



दिल्ली विकास प्राधिकरण / DELHI DEVELOPMENT AUTHORITY

कार्मिक शाखा-1 / PERSONNEL BRANCH-1

कमरा नं. बी-311, आई.एन.ए, विकास सदन, नई दिल्ली-110023

Room No. B-311, Vikas Sadan, INA New Delhi-110023

No. F7(71)10/DDA/PB-1/3501

Dated: 29/12/23

CIRCULAR NO. 94 /2023

Sub: Limited Departmental Competitive Examination for filling up posts of AE (Civil) & AE (Elect./Mech.) under test quota

It has been decided to conduct a Limited Departmental Competitive Examination for filling up 161 posts of AE (Civil) and 25 posts of AE (Elect. /Mech.) in Level 7 of the Pay Matrix as per the 7th CPC. The break-up of vacancies is as under:

Sl. No.	Name of Post	Total Vacancy for 2024	UR	SC	ST
1.	AE(Civil)	161	126	23	12
2.	AE(Elect./Mech)	25	20	03	02

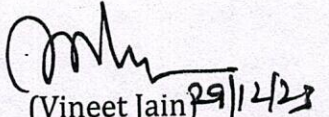
2. **Syllabus** for the above examination is enclosed herewith as Annexure 'A' & 'B'.

3. **Condition of Eligibility:** 05 years of regular service in the grade of JE (Civil)/ JE (Elect/Mech) as on the last date of receipt of applications.

4. The Eligible Candidates may submit their application for the same in the prescribed format, enclosed herewith as Annexure C. The last date of receipt of applications in the office of Dy. Director (P)-I is 31/01/24.

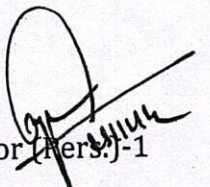
5. A pre-promotional training program for briefing all eligible candidates will be held in due course, the scheduled date and venue for which will be notified later.

Encl: Annexure A, B & C.


(Vineet Jain) 29/12/23
Commissioner (Pers.)

Copy to:

1. Addl. Secretary to LG, Delhi.
2. OSD to Vice-Chairman, DDA.
3. All Chief Engineers (Civil)/(Electrical)
4. All HODs with a request to bring this Circular to notice of all the concerned employees working under them.
5. All SEs (Civil)/(Elect.)
6. Director (Systems), DDA with a request to upload the Circular along with the syllabus on the DDA's website.
7. Director (Training).
8. Notice Board - Vikas Sadan & Vikas Minar.


Director (Pers.)-1

Syllabus for LDCE for the Post of AE (Civil).

Sl.No.	Brief Description	Detailed Description
1.	Knowledge of Estimating	To prepare various types of works estimates like building work, development works, water supply, sanitation, woodwork, road work, and miscellaneous works, Estimate based on PAR & lump sum also. Calculation of quantities, costing details of housing & other works.
2.	Technical sanction	Procedure, drawings, basis of rates, lump sum rates, departmental charges, powers of various officers to issue T.S., approval of design mix etc.
3.	Specifications	Knowledge of CPWD Specifications for various items, North specification etc, testing procedure for materials.
4.	Analysis of Rates	Knowledge regarding analysis of rates for various items. Analysis for non-scheduled items, to prepare new analysis, lump sum premium etc.
5.	Accounts procedure/Deptt. procedure	Work expenditure, temporary & permanent imprest, petty purchases, re-adjustment of expenditure booked wrongly. Procedure of work orders/supply orders, tenders, T.S., final bills etc
6.	I.S. Codes & IRC Codes	Knowledge of I.S. Codes for various items like concrete, steel, pipes, grades of materials, provision of acceptability of various materials, tolerances.
7.	D.S.R	Knowledge of various scheduled items and non-scheduled items, nomenclature etc. Basic rates, hire charges, handling charges, transportation etc.
8.	CPWD Works Manual	Works procedure, financial powers etc. Knowledge of CPWD Works Manual, Maintenance Manual.
9.	General Knowledge	Abbreviations, vigilance procedures, Deptt. procedure, hierarchy of posts, pay scales, leave rules, Important Engineering Projects and landmarks, pre-fab Technology, pre-stressing, pre-casting, cast-in-situ, essay writing.
10.	Building Bye-laws	Master Plan, sanction of building plans, C-form, D-form, occupancy certificate, provisions of Master Plan, land use etc.
11.	Basic Engineering i/c maintenance procedures	Surveying Demarcation, Lay out & total station survey, stress, strain, cracks, sagging, bonding, flexural stress, crushing & yield stress, shear stress, testing of materials, design mix, job mix, knowledge of various material classification, properties for bricks, concrete, R.C.C aggregates, placement of steel, study of drawings, rigid/flexible pavements design, M/o Building & services. Geometric design of high ways, basic properties, CBR, compaction/consolidation and bearing capacity of soil, design of services, levelling.
12.	Knowledge of Contract/arbitration	PWD-forms, clauses of agreement, provision of rescission of works, mile stone, QAC charts, CPM & PERT charts, performance measurement, arbitration procedures and claims.

