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DELHI DEVELOPMENT AUTHORITY
RECRUITMENT CELL
VIKAS SADAN, INA, NEW DELHI - 110023
(https://www.dda.gov.in)

Advertisement No. 09/2025/Rectt. Cell/Pers./DDA

IMPORTANT DATES

Opening date & time for online registration of application	06.10.2025 (10:00 AM onwards)
Last date & time for payment of application fee and closing of online registration of application.	05.11.2025 (Till 6:00 PM)
Tentative schedule of online examination (Stage – I)	December-January
Tentative schedule of online examination (Stage – II) (wherever applicable)	To be notified later on DDA's website
NOTE: All the above dates are **TENTATIVE** and in case of any situation beyond control, these dates may be changed at any time. Information about such change(s), if any, will be given only on DDA's official website i.e. www.dda.gov.in . Candidates are advised to remain in touch with the website for information regarding this recruitment process and changes in the schedule, if any.	

1. Applications are invited **On-Line** at DDA's website **www.dda.gov.in** on the link "**Jobs & Internship**" → "**View All**"→ "**Latest Jobs**"→ "**Job Category**" → "**Direct Recruitment 2025**" from eligible candidates as per criteria laid down below for filling up the various posts. The details of the posts, reservation under various categories, Pay Matrix Level and eligibility conditions are as follows:

Post Code	Name of the post	Group	Pay Matrix as per 7th CPC	Required Age as onclosing date for receipt of online applications	Qualification	Total vacancies	UR	EWS	SC	ST	OBC	Reserved for ESM/PwBD included within the total vacancies				
												ESM	VH	HH	OH	OTHERS
01	Dy. Director (Architect)	A	Level 11	40 Years	**Essential** (i) Master of Architecture in Urban Design or Conservation or Landscape or Building Engineer	04	01	01	01		01					

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												ESM	VH	HH	OH	OTHERS
					(ii) Degree in Architecture from a recognized University/ Institution or equivalent. (iii) At least 05 years' experience in an Architectural Office in a responsible capacity. (iv) Membership of the Council of Architecture. **Desirable** Associate Membership of the Indian Institute of Architects or equivalent.											
02	Deputy Director (Public Relation)	A	Level-11	40 Years	(i) PG Diploma or Degree in Journalism/Mass Communication/Public Relation/Advertisement or equivalent from a recognized University or Institute. (ii) 06 years Journalism experience in a responsible capacity in a Newspaper/News Agency(Print or Electronic media) of repute or equivalent, experience of publicity and public relation work in a Govt. Department or Commercial Publicity Organisation of repute	01	01									
03	Deputy Director (Planning)	A	Level 11	40 Years	**Essential** (i) Bachelor's Degree in Planning/Architecture/Civil/Municipal Engineering or Master Degree in Geography/Sociology/Economics from a recognized University/Institute or equivalent. (ii) Post graduation in Planning with specialization in any of the field of Town/City/Urban/Housing/Transport/ Environmental Planning from a recognized University/Institute or equivalent. (iii) At least 05 years experience in a planning office in development authority or local body or in a Government Undertaking. Desirable: i) Degree/Diploma in Geographic Information System (GIS) / Geo-Informatics or equivalent from a recognized University/Institute.	04	02				02					

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												ESM	VH	HH	OH	OTHERS
					ii) Associate Membership of the Institute of Town Planners (India)												
04	Assistant Director (Planning)	A	Level 10	35 Years	**Essential** (i) Bachelor's Degree in Planning/Architecture/Civil/Municipal Engineering or Master Degree in Geography/Sociology/Economics from a recognized University/Institute or equivalent. (ii) Post graduation in Planning with specialization in any of the field of Town/City/Urban/Housing/Transport/Environmental Planning from a recognized University/Institute or equivalent. **Desirable:** i) Degree/Diploma in Geographic Information System (GIS)/Geo-Informatics or equivalent from a recognized University/Institute. ii) Associate Membership of the Institute of Town Planners (India)	19	10	02	03	01	03				01	
05	Assistant Director (Architect)	A	Level 10	35 Years	**Essential** (i) Post-Graduation qualification either in Architecture or in Urban Design or Conservation or Landscape or Building Engineer. (ii)Degree in Architecture from a recognized University/ Institution or equivalent. (iii) Membership of the Council of Architecture. **Desirable** i) Associate Membership of Institute or equivalent. ii) 2 Years' experience in a responsible capacity.	08	06	01	01					01		
06	Assistant Director (Landscape)	A	Level 10	35 years	**Essential** 1. Post-Graduation Diploma in Land Scape Architecture. 2. Degree in Architecture from recognized University/ Institution or equivalent. **OR** Bachelor's Degree in Botany or Agriculture or Horticulture from a recognized University/ Institution. 3. At least one-year experience in Landscape Planning in responsible capacity.	01				01						

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												ESM	VH	HH	OH	OTHERS
07	Assistant Director (System)	A	Level 10	30 years	a) M. E/ M. Tech. in Computer Science / IT with First Class or minimum 60% marks in aggregate from Govt. recognised Institution / University. **OR** b) B.E. / B. Tech./M.Sc. in Computer Science / IT/ MCA with First Class or minimum 60% marks in aggregate from Govt. recognized Institution / University and with one-year experience in relevant field.	03	02				01					
08	Assistant Executive Engineer (Civil)	A	Level 10	21-30 years	(a) Obtained a degree in Civil Engineering from a University from a University incorporated by an Act of the Central or State Legislature in India or other Educational Institutions established by an Act of Parliament or declared to be deemed as Universities under Section 3 of the University Grants Commission Act, 1956; OR (b) Passed Sections A and B of the Institution Examinations of the Institution of Engineers (India) in Civil Engineering; OR (c) Obtained a degree/diploma in Civil Engineering from such foreign University/College/Institution and under such conditions as may be recognized by the Government for the purpose from time to time.	10	07			01	02					
09	Assistant Executive Engineer (Electrical)	A	Level 10	21-30 years	Degree in Electrical Engineering or equivalent from a recognized University/Institution.	03	01		01		01					
10	Assistant Director (Ministerial)	B	Level 8	30 years	Master of Business Administration or equivalent with specialization in Personnel, HR, Industrial Relation, Real Estate/Urban Management, Finance; Marketing. **NOTE:** **Specialization will be considered only when a candidate has passed minimum 06 papers/courses in the specialization/field mentioned**	15	09	01	02	01	02		01	01		

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												ESM	VH	HH	OH	OTHERS
					in the notification.											
11	Legal Assistant	B	Level 7	30 Years	1. Possessing Regular Degree in Law (entitling the incumbent for Registration at Bar and appearing before the Courts) from a recognized University or equivalent; and 2. 03 years' experience at Bar. FOR DDA EMPLOYEE Regular Degree in Law (entitling the incumbent for Registration at Bar and appearing before the Courts) from a recognized University or equivalent and 03 years of regular service in DDA.	07	05				02				01	
12	Planning Assistant	B	Level 7	30 Years	Bachelor Degree in Planning/ Architecture from a recognized University /Institute or equivalent.	23	17	01	01	03	01*					
13	Architectural Assistant	B	Level 7	30 Years	Degree in Architecture from a recognized University/Institution or equivalent.	09	04	01	01	01	01+01*			01		
14	Programmer	B	Level 6	30 years	1. Engineering Degree in Computer Science/Computer Engineering/Electronics from a recognized university or Engineering College/ institute. **OR** Master Degree in Computer Science/Computer Application from a recognized University, Engineering College/Institute. **OR** Should have passed 'B' Level examination from the Deptt. Of Electronics Accreditations of Computer Course (DOEACC). 2. One year experience in Software Development, RDBMS and Data Processing.	06	02	01		01	02					
15	Junior Engineer (Civil)	B	Level 6	18 - 27 years (Relaxable for employee of DDA upto the age of forty years in the case of general candidates and upto forty-five years in the case	Diploma in Civil Engineering from a recognized Institution or equivalent. Note: B.Tech (Civil Engineering) Degree Holder may also apply.	104	45	07	11	03	38			02+3*	01+2*	

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												ESM	VH	HH	OH	OTHERS
				of candidates belonging to the SC or ST in accordance with the instructions or orders issued by the Central Government from time to time).												
16	Junior Engineer (Elect./Mech.)	B	Level 6	18 - 27 years (Relaxable for and employee of DDA upto the age of forty years in the case of general candidates and upto forty-five years in the case of candidates belonging to the SC or ST in accordance with the instructions or orders issued by the Central Government from time to time).	Diploma in Electrical or Mechanical Engineering from a recognized Institution or equivalent. Note: B.Tech (Electrical or Mechanical Engineering) Degree Holder may also apply.	67	32	6	8	4	17			03 + 01 *		
17	Sectional Officer (Horticulture)	B	Level 6	30 Years	Bachelor's Degree in Agriculture or Horticulture or Forestry from a recognized University or Institute or equivalent.	75	51	07	08	03	06			02		
18	Naib Tehsildar	B	Level 6	21 - 30 Years	Degree from a recognized University or equivalent with 50% marks or above. **Desirable:** 1. Knowledge of application of various acts, regulation and procedures concerning Land and Estate matters; 2. Possession of Degree in Law would be an added advantage. **Note:** Training shall be imparted to the new incumbents by the	06	05				01				01*	

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												ESM	VH	HH	OH	OTHERS
					department and probation shall be lifted only on successful completion of the training.											
19	Junior Translator (Official Language)	B	Level 6	30 Years	1. Master's Degree from a recognized University or equivalent in Hindi with English as a subject at the Degree Level; **OR** Master's Degree from recognized University or equivalent in English with Hindi as a subject at the Degree Level; **AND** 2. Recognized Diploma/Certificate Course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central/State Government offices / Public Sector Undertaking/ Autonomous bodies.	06	04		01		01					
20	Assistant Security Officer (Non-Ministerial)	C	Level 5	18 - 27 Years (Relaxable for the departmental candidates upto forty years in accordance with the instructions or orders issued by the Central Government).	1. Bachelors' degree from a recognized University or institute; 2. (a) physical measurement for male:- (i) height- 170 centimetres (As per Delhi Police) (Relaxable by five centimetres for residents of hill area i.e. Gorkhas and Garhwalis); (ii) chest normal – 81 centimetres chest expanded – 85 centimetres (Relaxable by five centimetres for residents of hill areas and Scheduled tribes); (iii) weight: 55 kilograms; (b) physical measurement for female: (i) height - 157 centimetres (Relaxable by two centimetres for residents of hill area i.e. Gorkhas and Garhwalis.); (ii) three years' experience of security and fire fighting duties in an organisation recognised by the Central Government or the State Government; or regular service in defence or police.	06	05				01	06				

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Post Code	Name of the post	Group	Pay Matrix as per 7th CPC	Required Age as onclosing date for receipt of online applications	Qualification	Total vacancies	UR	EWS	SC	ST	OBC	Reserved for ESM/PwBD included within the total vacancies				
												ESM	VH	HH	OH	OTHERS
21	Surveyor	C	Level 5	18 - 25 Years	1. Diploma or two years' National Trade Certificate in Surveying from a recognized Institute or equivalent **and** 2. Two years' experience in Survey work.	06	01	01		01*	03*			01		
22	Stenographer Grade- 'D'	C	Level 4	18 - 30 Years	1. Senior Secondary Certificate (12th Class Pass) or equivalent from recognized Board /University. 2. Typing speed of 40 w.p.m. in English **or** 35 w.p.m. in Hindi on Computer. 3. Skill Test Norms: **Dictation-** 10 min. at the speed of 80 w.p.m. **Transcription-(only on computer)** 50 minutes (English) 65 minutes (Hindi) **Desirable**: Preference to be given to such persons who have acquired Diploma in Office Management & Secretarial Practice from any recognized institution.	44	24	02	05	08	05		01	01*	02	01*
23	Patwari	C	Level 3	21 - 27 Years	**Essential:** Graduate from any recognized University or equivalent thereof. **Desirable:** i) Proficiency in computer. ii) Working knowledge of Urdu/Hindi Note: - Training shall be imparted to the new incumbents by the department and probation shall be lifted only on successful completion of the training.	79	33	08	12	04	22	08			03	01+01
24	Junior Secretariat Assistant	C	Level 2	18 - 27 Years (Relaxable for Employees of DDA upto 40 years in accordance with the instructions or orders issued by the Central Govt.)	i) 12th class or equivalent qualification from a recognized Board or University. ii) Typing speed of 35 w.p.m. in English **or** 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.) Note: 1. Total advertised vacancies for JSA post are further bifurcated into 2/3rd (66.66%) vacancies for candidates opting for ENGLISH TYPING and 1/3rd (33.33%) vacancies for candidates opting for	199	86	20	26	14	53	20	2+1*	2+1*	2+1*	1+3*

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Post Code	Name of the post	Group	Pay Matrix as per 7th CPC	Required Age as onclosing date for receipt of online applications	Qualification	Total vacancies	UR	EWS	SC	ST	OBC	Reserved for ESM/PwBD included within the total vacancies				
												ESM	VH	HH	OH	OTHERS
					HINDI TYPING in the typing test at the time of filling online application form. 2. Aforesaid bifurcation will be subjected to the consideration of typing test exemptions allowed to the PwBD candidates and any relaxation (if allowed) to the PwBD & ESM candidates. The decision of DDA will be Final regarding aforesaid criteria and required rounding-off of the vacancy. 3. The choice of ENGLISH or HINDI Typing Test Language selected by candidates at the time of filling online application form shall be **FINAL** and will not be considered for change at later stage.														
25	Mali	C	Level 1	18 - 25 Years	10th pass from recognized Board or institute.	282	118	30	35	22	77	35		06	05	06
26	MTS (Non-Ministerial)	C	Level 1	18 - 27 Years (Relaxable for the departmental candidates upto forty years in accordance with the instructions or orders issued by the Central Government).	10th class pass from a recognized Board or institute; or Industrial Training Institute pass from a recognized institute.	745	298	84	91	63	209	67		06	08	06
* Backlog Vacancy																

NOTE:

A. Number of vacancies indicated above may increase/decrease or even reduce to zero depending upon requirement and availability or non-availability of vacancies due to sufficient relevant reason(s).

