigation Engineering:** Definition, necessity, benefits, 2II effects of irrigation, types and methods of irrigation, Hydrology – Measurement of rainfall, run off coefficient, rain gauge, losses from precipitation – evaporation, infiltration, etc. Water requirement of crops, duty, delta and base period, Kharif and Rabi Crops, Command area, Time factor, Crop ratio, Overlap allowance, Irrigation efficiencies Different type of canals, types of canal irrigation, loss of water in canals Canal lining – types and advantages Shallow and deep to wells, yield from a well Weir and barrage, Failure of weirs and permeable foundation, Slit and Scour, Kennedy's theory of critical velocity Lacey's theory of uniform flow Definition of flood, causes and effects, methods of flood control, water logging, preventive measure Land reclamation, Characteristics of affecting fertility of soils, purposes, methods, description of land and reclamation processes Major irrigation projects in India

**Transport Engineering:** Highway Engineering – cross sectional elements, geometric design, types of pavements, pavement materials – aggregates and bitumen, different tests, Design of flexible and rigid pavements – Water Bound Macadam (WBM) and Wet Mix Macadam (WMM), Gravel Road, Bituminous construction, Rigid pavement joint, pavement maintenance, Highway drainage, Railway Engineering-Components of permanent way – sleepers, ballast, fixtures and fastening, track geometry, points and crossings, track junction, stations and yards Traffic Engineering – Different traffic survey, speed-flow-density and their interrelationships, intersections and interchanges, traffic signals, traffic operation, traffic signs and markings, road safety

**Environmental Engineering:** Quality of water, source of water supply, purification of water, distribution of water, need of sanitation, sewerage systems, circular sewer, oval sewer, sewer appurtenances, sewage treatments Surface water drainage Solid waste management – types, effects, engineered management system Air pollution – pollutants, causes, effects, control Noise pollution – cause, health effects, control

**Structural Engineering:** Theory of structures: Elasticity constants, type of beams – determinate and indeterminate, bending moment and shear force diagrams of simply supported, cantilever and over hanging beams. Moment of area and moment of inertia for rectangular & circular sections, bending moment and shear stress for tee, channel and compound sections, chimneys, dams and retaining walls, eccentric loads, slope deflection of simply supported and cantilever beams, critical load and columns, torsion of circular section

**Concrete Technology:** Properties, Advantages and uses of concrete, cement aggregates, importance of water quality, water cement ratio, workability, mix design, storage, batching, mixing, placement, compaction, finishing and curing of concrete, quality control of concrete, hot weather and cold weather concreting, repair and maintenance of concrete structure.

**RCC Design:** RCC beams-flexural strength, shear strength, bond strength, design of singly reinforced and double reinforced beams, cantilever beams T-beams, lintels One way and two way slabs, isolated footings Reinforced brick works, columns, staircases, retaining walls, water tanks (RCC design questions may be based on both Limit State and Working Stress methods).

**Steel Design:** Steel design and construction of steel columns, beams, roof trusses, plate girders.

**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: 07

**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

## ➤ Patwari                                                      Post Code: 08

**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 or Urdu (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 or Urdu (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 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: 09

**Indicative Syllabus (Stage-I):**

**English Language:**

Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ 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.

**General Intelligence:**

It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.

**Quantitative Aptitude:**

**Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations**: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

**Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

**Geometry:** Familiarity with elementary geometric figures and facts: 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.

**Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

**Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin 2\theta + \cos 2\theta = 1$ etc.,

**Statistical Charts:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

**General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as

may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence and Quantitative Aptitude parts.

**(Stage-II):**

**a) Module-I of Session-I (Mathematical Abilities):**

**Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

**Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

**Geometry:** Familiarity with elementary geometric figures and facts: 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.

**Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

**Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin2\theta + \cos2\theta = 1$ etc.

**Statistics and probability:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities


**b) Module-II of Section-I (Reasoning and General Intelligence):** 14.11.2.1 Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.

c) **Module-I of Section-II (English Language And Comprehension):** 14.11.3.1 Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ 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. To test comprehension, two or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other paragraph should be based on current affairs editorial or a report.

d) **Module-II of Section-II (General Awareness):** Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

e) **Section III of Session I of Stage - II (Computer Knowledge Test):**

**Computer Basics:** Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, backup devices, PORTs, Windows Explorer, Keyboard shortcuts.

**Software:** Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

**Working with Internet and e-mails:** Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

**Basics of networking and cyber security:** Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the Mathematical Abilities and Reasoning and General Intelligence modules.

