

# DELHI DEVELOPMENT AUTHORITY

## RECRUITMENT CELL

Advertisement No. 03/2016/Recruitment Cell/Pers./DDA

### IMPORTANT DATES

<b>Website Link opening date</b>	<b>21/05/2016 (10.00 AM)</b>
<b>Last date for completing Step 1</b> (filling up of the personal data in the online form and generation of challan)	<b>14/06/2016 (06.00 PM)</b>
<b>Last date of depositing fees</b>	<b>17/06/2016 (upto business hours)</b>
<b>Last date for completing step 2</b> (submission of application form online and uploading the photo and specimen signature)	<b>20/06/2016 (06.00 PM)</b>
<b>Tentative Month of Examination</b>	<b>August 2016 onwards</b>

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

Applications are invited **On-Line** at DDA's website [www.dda.org.in](http://www.dda.org.in) on the link "Jobs" from eligible candidates as per criteria laid down below for filling up the various posts including backlog vacancies & vacancies reserved for Persons with Disabilities. The details of the posts, Pay Band/Grade Pay and eligibility conditions are as follows:

Post Code	Name of the post	Group	Pay Band/ Grade pay	Age as on last date of closing of application	Qualification	Total vacancies (inclusive of backlog vacancies)	UR	SC	ST	OBC	Reserved for PwD included within the total vacancies		
											VH	HH	OH
01	Deputy Director (Public Relation)	A	15600-39100/- Plus GP Rs. 6600/- (PB-3)	Not exceeding 40 yrs	(i)PG Diploma or Degree in Journalism/Mass Communication/Public Relation/Advertisement or equivalent from a recognized University or Institute.  (ii)06 years Journalism experience in a responsible capacity in a Newspaper/News Agency(Print or Electronic media) of repute or equivalent, experience of publicity and public relation work in a Govt. Department or Commercial Publicity Organisation of repute	01	01	-	-	-	-	-	-

02	Deputy Director (Planning)	A	15600-39100/- Plus GP Rs. 6600/- (PB-3)	Not exceeding 40 yrs	<p><b>Essential</b></p> <p>(i) Bachelor's Degree in Planning/Architecture/Civil/Municipal Engineering or Master Degree in Geography/Sociology/Economics from a recognized University/Institute or equivalent.</p> <p>(ii) Post graduation in Planning with specialization in any of the field of Town/City/Urban/Housing/Transport/ Environmental Planning from a recognized University/Institute or equivalent.</p> <p>(iii) At least 05 years experience in a planning office in development authority or local body or in a Government Undertaking.</p> <p><b>Desirable:</b></p> <p>i) Degree/Diploma in Geographic Information System (GIS)/Geo-Informatics or equivalent from a recognized University/Institute.</p> <p>ii) Associate Membership of the Institute of Town Planners (India)</p>	07	05	01	-	01	-	-	-
03	Assistant Director (Planning)	A	15600-39100/- Plus GP Rs. 5400/- (PB-3)	Not exceeding 35 yrs	<p><b>Essential</b></p> <p>(i) Bachelor's Degree in Planning/Architecture/Civil/Municipal Engineering or Master Degree in Geography/Sociology/Economics from a recognized University/Institute or equivalent.</p> <p>(ii) Post graduation in Planning with specialization in any of the field of Town/City/Urban/Housing/Transport/ Environmental Planning from a recognized University/Institute or equivalent.</p> <p><b>Desirable:</b></p> <p>i) Degree/Diploma in Geographic Information System (GIS)/Geo-Informatics or equivalent from a recognized University/Institute.</p> <p>ii) Associate Membership of the Institute of Town Planners (India)</p>	12	08	01	-	03	-	-	-
04	Assistant Director (Ministerial)	B	9300-34800/- Plus GP Rs. 4800/- (PB-2)	Not exceeding 30 yrs	Master of Business Administration or equivalent with specialization in Personnel, HR, Industrial Relation, Real Estate/Urban Management, Finance & Marketing	15	09	02	01	03	-	-	-
05	Assistant Accounts Officer	B	9300-34800/- Plus GP Rs. 4800/- (PB-2)	Not exceeding 30 yrs	Chartered Accountant (CA)/ Company Secretary (CS)/ ICWA/ Master in Financial Control/ MBA (Finance), or equivalent from a recognized University/Institution.	80	41	12	06	21	-	-	-