B. If a candidate wants to apply for more than 1 (one) post, he/she needs to apply separately for all such posts. In case of any clash in the test date/time for any two or more posts, candidates themselves need to decide the test they would like to take and DDA will not entertain any request for change in test date/time/examination center later on. If a candidate opts to apply for more than one post, in that case, separate application fee shall be payable for each and every application.

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C. In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the concerned authorities at the time of joining or whenever required. However, final decision regarding selection of such candidates will be taken by DDA.

2. Vacancy and Reservation

2.1 The details of vacancy and reservation against each post has been prescribed in para 1 above. Eligibility for Availing Reservation is as under:

2.1.1 A candidate will be eligible to get the benefit of community reservation only in case where the particular caste, to which the candidate belongs, is included in the list of reserved communities issued by the Central Government.

2.1.2 Date of issue of OBC (Non-Creamy Layer) certificate must be issued between 01.04.2025 to 05.11.2025 (inclusive of both dates) in specified format only.

2.1.3 The OBC candidates must possess a valid OBC(NCL) certificate only issued in the Central Government format (**Annexure-1**). The OBC(NCL) certificates not issued for the Central Government Jobs shall not be considered and respective candidature shall be rejected. The candidate needs to upload and fill the Certificate number & Date of issue of the OBC(NCL) certificate at the time of filling online application form. A person seeking appointment on the basis of reservation to OBCs must ensure that he / she possesses the caste/community certificate and does not fall in creamy layer on the above-mentioned crucial dates.

2.1.4 If any candidate has filled / uploaded OBC(NCL) in his application form. If he/she is unable to produce that same OBC(NCL) certificate as per the notice of examination at the time of joining or at any stage necessary, in such circumstances, candidature of the candidate will be cancelled and candidate will have no claim for consideration of his/her candidature under any other category.

2.1.5 The candidates seeking/availing Scheduled Caste (SC) or Scheduled Tribe (ST) reservation benefit must be in possession of a valid SC/ST certificate on or before date closing date for receipt of online applications, i.e. **05.11.2025** in specified format only (**Annexure-2**).

2.1.6 A candidate will be eligible to get the benefit of the **Economically Weaker Section(EWS)** reservation only in that case the candidate meets the criteria issued by the Central Government and is in possession of requisite Income & Asset Certificate based on income for Financial Year (FY) **2024-2025** and the certificate shall be valid for **2025-2026**. **Date of issue of EWS certificate must be issued between 01.04.2025 to 05.11.2025 (inclusive of both dates) in specified format only (Annexure-3).**

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2.2 **(Important instruction) :** Candidates seeking reservation/ relaxation benefits available for SC/ST/ OBC/PwBD/EWS/ Ex-Servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed in the rules/notice. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the rules/notice for such benefits, by the closing date for receipt of online applications i.e. **05.11.2025** failing which **his/her candidature shall be rejected out rightly** even though he/she qualifies the competitive examination conducted for recruitment.

2.2 Crucial date for claim of SC/ ST/ OBC(NCL)/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications i.e. **05.11.2025**.

2.3 The candidates who are shortlisted for Interview/Examination/Computer Based Test (CBT) availing the reservation/relaxation benefits of OBC(NCL)/SC/ST/EWS/PwBD and ESM, shall continue to be considered only in that category for all subsequent stages of recruitment process.

2.4 If a candidate indicates in his/her application form that he/she belongs to Unreserved (UR) category but subsequently writes to the DDA to change his/her category to a Reserved one, or vice-versa, such request(s) shall **not** be entertained by the DDA. Similar principle will be followed for physically disabled categories also.

In general the above principle will be followed, however, there may be a few cases where there is a gap of not more than 03 months, between the issuance of a Government Notification enlisting a particular community in the list of any of the reserved communities and the date of submission of the application by the candidate, in such cases the request of change of community from Unreserved to Reserved or vice-versa may be considered by the DDA on merit. In case of a candidate unfortunately becoming physically disabled during the course of the examination/recruitment process after applying for the post notified then, the candidate should produce valid documents of acquiring such disability to the extent of 40% or more, as defined under the RPwD Act 2016 to enable the DDA for taking a decision in the matter on merit.

2.5 Candidates may also note that, their candidature will remain **provisional** till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination or subsequent recruitment process, conducted by the DDA in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ ESM status or avail any other benefit.

2.6 Out of the posts mentioned in the para 1 above, the following posts have been identified suitable for the categories of Persons with Benchmark Disabilities (PwBD) as mentioned against each:

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Post Code	Name of the post	Physical Requirement	Identified disabilities Suitable
01	Dy. Director (Architect)	S, ST, W, CL, MF, RW, SE, C	a) D, HH b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) SLD d) MD involving (a) to (c) above
02	Dy. Director (Public Relation)	S, W, RW, SE, H, C	a) B, LV b) OA, OL, LC, Dw, AAV c) SLD d) MD involving (a) to (c) above
03	Deputy Director (Planning)	S, ST, W, CL, MF, RW, SE, C	a) D, HH b) OA, OL, BL, OAL, Dw, AAV c) SLD d) MD involving (a) to (c) above
04	Assistant Director (Planning)	S, ST, W, CL, MF, RW, SE, C	a) D, HH b) OA, OL, BL, OAL, Dw, AAV c) SLD d) MD involving (a) to (c) above
05	Assistant Director (Architect)	S, ST, W, CL, MF, RW, SE, C	a) D, HH b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) SLD d) MD involving (a) to (c) above
06	Assistant Director (Landscape)	S, ST, W, CL, MF, RW, SE, C	a) D, HH b) OA, OL, OAL, Dw, AAV c) SLD d) MD involving (a) to (c) above
07	Assistant Director (System)	S, ST, W, BN, MF, SE, C	a) D, HH b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
08	Assistant Executive Engineer (Civil)	S, ST, W, BN, JU, CL, RW, MF, SE, C	a) D, HH b) OA, OL, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
09	Assistant Executive Engineer (Electrical)	S, ST, W, BN, L, KC, PP, MF, RW, SE, C	a) D, HH b) OA, OL, BL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
10	Assistant Director (Ministerial)	S, ST, W, BN, RW, SE, C, H, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) SLD, MI, ASD(M) e) MD involving (a) to (d) above

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11	Legal Assistant		S, ST, W, BN, RW, SE, C, MF, H	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BL, BLA, BLOA, CP, LC, Dw, AAV, MDy d) SLD, MI, ASD(M) e) MD involving (a) to (d) above
12	Planning Assistant		S, ST, W, RW, MF, SE, C, H	a) D, HH b) OA, OL, OAL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
13	Architectural Assistant		S, ST, W, RW, MF, SE, C, H	a) D, HH b) OA, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
14	Programmer		S, ST, W, BN, MF, SE, C	a) B, LV b) D, HH c) OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD(M), SLD, MI e) MD involving (a) to (d) above
15	Junior Engineer (Civil)		S, ST, W, BN, L, KC, H, RW, MF, SE, C	a) LV b) D, HH c) OA, OL, CP, LC, Dw, AAV, BA, BL d) SLD, MI e) MD involving (a) to (d) above
16	Junior Engineer	(Electrical)	S, ST, W, BN, L, KC, PP, RW, MF, SE, C	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD(M), SLD, MI d) MD involving (a) to (c) above
		(Mechanical)	S, ST, W, BN, RW, MF, SE, H, C	a) LV b) D, HH c) OA, OL, LC, Dw, AAV, BA d) SLD, MI, ASD(M) e) MD involving (a) to (d) above
17	Sectional Officer (Horticulture)		S, ST, W, BN, SE, C, H, RW, MF	a) LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI, ASD(M) e) MD involving (a) to (d) above
18	Naib Tehsildar		S, ST, W, BN, SE, C, H, RW	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI, ASD(M), ID e) MD involving (a) to (d) above
19	Junior Translator (Official Language)		S, ST, W, RW, SE, C, H	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI, ASD(M) e) MD involving (a) to (d) above
21	Surveyor		S, ST, W, L, MF, SE, RW, C	a) D, HH b) OA, OL, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (d) above

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22	Stenographer Grade- 'D'	S, ST, W, BN, RW, SE, C, H	e) B, LV f) HH g) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy h) SLD, MI, ASD, ASD(M), ID i) MD involving (a) to (d) above
23	Patwari	S, ST, W, BN, SE, C, H, RW	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI, ASD(M), ID e) MD involving (a) to (d) above
24	Junior Secretariat Assistant	S, ST, W, BN, SE, C, H, RW	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
25	Mali (Non-Ministerial)	S, ST, W, BN, RW, SE, C, H	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above
26	MTS (Non-Ministerial)	S, ST, W, BN, RW, SE, C, H	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI, ID e) MD involving (a) to (d) above

Note: The above list is subject to time to time revision from Central Government.

2.7 PwBD candidates can apply for the respective posts even if the post is not reserved/earmarked for them but has been identified as suitable and such candidates will be treated at par with the candidates of their social category(ies). They will be given benefit for age relaxation only.

2.8 In order to claim reservation against any specific sub category of PwBD, the applicant is required to specify/select the particular category as quota for each sub-category i.e. **VH, HH, OH and OTHERS** separately at the time of filling of application form and no interchange of sub-category will be permitted at a later date.

2.9 For the posts reserved for **Persons with Benchmark Disabilities (PwBD)**, disabilities are defined as under: -

Sl. No.	Type of Disability	Category of disability to be selected in Registration/ Application Form
(a)	Blindness and Low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, muscular Dystrophy and SD/SI without neurological/ limb dysfunction.	OH
(d)	Autism, Intellectual Disability, Specific Learning Disability and Mental Illness	OTHERS
(e)	Multiple disabilities from amongst persons under clause (a) to (d)	

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	above including deaf-blindness in the posts identified for each disability.	OTHERS

Note : The PwBD category reservation benefits for reserved posts shall be granted to those candidates who possess a valid PERMANENT DISABILITY certificate, indicating a disability of 40% or more.

2.10 The eligibility for availing reservation against the vacancies reserved for the Persons with Benchmark Disabilities shall be the same as prescribed in "The Rights of Persons with Disabilities Act, 2016." The candidates of Multiple Disabilities will be eligible for reservation under category (e)-Multiple Disabilities only (of Section 34(1) of RPwD Act, 2016) and shall not be eligible for reservation under any other categories of disabilities i.e. (a) to (d) (of Section 34(1) of RPwD Act, 2016) on account of having 40% and above in any of these sub-categories of PwBD. Provided further that the physically disabled candidates shall also be required to meet special eligibility criteria in terms of physical requirements and functional classification (abilities/disabilities) consistent with requirements of the identified post as may be prescribed by DDA.

The physical requirement and functional classification can for example be one or more of the following:

a) **Code of Physical Requirements**

S- Sitting, ST- Standing, W- Walking, SE- Seeing, H- Hearing, RW- Reading and Writing, C- Communication, MF- Manipulation by Finger, PP-Pushing & Pulling, L- Lifting, KC- Kneeling and Crouching, BN- Bending, CL- Climbing.

b) **Code of Functional Classification**

1. AAV - Acid Attack Victims
2. ASD(M) -Autism Spectrum Disorder (Mild)
3. ASD (M, MoD) - Autism Spectrum Disorder (Mild, Moderate)
4. B - Blind
5. BA - Both Arms
6. BL - Both Leg
7. BLA - Both Legs Arms
8. BLOA - Both Leg & One Arm
9. CP - Cerebral Palsy
10. D - Deaf
11. Dw - Dwarfism
12. HH - Hard of Hearing
13. ID - Intellectual Disability
14. LC - Leprosy Cured
15. LV - Low Vision
16. MD - Multiple Disabilities
17. MDy - Muscular Dystrophy
18. MI - Mental Illness
19. OA - One Arm

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20. OAL - One Arm and One Leg
21. OL - One Leg
22. SLD - Specific Learning Disability

2.11 Provision of Compensatory Time and assistance of scribe:

2.11.1 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 candidate. If the post(s) are not identified suitable for persons for the said disabilities then facility of scribe will not be admissible to such candidates.

2.11.2 **In case of other category of persons with benchmark disabilities, the provision of scribe/ reader/ lab assistant will only be allowed on production of a certificate at examination centre to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf, said certificate should be from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma (Annexure-4). This certificate may also be uploaded during online application form.**

2.11.3 The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29 6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Page 9 of 113 Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per proforma (Annexure-5).

2.11.4 The facility of scribes/passage reader will be provided to the PwBD candidates by DDA, only if the candidate has opted for the same in the online application form. The qualification of the scribe will be one step below the essential qualification required for the applied post and that scribe will not be a candidate of this examination

Note: The minimum qualification of scribe will not be less than 10th/matriculation

2.11.5 If a candidate is detected as assisting another PwBD candidate as scribe in the examination, then the candidatures of both the candidates will be cancelled.

2.11.6 **Candidates, who later on after filling ONLINE application, unfortunately suffer from not less than 40 percent of relevant benchmark disability and wish to avail services of scribe, may avail the services of scribe by filling up necessary details in Format given at (Annexure-4) and producing Certificate from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma, as may be applicable, at the examination center duly complying the conditions stipulated for scribe.**

2.11.7 **All one-eyed candidates and candidates whose visual degree of disability is less than 40% shall not be considered for scribe.**

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2.11.8 One eyed candidates and partially blind candidates who are able to read the normal Question Paper applicable for all the candidates with or without magnifying glass and if such candidate wish to write/indicate the answer with the help of magnifying glass, then he/she 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.