**\*\*\*\*\*\*\*\*\*\*\*End\*\*\*\*\*\*\*\*\*\*\*\***

# दिल्ली विकास प्राधिकरण
## DELHI DEVELOPMENT AUTHORITY
### परीक्षा हेतु ड्रैस कोड सूचना
### DRESS CODE NOTICE FOR EXAMINATION

**दि.वि.प्रा. भर्ती 2023 के अंतर्गत विभिन्न पदों पर भर्ती हेतु परीक्षा देने वाले अभ्यर्थियों के लिए ड्रैस कोड /आवश्यक निर्देश:**

**Important instructions / Dress Code for candidates appearing in examination for various posts under DDA Recruitment 2023**

### विज्ञापन संख्या 02/2023/भर्ती प्रकोष्ठ/कार्मिक-दि.वि.प्रा.
### Advt. no. 02/2023/Recruitment Cell/Pers./DDA

अनुचित साधनों का प्रयोग एवं प्रतिरुपण परीक्षा प्रक्रिया में बाधक हो सकती है, इसलिए दिल्ली विकास प्राधिकरण निष्पक्ष एवं सही तरीके से परीक्षा करवाने के लिए विशेष उपाय करने का प्रयास करेगा । तदनुसार, परीक्षा देने वाले अभ्यर्थियों के लिए <u>सख्ती से अनुपालन किए जाने के लिए</u> निम्नलिखित विशेष अनुदेश जारी किए जा रहे हैं ।

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.

आशा की जाती है कि अभ्यर्थी परीक्षा की गरिमा बनाए रखने में अपना सहयोग देंगे और अपात्र अभ्यर्थियों के चयन को रोकने में सहयोग करेंगे।

It is expected that the candidates will cooperate for maintaining the sanctity of the Exam and preventing selection of undeserving candidates.

1) **प्रतिबंधित वस्तुएँ**-पर्स, बेल्ट, वाहन की चाबी, किताबें, पैन, पेंसिल अथवा स्टेशनरी-बॉक्स, पेपर चिट, मैगजीन, इलैक्ट्रॉनिकी गैजेट (मोबाइल फोन, ब्लूटूथ डिवाइस, हैडफोन, पैन/बटन होल कैमरा, स्कैनर, कैलक्यूलेटर, स्टोरेज डिवाइसिज आदि), किसी भी प्रकार की घड़ी को परीक्षा लैब में लाने की अनुमति नहीं दी जाएगी ।

**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.

**अभ्यर्थियों को परीक्षा केन्द्र के अंदर केवल प्रवेश-पत्र और पहचान प्रमाण-पत्र लेकर जाने की अनुमति है।**

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

परीक्षा लैब में रफ कार्य के लिए पैन/पेंसिल और कागज दिया जाएगा।

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

2) अभ्यर्थियों को परीक्षा केन्द्र में ऊपर उल्लिखित प्रतिबंधित वस्तुएँ नहीं लानी हैं। यदि कोई अभ्यर्थी ऐसी वस्तुएँ लाता है, तो उन्हें ऐसी वस्तुओं की सुरक्षा के लिए स्वयं व्यवस्था करनी होगी । दि.वि.प्रा. ऐसी किसी भी वस्तु की सुरक्षा के लिए न तो कोई व्यवस्था करेगा और न ही जिम्मेदार होगा ।

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.

3) यदि अभ्यर्थी के पास परीक्षा लैब में इस प्रकार की वस्तु पाई जाती है तो उनकी उम्मीदवारी निरस्त कर दी जाएगी और उनके विरुद्ध कानूनी/अपराधिक कार्यवाही की जा सकती है ।

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.

4) अभ्यर्थी आकर्षक वस्तुएँ, आवरण युक्त, धातुवाली ऐसी वस्तुएँ जिनमें अंगूठी, ब्रैसलेट, कुंडल, नथ, चेन, हार, पैंडेन्ट, बैज, ब्रॉच, हेयरपिन, हेयर-बैन्ड, पूरी बाजू वाले अथवा बड़े बटनों वाले कपड़े आदि शामिल है, न पहनें ।

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.

5) पूरी बाजू वाली कमीज अथवा टॉप्स की अनुमति नहीं है और केवल आधी बाजू वाले कपड़ों की ही अनुमति है। ऐसे जूते अथवा अन्य फुटवेयर जो पैरों की उंगलियों को ढकते हों,  नहीं पहने जाने चाहिए। पैरों की उंगलियों की तरफ से खुले फुटवेयर और सैंडल अथवा चप्पलों को पहनने की अनुमति है । लंबे बालों वाले अभ्यर्थियों को अपने बालों को बाँधकर आना चहिए ताकि उनके कान न ढके हों । सिर ढकने वाले स्कार्फ की अनुमति नहीं है ।

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.