06	Legal Assistant	B	9300-34800/- Plus GP Rs. 4600/- (PB-2)	Not exceeding 30 yrs	(i) Possessing Regular Degree in Law (entitling the incumbent for Registration at Bar and appearing before the Courts) from a recognized University or equivalent; and (ii) 03 years' experience at Bar.  <b><u>FOR DDA EMPLOYEE</u></b> Regular Degree in Law (entitling the incumbent for Registration at Bar and appearing before the Courts) from a recognized University or equivalent and 03 years of regular service in DDA. The selection will be made through open competitive examination for direct recruitment.	24	15	03	01	05	02	-	01
07	Assistant Section Officer (ASO) (Erstwhile Assistant)	B	9300-34800/- Plus GP Rs. 4600/- (PB-2)	Not exceeding 30 yrs *	(i) Bachelor's Degree or equivalent from any recognized University. (ii) Computer Proficiency.	80	42	11	06	21	-	-	-
08	Sectional Officer (Horticulture)	B	9300-34800/- Plus GP Rs. 4200/- (PB-2)	Not exceeding 30 years	Bachelor's Degree in Agriculture or Horticulture or Forestry from a recognized University or Institute or equivalent.	101	55	19	04	23	-	02	01
09	Junior Engineer (Civil)	B	9300-34800/- Plus GP Rs. 4200/- (PB-2)	Between 18 to 27 years	Diploma in Civil Engineering from a University/Institute recognised by Central Government /State Government or equivalent qualification	240	83	41	20	96	-	03	-
10	Junior Engineer (Elect./Mech.)	B	9300-34800/- Plus GP Rs. 4200/- (PB-2)	Between 18 to 27 years	Diploma in Electrical or Mechanical Engineering from a University/Institute recognised by Central Government or State Government or equivalent qualification	59	30	09	04	16	-	-	-
11	Junior Translator (Official Language) (Erstwhile Junior Hindi Translator)	B	9300-34800/- Plus GP Rs. 4200/- (PB-2)	Not exceeding 30 yrs	i) Master's Degree from a recognized University or equivalent in Hindi with English as a subject at the Degree Level; Or Master's Degree from recognized University or equivalent in English with Hindi as a subject at the Degree Level; and ii) Recognized Diploma/Certificate Course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central/State Government offices / Public Sector Undertaking/ Autonomous bodies.	06	03	01	01	01	-	-	-

12	Stenographer Grade 'D'	C	5200-20200/- Plus GP Rs. 2400/- (PB-1)	Between 18 to 27 Yrs	<p>i) 12<sup>th</sup> class pass or equivalent from recognized Board/University.</p> <p>ii) Skill Test Norms:  <u>Dictation-</u>  10 min at the speed of 80 w.p.m.  <u>Transcription-(only on computer)</u>  50 min (English)  65 min (Hindi)  <u>Desirable:</u>  Preference to be given to such persons who have acquired Diploma in Office Management &amp; Secretarial Practice from any recognized institution.</p>	30	12	03	10	05	-	-	-
13	Patwari	C	5200-20200/- Plus GP Rs. 2000/- (PB-1)	Between 21-27 Yrs	<p><u>Essential:</u>  Graduate from any recognized University or equivalent thereof</p> <p><u>Desirable:</u>  i) Proficiency in computer.  ii) Working knowledge of Urdu/Hindi</p> <p><b>Note:</b> - Training shall be imparted to the new incumbents by the department and probation shall be lifted only on successful completion of the training.</p>	20	10	03	01	06	-	-	-

**\* Note: For the post of Assistant Section Officer (erstwhile Assistant), DDA employee possessing required qualifications as prescribed for direct recruits shall be eligible and the age limit shall not be applicable to them.**

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

Post Code	Name of the post	Backlog vacancies		
		SC	ST	OBC
08	Sectional Officer (Hort.)	-	01	01
09	Junior Engineer (Civil)	17	08	53
12	Stenographer Grade 'D'	-	09	-

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

Post Code	Name of the post	Category of disability
04	Assistant Director (Ministerial)	OA, OL, OAL, BL, BLOA, B, LV, HH
05	Assistant Accounts Officer	OA, OL, BL, HH
06	Legal Assistant	OA, OL, OAL, BL, B, LV
07	Assistant Section Officer (ASO)	OL, OA, BL, OAL, B, LV, HH
08	Sectional Officer (Horticulture)	OA, HH
09	Junior Engineer (Civil)	OA, OL, BL, HH
10	Junior Engineer (Electrical/Mechanical)	OL, HH
11	Junior Translator (Official Language)	OA, OL, OAL, BL, B, LV, HH
12	Stenographer Grade "D"	OA, OL, BL, OAL, B, LV, HH

*No reservation will be given to PwD candidates except for the post code 06(Legal Assistant), 08(Sectional Officer (Hort.)) and 09 (Junior Engineer (Civil)). However, PwD candidates can apply for these above identified posts but there will be no reservation for them and they will be treated at par with the candidates of other category(ies). They will be given benefit for age relaxation and fee only.*

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

### 3. IMPORTANT INFORMATION

(i) For the posts reserved for Persons with Disabilities (PwD), disabilities are defined as under:-

- a) **VH- Visually Handicapped**
- b) **HH-Hearing Handicapped**
- c) **OH-Orthopedically Handicapped**

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

The eligibility for availing reservation against the vacancies reserved for the Persons with Disabilities shall be the same as prescribed in "The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995." Provided further that the physically disabled candidates shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements of the identified Service/Post as may be prescribed by its Cadre Controlling Authority. The physical requirement and functional classification can for example be one or more of the following:

a) **Code of Physical Requirements**

S Sitting ST Standing W Walking SE Seeing H Hearing/Speaking 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**

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

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

(iii) If a candidate wants to apply for more than 1 (one) post, he/she needs to apply separately for all such posts. In case of any clash in the test date/time for any two or more posts, candidates need to decide the test they would like to take & DDA will not entertain any request for change in test date/time later on. If a candidate opts to apply for more than one post, in that case, separate application fee shall be payable for each and every application.