2.11.9 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed scribe as described at Para 2.11.1, 2.11.2 and 2.11.3 above.

2.11.10 The candidates referred at Para 2.11.1, 2.11.2 and 2.11.3 above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

2.11.11 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 minutes.

2.11.12 No attendant for PwBD Candidate will be allowed inside the Examination Hall.

2.11.13 The PwBD candidates who have opted for the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of application form and at exam centre. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

3. Eligibility Conditions:

3.1 Nationality / Citizenship

3.1.1 The candidate must have attained the age of majority on the last date of submission of application.

3.1.2 Nationality: A candidate must be either:

(a) A citizen of India, or

(b) A subject of Nepal, or

(c) A subject of Bhutan, or

(d) A Tibetan refugee who came over to India, before the 1st January 1962, with the intention of permanently settling in India, or

(e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

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3.1.3 Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

3.1.4 A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/tests etc. but the offer of appointment will be given only after submission of the necessary eligibility certificate issued to him/her by the Government of India in DDA office.

3.2 Age Limit [As on closing date for receipt of online application]

3.2.1 The details of age limit against each post has been prescribed in para 01.

3.2.2 The upper age limit as prescribed in para 1 above will be Relaxable as under:

Sl. No.	Category	Age relaxation permissible beyond upper age limit
1	Schedule Caste and Scheduled Tribes	05 Years
2	Other Backward Class	03 Years
3	Persons with Benchmark Disabilities (PwBD) (Unreserved)	10 Years
4	Persons with Benchmark Disabilities (PwBD) (SC/ST)	15 Years
5	Persons with Benchmark Disabilities (PwBD) (OBC)	13 Years
6	Departmental candidate with at least three years continuous service in Central Govt./Delhi Development Authority.	Upto 05 Years for Group 'A' & 'B' posts (which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post)
		Upto 40 years of age (45 years for Scheduled Castes /Scheduled Tribes) for Group 'C' post to which direct recruitment is being made are in the same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts
7	For Group "A & B (Gazetted)" Posts - Ex-Servicemen	Up to a maximum of 05 years in the case of Ex-servicemen including Commissioned Officers & ECOs/ SSCOs who have rendered at least 05 years' service as on closing date of application and have been released: (i) On completion of assignment (including those whose assignment is due to be completed within one year from the closing date of application otherwise than by way of dismissal or discharge on account or misconduct or inefficiency; or (ii) On account of physical disability attributable to Military service; or (iii) On invalidment.
8	For Group "B (Non –Gazetted) & C" Posts - Ex Servicemen	03 Years after deduction of the military service rendered from the actual age as on the closing date for receipt of application.
9	Widows, divorced women and women judicially separated from their husbands and who are not re-married (for Group 'C' Posts)	Upto the age of 35 years (upto 40 years for members of Scheduled Caste / Scheduled Tribes)

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3.2.3 The **date of birth** accepted by the Delhi Development Authority is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University, which extract must be certified by the proper authority of the University or in the Higher Secondary certificate or an equivalent examination certificate.

3.2.4 No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.

3.2.5 The expression Matriculation/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above and issued prior to the closing date of application.

3.2.6 Candidates should note that no subsequent request for change of date of birth will be considered.

3.3 <u>Educational Qualification and Experience (wherever applicable)</u>

[As on closing date of receipt of online application]

3.3.1 The details of educational qualification against each post has been prescribed in para 01.

3.3.2 The candidates who have only appeared in the examination for obtaining requisite educational qualification mentioned in the notification, are not eligible to apply for the post. Date of declaration of result mentioned on the mark sheet/ certificate will be treated as the date of possession of that particular qualification. **It is reiterated that the result of requisite educational qualification must have been declared by the Board/ University on or before the closing/last date i.e. 05.11.2025 of submission of application. Mere processing of the result by the Board/ University by the crucial cut-off date does not fulfill the essential qualification requirement.**

3.3.3 The post where experience is required, such experience must be acquired by the candidates after possessing the requisite educational qualification as specified for the concerned post. Further, internship, training, research experience, etc. gained during the course of acquiring an educational qualification will not be counted as experience.

3.4 Candidates to ensure their eligibility for the post applied for: The candidates applying for the above posts should ensure that they fulfill all the eligibility criteria for the post applied for on or before the crucial date i.e. closing date for receipt of online applications **05.11.2025**.

3.5 In case, candidate does not fulfill the requisite prescribed qualification or experience or reservation required on or before the **crucial date i.e.** closing date for receipt of online applications 05**.11.2025** (6.00 PM)**, his/her candidature shall be rejected out rightly** even though he/she qualifies the competitive examination conducted for recruitment.

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3.6 The admission to all the stages of the examination/ documents verification/ interview will be purely **PROVISIONAL** subject to satisfying the prescribed eligibility conditions. Mere issue of admission certificate/ E-admit card / Call letter to the candidate will not imply that his/her candidature has been finally cleared by the Delhi Development Authority or that the DDA has accepted entries made by the candidate in his/her application for the examination as true and correct. The DDA take up verification of eligibility conditions with reference to original documents. Unless the DDA formally confirms candidature, it continues to be **PROVISIONAL**.

3.7 If on verification at any stage, before or after the online examination/documents verification/ interview/joining, it is found that the candidate(s) do not fulfill any of the eligibility conditions or has furnished incorrect/wrong/false information, their candidature for the examination or appointment to the post will be cancelled by the DDA. If any of their claims is found to be incorrect/false, they may render themselves liable to appropriate action by the DDA, as deemed fit.

4. Application fee and mode of remittance:

4.1 EXAMINATION FEE

Candidates applying for the posts have to mandatorily pay the prescribed fee as per their category detailed below:

Sl. No.	Candidate Categories	Fee (₹)
1.	UR, OBC(NCL), EWS	2500/- (Non-Refundable)
2.	For PwBD/ Transgender/ Ex-Servicemen/Female candidates and candidates belonging to SC and ST. (The fee shall be refunded to only those candidate(s) who appeared in Examination, after deducting applicable bank charges, only in the account details given by candidates in online application form)	1500/- (Refundable)

4.2 Ex-servicemen who have already secured employment in civil side under Government offices/organizations on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are **NOT** eligible for refund of fee.

4.3 Modes of Payment of Fee:

a. ONLINE fee payment through internet banking or debit/credit cards or UPI will be accepted. All applicable service charges shall be borne by the candidate.

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b. Fee can be paid by the candidates through ONLINE mode only. There will be no option for fee payment other than ONLINE mode.

c. Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained.

4.4 The fee once paid for any post shall not be adjusted against any other examination or post in any circumstances.

5. HOW TO APPLY:

5.1 Candidates can only apply online through the official website of DDA i.e. www.dda.gov.in. Applications received through any other mode/means will not be accepted and will be summarily rejected. To apply online, visit our website **www.dda.gov.in**go to "**Jobs & Internship**" → "**View all**"→ "**Latest Jobs**" → "**Job Category**" → " **Direct Recruitment 2025**". No other mode/channel would be acceptable under any circumstance.

5.2 After submitting the online application, the candidates are required to take print out of the finally submitted online application and retain the same with them.

5.3 Candidates are not required to submit the printouts of their online application form or any other document(s) to DDA either by post or by hand.

5.4 The candidates are advised to submit only single online application for single post. However, if somehow, he/she submits multiple online application forms, then he/she must ensure that online application form with the higher "Registration Number" is complete in all respects including fee as applicable. The applicants, who submit multiple online application forms, should note that only the online application form with higher "Registration Number" shall be entertained by the DDA and fee paid against one "Registration Number" shall not be adjusted against any other "Registration Number".

5.5 Application form once submitted cannot be modified, hence utmost care should be taken to furnish/upload the correct details & documents before final submission of the online application form. **Incorrect/irrelevant/mismatching/false/blurred/illegible information or document will lead to rejection of candidature.**

5.6 Candidates are advised in their own interest to apply online much before the closing date and time of the submission of application form and not to wait till the last date for submission of online application form to avoid the possibility of congestion in server to log in etc.

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5.7 Before applying online, candidates should keep in mind, in the online Application Form, candidates are required to capture their live photo through webcam/mobile device and upload. For capturing the live photo, the candidates are advised of the followings:-

i. Find a place with good light and plain background.
ii. Ensure the camera is at eye level before taking the photo.
iii. Position yourself directly in front of the camera and look straight ahead.
iv. Ensure that his/her face is fully inside the prescribed area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the area delineated by the camera.
v. Candidates are advised not to wear a cap, mask or glasses/spectacles while capturing the photo.

5.7.1 The scanned signature in JPEG/JPG format (10 to 20 KB). The image dimension of signature should be about 4.0 cm (Width) x 2.0 cm (Height). For the PwD(VH) candidates, the thumb impression is also allowed. Signature in CAPITAL LETTERS will NOT be accepted.

5.7.2 Candidature of candidates who have uploaded illegible/ blurred photographs/Signature and uploaded Signature in place of Photograph or vice versa will be **rejected**. Further no Admit Card for examination will be issued to **rejected** candidates.

5.7.3 Candidates are advised to keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges and to keep utmost care while filling their online application form, as eligibility of their candidature will be decided on basis of their submitted information & documents.

Candidates are advised to keep ready the scanned copy of Documents to be attached with application form and should be legible and clear. Document(s) w.r.t. post applied needs to be uploaded are:

(i) Matriculation/Secondary School Certificate and Marks sheet having Date of birth of candidate.
(ii) Degree or Certificate or Diploma and Marks sheet in support of essential qualification mentioned in Table 1. Further, candidates should ensure to upload the documents mentioning **Date of declaration of result.**
(iii) Experience Certificate (wherever applicable).
(iv) SC/ST/OBC(NCL)/EWS/PwBD/Ex Serviceman certificate.
(v) PwBD candidate claiming for exemption in Typing /Skill Test should upload certificate issued by the Competent Medical Authority in prescribed format as per (Annexure 6).
(vi) Candidates claiming for age relaxation on the basis of work in previous department are required to upload supporting document.

Note:- Candidates should keep in mind that above documents should be attached with application form.

5.7.4 Candidate should have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. DDA will send intimation to

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download E-Application Status Certificate, E-Admit Cards, Call Letter for documents verification/ Interview and other communication only at registered email ID/Mobile Number of candidates. Hence under no circumstances, the candidates should provide email ID of anybody else. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her own e-mail ID and mobile number before applying on-line and must maintain that email account and mobile number during the course of recruitment process.

NOTE:

The candidates applying for the examination should ensure that they fulfill all the eligibility conditions as mentioned in the notification for appointment to the post applied for on or before the last date of submission of application form. Their admission at all the stages of examination/documents verification/ interview (as applicable) for which they are admitted by the DDA, will be **PURELY PROVISIONAL** subject to satisfying the prescribed eligibility conditions. If on verification at any stage, before or after the On-Line examination, verification of identity, documents, interview, (as applicable), it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be **cancelled** by the DDA.

If any of candidate's claims is found to be incorrect/false, they may render themselves liable to disciplinary or legal action by the DDA as deemed fit which are mainly as reproduced below:

(1) A candidate who is or has been declared by the DDA to be guilty of:

a) Obtaining support for his/her candidature by the following means, namely: –
   i. Offering illegal gratification to, or
   ii. Applying pressure on, or
   iii. Blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
b) Impersonating, or
c) Procuring impersonation by any person, or
d) Submitting fabricated documents or documents which have been tampered with, or
e) Uploading irrelevant or incorrect photo and signature in the application form in place of actual photo and signature, or
f) Making statements which are incorrect or false or suppressing material information, or
g) Resorting to the following means in connection with his/her candidature for the examination, namely
   i. Obtaining copy of question paper through improper means,
   ii. Finding out the particulars of the persons connected with secret work relating to the examination.
   iii. Influencing the examiners, or
h) Being in possession of or using unfair means during the examination, or
i) Writing obscene matter or drawing obscene sketches in the scripts, or

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j) Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or

k) Harassing or doing bodily harm to the staff employed by the DDA for the conduct of their examinations, or

l) Being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or device(s) capable of unfair help in examination.

m) Violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or

n) Attempting to commit or abetting as the case may be, of all or any of the acts specified in the foregoing clauses;

In addition to rendering himself/herself liable to criminal prosecution, be liable

(i) To be disqualified by the DDA from the examination for which he/she is a candidate and/or

(ii) To be disqualified by the DDA from any examination or selection held by them;

(iii) To face disciplinary action under the appropriate Rules if already in service under Government.

6. Steps for Applying:

STEP-I (SIGN UP):

6.1 Candidates can apply online by visiting the DDA's official website i.e. www.dda.gov.in go to "**Jobs & Internship**" → "**View All**" → "**latest Jobs**"→ "**Job Category**" → " **Direct Recruitment 2025**"

6.2 Candidates will get the instructions page and they will have to accept the terms & conditions by clicking **'I Agree'** Checkbox given below and pressing the 'Start' button.

6.3 Applicant needs to sign up first with their valid E-mail ID and Mobile Number with them while signing up.

6.4 The One-time Password and login details will be sent at the E-mail ID/Mobile Number provided, so candidates are advised to verify the correctness of the Email ID & Mobile Number before proceeding further.

STEP- II:

6.5 The candidate should now login and the candidates should now fill up all the required information in the online form about himself / herself correctly and upload his/her photograph & signatures. Click on the "Pre-view" tab and check whether the particulars filled correct in all respects. In case of any error, the same can be edited before finally clicking Click on "Submit" tab. However, Candidates are not allowed to change the Email–ID, Mobile Number, Candidate Name and Post.