6) अभ्यर्थियों को परीक्षा के दौरान किसी भी प्रकार की बाधा उत्पन्न नहीं करनी चाहिए । यदि कोई अभ्यर्थी परीक्षा के दौरान अथवा परीक्षा स्थल पर किसी प्रकार की बाधा उत्पन्न करते हुए पाया जाता है, तो उसकी उम्मीदवारी निरस्त कर दी जाएगी । ऐसे अभ्यर्थी को दि.वि.प्रा. में भविष्य में होने वाली परीक्षाओं से बहिष्कृत कर दिया जाएगा और उसके विरुद्ध कानूनी/आपराधिक कार्रवाई की जा सकती है ।

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.

## Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs

_____ (name of the candidate with disability), a person

with _____ (nature and percentage of disability as

mentioned in the certificate of disability), S/o/D/o _____,

a resident of _____ (Village/District/State)

and to state that he/she has physical limitation which hampers his/her

writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a

Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:


**Note:**

Certificate should be given by a specialist of the relevant stream/disability

(eg. Visual impairment – Ophthalmologist, Lcomotor disability – Prthopaedic

specialist/PMR).

# Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

## PRESCRIBED PROFORMAE

**The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari*................................................... son/daughter* of ..................................................... of village/town* ................................................. in District/Division* ........................................... of the State/Union Territory* ...................... belongs to the.......................... caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:—

@ The Constitution (Scheduled Castes) Order, 1950
@ The Constitution (Scheduled Tribes) Order, 1950
@ The Constitution (Scheduled Castes) Union Territories Order, 1951
@ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
@ The Constitution (Pondicherry) Scheduled Castes Order, 1964
@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
@ The Constitution (Nagaland) Scheduled Tribes Order, 1970
@ The Constitution (Sikkim) Scheduled Castes Order, 1978
@ The Constitution (Sikkim) Scheduled Tribes Order, 1978
@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
@ The Constitution (SC) Order (Amendment) Act, 1990
@ The Constitution (ST) Order (Amendment) Act, 1991
@ The Constitution (ST) Order (Second Amendment) Act, 1991
@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..................................................... Father/Mother of Shri/Shrimati/Kumari ................................................... of village/town* ......................................... in District/Division*........................... of the State/Union Territory*........................... who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of ..................................... issued by the ..................................... dated .....................................

% 3.    Shri/Shrimati/Kumari*............................................ and/or* his/her* family ordinarily resides in village/town*............................ of............................ District/Division* of the State/Union Territory* of...........................................

Signature...............................................
**Designation...........................................

(With Seal of Office)
State/Union Territory*

Place: .....................................
Date: .....................................

*Please delete the words which are not applicable.
@Please quote specific Presidential Order.
% Delete the paragraph which is not applicable.

NOTE:   The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

(i)    District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
       †(not below of the rank of 1st Class Stipendiary Magistrate).
(ii)   Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
(iii)  Revenue Officers not below the rank of Tehsildar.
(iv)   Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
(v)    Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

## *OBC Certificate Format*

### FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Smt. / Kum*._____ Son / Daughter* of Shri / Smt.* _____ of Village/Town* _____District/Division*
_____ in the _____ State belongs to the
_____

community which is recognized as a backward class under:

(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.

(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.

(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.

(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.

(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.

(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.

(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

(xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.

(xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.

(xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. _____ and / or his family ordinarily reside(s) in the _____ District / Division of _____ State. This is also to certify that he/she **does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India,** Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated:

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

* Please delete the word(s) which are not applicable.

NOTE:

(a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar' and

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

## Government of ..............
### (Name & Address of the authority issuing the certificate)

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. _____          Date: _____

### VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District_____ in the State/Union Territory _____ Pin Code_____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

I.    5 acres of agricultural land and above;
II.   Residential flat of 1000 sq. ft. and above;
III.  Residential plot of 100 sq. yards and above in notified municipalities;
IV.   Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2.    Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office_____
Name _____
Designation _____

| Recent Passport size attested photograph of the applicant |
| --- |
|  |

*Note1:. Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2:The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status. .