(iv) **Candidates to ensure their eligibility for the post applied for:**

The candidates applying for the above posts should ensure that they fulfill all eligibility conditions for the post applied for. Their admission to all the stages of the examination will be **purely provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of admission certificate to the candidate will not imply that his/her candidature has been finally cleared by the Delhi Development Authority. The DDA take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Interview / Computer Proficiency Test or Skill Test etc. (as applicable).

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

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

(vii) **LAST DATE FOR RECEIPT OF APPLICATION(S):** The online application can be filled and submitted in all respect upto 20/06/2016 upto 06.00 PM after which the link will be deactivated.

(viii) The eligible candidates shall be issued an e-admission certificate three weeks before the commencement of the examination. The e-admission certificate will be made available on the DDA's website {<http://www.dda.org.in>} for downloading by candidates. **No admission certificate shall be sent by post.**

(ix) **FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:** In case of any guidance/information/clarification regarding their application, candidature etc. candidates can contact DDA's Facilitation Counter at Vikas Sadan, INA, New Delhi in person, or over Telephone No. 011-24649644 on all working days between 10.00 Hrs and 17.00 Hrs.

#### **4 ALL COMMUNICATION /ELECTRONICS DEVICES BANNED.**

- a) 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 candidates including ban from future examinations.
- b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.
- c) Candidates are advised not to bring any valuable/costly items to the examination halls, as safekeeping of the same cannot be assured. DDA will not be responsible for any loss in this regard.

## 5. Eligibility Conditions:

**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 1<sup>st</sup> January 1962, with the intention of permanently settling in India, or
- (e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

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

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

## 6. Age Relaxation:

Sl. No.	Categories	Extent of Age Concession
1	Schedule Caste and Scheduled Tribes	05 Years
2	Other Backward Class	03 Years
3	Persons with Disabilities	10 Years
4	SC/ST Persons with Disabilities	15 Years
5	OBC Persons with Disabilities	13 Years
6	Departmental candidate with at least three years continuous service in Central Govt./Govt of Delhi/Delhi Development Authority etc.	Upto 05 Years for Group 'A' & 'B' posts (which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post) Upto 40 years of age (45 years for SC/ST, 43 years for OBC) for Group 'C' post.
7	(For Group "A" Posts) Ex-Servicemen	Military Service + 03 Years (subject to the conditions he should have served the Armed Forces for a continuous period of not less than 6 months and has not been released otherwise then by way of dismissal or discharge on account of misconduct or inefficiency etc.)
8	(For Group "B" & "C" posts) Ex Servicemen (UR/GEN)	03 Years after deduction of the military service rendered from the actual age as on the closing date for receipt of application. He should have served the Armed Forces for a continuous period of not less than 6 months and has not been released otherwise then by way of dismissal or discharge on account of misconduct or inefficiency etc.
9	Ex- Servicemen (OBC)	06 years (3 years + 3 Years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application
10	Ex-Servicemen (SC & ST)	08 years (3 yr + 5 yr) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application.
11	Widows, divorced women and women judicially separated from their husbands and who are not re-married (for Group 'C' Posts)	Upto the age of 35 years (upto 40 yrs for SC/ST & 38 for OBC)

- a) The date of birth accepted by the Delhi Development Authority is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognised by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University, which must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate.
- b) No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.
- c) The expression Matriculation/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.
- d) Relaxable for Govt. Employees & the employee of the DDA in accordance with the instructions issued by the Central Govt.

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

**7. Application fee and mode of remittance:**

**Application Fee will be Rs. 500/- for all categories of posts.** Transaction charges of the bank, as applicable shall be borne by the candidate.

**All female candidates and candidates belonging to Scheduled Caste/ Scheduled Tribe/ Persons with Disabilities** are exempted from paying application fee as per extant Government orders. No fee exemption is, however, available to OBC candidates and they are required to pay the prescribed fee in full.

- a) The candidates have to visit any branch of the State Bank of India for depositing the fee through pre-printed challan only.
- b) Candidates are advised to retain the "Original Challan" and keep it safely as it will be required to be produced at the time of document verification/or interview etc.