6.6 On successful submission of on-line application, candidates are advised not to attempt for re-registration for the same post. In case of multiple registrations for the same post, the one with the highest registration number will be considered as the final application. Candidate is

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required to download the online form generated by the System with unique registration number, which may be retained for future reference.

STEP- III: Guidelines for Remittance of Application Fees

6.7 After successful submission of application form, the candidate will be re-directed automatically to SBI MOPS gateway to make the online payment of application fees. Select disclaimer checkbox and proceed. On next screen select category **'DDA APPLICATION FEES 2025'**and the following Data will appear automatically from database:

- Application Sequence Number,
- Name of applicant,
- Post Applied
- Category
- Exam Fees

• Verify the details and click on 'Confirm'.

• Now you will be taken to payment gateway

• Select appropriate 'Mode of Payment' *i.e.*

a. Internet Banking of SBI & other major banks.
b. Mobile Banking of SBI & other major banks.
c. Maestro, MasterCard, Rupay Card and VISA cards- both Debit Cards and Credit Cards of all major Banks.
d. Unified Payment Interface (UPI)

• Check the charges/commission applicable for selected 'Mode of Payment' and deposit the requisite examination fee.

6.8 The journal number or the Transaction number given by the Bank is to be retained for future reference and print the e-receipt for your record.

6.9 Fees paid by modes other than through Online mode will **not** be accepted and the applications of such candidates will be rejected and such payment made shall stand forfeited.

7. Last/ Closing Date for Receipt of online Application(S):

The candidates are required to fill the application(s) online by login into link provided on DDA's website **www.dda.gov.in** and completed application(s) in all respect can be submitted up to 0**5.11.2025**(06:00 PM) after which the link will be deactivated. Any application received after closure of the link or received through any other mode of communication shall not be considered under any circumstances.

8. Examination Centers:

The online examination will be held preferably at the centers located **in Delhi/NCR.** However, if large number of applications are received for a particular category of post(s), then DDA may at its discretion hold the examination in other cities also.

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9. Scheme of Examination:

9.1

Post Code	Name of the post	Mode of Recruitment	Details of Examination
01	Dy. Director (Architect)	Single Stage online examination followed by Interview (qualifying in nature) of the shortlisted candidates	**Stage – I : CBT Examination (150 questions in 02 Hours)** Part I : The question paper shall be of 100 marks consisting of 100 questions of objective type (multiple-choice questions) of the respective discipline as well as current affairs in the respective discipline. Part II : Reasoning : 10 questions (10 marks) Quantitative Aptitude : 10 questions (10 marks) General Awareness : 10 questions (10 marks) English language : 10 questions (10 marks) Computer Knowledge : 10 questions (10 marks) **Stage – II :** Interview-15 marks Interview of the shortlisted candidates based on marks obtained in CBT Examination (Stage –I). Note: Selection will be done based on marks scored in the CBT Examination (Stage-I) and Interview (qualifying in nature).
02	Deputy Director (Public Relation)		
03	Deputy Director (Planning)		
04	Assistant Director (Planning)		
05	Assistant Director (Architect)		
06	Assistant Director (Landscape)		
07	Assistant Director (System)		
08	Assistant Executive Engineer (Civil)	Eligible aspirants selection will be made through the non-recommended candidate's lists available on the UPSC PRATIBHA Setu portal for candidates who qualified all the stages (i.e Prelims, Mains & Interview) of UPSC Engineering Service Examination (ESE)-2024 in respective discipline but did not make it to the final list.	
09	Assistant Executive Engineer (Electrical)		
10	Assistant Director (Ministerial)	Single Stage online examination followed by Interview (qualifying in nature) of the shortlisted candidates	**Stage – I : CBT Examination (150 questions in 02 Hours)** Part I : The question paper shall be of 100 marks consisting of 100 questions of objective type (multiple-choice questions) of the respective discipline as well as current affairs in the respective discipline. Part II : Reasoning : 10 questions (10 marks) Quantitative Aptitude : 10 questions (10 marks) General Awareness : 10 questions (10 marks) English language : 10 questions (10 marks) Computer Knowledge : 10 questions (10 marks) **Stage – II :** Interview-15 marks Interview of the shortlisted candidates based on marks obtained in CBT Examination (Stage –I). Note: Selection will be done based on marks scored in the CBT Examination (Stage-I) and Interview (qualifying in nature).

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11	Legal Assistant	Single stage computer based examination	**Stage – I : CBT Examination (150 questions in 02 Hours)** objective type (multiple-choice questions) Part I : The question paper shall be of 100 marks consisting of 100 questions of the respective discipline as well as current affairs in the respective discipline. Part II : Reasoning : 10 questions (10 marks) Quantitative Aptitude : 10 questions (10 marks) General Awareness : 10 questions (10 marks) English language : 10 questions (10 marks) Computer Knowledge : 10 questions (10 marks)
12	Planning Assistant		
13	Architectural Assistant		
14	Programmer		
15	Junior Engineer (Civil)		
16	Junior Engineer (Elect./Mech.)		
17	Sectional Officer (Horticulture)		
18	Naib Tehsildar		
19	Junior Translator (Official Language)	2 stage examination (Stage I online and Stage II conventional type i.e. pen & paper method)	**Stage I:** There will be 200 multiple choice questions of 200 Marks consisting of General Hindi (100 questions /100 marks) and General English (100 questions/100 marks) of 02 Hrs. duration. **Stage II**: Examination will be conventional type. i.e. pen and paper method consisting of translation and essay of 200 Marks of 02 Hrs. duration. The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidate's translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.
20	Assistant Security Officer (Non-Ministerial)	Single stage computer based examination	**CBT Examination (150 questions in 02 Hours)** objective type (multiple-choice questions) Part I : The question paper shall be of 100 marks consisting of 100 questions of the respective discipline as well as current affairs in the respective discipline. Part II : Reasoning : 10 questions (10 marks) Quantitative Aptitude : 10 questions (10 marks) General Awareness : 10 questions (10 marks) English language : 10 questions (10 marks) Computer Knowledge : 10 questions (10 marks)
21	Surveyor	Single stage computer based examination	**CBT Examination (150 questions in 02 Hours)** Part I : The question paper shall be of 100 marks consisting of 100 questions of objective type (multiple-choice questions) of the respective discipline as well as current affairs in the respective discipline. Part II : Reasoning : 10 questions (10 marks) quantitative aptitude : 10 questions (10 marks) general awareness : 10 questions (10 marks) English language : 10 questions (10 marks) Computer Knowledge : 10 questions (10 marks)

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<td>22</td>
<td>Stenographer Grade- ‘D’</td>
<td>Single stage online examination followed by Typing Test & skill test.</td>
<td>
<table>
<tr><th colspan="5">CBT Examination (220 questions in 02 Hours)</th></tr>
<tr><td rowspan="5">Stage I</td><td>Subject</td><td>No. of Questions</td><td>Max. Marks</td><td>Time Allowed</td></tr>
<tr><td>General Intelligence & Reasoning</td><td>50</td><td>50</td><td rowspan="4">02 Hour</td></tr>
<tr><td>English Language and Comprehension</td><td>100</td><td>100</td></tr>
<tr><td>General Awareness</td><td>50</td><td>50</td></tr>
<tr><td>Computer Knowledge Test (Mandatory but Qualifying in nature)</td><td>20</td><td>20</td></tr>
<tr><td>Stage II</td><td>Skill Test</td><td colspan="3">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)

Note:
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.</td></tr>
<tr><td>Stage III</td><td>Typing Test</td><td colspan="2">(Mandatory but Qualifying in nature)</td><td>10 Minutes</td></tr>
</table>
</td>
</tr>
<tr>
<td>23</td>
<td>Patwari</td>
<td>Single stage computer based examination</td>
<td>
<table>
<tr><th colspan="5">CBT Examination (200 questions in 02 Hours: 15 Minutes)</th></tr>
<tr><td>Stage</td><td>Subject</td><td>No. of Questions</td><td>Max. Marks</td><td>Time Allowed</td></tr>
<tr><td rowspan="7">I only</td><td>General Awareness</td><td>30</td><td>30</td><td rowspan="7">02 Hour : 15 Minutes</td></tr>
<tr><td>General Intelligence & Reasoning Ability</td><td>35</td><td>35</td></tr>
<tr><td>Arithmetical & Numerical Ability</td><td>30</td><td>30</td></tr>
<tr><td>English Language & comprehension</td><td>30</td><td>30</td></tr>
<tr><td>Hindi or Urdu language and comprehension</td><td>30</td><td>30</td></tr>
<tr><td>Knowledge of Relevant Acts</td><td>25</td><td>25</td></tr>
<tr><td>Computer knowledge (Mandatory but Qualifying in nature)</td><td>20</td><td>20</td></tr>
</table>
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</table>

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<table>
<tr>
<td>24</td>
<td>Junior Secretariat Assistant</td>
<td>Single stage computer based examination Objective Multiple Choice Type followed by typing test of the shortlisted candidates.</td>
<td>
<table>
<tr><th colspan="5">CBT Examination (150 questions in 02 Hours)</th></tr>
<tr><th>Stage</th><th>Subject</th><th>No. of Questions</th><th>Max. Marks</th><th>Time Allowed</th></tr>
<tr><td rowspan="5">I</td><td>Mathematical Abilities</td><td>30</td><td>30</td><td rowspan="5">02 Hour</td></tr>
<tr><td>Reasoning & General Intelligence</td><td>30</td><td>30</td></tr>
<tr><td>English Language and Comprehension</td><td>40</td><td>40</td></tr>
<tr><td>General Awareness</td><td>30</td><td>30</td></tr>
<tr><td>Computer Knowledge Test (Mandatory but Qualifying in nature)</td><td>20</td><td>20</td></tr>
<tr><td>II</td><td>Typing Test (Mandatory but Qualifying in nature)</td><td colspan="2">Typing Test for JSA</td><td>10 Minutes</td></tr>
</table>
</td>
</tr>
<tr>
<td>25</td>
<td>Mali</td>
<td>Single Stage Online examination</td>
<td>CBT Examination (150 questions in 02 Hours)

<u>Part I :</u>

The question paper shall be of 100 marks consisting of 100 questions of objective type (multiple-choice questions) of the respective discipline.

<u>Part II :</u>

Reasoning : 10 questions (10 marks)
quantitative aptitude : 10 questions (10 marks)
general awareness : 10 questions (10 marks)
English language : 10 questions (10 marks)
Computer Knowledge : 10 questions (10 marks)</td>
</tr>
<tr>
<td>26</td>
<td>MTS
(Non-Ministerial)</td>
<td>Single stage computer based examination</td>
<td>CBT Examination (120 questions in 02 Hours)

Numerical and Mathematical Ability: 25 questions (25 marks)
Reasoning Ability and Problem Solving: 25 questions (25 marks)
General Awareness: 25 questions (25 marks)
English Language and Comprehension: 25 questions (25 marks)
Computer Knowledge: 20 questions (20 marks)</td>
</tr>
</table>

9.2 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 except for Hindi/ English Comprehension. **The weightage of marks of Computer Based Examination will be 85 % and Interview will be of 15% marks. (Interview, wherever applicable will be qualifying in nature)**

9.3 Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, will be **normalized** by using the formula published by the DDA on its website and such normalized scores will be used to determine final merit and cut-off marks.

9.4 Passage Dictators will be provided to those VH candidates for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

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9.5 Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may be exempted from the requirement of appearing and qualifying at such test, provided that such a candidate submits a Certificate in the prescribed format **(Annexure- 6)** at examination centre issued from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format (**Annexure-7,8,9)** of the recruitment notification, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the DDA. (Certificate for typing exemption may be uploaded during the online application form)

10. Penalty for wrong answers:

Candidates should note that in order to discourage the guess work, for each incorrect response in multiple type question-answer section one-third (1/3) of the marks allotted to the question will be deducted as penalty. No marks will be deducted for unanswered questions.

11. Preparation of Merit:

11.1 The minimum qualifying marks will be as under:

UR	SC	ST	OBC(NCL)	EWS
40%	30%	30%	35%	35%

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

11.2 The marks obtained in Computer Knowledge section (qualifying in nature) of CBT examination will not be included in the merit list for the posts of Stenographer Grade- 'D', Patwari & Junior Secretariat Assistant.

11.2 The merit list of all the successful candidates for respective posts shall be prepared separately on the basis of marks scored by the candidates in Computer Based Examination as well as in the interview, wherever prescribed **taken together**. In the event of tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

a. Date of birth, with older candidate placed higher.
b. Alphabetical order in which the names of the candidates appear.

12. General Conditions:

12.1 In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the authorities concerned before final selection/joining or as and when asked by DDA. However, final decision regarding selection of such candidates will be taken by DDA.

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12.2 In case of any dispute/disagreement/discrepancy regarding the equivalency of eligible qualifying certificate or qualifying specialization or qualifying experience, that the candidate is claiming to have acquired, with respect to the relevant notified vacancy, then DDA may at its discretion constitute an Expert Committee or seek opinion(s) from Subject Matter Expert to arrive at a conclusive decision. The decision of DDA in this regard shall be FINAL and binding upon the candidates.

Further to this, in case of any dispute/discrepancy/disagreement regarding required qualifying MBA(or equivalent) specialization and the candidate's claimed MBA specialization, DDA may at its discretion constitute a Subject Expert Committee or may seek opinion from Subject Matter Expert to arrive at a conclusive decision on the basis of the candidates passing in at least 06 courses of the claimed specialization subject in the MBA(or equivalent) degree, or any other suitable criteria as may deem fit.

12.3 Similarly, if objection is received during opening of objection management link for correctness of the question or its answer key, then the said objection will be referred to the Subject Matter Expert for examining and the decision of Subject Matter Expert will be final and binding upon the candidates.