Syllabus for LDCE for the post of AE (E&M).

Sl.No.	Brief Description	Detailed Description
1.	Knowledge of Estimating	Estimate for Capital & Maintenance works(E&M):- Internal Electrification. Electric Sub-station. Booster Pumping Installation for clear water, raw water etc. Lighting in parks, on roads etc. D.G. Set. Fire Fighting, Fire Alarm & P.A. System. Lifts. H.V.A.C. System. Preparation of Preliminary Estimate based on PAR/ lump sum rates.
2.	Technical sanction	Procedure for preparation of drawings, detailed calculation of quantities, basis of rates, departmental charges viz contingencies, powers of various officers to accord TS.
3.	Specifications	Knowledge of CPWD Specifications for Electrical Works viz Part-1: Internal, part-II: external, part-III: Lifts & Escalators, Part-IV: Sub-stations, Part-V: Wet riser & Sprinkler Systems, Part-VI: Fire Alarm & P.A. System, Part-VII: DG Sets.
4.	Analysis of Rates	Knowledge of analysis of rate for various items based on DSR & market rates, lump sum provision etc. for estimation, Justification, extra/substituted/deviated items.
5.	Accounts procedure/Deptt. procedure	Preparation of temporary/ permanent imprest, procedure for procurement of material for petty purchases (supply order), procedure for execution of work on work order basis, call of tenders, submission of running/final bill etc.
6.	I.S. Codes & IRC Codes	Knowledge of important I.S. Codes of different material used in E & M installation
7.	D.S.R	Knowledge of various scheduled items, nomenclature, nonschedule items basic rates, overhead & profit etc.
8.	Works Manual Technical	Works procedure, financial powers etc.
9.	General Knowledge/ Essay writing	Abbreviations, symbols, definition of various terms used in E & M works & essay writing.
10.	Basic Services in Multistoreyed Building.	Brief knowledge of requirement of various E & M services in residential/commercial/office buildings as per National Building Codes & mandatory clearance required from local bodies/authorities.
11.	Knowledge of Contract/arbitration	Knowledge of important clauses of contracts, procedure for rescission of works, milestones, method of measurement & test check by AE/EE, recording of completion certificates & concurrence of competent authority

Application for appearing in the LDCE for the post of _____
(Through proper channel)

Paste passport-size photograph attested by branch officer

I.	Name	
II.	Fathers Name	
III.	Date of appointment as JE in DDA	
IV.	Qualification	
V.	Date of Birth	
VI.	Present place of posting(in case of any subsequent change the candidates should intimate the DD(P)-I)	
VII.	Whether belong to SC/ST category	
VIII.	Residential Address	

Date

(Signature of Candidate)

Name:-

Designation:-

Forwarded to Dy. Director (P)-I

Signature with seal of Branch Officer