Fee can be remitted in any branch of State Bank of India by Cash for that they should print the system generated Pay-in-Slip next day after the completion of Step-I and can deposit the fee at the counter of SBI Branch on the same day or before **business hours of 17/06/2016 i.e. last date for depositing the fee. For the applicants in whose case payments details have not been received from the bank they will be treated as incomplete application cases and a list of all such applicants shall be made available on the DDA's website [www.dda.org.in](http://www.dda.org.in) within two weeks after the last day of submission of online application i.e. Step-II (after 20<sup>th</sup> June, 2016).** No further correspondence shall be entertained in this regard.

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



## 9. Selection Procedure:

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

Post Code	Post	Mode of Recruitment	Details of Examination
1	Dy. Director (PR)	Single stage on-line examination followed by interview of 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
2	Dy. Director (Plg.)	do	do
3	Asstt. Director (Plg.)	do	do
4	Assistant Director (Ministerial)	do	do
5	Assistant Accounts Officer	do	do
6	Legal Assistant	do	do
7	Assistant Section Officer (Erstwhile Assistant)	Two stage on line Objective Multiple Choice Type examination followed by Computer Proficiency Test	<p><b>Stage-I</b></p> <p>a) General Intelligence + Reasoning – 50 Marks/50 Questions  b) General Awareness – 50 Marks/ 50 Questions  c) Quantitative Aptitude – 50 Marks/50 Questions  d) English Comprehension – 50 Marks/50 Questions  Total – 200 Marks/200 Questions (Duration – 02 Hours).</p> <p><b>Stage-II</b></p> <p>a) Quantitative Abilities – 200 Marks (100 Questions) Duration – 02 Hrs  b) English Language and Comprehension – 200 Marks (200 Questions) Duration – 02 Hours</p> <p><b>Computer Proficiency Test</b></p> <p>Computer Proficiency Test will be of qualifying in nature comprising of three modules – Word Processing, Spread Sheet and Generation of Slides.</p>
8	S.O.(Hort.)	Single stage on-line examination	The question paper shall be of 02 Hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language
9	J.E.( Civil )	do	do
10	J.E. ( Elect./Mechanical)	do	do
11	Junior Hindi Translator	2 stage examination (Stage I online and Stage II conventional type i.e. pen & paper method)	<p><b>Stage I</b> There will be 200 multiple choice questions of 200 Marks consisting of General Hindi (100 questions /100 marks) and General English( 100 questions/100 marks) of 02 Hrs. duration.</p> <p><b>Stage II</b> examination will be conventional type. i.e. pen and paper method consisting of translation and essay of 200 Marks of 02 Hrs. duration. The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidate's translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.</p>
12	Stenographer Grade 'D'	Single stage online examination followed by skill test	<p>General Intelligence &amp; Reasoning (50 questions of 50 marks), General Awareness (50 questions of 50 marks) and English Language &amp; Comprehension (100 questions of 100 marks) for 2 Hrs duration followed by skill test.</p> <p>The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m. The matter will have to be transcribed on computer only. The transcription time is as follows: -  50 minutes (English) 65 minutes (Hindi)</p>

13	Patwari	2 stage online examination	<p><b>Stage I (Preliminary)</b> General Awareness, General Intelligence &amp; Reasoning Ability, Arithmetical &amp; Numerical Ability, Hindi &amp; English (Language &amp; comprehension) and Basic Computer knowledge ( 120 questions/120 marks of 2 Hrs duration)</p> <p><b>Stage II (Main)</b> General Awareness (Special Emphasis on Delhi), General Intelligence &amp; Reasoning Ability, Arithmetical &amp; Numerical Ability, English Language &amp; comprehension, Hindi or Urdu language and comprehension, Basic Computer knowledge ( 200 questions/200 marks of 2 Hrs duration)</p>
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II. **For the post of Assistant Section Officer (ASO) (Erstwhile Assistant):**

- a) Stage – I examination will be used to shortlist the candidates for appearing in Stage-II examination.
- b) Marks obtained in Stage I and Stage-II examination will be used further to shortlist the candidates for Computer Proficiency Test.
- c) Computer Proficiency Test for the shortlisted candidates will be qualifying in nature.
- d) Those candidates who qualify the Computer Proficiency Test, their marks in Stage I and Stage II will be taken together for preparing final merit list and also for final selection.

III. **For the post of Junior Translator (Official Language)** Stage II examination shall be evaluated in respect of only those candidates who attain the minimum qualifying standards in Stage I examination as may be fixed at the discretion of the Authority. Merit list will be prepared on the basis of marks obtained in Stage I and Stage II taken together.

IV. **For the post of Stenographer Grade 'D'** : If the candidate do not indicate the medium of stenography test in application form, the Authority will consider English as the medium of stenography test for such candidates.

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

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

V. **For the post of Patwari** : Stage I will be only for screening of the candidates for Stage II. 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. **Note:- Training shall be imparted to the new incumbents by the department and probation shall be lifted only on successful completion of the training.**

VI. 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 posts. The weightage of marks of written examination will be 85 % and for Interview shall be of 15% marks, wherever prescribed.