12.4 Travelling Allowance will be paid to only SC/ST candidates in their own bank accounts only, 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. **(Annexure – 10). No TA will be given if there is any mismatch in the credentials such as name of A/c holder, bank details etc and also no TA will be given to already working Govt. employee.**

12.5 The selected candidate shall be asked to furnish a Surety Bond of ₹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.

12.6 **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.

12.7 All the terms & conditions prescribed for appointment as a Probationer Trainee shall also be applicable.

12.8 The eligible candidates will be issued an e-Application Status Certificate 02 weeks before the commencement of the examination. However, e-Admit Card will be issued 03 days before the commencement of the examination. The e-Application Status Certificate/ e-Admit Card will be made available on the DDA's website {https://www.dda.gov.in} for downloading by the

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candidate(s). No e-Application Status Certificate/e-Admit Card shall be sent by post to the candidates. The candidates are advised to regularly check DDA's website in job section.

13. ALL COMMUNNICATION /ELECTRONICS DEVICES BANNED.

13.1 Mobile phones, pagers or any other communication/electronics devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action against such erring candidates including ban from future examinations.

13.2 Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers, valuable/costly items to the examination halls, as safekeeping of the same cannot be assured. DDA will not be responsible for any loss in this regard.

13.3 Important instructions / Dress Code for candidates appearing in examination for various posts under DDA Recruitment 2023:

i) Use of unfair means & impersonation poses serious threat to the Exam process and the Delhi Development Authority will undertake special measures to conduct the exam in free and fair manner and accordingly, special instructions, as listed under, are being issued for **strict compliance** by all the candidates appearing in the examination.
It is expected that the candidates will cooperate in maintaining the sanctity of the examination and preventing selection of undeserving candidates.

ii) **PROHIBITED ITEMS** - wallet, belt, vehicle's key(s), jewellery, books, pens, pencils or stationery box, paper chits, magazines, electronic gadgets (mobile phones, Bluetooth devices, head phones, pen/buttonhole cameras, scanner, calculator, storage devices etc.), watches of any types, are **STRICTLY NOT ALLOWED** in the examination lab.

iii) **Candidates are allowed to carry only admit card and identity proof inside the Examination Center.**

iv) Pen/pencil and paper for rough work would be provided in the examination lab.

v) Candidates should not bring Bags and prohibited items as mentioned above to the examination venue. In case they bring any such item, they would have to make their own arrangements for safe custody of such items. The DDA shall neither make any arrangement nor be responsible for the safe custody of any such item.

vi) If any such item is found in the possession of a candidate in the examination lab, his/her candidature is liable to be cancelled and legal/criminal proceedings could be initiated against him/her.

vii) Candidates should not wear charms, veil, items containing metals such as ring, bracelet, earrings, nose-pin, chains, necklace, pendants, badge, brooch, hair pin, hair band, clothes with full sleeves or big buttons, etc.

viii) Full sleeved shirts or tops are not permitted and only half sleeved clothing is allowed. Shoes or other footwear which cover the toes should not be worn. Footwear should be open toe type and sandals or chappals are permitted. Candidates with long hair should tie their hair so that ears are not covered, use of scarf to cover the head is not permitted.

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ix) Candidates must also refrain from creating any obstruction during the conduct of examination. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled. Such candidate shall also be liable to be debarred from future examinations of the DDA and legal/criminal proceedings could be initiated against him/her.

13.4 Candidates are advised to strictly follow the Dress Code prescribed by DDA to avoid any difficulty at the examination centre on the date of examination. Candidates not following the Dress Code, will not be allowed to enter the examination centre. The Dress Code instructions in detail have been annexed to the notification which may please be referred to for strict compliance. **[Annexure – 11]**

13.5 The candidates are advised to report at examination centre on time as mentioned in the e-Admit Card/ Roll No. No candidate(s) will be allowed entry to the examination centre after the Gate Closing Time mentioned in the e- Admit Card/ Roll No. under any circumstances.

14. Correspondence with the DDA:

14.1 HELP DESK FOR GUIDANCE OF CANDIDATES: In case of any guidance / information/ clarification regarding their application, candidature etc. candidates may write to DDA's Help Desk through Helpdesk tab available in the online application form or contact toll number **+91 7353948884.**

14.2 The candidates are advised not to call on the phone numbers (Mobile as well as landline number) of any officer of the DDA for any enquiry related to the Recruitment. The DDA will not enter into any correspondence with the candidates about their candidature except in the following cases:

(i) The eligible candidates shall be issued an e-Application Status Certificate **two weeks** before the commencement of the examination. However, e-Admit Card will be issued only 03 days before the date of commencement of examination. If a candidate does not receive his/her e-Application Status Certificate or any other communication regarding his/her candidature for the examination **by the stipulated date** before the commencement of the examination, he/she should at once contact the DDA. Information in this regard can also be obtained from the Facilitation Counter located in the **DDA's Office, Vikas Sadan, INA, New Delhi-110023. In case no communication is received in the DDA's Office from the candidate regarding non-receipt of his/her e-Application Status Certificate 01 week before the examination or e-Admit Card before 02 days of commencement of examination, he/she himself/ herself will be solely responsible for non-receipt of his/her e-Application Status Certificate/ e- Admit Card. No candidate will ordinarily be allowed to take the examination unless he/she holds e-Admit Card for the examination.** The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the DDA. **The mere fact that e-Admit Card for the Examination has been issued to a**

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candidate, will not imply that his/her candidature has been finally cleared by the DDA or that entries made by the candidate in his/her application for the examination have been accepted by the DDA as true and correct. Candidates may note that the DDA takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified the Examination. Unless candidature is formally confirmed by the DDA**, it continues to be PROVISIONAL.** The decision of the DDA as to the eligibility or otherwise of a candidate for admission to the Examination shall be final. Candidates should note that the name in the e-Application Status Certificate/ e-Admit Card in some cases, may be abbreviated due to technical reasons.

(ii) In the event of a candidate downloading more than one e-Admit Card from the DDA's website, he/she should use only one of these e-Admit Card for appearing in the examination

(iii) If a candidate receives an e-Admit Card in respect of some other candidate, the same should be immediately returned to the DDA with a request to issue the correct e-Admit Card. Candidates may note that they will not be allowed to take the examination on the strength of an e-Admit Card issued in respect of another candidate.

(iv) Candidates must ensure that their e-mail IDs and mobile number given in their online applications are valid and active till completion of whole recruitment process.

(v) All communications to the DDA should invariably contain the following particulars.
1. Name of the Post.
2. Application Sequence Number / Registration ID (RID)
3. Roll Number (if received)
4. Name of the candidate (in full and in block letters)
5. Complete postal address as given in the application.

(vi) **Communication not containing the above particulars may not be attended to.** Candidates should also note down their Application Sequence Number / Registration ID (RID) for future reference. They may be required to indicate the same in connection with their candidature for the Examination. Candidates are advised in their own interest to note down the login ID and Password at convenient and safe place for downloading/retrieval of information related to e-Application Status Certificate/ e-Admit Card etc. in future.

15. Withdrawal of applications:

No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.

16. DDA's decision final:

The decision of the Delhi Development Authority (DDA) in all matters relating to eligibility, acceptance or rejection of the applications, penalty/action for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection, etc. will be

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final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

17. Other Instructions:

(i) Delhi Development Authority reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/notification/ terms &conditions/ vacancies/ eligibility / relaxation/ syllabus or any other part of notification and recruitment process, if needed, at any stage, without issuing any notice.

(ii) Legal jurisdiction will be Delhi in case of any dispute.

Date: 26.09.2025

Sd/-
Commissioner (Personnel)
Delhi Development Authority

****WARNING****

Beware of touts and job racketeers trying to deceive by false promises of securing job in Delhi Development Authority (DDA) either through influence or by use of unfair and unethical means. Delhi Development Authority (DDA) has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence Delhi Development Authority (DDA) directly or indirectly shall be disqualified and legal action can be initiated against them. Candidates are advised to consult only the official website of Delhi Development Authority (DDA) i.e. www.dda.gov.in and beware of FAKE websites put up by unscrupulous elements/touts.

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INDICATIVE SYLLABUS

➢ Deputy Director (Architect) Post Code :01

Part-I

1. ARCHITECTURAL DESIGN

-MASS HOUSING

- Design of a Low Rise buildings and High Rise Housing towers
- Basement Parking with services.
- History of various Government Mass Housing schemes after independence.
- Housing Policy, Case studies and surveys.
- Architectural design of various typology of housing.
- Housing Ownership types
- Factors influencing land value.
- Housing finance
- Slums and Rehabilitation methods
- New Housing construction technology
- Housing byelaws & legislation.
- Density distribution and Optimisation of space in Housing.
- Use of Green Materials
- Energy Efficiency Rating Systems

-COMMERCIAL COMPLEX/BUILDINGS

- Design of a commercial/cultural/recreational building for District Center, Community centre, Local Shopping Centre, Convenient Shopping Centre
- Design of a service oriented building (shopping mall, large hotel, hospital etc.)
- Multi Level Car Parking.
- Multi-purpose Halls
- Integration of infrastructure services and landscape with built form.

2. BUILDING CONSTRUCTION AND MATERIAL

- RCC framed structure construction
- Pre-Fabricated Building
- UPVC, Steel, Wood, Aluminium doors and windows.
- Cladding Material & Fixing details: Aluminium Cladding, Dry Stone cladding, High Pressure laminates.

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- Working Drawing Details of floor plans, elevations, Joinery, Kitchen, Toilet, Staircase, Foundation plans, Expansion joints, Building Services MEP & HVAC.
- Modern Formwork techniques in steel (MIVAN), lift slab construction and formwork of special profiles.
- Prefabrication using pre stressed and post stressed RCC
- Basement construction, Diaphragm Walls, Water proofing details for Underground structures and roofing.
- Construction details of energy efficient buildings.
- Construction details including insulation, drainage materials and construction system of large span structures.
- Advance building material and their properties.
- Various types of Façade design, Curtain walls, and their detailing.
- Partition detail and design, false ceiling, wall panelling design and details.

3. URBAN DESIGN

- Transit oriented Development and Integrated Mobility design.
- Form based Codes/Building Bye laws and Spatial Analysis of Built Form.
- History and evolution of Urban design.
- Typology of City Planning, Case studies of historic cities, post-industrial revolution cities and Post-Modern Cities.
- Study of existing city form patterns for development of City extensions, Sub-city panning, Urban regeneration, Adaptive Re-use of spaces etc.
- Urban Morphology, principles and techniques of landscape urbanism & resilient cities
- Techniques and tools for enhancing Pedestrianisation and incorporation of Universal Design principles in urban spaces, roads, open areas, housing, district centres, Commercial spaces etc.
- Local Area planning, legislations related to city fabric and Urban Management of Civic Facility and Amenities.
- Urban Mapping of existing data and analysis for policy making and upgradation of built fabric.
- Case studies of historic Indian cities and cities designed post-independence of India.
- Garden City Design, City beautiful Movement.
- Human settlement, relationships between nature, humans, society, social infrastructure, urbanisation and the built environment within settlements.
- Urban Design guidelines for a Precinct, Neighbourhood and Façade design
- Standards for Signage, Wayfinding
- Urban lighting for historic buildings etc.
- Understanding of physical, social and economic parameters for Cities and regional planning.
- Relationship for regional planning with national level planning development of new towns/ cities, sub-cities, city extensions.
- Urban Mapping and GIS tools.

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4. STRUCTURAL DESIGN

- Design of RCC, steel beams & columns, staircases, RCC slabs, foundation etc.
- Theory and design of steel structures, Funicular shells and Geodesic domes.
- Analysis of existing Load Bearing and Framed structures.
- Bending Moment and Shear Force calculations.
- Calculation of the structural component of the selected design.
- Preparing structural drawings for the selected design.
- Bulk active structures.
- Form active structures.
- Surface active structure.
- Vector active structure.

5. BUILDING SERVICES

- Firefighting norms and design principles.
- Fire resisting materials, Fire rating of materials, Fire protection equipment, Pressurisation shafts, Mechanical ventilation, Fire Check Floor design, NBC standard and bye laws applicable in building design.
- Integration of Mechanical, Electrical, Plumbing and HVAC, Air Conditioned spaces, Radiant cooling etc. in building design.
- Types of Building acoustic materials, construction details and calculation of reverberation time.
- Principles of good acoustical design for different building types. Acoustical defects and their solutions.
- Noise elimination active and passive techniques.
- Human comforts conditions and standards.
- Natural and mechanical ventilations.
- Architectural interventions in air-conditioned buildings, study of material (interior) for air conditioned spaces.
- Types and layout of centrally air-conditioning system.
- Lift location, systems, sizes, equipment, travel time & spatial requirement.
- Escalators size, location, equipment.

6. HISTORY OF ARCHITECTURE

- Industrial revolution and its architectural implications in America, Europe and Asia.
- Town planning trends in Europe.
- High rise Architecture. Birth of the American Skyscraper
- Alternate trends in late 19th and early 20th century in Europe
- Early modernism.
- Post war decades: The international Styles.

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- Alternatives of the international styles.
- Modernism, Post Modernism, Neo Modernism.
- Post-independence Architecture.
- Exploring regionalism in contemporary Indian architecture.
- Birth of Indo Sarscenic Style.
- Classical Revival and building of New Delhi/ Lutyens Delhi.
- Architecture of Hindu Temple in North and South india, Mosque, Church, Stupas
- Indian vernacular architecture principles and materials.

7. ESTIMATING AND COSTING

- Methodology of Estimation and Costing in Delhi Schedule of Rates
- Costing and valuation, different types of estimates
- Thumb rules used in estimating
- Methods of preparing BOQ, long wall, short wall method
- Centre line method
- BOQ for journey works
- Quantity estimation for various construction typologies.
- Principles of economics in building planning
- Valuation forms of tenders in building civil works.
- Analysis of rates for various building works.

