

**DELHI DEVELOPMENT AUTHORITY**  
**PERSONNEL BRANCH-III**

No. F.1 (4)2016/PB-III/Asstt/931

Dated: 07/06/2017

CIRCULAR NO: **08**

A Limited Departmental Competitive Examination to fill up 77 posts {UR-44, SC-20, ST-13} of Assistant Section Officer in the pay scale of Rs 9300 – 34800 with Grade Pay Rs. 4600/- (Pre-revised) in PB-II is proposed to be held shortly in the Authority.

All the UDCs having 3 years regular service on 01.07.2017 are eligible to appear in the written exam for the post of Assistant Section officer. Those UDCs who desire to appear in the said exam, may submit their applications through their concerned Branch Officer duly verified the details given in the proforma as mentioned at Annexure-I along with three recent passport size photographs (one photograph duly attested by the concerned DDO/Branch Officer to be pasted on the application and two photographs unattested. The Attested photocopy of caste certificate is also required to be submitted, as applicable. Applications are to be sent to the Assistant Director (P)-III, DDA, B-Block, 3<sup>rd</sup> Floor, Room No -316, INA, Vikas Sadan, New Delhi **latest by 06.07.2017**.

Applications having incomplete particulars or received after the due date shall not be entertained.

All eligible candidates shall be informed separately regarding coaching classes/computer training. Syllabus for the said exam is also enclosed as per Annexure-II.

SC/ST candidates will be eligible for relaxation of 20 marks (i.e 5% of 400 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.

Encls: - Annexure-I  
Annexure-II

Dy. Director (P)-III

Copy to:-

1. All Departmental Heads, DDA.
2. O.S.D to V.C, DDA.
3. Dy. Director (Systems) with the request to upload the same on DDA website.
4. PS to VC/EM/FM/CVO, DDA.
5. PS to Pr. Commissioner/Secy/All Commissioners/CLA.
6. All Branch Officers of the Authority are requested to bring this circular to the notice of the employees (UDCs) working under them and to forward their application latest by **06.07.2017**
7. Notice Board, Vikas Sadan/Vikas Minar.
8. SC/ST Association/Organization, DDA
9. AD (PIMS) DDA

Asstt. Director (PB)-III

**APPLICATION FORM FOR THE POST OF ASSISTANT  
DELHI DEVELOPMENT AUTHORITY**

- | <u>Sl.<br/>No</u> | <u>Personal Particulars</u>        |   |
|-------------------|------------------------------------|---|
| 1.                | Name in Block Letters              | : |
| 2.                | Father/Husband's Name              | : |
| 3.                | Date of Birth                      | : |
| 4.                | Date of initial appointment in DDA | : |
| 5.                | Date of joining as UDC in DDA      | : |
| 6.                | Present pay band with grade pay    | : |
| 7.                | Present Place of posting with date | : |
| 8.                | Educational Qualification          | : |
| 9.                | Present residential address        | : |
| 10.               | Contact No                         | : |
| 11.               | Category                           | : |
| 12.               | Impression of left Thumb           | : |

Paste recent passport  
size photograph in  
Red background duly  
attested

Size : 3.5 x 4.7

Place: New Delhi

(Signature of the official)

Date:

**COUNTERSIGNED BY THE CONTROLLING OFFICER**

Place : New Delhi

Date :

**SYLLABUS FOR DEPARTMENTAL TEST FOR PROMOTION TO  
THE POST OF ASSISTANT IN DDA**

**PAPER –I**

**MAX MARKS: 150**

**Time: 2 Hours**

**(Part-I)**

**(75 Marks)**

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-dead 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)**

**1. 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. Cs, Staff Quarters and other establishment and administrative matters.

Cont: Page/2

Page/2

**PAPER-II**

**MAX MARKS: 200**

**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.

**(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.**

- Simple test on Computer literacy consisting of objective questions (theoretical).

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**PAPER-III**

**MAX MARKS : 50**

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