#### 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 marks there will be penalty of 0.33 (negative marking) for wrong answers / multiple answers marked by a candidate in the objective type question papers having four alternatives.

#### 11. Preparation of Merit:

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

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

#### 12. General Conditions:

a) All the visually handicapped (VH) candidates with visual disabilities not less than forty percent (40%) including blind and partially blind persons or who have physical limitation to write including that of speed and who have applied for the examination can avail the assistance of a scribe. The candidate can request the DDA for the same in online application form.

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

c) 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.

d)

i) The compensatory time of 20 minutes per hour of examination will be allowed only to such Persons with Disabilities who opt for the facility of Scribe as mentioned in (a) above.

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

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

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

**Period of Probation:** During the probation period of two years, the selected candidates will be given in house training regarding departmental procedures etc. Probation of the candidate will be confirmed after completing/passing the departmental examination prescribed by DDA. Further for post code 05 (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.

### **13. Verification of documents:**

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

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

It shall be mandatory for the candidates to appear before the interview board or at the time of document and identity verification with the following original documents alongwith self-attested one Photostat copy of the same on the date specified for the purpose of verification of his/her original documents:-

- (i) System generated printout of application with candidate's scanned photograph and signature.
- (ii) Fee payment challan in support of depositing the prescribed fee.
- (iii) Certificate/ Marks-sheet of Secondary School Exam in which date of birth of the candidate is indicated.
- (iv) Degrees & Certificates of all educational and professional/ higher qualification, along with marks-sheets of all years/ semesters.
- (v) Certificate of SC/ST /OBC, as the case may be, issued by the concerned Competent Authority as per specimen attached. (if applicable)
- (vi) Employment Certificate, if you are an existing employee of DDA or anywhere in service. Candidates already employed with Govt. Departments/PSU/Autonomous Bodies will have to produce 'No Objection Certificate (NOC)' from the employer at the time of Joining Service, if offered appointment.
- (vii) Disability Certificate (Showing the type & percentage of disability) issued by the concerned competent authority as per specimen attached.
- (viii) Aadhaar Card, if not issued then registration slip for Aadhaar.
- (ix) Identity proof such as Voter ID Card, Passport, Driving License etc.
- (x) All other documents, as per details given in the advertisement 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. No second opportunity shall be provided for interview/ or verification of documents/identity in any case.

### **14. HOW TO APPLY:**

- (i) Candidates are required to apply **Online** by logging on to the website <http://www.dda.org.in>. Detailed instructions for filling up online applications are available on the above mentioned website. The candidates must go through these instructions carefully and follow them.

The candidate is required to upload a scanned (digital) image of his/her recent photograph (less than 100 KB) and signature (less than 50 KB) after submission of the application form online. In addition, SC/ST/PwD candidates are required to upload the caste certificate/Medical disability certificate issued by the competent authority. No other documents needs to be uploaded.

The applicants are advised to submit only single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the higher Registration ID (RID) (i.e. the application which is registered later) is complete in all respects like applicants' details, photograph, signature etc. The applicants who are submitting multiple applications should note that only the applications with higher RID shall be entertained by the DDA.

iii) All candidates, whether already in Government service, Government owned industrial Undertakings or other similar organisations or in private employment shall require to submit NOC from their present employer before issue of offer/appointment letter.

iv) Persons already in Government service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the public enterprises are however, required to submit an undertaking that they have informed in writing to their Head of Office/Department that they have applied for Recruitment in DDA. Candidates should note that in case a communication is received from their employer by the DDA withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled.

**NOTE:**

- i) **Candidates are not required to submit alongwith their applications any certificate in support of their claims regarding age, educational qualifications and experience. However, candidate belonging to Scheduled Castes, Scheduled Tribes and Persons with Disabilities are required to upload the caste certificate/medical disability certificate as applicable only. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination 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, interview, computer proficiency test and skill test (as applicable) it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the DDA. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the DDA as deemed fit.**
- ii) A candidate who is or has been declared by the DDA to be guilty of:
- a) Obtaining support for his/her candidature by the following means, namely: –
    - i. Offering illegal gratification to, or
    - ii. Applying pressure on, or
    - iii. Blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
  - b) Impersonating, or
  - c) Procuring impersonation by any person, or
  - d) Submitting fabricated documents or documents which have been tampered with, or
  - e) Making statements which are incorrect or false or suppressing material information, or
  - f) Resorting to the following means in connection with his/her candidature for the examination, namely
    - i. Obtaining copy of question paper through improper means,
    - ii. Finding out the particulars of the persons connected with secret work relating to the examination.
    - iii. Influencing the examiners, or
  - g) Using unfair means during the examination, or
  - h) Writing obscene matter or drawing obscene sketches in the scripts, or
  - i) Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or
  - j) Harassing or doing bodily harm to the staff employed by the DDA for the conduct of their examinations, or

- (k) Being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
- (l) Violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or
- (m) Attempting to commit or as the case may be abetting the DDA of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable.
- i. To be disqualified by the DDA from the examination for which he/she is a candidate and/or
  - ii. By the DDA from any examination or selection held by them;
  - iii. If he/she is already in service under Government to disciplinary action under the appropriate Rules.