**FORM-V**

**(As per RPD Act, 2016)**

**Certificate of Disability**

**(In cases of amputation or complete permanent paralysis of limbs or dwarfism
and in case of blindness)**
**{See Rule 18(1)}**
**(Name and Address of the Medical Authority issuing the Certificate)**

|  |
|---|
| Recent Passport size Attested Photograph (Showing face only) Of the Person with Disability |

**Certificate No.:**                                                        **Date :**

This is to certify that I have carefully examined Shri/Smt/Ms. _____, son/wife/daughter of Shri _____, Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____, Registration No. _____, permanent resident of House No._____,                                    Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above and am satisfied that:

(A)    he/she is a case of :
- locomotor disability
- dwarfism
- blindness
(Please tick as applicable)

(B)    the diagnosis in his/her case is _____.

(C)    he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (_____ number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:

| Name of Document | Date of Issue | Details of Authority issuing Certificate |
|---|---|---|
|  |  |  |

(Signature & Seal of Authorised Signatory
of notified Medical Authority)

|  |
|---|
| Signature / thumb impression of the person in whose favour certificate of disability is issued |

**FORM-VI**

**(As per RPD Act, 2016)**

**Certificate of Disability**

**(In cases of multiple disabilities)**
**{See Rule 18(1)}**
**(Name and Address of the Medical Authority issuing the Certificate)**

| Recent Passport size Attested Photograph (Showing face only) Of the Person with Disability |
|---|

**Certificate No.:**                                                                          **Date :**

This is to certify that we have carefully examined Shri/Smt/Ms. _____, son/wife/daughter of Shri _____, Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____, Registration No. _____, permanent resident of House No._____, Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above and am satisfied that:

(A) he/she is a case of Multiple Disability. His/Her extent of permanent physical impairment / disability has been evaluated as per guidelines (_____ number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

| Sr. No. | Disability | Affected Part of Body | Diagnosis | Permanent Physical Impairment / Mental Disability (in %) |
|---|---|---|---|---|
| 1 | Locomotor disability | @ | | |
| 2 | Muscular Dystrophy | | | |
| 3 | Leprosy cured | | | |
| 4 | Dwarfism | | | |
| 5 | Cerebral Palsy | | | |
| 6 | Acid Attack Victim | | | |
| 7 | Low Vision | # | | |
| 8 | Blindness | # | | |
| 9 | Deaf | * | | |
| 10 | Hard of Hearing | * | | |
| 11 | Speech & Language disability | | | |
| 12 | Intellectual disability | | | |
| 13 | Specific learning disability | | | |
| 14 | Autism Spectrum Disorder | | | |
| 15 | Mental Illness | | | |
| 16 | Chronic Neurological Conditions | | | |

| Sr. No. | Disability | Affected Part of Body | Diagnosis | Permanent Physical Impairment / Mental Disability (in %) |
|---|---|---|---|---|
| 17 | Multiple Sclerosis | | | |
| 18 | Parkinson's disease | | | |
| 19 | Haemophilia | | | |
| 20 | Thalassemia | | | |
| 21 | Sickle Cell disease | | | |

@ e.g. Left / Right / Both Arms / Legs
# e.g. Single Eye
* e.g. Left / Right / Both Ears

(B)   In the light of the above, his/her overall permanent physical impairment as per guidelines (_____ number and date of issue of the guidelines to be specified), is as follows:

(C)   In figures : _____ percent

(D)   In words : _____ percent

2. This condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is:

   i)   not necessary,
      or

   ii)   is recommended / after _____ years _____ months, and therefore, this certificate shall be valid till _____(DD) _____(MM) _____(YY).

4. The applicant has submitted the following document as proof of residence:

| Name of Document | Date of Issue | Details of Authority issuing Certificate |
|---|---|---|
| | | |

5. Signature and Seal of the Medical Authority

| Name & Seal of Member | Name & Seal of Member | Name & Seal of the Chairperson |
|---|---|---|
| | | |

| Signature / thumb impression of the person in whose favour certificate of disability is issued |
|---|

**FORM-VII**

**(As per RPD Act, 2016)**

**Certificate of Disability**
**(In cases other than those mentioned in Forms-V & VI)**
**{See Rule 18(1)}**
**(Name and Address of the Medical Authority issuing the Certificate)**

<table>
<tr><td>Recent Passport size Attested Photograph (Showing face only) Of the Person with Disability</td></tr>
</table>

