

No. F.1 (4)2016/PB-III/Asstt/Pt./3/4)

Date: 22/11/2021

CIRCULAR NO: 2671 /2021

A Limited Departmental Competitive Examination to fill up 121 posts (UR-93, SC-19, ST-09) of the grade of Assistant Section Officer in the PB-2 of Rs. 9300 – 34800 with Grade Pay of Rs. 4600/- (Pre-revised) (Level-7 in the pay matrix as per 7TH CPC) is proposed to be held shortly.

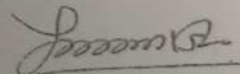
The SSAs (UDCs) having 3 (three) years regular service on 01.01.2022 are eligible to appear in the written exam for the post of Assistant Section officer. Those SSAs who wish to appear in the said exam, may submit their applications through their concerned Branch Officer who will verify the details given in the Performa as mentioned at Annexure-I, along with three recent color passport size photographs (one photograph duly attested by the concerned DDO/Branch Officer to be pasted on the application and two photographs unattested). The SC/ST applicants should also submit the attested photocopy of caste certificate. Applications should be submitted to the office of Assistant Director (P)-III, DDA, B-Block, 3rd Floor, Room No -316, INA, Vikas Sadan, New Delhi latest by 05:00 PM on 17.12.2021.

Applications having incomplete particulars or received after the due date and time shall not be entertained. The schedule of coaching classes/computer training shall be notified separately. The syllabus for the above exam is enclosed as per Annexure-II.

SC/ST candidates will be eligible for relaxation of 20 marks. This relaxation will cover not only the passing marks to be given in aggregate but will be inclusive of the passing marks given in each individual paper so that the total number of marks covered by such relaxation shall not exceed 20 marks.


This may be treated as Notice of the Limited Departmental Competitive Examination for the post of Assistant Section Officer and the date of the said examination shall be intimated later on a short notice.

Encls: - Annexure-I,
Annexure-II.


Dy. Director (P)-III

Copy to: -

1. All HoDs, DDA
2. Commissioner & O.S.D. to V.C.
3. P.S. to VC/EM/FM/CVO
4. PS to Pr. Commr.(P)/Commr. Cum Secy./All Commissioners/CLA
5. All Branch Officers of the Authority with the request to bring this circular to the notice of the employees working under them and to forward their application so as to reach this office latest by 5.00 PM on 17.12.2021.
6. Dy. Director (Systems) to upload the same on DDA Website.
7. SC/ST Association/Organization.
8. Notice Boards, Vikas Sadan/Vikas Minar etc.


Asstt. Director (P)-III

**APPLICATION FORM FOR LIMITED DEPARTMENT COMPETITIVE EXAMINATION-2022
FOR THE POST OF ASSISTANT SECTION OFFICER**

Paste recent
passport size
photograph duly
attested

Size : 3.5 x 4.7

Sl. No	Personal Particulars	
1.	Name in Block Letters	
2.	Designation	
3.	Father/Husband's Name	
4.	Date of Birth/Retirement	
5.	Date of initial appointment in DDA and post	
6.	Date of joining as SSA(UDC) in DDA (Total Service as SSA as on 01.01.2022)	
7.	Present pay with Grade pay/Level in pay matrix as per 7 th CPC, being drawn and date from which being drawn.	
8.	Present Place of posting with date	
9.	Educational Qualifications	
10.	Present residential address	
11.	Contact No.	
12.	Category (whether SC/ST/OBC) (if yes, attached self attested copy of certificate)	
13.	Impression of left Thumb	
14.	Details of pending disciplinary/criminal cases/suspension, if any	

Place: New Delhi

Date:

(Signature of the official)

Name & Designation _____

COUNTER SIGNATURE OF THE CONTROLLING OFFICER

Certified that the above information is correct as per records. Forwarded for further necessary action please.

Place : New Delhi

Date

(Signature of Branch Officer with office seal)

**SYLLABUS FOR LIMITED DEPARTMENTAL COMPETITIVE
EXAMINATION FOR PROMOTION
TO THE POST OF ASSISTANT IN DDA**

MAX MARKS: 150

PAPER –I

Time: 2 Hours

(Part-I)

(75 Marks)

Matters relating to LM, LD, Housing etc.

1. Principles and procedures of management and disposal of land under the control of DDA.
 - a) Acquisition of land.
 - b) Protection of land.
 - c) Management of land.
 - d) Disposal of land.
2. Management of Housing Estates in DDA.
 - a) Type of Housing Scheme and flats in DDA
 - b) Procedure for disposal of built-up flats.
3. Procedure for execution of lease-deed in respect of flats and plots, mutation, transfer, gift and action and procedure for violation of lease terms.
4. Procedure for conversion of residential properties from lease-hold to free-hold.
5. Official definitions, abbreviations and delegation of various types of powers to the officers of the DDA viz administrative, financial, management and disposal of properties.

(Part –II)

(75 Marks)

Service Regulations.

- a) The Delhi Development Authority Conduct Disciplinary and Appeal Regulation, 1999. Classification control and appeal rules, leave rules, pension rules etc.
- b) Questions on general subjects viz; advances, reservations for SC/ST, Physically handicapped, O.B.C.s, Staff Quarters and other establishment and administrative matters.



Cont: Page/2

PAPER-II

Time : 2 Hours 30 Minutes

(PART-I)

(100 MARKS)

1. General English/ Hindi

- a) Writing a paragraph, Note or a letter on the official subject.
- b) Making précis of a given official paragraph.
- c) Translation of a paragraph from English to Hindi and Hindi to English and 10 words in each English and Hindi.
- d) Testing ability of the candidate to write correct English/Hindi in day to day official work.
- e) Questions related to **Rajbhasha**.

(PART-II)

(50 MARKS)

General awareness/General Knowledge.

- The paper will consist of questions on current events including culture, history, politics, elections, geography, sports etc.

(PART-III)

(50 Marks)

Computer Literacy Test.

- General computer literacy & computer knowledge test including MS office applications, E-office, e-governance etc. pertaining to office working consisting of objective questions (theoretical).

MAX MARKS : 50

PAPER-III

Time: Half an hour

- Half an hour computer practical test (will be conducted separately)