#### **15. Correspondence with the DDA:**

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-Admission Certificate by the dates specified above. If a candidate does not receive his/her e-Admission 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-23 or over phone (011- 24649644)**. **In case no communication is received in the DDA's Office from the candidate regarding non-receipt of his/her e-Admission Certificate at least 3 weeks before the examination, he/she himself/ herself will be solely responsible for non-receipt of his/her e-Admission Certificate. No candidate will ordinarily be allowed to take the examination unless he/she holds a certificate of admission 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 a certificate of admission to 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-Admission Certificate in some cases, may be abbreviated due to technical reasons.
- (ii) In the event of a candidate downloading more than one Admission Certificate from the DDA 's website, he/she should use only one of these Admission Certificates for appearing in the examination and report about the other(s) to the DDA 's Office.
- (iii) If a candidate receives an e-Admission Certificate in respect of some other candidate the same should be immediately returned to the DDA with a request to issue the correct e- Admission

Certificate. Candidates may note that they will not be allowed to take the examination on the strength of an Admission Certificate issued in respect of another candidate.

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

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

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

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

**N.B. II. Candidates should also note down their RID number for future reference.**

**They may be required to indicate the same in connection with their candidature for the Examination.**

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

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

**18. 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.

**19. Other Instructions: -**

(i) Delhi Development Authority reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if needed, without issuing any notice.

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

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

# SYLLABUS

## ➤ Deputy Director (PR)

### UNIT-1: PUBLIC RELATION

Public Relations: Definitions, PR as a communication function.  
Difference between PR, Propaganda and Public Opinion, Advertising.  
PR as a two way communication, process of PR, PR in different sectors like Govt., Non-Govt.  
Publics in Public Relations, Management of Crisis by PR. PR communication and how to be effective PR communicator.

### UNIT-2: PR PUBLICS

Types of PR Public: Internal and External  
PR Tools, Press Conference, Press Releases, Journals  
Code of ethics of PR, Laws pertaining to Press.

### UNIT-3: ADVERTISING

Definitions, Scope Functions, historical development  
Types of Advertising  
Ethical Aspects of Advertising, Law and Advertising.  
Advertising and Marketing

### UNIT-4: Advertising Agency

Structure and Functions and Types of Advertising Agency  
Advertising Appeals, media Selection and copy writing-newspapers, magazines,  
Radio, Television, Outdoor.  
Advertising testing and research.

**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

## ➤ Deputy Director (Planning), Assistant Director (Planning)

### **AR Architecture and Planning**

**Section 1:** Architecture and Design Visual composition in 2D and 3D; Principles of Art and Architecture; Organization of space; Architectural Graphics; Computer Graphics– concepts of CAD, BIM, 3D modeling and Architectural rendition; Programming languages and automation. Anthropometrics; Planning and design considerations for different building types; Site planning; Circulation- horizontal and vertical; Barrier free design; Space Standards; Building Codes; National Building Code. Elements, construction, architectural styles and examples of different periods of Indian and Western History of Architecture; Oriental, Vernacular and Traditional architecture; Architectural developments since Industrial Revolution; Influence of modern art on architecture; Art nouveau,



Eclecticism, International styles, Post Modernism, Deconstruction in architecture; Recent trends in Contemporary Architecture; Works of renowned national and international architects.

**Section 2:** Building Materials, Construction and Management Behavioral characteristics and applications of different building materials viz. mud, timber, bamboo, brick, concrete, steel, glass, FRP, AAC, different polymers, composites. Building construction techniques, methods and details; Building systems and prefabrication of building elements; Principles of Modular Coordination; Estimation, specification, valuation, professional practice; Construction planning and equipments; Project management techniques e.g. PERT, CPM etc.

**Section 3:** Building and Structures Principles of strength of materials; Design of structural elements in wood, steel and RCC; Elastic and Limit State design; Structural systems in RCC and Steel; Form and Structure; Principles of Pre-stressing; High Rise and Long Span structures, gravity and lateral load resisting systems; Principles and design of disaster resistant structures.

**Section 4:** Environmental Planning and Design Ecosystem- natural and man-made ecosystem; Ecological principles; Concepts of Environmental Impact Analysis; Environmental considerations in planning and design; Thermal comfort, ventilation and air movement; Principles of lighting and illumination; Climate responsive design; Solar architecture; Principles of architectural acoustics; Green Building- Concepts and Rating; ECBC; Building Performance Simulation and Evaluation; Environmental pollution- types, causes, controls and abatement strategies.