**Certificate No.:**                                                                 **Date :**

This is to certify that I have carefully examined Shri/Smt/Ms. _____, son/wife/daughter of Shri _____, Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____, Registration No. _____, permanent resident of House No._____, Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above and am satisfied that he/she is a case of _____ Disability. His/Her extent of permanent physical impairment / disability has been evaluated as per guidelines (_____ number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

| Sr. No. | Disability | Affected Part of Body | Diagnosis | Permanent Physical Impairment / Mental Disability (in %) |
|---|---|---|---|---|
| 1 | Locomotor disability | @ | | |
| 2 | Muscular Dystrophy | | | |
| 3 | Leprosy cured | | | |
| 4 | Dwarfism | | | |
| 5 | Cerebral Palsy | | | |
| 6 | Acid Attack Victim | | | |
| 7 | Low Vision | # | | |
| 8 | Blindness | # | | |
| 9 | Deaf | * | | |
| 10 | Hard of Hearing | * | | |
| 11 | Speech & Language disability | | | |
| 12 | Intellectual disability | | | |
| 13 | Specific learning disability | | | |
| 14 | Autism Spectrum Disorder | | | |
| 15 | Mental Illness | | | |
| 16 | Chronic Neurological Conditions | | | |
| 17 | Multiple Sclerosis | | | |
| 18 | Parkinson's disease | | | |
| 19 | Haemophilia | | | |

| Sr. No. | Disability | Affected Part of Body | Diagnosis | Permanent Physical Impairment / Mental Disability (in %) |
|---|---|---|---|---|
| 20 | Thalassemia | | | |
| 21 | Sickle Cell disease | | | |

*(Please strike out the disabilities which are not applicable)*
@ e.g. Left / Right / Both Arms / Legs
# e.g. Single Eye
* e.g. Left / Right / Both Ears

2. The above condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is:

   i)  not necessary,
       or
   ii) is recommended / after _____ years _____ months, and therefore, this certificate shall be valid till _____(DD) _____(MM) _____(YY).

4. The applicant has submitted the following document as proof of residence:

| Name of Document | Date of Issue | Details of Authority issuing Certificate |
|---|---|---|
| | | |

(Authorised Signatory of Notified Medical Authority
(Name & Seal)

Countersigned
{Countersignature & Seal of the Chief Medical Officer /
Medical Superintendent / Head of Government Hospital,
in case the Certificate is issued by a Medical Authority
who is not a Government Servant (with Seal)}

| Signature / thumb impression of the person in whose favour certificate of disability is issued |
|---|

Note : In case this certificate is issued by a Medical Authority, who is not a Government Servant, it shall be valid only if Countersigned by the Chief Medical Officer of the District.

## TRAVEL ALLOWANCE FORM

## DELHI DEVELOPMENT AUHTORITY
REIMBURSEMENT FOR TRAVEL EXPENSES FOR CANDIDATES
(For Scheduled Caste / Scheduled Tribe candidates)

| Name & Address of the Candidate :(please write in CAPITAL LETTERS) | Roll No. |
|---|---|
| | Application Ref. No.: |
| | Date & Day of Exam : |
| | Post applied for : |
| | Venue : |
| | Venue Address: |
| | Category (SC / ST ) : |

**JOURNEY DETAILS :**

| Journey (Inward & Outward) | Date (s) | Mode of travel | Class of Travel | Ticket / Receipt No. | Travel Fare (Rs.) |
|---|---|---|---|---|---|
| From :<br>To  : | | Rail / Bus | | | |
| From :<br>To  : | | Rail / Bus | | | |
| | | | | Total Rupees | |

**CANDIDATE'S (Self Only) BANK DETAILS :**

| Name of Bank | | Name of A/c holder | |
|---|---|---|---|
| Bank Account No. | | Branch Code | |
| Bank's IFSC Code (11 digit) : | | | |

**a)** Attach Original/Photocopy of Rail / Bus Tickets / Receipt towards proof of journey. **(Self Attested)**
**b)** Attach copy of Caste Certificate (as applicable). **(Self Attested)**
**c)** Copy of Admit Card.**(Self Attested)**

**Note:** Your payment will be sent through NEFT/RTGS in your bank account directly as per the bank details provided by you.

I will not claim the amount from the Government or my present employer (PSU/Government Organization). I hereby affirm that the information furnished by me in this form is true and any false information will render me liable for non-payment of travel expenses.

Place :
Date:

_____
Signature of Candidate

_____
Reimbursement of Travel Expenses will be made as per provisions contained in SR132.

*Please handover this Form along with Original / Photocopy of Rail / Bus Tickets / Receipt and copy of Caste Certificate to the person authorized to collect in the same venue. Payment will be made by Cash/DD/NEFT.*