

दिल्ली विकास प्राधिकरण (कार्मिक शाखा)-III बी-316, तीसरी मंजिल, विकास सदन, आईएनए, नई दिल्ली 110023 फ़ोन नंबर 011-24661188/1189		DELHI DEVELOPMENT AUTHORITY (PERSONNEL BRANCH)-III B/316, 3 rd FLOOR, VIKAS SADAN, INA, NEW DELHI 110023 Ph No. 011-24661188/1189
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No.PERS/PIII/0004/2024/F8/-AD(PB)-III/3655

Date: 21 / 8 / 2026

CIRCULAR NO: 73/2026

A Limited Departmental Competitive Examination (LDCE)-2026 to fill up **137 post (UR-119, SC-07 & ST-11) including 08 PwBD vacancies (i.e. VH (cat.-a) -3, HH(cat.-b) -2, OH(cat.-c) -1 & Others(cat.-d & e) -2}** of the grade of Assistant Section Officer in the Grade Pay of Rs. 4600/- (Level-7 in the pay matrix as per 7thCPC) (PB-2 of Rs. 9300 – 34800) is proposed to be held shortly.

2. The Senior Secretariat Assistants (SSAs/UDCs) having completed 03 years' regular service as on 01.01.2026, are eligible to appear in the written exam for the post of Assistant Section officer.

3. The Applications should be forwarded through proper channel to the office of Dy. Director (P)-III, DDA, B-Block, 3rd Floor, Room No -316, INA, Vikas Sadan, New Delhi latest by 05:00 PM on 20.09.2026 as per the following guidelines: -

- The complete filled Application Form duly forwarded through his/her concerned Branch Officer who will verify the details given in the Performa **(Annexure-I)**.
- Three recent colour passport size photographs (one photograph pasted on form duly attested by the concerned Controlling Officer and two photographs unattested).
- The SC/ST/PwBD applicant should also submit the attested photocopy of the caste/PwBD certificate.
- Applications having incomplete particulars or received after the due date and time shall not be entertained.

4. The schedule of Pre-Promotional Training/Computer Training will be notified separately. The syllabus for the above exam is enclosed herewith **(Annexure-II)**.

5. Scheme of the Examination: -

As per scheme of the examination, the candidate is required to secure 40 % marks in each of the three papers. However, the aggregate marks should not be less than 45% i.e. 180 marks.

SC/ST candidate 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.

The PwBD candidate will be eligible for the same relaxation as applicable for SC/ST candidate.



6. 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 will be intimated later on a short notice.

7. This is issued with the approval of the competent authority.

Encls.: - Annexure-I, Annexure-II.

Hd
21/8/26
(Pushap Lata Handa)
Dy. Director (P)-III

Copy to: -

1. All HoDs, DDA
2. O.S.D. to Vice-Chairman, DDA
3. P.S. to VC/EM/FM
4. PS to Pr. Commr. (P)/Commr. Cum Secy./ CVO/CLA/All Commissioners
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 20.09.2026.
6. Dy. Director (Systems) is requested to upload the same on DDA's Website & Notice-Board of E-office.
7. SC/ST Association/Organization.
8. Notice Boards, Vikas Sadan/Vikas Minar/E-office Notice Board etc.

Asstt
21/08/26
Asstt. Director (P)-III

**APPLICATION FORM FOR LIMITED DEPARTMENT COMPETITIVE
EXAMINATION-2026 FROM THE POST OF SENIOR SECRETARIAT
ASSISTANT TO 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	
7.	Eligible as on	___/___/20___
8.	Present pay with Grade pay/Level in pay matrix as per 7 th CPC, being drawn and date from which being drawn	
9.	Present Place of posting with date	
10.	Educational Qualifications	
11.	Present residential address	
12.	Contact No.	
13.	Category (whether SC/ST/OBC) (If yes, attach self-attested copy of certificate)	
14.	Whether belongs to PwBD category (If yes, attach self-attested copy of certificate)	
15.	Impression of left Thumb	
16.	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)

Annexure-II

**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



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MAX MARKS: 200

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)