8. MASTERPLAN OF DELHI, BUILDING BYE LAWS AND STATUTORY APPROVALS

- Working knowledge of various provisions in Master Plan of Delhi and UBBL
- Study of Model building bye laws and study of national building code.
- Study of process of approval from DUAC, DFS, RERA, Environmental Impact Assessment.
- Case Study of building Bye Laws of new Indian cities like Bhubaneshwar, Gandhinagar, Naya Raipur, Chandigarh and Delhi etc.
- Submission drawings – study and requirements.
- Legal responsibilities and ethics
- Notice inviting tenders, tender documents agreement contract
- Professional practice: Negotiation arbitration, arbitrator its advantages/ disadvantages, billing.

9. SPECIFICATION

- Writing specifications of Excavations, Earthwork, Foundations, Damp proof courses, Brick masonry, Concrete, Flooring, Timber doors and windows, Doors and windows etc.
- Writing specifications of Painting and other finishes
- Writing specifications of Sanitary fittings and fixtures

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- Writing specifications of Electrical wiring and fixtures
- Specifications as part of the tender documents.

10. PROFESSIONAL PRACTICE & OFFICE ADMINISTRATION

- Architect's Act 1972, Council of Architecture norms and standards regarding fees and scale of charges.
- Coordination with different professional personnel like Civil and MEP Engineers, City Planners, Geographers, Transport Planners, Historians, NGOs and various other stakeholders.
- Site inspection reports, documentation of progress of work.
- Record keeping an accounting of works done during construction. Time analysis, CPM , PERT
- Value engineering man power and labour laws.
- Tendering
- Contracts and arbitration
- Valuation
- Professional conduct and ethics
- Role of COA, IIA and UIA

11. INTERIOR DESIGN

- History of interior design
- Theory of interior design
- Art in Interior Design
- Furniture and Furnishings
- Case studies of Indian and International design
- Principles of aesthetic composition in interiors
- Interiors design in history
- Color in interior design
- Natural and artificial lighting in interiors
- Built in furniture
- Furnishing and paneling materials and types of movable furniture
- Interior design accessories and decorative elements
- Building material for interior finishes
- Electrical wiring and fixtures, material and methods.

12. ENERGY EFFICIENT BUILDINGS AND RATING SYSTEMS IN ARCHITECTURE

- GRIHA norms
- IGBC norms
- Ecological impact of buildings.
- Sustainable methods of construction
- LEED certification

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- Green building Councils.
- Green features in buildings
- Sustainable Development Goals
- Urban Heat Island Effect
- Use of energy in buildings.
- Conserving energy
- Solar passive and solar active systems
- Wind energy
- Biomass energy
- Recycling of waste
- Intelligent building systems.
- ECBC Norms for Residential and Commercial Buildings.

13. ARCHITECTURAL CONSERVATION

- Introduction, history of conservation, modern movement in architecture and its association with conservation movement in architecture, prominent debates associated with conservation, - SPAB and violet-Le-ducs contribution.
- Various definitions: Heritage, culture, historicity, historic/ Historical building, monument,
- Authenticity, historic site, building fabric, setting of a monument conservation, restoration, repair.
- Architecture Conservation and Restoration
- Study of historic building materials and construction techniques
- Reconstruction maintenance, refurbishment, adaptive reuse, architecture in conservation n
- Buildings in historic settings. Abbreviation: ICC ROM, ICOMOS, SPAB, ASI, ITTACH.
- Values in conservation, ethics of conservation, degrees of intervention
- Charters for conservation of historic properties: chargers of Athens, Venice, Burra and Nara.
- Conservations in India, Role of agencies like the Archaeological survey of India (ASI) and the
- Indian National Trust for Art and Culture Heritage (INTACH) various laws and act associated with the conservation in India.
- Listing a historic site (building and its setting) documentation, equipment after recording; types of recording principle and procedure for recording ICOMDS guidelines for recording historic structures.
- Structural appraisal: Causes of decay and damage to structures, causes and interpretation of structural problems methods of recording structure defects.
- Causes of deterioration of historic buildings.
- Monitoring a historic structure, techniques of monitoring interpretation and preservation of observations.
- Approach to case and maintenance of historic building principles of repair.

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14. SOFTWARES

- AutoCAD 2D and 3D
- REVIT
- Photoshop
- Sketchup 3d
- MS Office Suite (Word, Excel, Powerpoint etc.)

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness and
(d) Test of English Language
(e) Computer Knowledge

➢ Deputy Director (Public Relation) Post Code: 02

Part-I

UNIT-1: PUBLIC RELATION

- Public Relations: Definitions, PR as a communication function.
- Difference between PR, Propaganda and Public Opinion, Advertising.
- PR as a two-way communication, process of PR, PR in different sectors like Govt., Non-Govt.
- Publics in Public Relations, Management of Crisis by PR. PR communication and how to be effective PR communicator.
- Recent PR trends in digital, social, content and influencer marketing.
- Brand Management and Image Building.

UNIT-2: PR PUBLICS

- Types of PR Public: Internal and External
- PR Tools, Press Conference, Press Releases, Journals
- Code of ethics of PR, Laws pertaining to Press.

UNIT-3: ADVERTISING

- Definitions, Scope Functions, historical development
- Types of Advertising
- Ethical Aspects of Advertising, Law and Advertising.
- Advertising and Marketing
- Digital and Social Media advertising

For more job news visit : www.kpscvaani.com

UNIT-4: Advertising Agency

- Structure and Functions and Types of Advertising Agency
- Advertising Appeals, media Selection and copy writing-newspapers, magazines, Radio, Television, Outdoor.
- Advertising testing and research.
- Current Media Landscape
- Test of Media literacy and Digital competency

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness and
(d) Test of English Language
(e) Computer Knowledge

➢ Deputy Director (Planning) Post Code: 03

Part-I

(i) Basic concepts of urban planning and Architecture, Planning Legislation and GIS.

Section 1: Architecture

Elements, construction, architectural styles and examples of different periods of Indian and Western History of Architecture; Oriental, Vernacular and Traditional architecture; Architectural developments since Industrial Revolution; Influence of modern art on architecture; Art nouveau, Eclecticism, International styles, Post Modernism, Deconstruction in architecture; Recent trends in Contemporary Architecture; Works of renowned national and international architects.

Section2: Environmental Planning and Design

Ecosystem- natural and man-made ecosystems; Ecological principles Concepts of Environmental Impact Analysis; Environmental considerations in planning and design; database for incorporation of environmental concerns in planning analysis, land suitability analysis, thermal comfort, ventilation and air movement; Principles of lighting and illumination; Climate responsive design; Solar architecture; Principles of architectural acoustics; Green Building Concepts and Rating; ECBC; Building Performance Simulation and Evaluation; Environmental pollution- types, cause, controls and abatement strategies.

Section 3: Urban Planning and Housing

Urban Planning and Housing Planning process; Types of plans - Master Plan, City Development Plan, Structure Plan, Zonal Plan, Action Area Plan, Town Planning Scheme, Regional Plan; Salient concepts, theories and principles of urban planning; Sustainable urban development; Emerging concepts of cities - Eco-City, Smart City, Transit Oriented Development (TOD), SEZ, SRZ NIMZ, Corridor planning prevailing at national level i.e. WDFC, EDFC etc. Housing; Concepts, principles and examples of neighborhood; Housing typologies; Slums; Affordable Housing; Housing for special areas and needs; Residential densities; Standards for housing and community facilities; National Housing Policies, Programs and Schemes.

For more job news visit : www.kpscvaani.com

Section 4: Planning Techniques and Management

Tools and techniques of Surveys – Physical, Topographical, Land use and Socioeconomic Surveys; Methods of non-spatial and spatial data analysis; Graphic presentation of spatial data; Application of G.I.S and Remote Sensing techniques in urban and regional planning; Decision support system and Land Information System.

Urban Economics; Law of demand and supply of land and its use in planning; Social, Economical and environmental cost benefit analysis; Techniques of financial appraisal; Management of Infrastructure Projects; Development guidelines such as URDPFI..

Section 5: Services, Infrastructure and Transportation

Urban infrastructure- Transportation, Water Supply, Sewerage, Drainage, Solid Waste Management, Electricity and Communications,

Process and Principles of Transportation Planning and Traffic Engineering; Road capacity; Traffic survey method; Traffic flow characteristics; Traffic analyses and design considerations; Travel demand forecasting; Land use transportation – urban from inter-relationships; Design of roads, intersections/ grade separates and parking areas, Hierarchy of roads and level of service; Traffic and transport management and control in urban areas; Mass transportation planning; Para-transits and other modes of transportations Pedestrian and slow moving traffic planning; Intelligent Transportation Systems.

Section 6: Planning Legislation and GIS

Planning legislation will include acts and legislation related to development management and maintenance of Delhi and other towns of NCR, municipal corporation and local bodies, Land Acquisition Act, PPP etc. Local self- Governance.

(i) **Planning issues related to Delhi, NCR & initiatives of other metropolitan cities in India will include major problems and policy practices and innovative methodology and best practices.**

(ii) **Delhi Development Act, (DDA Act), 1957 will include all sections and provisions of the act.**

(iii) **Master plan of Delhi 1962-2021 will include provisions, strategies and master plan proposals as per documents published from time to time.**

(iv) **Unified building byelaws, 2016 will include all sections and chapters of building byelaws as approved and notified by Government of India from time to time.**

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness and
(d) Test of English Language
(e) Computer Knowledge

➢ Assistant Director (Planning) Post Code: 04

Part-I

(i) Basic concepts of urban planning and Architecture, Planning Legislation and GIS.

Section 1: Architecture

Elements, construction, architectural styles and examples of different periods of Indian and Western History of Architecture; Oriental, Vernacular and Traditional architecture; Architectural developments since Industrial Revolution;

For more job news visit : www.kpscvaani.com

Influence of modern art on architecture; Art nouveau, Eclecticism, International styles, Post Modernism, Deconstruction in architecture; Recent trends in Contemporary Architecture; Works of renowned national and international architects.

Section2: Environmental Planning and Design

Ecosystem- natural and man-made ecosystems; Ecological principles Concepts of Environmental Impact Analysis; Environmental considerations in planning and design; database for incorporation of environmental concerns in planning analysis, land suitability analysis, thermal comfort, ventilation and air movement; Principles of lighting and illumination; Climate responsive design; Solar architecture; Principles of architectural acoustics; Green Building Concepts and Rating; ECBC; Building Performance Simulation and Evaluation; Environmental pollution- types, cause, controls and abatement strategies.

Section 3: Urban Planning and Housing

Urban Planning and Housing Planning process; Types of plans - Master Plan, City Development Plan, Structure Plan, Zonal Plan, Action Area Plan, Town Planning Scheme, Regional Plan; Salient concepts, theories and principles of urban planning; Sustainable urban development; Emerging concepts of cities - Eco-City, Smart City, Transit Oriented Development (TOD), SEZ, SRZ NIMZ, Corridor planning prevailing at national level i.e. WDFC, EDFC etc. Housing; Concepts, principles and examples of neighborhood; Housing typologies; Slums; Affordable Housing; Housing for special areas and needs; Residential densities; Standards for housing and community facilities; National Housing Policies, Programs and Schemes.

Section 4: Planning Techniques and Management

Tools and techniques of Surveys – Physical, Topographical, Land use and Socioeconomic Surveys; Methods of non-spatial and spatial data analysis; Graphic presentation of spatial data; Application of G.I.S and Remote Sensing techniques in urban and regional planning; Decision support system and Land Information System.

Urban Economics; Law of demand and supply of land and its use in planning; Social, Economical and environmental cost benefit analysis; Techniques of financial appraisal; Management of Infrastructure Projects; Development guidelines such as URDPFI..

Section 5: Services, Infrastructure and Transportation

Urban infrastructure- Transportation, Water Supply, Sewerage, Drainage, Solid Waste Management, Electricity and Communications,

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(iv) Unified building byelaws, 2016 will include all sections and chapters of building byelaws as approved and notified by Government of India from time to time.

For more job news visit : www.kpscvaani.com

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness
(d) Test of English Language
(e) Computer Knowledge

➢ Assistant Director (Architect) Post Code: 05

Part-I

1. **ARCHITECTURAL DESIGN**

- Design of various types of low-rise and high-rise buildings like Housing, socio-cultural centers, commercial centers, primary health clinic, Nursery school, neighborhood shopping incorporating services and basic elements of structural grid, parking grid and building MEP services integration.
- Physical study of environment of a rural settlement, covering various aspects related to physical and civil infrastructure.
- Study of life, philosophy and works of Walter Gropius, Frank Lylod wright, Mies Van Der Rohe, Lecorbusier, Louis Khan, Joseph Allein Stein, Charlies Correa, Achut. P. Kanvinde, B.V. Doshi, Raj Rewal.
- Multi Level Car Parking.
- Multi-purpose Halls
- Slum-Rehabilitation
- Integration of Services in Buildings, basement and coordination of services in site plan.