**Section 5:** Urban Design Concepts and theories of urban design; Public Perception; Townscape; Public Realm; Urban design interventions for sustainable development and transportation; Historical and modern examples of urban design; Public spaces, character, spatial qualities and Sense of Place; Elements of urban built environment – urban form, spaces, structure, pattern, fabric, texture, grain etc; Principles, tools and techniques of urban design; Urban renewal and conservation; Site planning; Landscape design; Development controls – FAR, densities and building byelaws.

**Section 6:** Urban Planning and Housing Planning process; Types of plans - Master Plan, City Development Plan, Structure Plan, Zonal Plan, Action Area Plan, Town Planning Scheme, Regional Plan; Salient concepts, theories and principles of urban planning; Sustainable urban development; Emerging concepts of cities - Eco-City, Smart City, Transit Oriented Development (TOD), SEZ, SRZ etc. Housing; Concepts, principles and examples of neighborhood; Housing typologies; Slums; Affordable Housing; Housing for special areas and needs; Residential densities; Standards for housing and community facilities; National Housing Policies, Programs and Schemes.

**Section 7:** Planning Techniques and Management Tools and techniques of Surveys – Physical, Topographical, Land use and Socioeconomic Surveys; Methods of non-spatial and spatial data analysis; Graphic presentation of spatial data; Application of G.I.S and Remote Sensing techniques in urban and regional planning; Decision support system and Land Information System. Urban Economics; Law of demand and supply of land and its use in planning; Social, Economical and environmental cost benefit analysis; Techniques of financial appraisal; Management of Infrastructure Projects; Development guidelines such as URDPFI; Planning Legislation and implementation – Land Acquisition Act, PPP etc.; Local Self-Governance.

**Section 8:** Services, Infrastructure and Transportation Building Services: Water supply; Sewerage and drainage systems; Sanitary fittings and fixtures; Plumbing systems; Principles of internal and external drainage system; Principles of electrification of buildings; Intelligent Buildings; Elevators and Escalators - standards and uses; Air-Conditioning systems; Firefighting Systems; Building Safety and Security systems. Urban Infrastructure – Transportation, Water Supply, Sewerage, Drainage, Solid Waste Management, Electricity and Communications. Process and Principles of Transportation Planning and Traffic Engineering; Road capacity; Traffic survey methods; Traffic flow characteristics; Traffic analyses and design considerations; Travel demand forecasting; Land-use – transportation - urban form inter-relationships; Design of roads, intersections, grade separators and parking areas;

Hierarchy of roads and level of service; Traffic and transport management and control in urban areas,; Mass transportation planning; Paratransits and other modes of transportation, Pedestrian and slow moving traffic planning; Intelligent Transportation Systems. Principles of water supply and sanitation systems; water treatment; Water supply and distribution system; Water harvesting systems; Principles, Planning and Design of storm water drainage system; Sewage disposal methods; Methods of solid waste management - collection, transportation and disposal; Recycling and Reuse of solid waste; Power Supply and Communication Systems, network, design and guidelines.

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

- e) Test of Reasoning
- f) Test of Quantitative Aptitude
- g) Test of General Awareness and
- h) Test of English Language

### ➤ **Assistant Director (Ministerial)**

**(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 & decoding, 19 Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern–folding & unfolding, 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.

**(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, Triangle and its various kinds of centers, 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, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Standard Identities,

Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart

**(D)English Language & Comprehension:** Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting misspelt 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.

Questions will also ask from respective discipline required for job.

➤ **Assistant Accounts Officer**

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

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

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

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

➤ **Legal Assistant**

Constitution of India,

The Delhi Development Act, 1957 with the Rules and Regulations framed under the Act

Transfer of Property Act, 1882

Code of Civil Procedure, 1908 as amended up to date.

Contract, 1872

Evidence Act, 1872

Hindu Succession Act, 1956

Indian Succession Act

Criminal Procedure Code 1973 as amended up to date

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

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

## ➤ Assistant Section Officer

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

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

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

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

## ➤ Sectional Officer (Horticulture)

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

## 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)**

#### 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.

**Surveying:** Principles of surveying, working of properties, compass and bearing, plane table surveying, theodolite traverse, adjustment of theodolite, levelling and contouring, curvature, refraction, permanent adjustment of dumpy level, methods of contouring and uses of a control map, tachometric survey.

**Soil Mechanics:** Origin of soil phase diagram, definitions of void ratio, porosity, degree of saturation, water content, specific gravity of soil grains and unit weights, grain size distribution curves for different soil and their uses. Atterberg's limits, ISI soil classification, plasticity chart, coefficient of permeability, effective stress, consolidation of soils. Calculation of shear strength of soils, direct shear test, vane shear test, triaxial test, soil compaction, Lab compaction, Lab compaction test, moisture content and 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.

