

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:**

- a) **Application Fee will be Rs. 500/- for all categories of posts. Transaction charges of the bank, taxes, as applicable shall be borne by the candidate.**
- b) Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, PwD& Ex-serviceman category are exempted from paying Application fee.
- c) Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession. No fee exemption is, however, available to OBC/EWS candidates and they are required to pay the prescribed fee in full.
- d) Fee once paid will not be refunded under any circumstances.

**8. Mode of payment of application fee:**

- (i) ONLINE Fee Payment through Internet Banking/Debit/Credit Card etc. (as provided in the Online Application) will only be accepted.
- (ii) Fees paid by modes other than through Online Application will **not** be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.
- (iii) Detailed instructions for filling online application and ONLINE Fee Payment are available on the website.

**9. 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.

**10. 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
01	Dy. Director (System)	Single Stage online examination followed by Interview of the 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
02	Dy. Director (Plg.)	Do	do
03	Asstt. Director (Plg.)	Do	do
04	Asstt. Director (System)	Do	do

05	Assistant Accounts Officer	Do	do
06	Planning Assistant	Single Stage online 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
07	S.O.(Hort.)	Do	do
08	Architectural Assistant	Do	do
09	Surveyor	Do	do
10	Stenographer Grade 'D'	Single stage online examination followed by skill test	General Intelligence & Reasoning (50 questions of 50 marks), General Awareness (50 questions of 50 marks) and English Language & Comprehension (100 questions of 100 marks) for 2 Hrs duration followed by skill test. 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) <b>Note:</b> The candidates who have opted for English medium, "Times New Roman" font will be used for transcription. The candidates who have opted for Hindi medium, "Mangal (Hindi Remington Keyboard (GAIL)) will be used for transcription.
11	Patwari	2 stage online examination	<b>Stage I (Preliminary)</b> General Awareness, General Intelligence & Reasoning Ability, Arithmetical & Numerical Ability, Hindi & English (Language & comprehension) and Basic Computer knowledge ( 120 questions/120 marks of 2 Hrs duration) <b>Stage II (Main)</b> General Awareness (Special Emphasis on Delhi), General Intelligence & Reasoning Ability, Arithmetical & Numerical Ability, English Language & comprehension, Hindi or Urdu language and comprehension, Basic Computer knowledge (200 questions/200 marks of 2 Hrs duration)
12	Jr. Secretariat Assistant	2 stage online examination followed by typing test of the shortlisted candidates	<b>Stage I:</b> General Awareness, General Intelligence & Reasoning Ability, Arithmetical & Numerical Ability, English (Language & comprehension) (120 questions/120 marks of 2 Hrs duration) <b>Stage II: Computer Proficiency Test (CPT):</b> The question paper shall be of 50 minutes' duration of 100 marks consisting of 50 questions of objective type (Multiple Choice Questions) as per detail given below: 1. Part-I: Computer Fundamental Section (10 questions), 2 marks per question 2. Part-II: Keyboard Shortcut key & Internet (10 questions), 2 marks per question 3. Part-III: MS Word (10 questions), 2 marks per question 4. Part-IV: MS Excel (10 questions), 2 marks per question 5. Part-V: MS Power Point (10 questions), 2 marks per question <b>Stage-II examination will be qualifying in nature. There will not be any penalty for wrong answers (negative marking) in Stage-II (CPT).</b> <b>Stage-III: Typing Test</b> Typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)

13	Mali	Single Stage Online examination followed by Trade Test/Practical Test	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 trade test/ practical test of the shortlisted candidates which will be qualifying in nature.
14	Sr. Law Officer	Single Stage online examination followed by Interview of the 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
15	Legal Assistant	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.

**I. For the post of Stenographer Grade 'D' (Post Code 10):** If the candidate does 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 stenography test/ 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 stenography test/ 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 stenography test/ skill test.

**II. For the post of Jr. Secretariat Assistant (Post Code 12):** The candidates who have qualified the Stage-II examination, will only be shortlisted for typing speed test on the basis of marks scored by them in Stage-I examination. However, Final Merit/Select list will be prepared only in respect of those candidates who will qualify the typing speed test in terms of the notification.

**Candidate(s) seeking exemption from typing test:** The physically handicapped candidates who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to the Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the Type Test. They are required to upload the scanned copy of the Medical Certificate to this effect at the appropriate place 00000 provided in the online application form.

The term physically handicapped persons' does not cover those who are visually handicapped who are hearing handicapped but cover only those where physical disability permanently prevents them from typing.

**III. For the post of Mali (Post Code 13):** The candidates will be shortlisted for Trade Test/Practical Test on the basis of marks scored by them in online computer based examination. However, Final Merit/Select list will be prepared only in respect of those candidates who will qualify the trade test in terms of the notification.

IV. 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 categories of

posts. **The weightage of marks of Computer Based Examination will be 85 % and Interview will be of 15% marks, wherever prescribed.**

**11. 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. However, where question is of 02 marks, there will be penalty of 0.66 (negative marking).

**12. Preparation of Merit:**

The minimum qualifying marks will be as under:

UR	SC	ST	OBC
40%	30%	30%	35%

DDA may give further relaxation in minimum qualifying marks to the Persons with Disabilities (PwDs) at its discretion.

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 Computer Based 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.

**13. General Conditions:**

- a) If any dispute arises with regard to qualification or eligibility or whether a particular qualification is equivalent to the one mentioned in the notification or not, then in that case DDA may at its discretion, constitute an Expert Committee or sought opinion from Expert to take a view as regard to eligibility of the candidate with reference to the notified qualification. The decision of the DDA in this regard shall be final and binding upon the candidate.
- b) The facility of Scribe/ Reader/ Lab Assistant will be allowed to any person with benchmark disability as defined under Section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/ her.
- c) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected –BA) and cerebral palsy, the facility of scribe/ reader/ lab assistant shall be given, if so desired by the person.
- d) **In case of other category of persons with benchmark disabilities, the provision of scribe/ reader/ lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma.**
- e) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/ reader should submit details of the own scribe as per proforma.

- f) Persons with visual disability of less than forty percent will not be considered as visually handicapped persons.
- g) 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.
- h)
- 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 (b), (c) and (d) above. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.
  - 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 years + one-year regular service thereafter), the surety furnished 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, if any, prescribed by DDA. Further for post of Assistant Accounts Officer (post code 05) 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.

**14. 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 for documents and identity verification. The candidates are advised to bring with them the following original documents alongwith one set of the self-attested copies of all the documents specified for the purpose of verification: -

- (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.