2. **BUILDING CONSTRUCTION AND MATERIAL**

- Concept of RCC frame structures.
- RCC staircase, Lintel, Beam, Column, Slab, Footing & Foundation.
- Autoclaved Aerated Concrete (AAC Blocks)
- Cellular Lightweight Concrete (CLC blocks)
- Detailed sections through architecture building.
- RCC frame structure with in-fills.
- Structural steel member sections , joining details, and roofing details.
- Steel Foundations, steel frames, staircase, Steel mezzanine floor, Steel truss Support system for roofing and Cladding.
- Collapsible and rolling shutters.
- Wood, Steel, UPVC, Glass door and windows

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3. STRUCTURAL DESIGN

- Concept of RCC and introduction of IS: 456 working stress method of design for RCC structure.
- Theory of singly reinforced sections-neutral axis, under reinforced sections, over reinforced section and moment of resistance.
- Shear Force, Bending Moment and Development length.
- Analysis and design of singly reinforced rectangular RCC beam.
- Analysis and design of double reinforced rectangular RCC beam.
- Theory and design of one way RCC slab, two way RCC slab and Cantilever slabs.
- Theory and design of long and short span, rectangular and circular RCC columns.
- Theory and design of simply supported circular and ribbed slabs subjected to uniformly distributed loads.
- Bending moment diagrams for affixed beam subjected to uniformly distributed load and point load.
- Theory and design of reinforced T-beams, inverted T-bean sand isolated T-beams, singly reinforced L-beams.
- Theory and design of isolated slope column footing for a square, rectangular and circular column subjected for axial loads.
- Column footings to subjected to eccentric loading.
- RCC footing for axially loaded RCC and brick walls.

4. BUILDING SERVICES

- Firefighting norms and design principles.
- Fire resisting materials, Fire rating of materials, Fire protection equipment, Pressurisation shafts, Mechanical ventilation, Fire Check Floor design, NBC standard and bye laws applicable in building design.
- Integration of Mechanical, Electrical, Plumbing and HVAC, Air Conditioned spaces, Radiant cooling etc. in building design.
- Types of Building acoustic materials, construction details and calculation of reverberation time.
- Principles of good acoustical design for different building types.Acoustical defects and their solutions.
- Noise elimination active and passive techniques.
- Human comforts conditions and standards.
- Natural and mechanical ventilations.
- Architectural interventions in air-conditioned buildings, study of material (interior) for air
- conditioned spaces.
- Types and layout of centrally air-conditioning system.
- Lift location, systems, sizes, equipment, travel time & spatial requirement.
- Escalators size, location, equipment.

5. GRAPHICS

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- Perspective drawing, its concept and various elements and methods.
- 3-point perspective drawing of simple forms with changes in different parameters.
- 2-Point perspective drawings of small structures with changes in different parameters.
- 1 Point perspective drawing of a simple situation.
- Shade and shadow of object in different shape at different levels and planes.
- Shade and shadow of architectural fenestrations.
- Shade and shadow of façade of simple building.
- Techniques for rendering drawings in color pencil, water color and
- Rendering of plan, sections and elevation in different mediums.
- Rendering of two points perspective of a building in different mediums
- Rendering of one-point perspective of an interior space in ink.
- Sciography of various architectural builtforms.

6. HISTORY OF ARCHITECTURE

Indian Subcontinent

- Architectural forms and construction technology
- History of 7 cities of Delhi and Monuments of each era
- The coming of Islam to the region and its Architectural Implications.
- Architecture of the Sultans in Delhi Region
- Development of Architecture in the important provinces.
- Architecture of the early Rulers of the Mughal Dynasty.
- Shahjahan's contribution to Mughal Architecture.

Europe

- The birth of Renaissance in Florence
- 16th Century Renaissance in Italy.
- Italian Renaissance and the contribution of Michaelangelo and Leonardo Da Vincci.
- Baroque and Rococo as Outlying Styles of Renaissance.
- Influence of Italian Renaissance on Architecture in England.
- Neoclassism, Modern, Post Modernism, International style of Architecture.

7. LANDSCAPE DESIGN

- Principles of landscape design.
- Elements of landscape design and their various manifestations.
- Plant material: Shrubs, trees, plants, ground cover.
- Water and its manifestations.
- Use of earth and stones as element of landscape.
- Site planning.
- Landscape design exercise for different architectural situations.
- Landscape and climatology.
- Scientific names of various commonly used trees, shrubs, creepers etc.

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8. BUILDING SERVICES (LIGHTING)

- Natural lighting.
- Artificial lighting.
- Requirement for different situations.
- Lamps and luminaries.
- Outdoor lighting.
- Specialized lighting like art galleries etc.
- Electrical system wires.
- Electricity distribution system with a building.
- Safety devices.
- Electrical wiring systems.
- Generation transmission and distribution of electricity.
- Graphic electrical symbols.
- Load calculation of a small building.

9. COMMUNICATION SKILLS

- Principles of communication.
- Presentation skills for projects.
- Report writing for publication.
- Working knowledge and formal communication in Hindi Rajbhasha and English
- Meetings
- Technical Noting and Drafting for files, e-office etc.

10. SOFTWARES

- AutoCAD 2D and 3D
- REVIT
- Photoshop
- Sketchup 3d
- MS Office Suite(Word, Excel, Powerpoint etc.)

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness and
(d) Test of English Language
(e) Computer Knowledge

➢ Assistant Director (Landscape) Post Code: 06

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Part-I

1. **Plants:** Familiarity with local flora; criteria for plant selection; history of planting design, planting as a design element with respect to trees, shrubs, ground cover and creepers: planting features like form, leaf colour and texture, colour of flowers and fruits in different seasons; role of plant material in environmental improvement (e.g. soil conservation, modification of microclimate); maintenance of plant material; preparation of planting concepts, planting plans and plant schedules, estimation of costs and bill of quantity. Planting design in various environments such as woodlands, forests, rural areas, urban areas, roadside planting in urban and rural areas, industrial sites and in habitats such as grasslands, woodlands, sloping areas, marshes, bogs, wetlands, waterside and aquatic planting etc. Planting for shelter, windbreaks and shelter belts, visual effect and accent; Field ecology: Quadrat, line transect, community analysis.

2. **Geology, Hydrology & Geomorphology:** minerals and metals: rock type (igneous, sedimentary, metamorphic); principles of stratigraphy and geology of India; relationships between geology, soils and vegetation; morphology and classification of soil type; properties of soils: soil management (evaluation, water conservation, fertility and plant nutrition, degradation control and reclamation techniques); Soil Conservation; hydrological cycle, sources of surface water, watersheds and drainage basins and their management; infiltration characteristics: rainwater harvesting, artificial recharge; groundwater management, ground water pollution; landscape evolution..

3. **Site Planning and Landscape Engineering:** Site planning process: site character and design requirement relation; site survey and appraisal; contours and grading principles; efficient surface drainage pattern and watershed area, calculation of surface runoff, catchments areas and discharge rate: types of drainage systems, design of surface and sub-surface drainage elements; sports field drainage; earthwork volume computations; construction of roads, parking, paths, plazas, planter. water elements, etc; external lighting, irrigation and plumbing system: street site furniture: landscape working drawings; site mobilization and protection measures: water conservation: protection of water retention structures; soil conservation and corrosion control measures; land reclamation and rehabilitation process; disposal of sludge, fly-ash, solid and liquid waste: transportation corridors; environment-friendly materials; sustainable landscape features (bioswales. bio retention ponds etc); estimation of costs and preparation of bill of quantities, specifications and tender documents.

4. **Landscape Design and Communication:** Urban and rural landscape appraisal, analysis and design; application of ecological principles: language skills for technical report 'writing and professional communications with planning authorities, statutory bodies, contractors and other professionals: communication techniques in digital media; research ability towards establishing a strong theoretical background. Elements of Landscape Design and Knowledge of Native plants at Delhi ;Principles of Landscape design, Elements of Landscape Design like, water, earth etc

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5. **Theory of Landscape Architecture:** Concepts of space, time and scale in terms of garden, landscape and nature, evolution of landscape and garden design in relation to art, architecture and city planning: changing perceptions of man's relationship with nature in various phases of history: environmental and behavioral theories; social and cultural dimensions of landscape: Ancient Indian traditions; Landscape from various geographic locations and periods, highlighting aspects of Form. Space and Order: Development of landscape design and gardens; Eastern, Central and Western traditions; Ancient Heritage: Mesopotamia, Egypt, Greece, Rome. Western Civilization: Europe: Italy, France and England. The middle-east: The Persian tradition and its far reaching influence. Eastern Civilisation: China and Japan. Ancient and medieval period in India; Mughal and Rajput Landscapes. Influences and linkages across cultures and traditions, e.g. Chinese tradition and the English Landscape style, influence of Persian traditions towards the West and East. Colonial landscape development in India.

6. **Nineteenth Century Europe:** Open space development in its urban design and planning context. Early industrial towns and the Garden City movement USA: Further evolution of the public park as a major component of urban landscape. The work of F. L. Olmsted and other pioneers. Park-Systems and suburban development centered on open space The Modern Movement: changing concepts of space and the relationship of architecture and landscape illustrated through studies of selected works of the modern master Post-war development in Europe: New Towns in England and the concept of Landscape Structure Landscape Urbanism: Examples of open space development in new towns and urban renewal to illustrate the close conceptual relationship between town planning, urban design and landscape architecture (e.g. Haussmann's Paris, Lutyen's Delhi): influence of lan Mellary on mid and late 20th Century landscape architecture. The work of selected twentieth century landscape architects, in the west as well as in India. Contemporary concepts and concerns: "Green" Architecture and Energy Saving site planning and Landscape Architecture; Cultural landscapes, their definition, identification, characteristics and policies; Landscape inventory and conservation of Earb historical landscape: Artistic sensibility in Landscape Architecture, land art; new developments in urban landscape design. The Indian Context: Understanding contemporary attitudes to open space design in India: ancient horticultural tradition, Mughal influence, British colonial influence. Trends in landscape design in India in the late 20th and the first decade of the 21st Century.

7. **Landscape Economies, Management & Horticultural Practice:** Economics: Cost and benefits. related to open space development; costs: intangible costs, depletion of natural resources, Management: Landscape management at the regional scale in relation to soil conservation, water management, grassland management, forestry and agriculture. Management practices related to urban ecology and urban habitats, such as urban forests, river banks, regional parks and greenbelts: ecological, economic and administrative issues. Management models. Horticulture Practice: Nursery establishment and Plant propagation. Establishment and maintenance of grass, shrubs and trees with respect to: ground preparation, planting and transplanting, pruning:

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8. **Landscape Resources:** Settlements and Landscape: Siting and evolution of cities: Role of landform, water systems, climate and vegetation; Illustrative studies of cities in India and elsewhere; Microclimate: Air pollution, Solid waste management: conservation of water resources, and vegetation cover. Urban forest; Landscape heritage: City development Plans, Zonal Plans. Development controls and their role in the conservation and creation of urban landscape: Delhi Master Plan: National Environment Policy: The rural landscape, Forest types of India: Biodiversity. urban biodiversity. Wetlands: definition, wetland values and conservations; Wastelands management: Land reclamation and rehabilitation; Watersheds and its management: Ramsar Convention, Forest Policy and management of forest resources. Conservation Forestry. Bye laws and planning regulations applicable to landscape development.

9. **Landscape Conservation and Regional Landscape Planning;** Concept of Landscape Planning and Landscape Conservation; Landscape Assessment techniques: Basic quantitative methods of collecting, analysing, projecting and presenting data for Landscape Planning. Landscape Conservation: Priorities. Policies and Programmes; National parks and other protective designations; Biodiversity and Biosphere reserves: Endangered landscapes: Aspects of watershed management. The application of landscape planning techniques to large scale developments such as infrastructure and power projects, extractive and manufacturing industry, new towns and urban extensions, and developments for tourism and eco-touristic; Landscape perception, visual assessment and the aesthetic dimension of landscape planning.

10. **Landscape Project Management and Professional Practice:** The role of statutory and regulatory bodies such as the Municipal Corporation, N.D.M.C, D.D.A and Urban Art commission etc.; Construction administration, Implementation process: Sequence of activities from inception to completion; progress evaluation and monitoring: (Estimation), Site documentation, Techniques of inspection and quality control; Construction documents Comparison of various kind of tenders with regard to objectives, utility and appropriateness. Tender Documentation and evaluation of tender; negotiations with contractors. Contract Documentation: Forms of contract; General and special conditions, specifications, Bill of quantities; significant clauses pertaining to defects, maintenance, arbitrations, etc. Parties to the contract; their roles, contractual relationships and legal obligations: Forms of agreement, conditions of engagement, scope of work and services to be provided. Scale of Professional Fees: Relationship of Landscape Architect with other professionals. Landscape Design Competitions Types, Guidelines.

11. **Ecology and Environmental studies:** Concept of ecosystem management & services; ecosystem types; ecological succession and maturity; population dynamics; climate change; environmental conservations and biodiversity; Climatology; environmental morality and ethics; Environmental Impact Assessment; Theory and Practice; role of Environmental Legislation, NGT and the Ministry of Environment and Forests; energy flow; production; biogeochemical cycles: carbon cycle, global water cycles, nitrogen cycle, bioaccumulation and bio-magnifications.

Part-II

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(a) Test of reasoning
(b) Test of Quantitative Aptitude
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(e) Computer Knowledge

➢ Assistant Director (System) Post Code: 07

Part-I

- Computer Architecture, Computer Organization. Data Communication And Net-Working, Artificial Intelligence, Micro-Processors, Number Systems & Digital Logics, Peripherals And Storage Devices.
- Operating Systems: Windows, Unix And Linux
- Programming: - Programming In Asp.Net, Java And Android/ Mobile Aps Programming, Programming In D2k, Programming In Visual Basic, PL/SQL, HTML.
- Cyber Security and compliances.
- Data Base Management (DBMS):- Oracle 8i And Above, SQL server 2003 and above, Open Sources DBMS Sybase Ingress etc.
- Internet and Web Technologies

Part-II

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New Syllabus

➢ Assistant Director (Ministerial) Post Code: 10

Part-I

- **Business Ethics & Entrepreneurship:** Addresses ethical considerations in business practices, starting and managing new businesses, Analyzing real-world business scenarios.
- **Strategic Management:** Develops skills in strategic planning and decision-making.
- **Managerial Economics:** Applies economic theory to business decision-making.
- **Financial Accounting:** Covers financial statements, analysis, and reporting, Involves corporate finance, investment banking, and financial markets.
- **Quantitative Methods:** Uses statistical analysis for business decisions.