**Environmental Engineering:** Quality of water, source of water supply, purification of water, distribution of water, need of sanitation, sewerage system, circular sewers, oval sewer, sewer appurtenances, surface water drainage, sewage treatments.

**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 rect. & circular section, 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 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 single reinforced beams, lintels, cantilever beams, double reinforced beams, one way slabs, two way slabs, isolated footings, reinforced brick work. T-beams, columns, staircases, retaining walls, water tanks (RCC design questions may be based on both Limit State method and Working Stress method).

**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

## ➤ **Junior Engineer (Electrical/Mechanical)**

### **General Engineering (Electrical and Mechanical)**

#### • **Electrical Engineering**

**Basic Electrical Engg.:** Elect. Measurements, Concepts of current, voltage, resistance, power and energy, their units, Ohm's law.

**Circuit Law:** Kirchoff's law, solution of simple network problems, Network theorems and their applications, Electro-magnetism, concept of flux,  $e m f$ , reluctance, magnetic circuits. Electro-magnetic induction, self and mutual inductance. A.C. fundamentals, instantaneous, peak, R.M.S. and average values of alternating waves, Equation of sinusoidal wave form, simple series and parallel AC. circuits consisting of R.L. and C, Resonance. Measurement and measuring instruments, Moving coil and moving iron ammeters and voltmeters, Extension of range, Wattmeters, Multimeters, megger, Basic Electronics.

**Electrical machines:** Basic principles of D.C. motors, generators, their characteristics, Speed control and starting of D.C. motors, losses and efficiency of D.C. machines. 1-Phase and 3-phase transformers: Principles of operation, equivalent circuit, voltage regulation, O.C. and S.C. tests, efficiency, auto transformers. Synchronous machines, generation of 3-phase  $e m f$ , armature reaction, Voltage regulation, parallel operation of two alternators, synchronizing, starting and applications of synchronous motors. 3-Phase Induction motor, rotating magnetic field, principle of operation, equivalent circuit, torque-speed characteristics, starting and speed control of 3-phase induction motors, Fractional KW motors, 1-phase induction motors, A.C. series motor, reluctance motor.

**General, Transmission and Distribution:** Different types of power stations, Load factor, diversity factor, demand factor, simple problems thereon, cost of generation, inter-connection of power stations. Power factor improvement, various types of tariffs, types of faults, short circuit current for symmetrical faults. Switchgears- rating of circuit breakers: Principles of a extinction by oil and air, H.R.C. fuses, Protection, earth leakage, over current, Buchhotgz relay, Merz- Prince system of protection of generators & transformers, protection of feeders and bus bars. Lightning arresters, Various transmission and distribution systems, Comparison of conductor materials, efficiency for different systems. Utilization of Electrical Energy, Illumination, electric heating, Electric welding, electroplating, electric drives and motors.

- **Mechanical Engineering**

**Flow of Fluids:** Laminar & turbulent flow, equation of continuity, Bernoulli's theorem, measurement of discharge, flow through pipes, friction losses, Forces of jet impinging on vanes, blades, work done and efficiency, classification of turbines & pumps.

**Thermal Engineering:**

Laws of thermodynamics, change in entropy in various processes; uses of steam, Properties of steam table & charts; Construction & Working of Cochran, Lancashire locomotive & Babcock & Wilcox boilers, working of steam turbine, Otto & Diesel Cycles, working of IC engines, Carburetion, Solex Carburettor. Diesel fuel, pump & injector: Cooling & lubrication.

**Production Engineering:** Foundry- Different casting processes, concept of Patterns; types of mould making, puring defect in castings, causes & remedies, Welding-classification and types of welding, Testing and defects in welds. Lathes- working of lathe, various tools, operation on lathes, types of lathes. Drilling operations performed on drilling machines. Description, principles of working and various operations on machine tools, milling machine, shaper, grinder, boring and slotting machines.

**Strength of Materials:** Stresses in composite bars, relation between elastic constants, Resilience under different types of loads, SF and BM diagrams; stresses in beams-combined direct and bending stresses, Struts and columns – Euler's and Rankin's theories, Torsion of circular shafts.

**Theory of Machines:** Simple Machines – Four bar chain, Slider crank chain, double slider crank chain, Flywheel – Turning moment diagrams. Fluctuation of energy, Friction-in collar and pivots, plate clutch, conical clutch, journal bearing. Transmission of power through flat and V-belts, Gears, profile of gears, Governors- Watt and Hartnell governors

**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 Hindi Translator**

Stage-I: a) General Hindi : 100 marks (Objective type) b) General English : 100 marks (Objective type) The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

Stage-II: Translation and Essay: 200 Marks (Conventional Type) The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed

## ➤ Stenographer Grade 'D'

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

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

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

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

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

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

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

## ➤ Patwari

Stage I (Preliminary)

i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions etc.



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

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

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

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

## Stage II

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

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

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

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

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.

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