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- **Marketing Management:** Explores marketing concepts, strategies, and consumer behaviour, Focuses on marketing strategy, branding, and digital marketing.
- **Organizational Behavior:** Studies individual and group behavior in organizations, Collaborative learning and problem-solving.
- **Operations Management:** Focuses on managing production and service delivery.
- **Business Law:** Introduces legal principles relevant to business operations.
- **Business Communication:** Enhances communication and presentation skills.
- **Human Resources Management:** Covers recruitment, training, and employee relations,
- **Operations & Supply Chain Management:** Explores logistics, production, and supply chain optimization.
- **Information Technology Management:** Explores the role of technology in business.

Part-II

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➢ Legal Assistant — Post Code: 11

Part-I

- Constitution of India,
- The Delhi Development Act, 1957 with the Rules and Regulations framed under the Act
- Transfer of Property Act,1882
- Code of Civil Procedure,1908 as amended up to date.
- Hindu Succession Act,1956
- Indian Succession Act, 1925
- Bharatiya Sakshya Adhiniyam, 2023
- Commercial Courts Act, 2015
- Indian Contract Act, 1872
- Arbitration & Conciliation Act, 1996

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- The Land Acquisition Act, 1894
- Right to fair Compensation & Transparency in Land Acquisition, Rehabilitation & Resettlement Act, 2013
- The Registration Act, 1908
- The Public Premises Act, 1971
- The Limitation Act, 1963
- Delhi Apartment Ownership Act, 1986
- The Indian Evidence Act, 1872
- Bharatiya Nagarik Suraksha Sanhita, 2023

Part-II

(a) Test of reasoning
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(e) Computer Knowledge

➢ Planning Assistant — Post Code: 12

Part-I:

i. Basic concepts of urban planning and Architecture, Planning Legislation and GIS.

Section 1: Architecture

Elements, construction, architectural styles and examples of different periods of Indian and Western History of Architecture; Oriental, Vernacular and Traditional architecture; Architectural developments since Industrial Revolution; Influence of modern art on architecture; Art nouveau, Eclecticism, International styles, Post Modernism, Deconstruction in architecture; Recent trends in Contemporary Architecture; Works of renowned national and international architects.

Section 2:Environmental Planning and Design

Ecosystem- natural and man-made ecosystems; Ecological principles Concepts of Environmental Impact Analysis; Environmental considerations in planning and design; database for incorporation of environmental concerns in planning analysis, land suitability analysis, vulnerability analysis; Climate responsive design; Solar architecture; methods of addressing environmental quality; Green Building Concepts and Rating; ECBC; Building Performance Simulation and Evaluation; Environmental pollution- types, cause, controls and abatement strategies.

Section 3: Services, Infrastructure and Transportation

Urban infrastructure- Transportation, Water Supply, Sewerage, Drainage, Solid Waste Management, Electricity and Communications, Process and Principles of Transportation Planning and Traffic Engineering; Road capacity; Traffic survey method; Traffic flow characteristics; Traffic analyses and design considerations; Travel demand forecasting; Land use

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transportation – urban from inter-relationships; Design of roads, intersections/ grade separates and parking areas, Hierarchy of roads and level of service; Traffic and transport management and control in urban areas; Mass transportation planning; Para-transits and other modes of transportations Pedestrian and slow moving traffic planning; Intelligent Transportation Systems.

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Part-II

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(c) Test of General Awareness
(d) Test of English Language
(e) Computer Knowledge

➢ Architectural Assistant — Post Code: 13

(A) Architectural Design theory and practice

1. Meaning of design and Design in everyday life.
2. Logical design reasoning.
3. Elements of design-line, form, color texture.
4. Principles of design–unity, variety, hierarchy.
5. Scale and proportions.
6. Balance, emphasis.
7. Focus, fashion, decoration.
8. Basic design and architectural design –Elemental Differentiation.
9. Perception and experience.
10. Tangible and intangible in architecture.
11. Function, structure and form.
12. Space, space usage and inter relationship of spaces.
13. Circulation within Spatial Units.
14. Horizontal Circulation.
15. Vertical Circulation.

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16. Circulation and Spaces, between buildings.
17. Relationship of plan, section and elevation.
18. Architectural scale.
19. Programming in Architectural design.
20. Site Planning
21. Urban Design
22. Project Management

(B) BUILDING CONSTRUCTION, SURVEYING & STRUCTURE

1. Building Materials
2. Building Technology & Innovations
3. Surveying methods
4. Specifications of various building materials
5. Estimating & Costing of buildings
6. Working Drawings/GFC, Sections, Toilet & Staircase details, Door & window schedules
7. Surveying
8. Retrofitting
9. Basic Structure
10. Basic components of "building"
11. Role of Pre Cast Construction in Architecture
12. Brick as a structural material.
13. Stones as a building material
14. Stone masonry construction.
15. Basic structural design elements.
16. Definition and concepts: Instruments used; acquaintance with electronic surveying instruments.
17. Principles of surveying, Unit of Measurements.
18. Chain surveying.
19. Compass Surveying.
20. Leveling.
21. Contouring: Topographic maps.
22. Plan tabling
23. Marking foundations
24. Measuring building under construction.

STRUCTURAL DESIGN

1. Forces in structures.
2. Moments in structures.
3. Loads in structures.
4. IS: 875
5. IS: 456
6. Types of supports.
7. Shear Force, Bending Moment.

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8. Center of Gravity, Moment of interia.

(C) PROFESSIONAL PRACTICE: BUILDING NORMS & APPROVALS

1. Master Plan of Delhi.
2. Unified Building Bye Laws of Delhi.
3. National Building Code
4. Fire safety norms
5. Disaster/ Risk Management
6. Harmonized guidelines & standards for universal accessibility in india.

(D) BUILDING SERVICES

1. Sources of surface and ground water, treatment of water, transportation and distribution at town level.
2. Water supply system: fittings, direct and indirect supply, layout and sizes of pipes, hot water supply, storage.
3. Sewerage system: systems, fitting and fixtures, sizes and layout, sewage collection, sewage treatment and disposal at town level.
4. Solid Water management.
5. Rain water drainage.
6. Water, Waste & Sanitation
7. Electrification, Lighting & Acoustics
8. HVAC, Mechanical Mobility, Fire Safety

(E) ENVIRONMENTAL STUDIES

1. The Multidisciplinary nature of environmental studies, Definition, scope and importance.
2. Natural Recourses.
3. Renewable and non-renewable resources.
4. Natural resources and associated problems.
5. Ecosystems.
6. Biodiversity and its conservation.
7. Environmental pollution.
8. Climate responsive design.
9. Green building rating systems such as GRIHA, ECBC, LEED etc.
10. Sustainable / Energy Efficient Building Design.
11. Social issues and environment.
12. Human population and environment.

(F) HISTORY OF ARCHITECTURE

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Indian Subcontinent

1. Indus valley civilization.
2. Aryan/Vedic civilization.
3. Buddhist and Jain civilization.
4. Indio Aryan Temple Architecture.
5. Early and late Chalukyan architecture.
6. Dravidian Temple Architecture.
7. Vernacular Architecture

WESTERN WORLD

8. Ancient civilization-Mesopotamian, Sumerian, Babylonian, Persian, Assyrian, Egyptian civilization.
9. Classical Greek Architecture.
10. Roman Architecture.
11. Early Christian Architecture.
12. Romanesque Architecture.
13. Early Gothic Architecture.
14. Modern & Post-Modern Architecture
15. Work of Architects (such as B.V. Doshi, Charles Correa, Hafiz Contractor, Joseph Allen Stein, Raj Rewal, A.P. Kanvinde, Frank Gehry, Zaha Hadid, Norman Foster, Moshe Safdie, Kengo Tange etc.

(G) COMPUTER APPLICATIONS

1. AutoCAD -2D,3D drawing
2. REVIT
3. MS Office (Word, Excel, Power point)
4. Adobe Photoshop
5. Sketchup & Walkthrough

(H) ARCHITECTURAL GRAPHICS

1. Drafting of lines, Orthographic projections, Representing simple solids, Lettering.
2. Architectural Graphic Symbols, Drawing Scale, measured drawing of a simple object
3. Drawing, editing, modifying commands in 2-D using Auto CAD, Setting in plotting.
4. Drawings on Standard formats.

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness and

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(d) Test of English Language
(e) Computer Knowledge

➢ Programmer — Post Code: 14

Part-I

- Computer Architecture, Computer Organization. Data Communication And Net-Working, Artificial Intelligence, Micro-Processors, Number Systems & Digital Logics, Peripherals And Storage Devices.
- Operating Systems: Windows, Unix And Linux
- Programming: - Programming in Angular Java, PSP, Asp.Net, Java and Android/ Mobile Apps Programming, Programming In D2k, Programming In Visual Basic, PL/SQL, HTML.
- Data Base Management (DBMS):- Oracle 8i And Above, SQL server 2003 and above, Open Sources DBMS, My SQL Sybase Ingress etc.
- Internet and Web Technologies

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness
(d) Test of English Language
(e) Computer Knowledge

➢ Junior Engineer (Civil) — Post Code: 15

Part-I

Civil Engineering:

Building Materials: Physical and Chemical properties, classification, standard tests, uses and manufacture/quarrying of materials e.g. building stones, silicate based materials, cement (Portland), Asbestos products, Timber and Wood based Products, laminates, bituminous materials, paints, varnishes.

Estimation, Costing and Valuation: estimate, glossary of technical terms, analysis of rates, methods and unit of measurement, Items of work – earthwork, Brick work (Modular & Traditional bricks), RCC work, Shuttering, Timber work, Painting, Flooring, Plastering, Boundary wall, Brick

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building, Water Tank, Septic tank, Bar bending schedule, Centre line method, Mid-section formula, Trapezoidal formula, Simpson's rule, Cost estimate of Septic tank, flexible pavements, Tube well, isolates and combined footings, Steel Truss, Piles and pile-caps. Valuation – Value and cost, scrap value, salvage value, assessed value, sinking fund, depreciation and obsolescence, methods of valuation

Surveying: Principles of surveying, measurement of distance, chain surveying, working of prismatic compass, compass traversing, bearings, local attraction, plane table surveying, theodolite traversing, adjustment of theodolite, Levelling, Definition of terms used in levelling, contouring, curvature and refraction corrections, temporary and permanent adjustments of dumpy level, methods of contouring, uses of contour map, tachometric survey, curve setting, earth work calculation, advanced surveying equipment

Soil Mechanics: Origin of soil, phase diagram, Definitions-void ratio, porosity, degree of saturation, water content, specific gravity of soil grains, unit weights, density index and interrelationship of different parameters, Grain size distribution curves and their uses Index properties of soils, Atterberg's limits, ISI soil classification and plasticity chart Permeability of soil, coefficient of permeability, determination of coefficient of permeability, Unconfined and confined aquifers, effective stress, quick sand, consolidation of soils, Principles of consolidation, degree of consolidation, pre-consolidation pressure, normally consolidated soil, e-log p curve, computation of ultimate settlement Shear strength of soils, direct shear test, Vane shear test, Triaxial test Soil compaction, Laboratory compaction test, Maximum dry density and optimum moisture content, earth pressure theories, active and passive earth pressures, Bearing capacity of soils, plate load test, standard penetration test

Hydraulics: Fluid properties, hydrostatics, measurements of flow, Bernoulli's theorem and its application, flow through pipes, flow in open channels, weirs, flumes, spillways, pumps and turbines.

Irrigation Engineering: Definition, necessity, benefits, 2II effects of irrigation, types and methods of irrigation, Hydrology – Measurement of rainfall, run off coefficient, rain gauge, losses from precipitation – evaporation, infiltration, etc. Water requirement of crops, duty, delta and base period, Kharif and Rabi Crops, Command area, Time factor, Crop ratio, Overlap allowance, Irrigation efficiencies Different type of canals, types of canal irrigation, loss of water in canals Canal lining –

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types and advantages Shallow and deep to wells, yield from a well Weir and barrage, Failure of weirs and permeable foundation, Slit and Scour, Kennedy's theory of critical velocity Lacey's theory of uniform flow Definition of flood, causes and effects, methods of flood control, water logging, preventive measure Land reclamation, Characteristics of affecting fertility of soils, purposes, methods, description of land and reclamationprocesses Major irrigation projects in India

Transport Engineering: Highway Engineering – cross sectional elements, geometric design, types of pavements, pavement materials – aggregates and bitumen, different tests, Design of flexible and rigid pavements – Water Bound Macadam (WBM) and Wet Mix Macadam (WMM), Gravel Road, Bituminous construction, Rigid pavement joint, pavement maintenance, Highway drainage, Railway Engineering-Components of permanent way – sleepers, ballast, fixtures and fastening, track geometry, points and crossings, track junction, stations and yards Traffic Engineering – Different traffic survey, speed-flow-density and their interrelationships, intersections and interchanges, traffic signals, traffic operation, traffic signs and markings, road safety

Environmental Engineering: Quality of water, source of water supply, purification of water, distribution of water, need of sanitation, sewerage systems, circular sewer, oval sewer, sewer appurtenances, sewage treatments Surface water drainage Solid waste management – types, effects, engineered management system Air pollution – pollutants, causes, effects, control Noise pollution – cause, health effects, control

Structural Engineering: Theory of structures: Elasticity constants, type of beams – determinate and indeterminate, bending moment and shear force diagrams of simply supported, cantilever and over hanging beams. Moment of area and moment of inertia for rectangular & circular sections, bending moment and shear stress for tee, channel and compound sections, chimneys, dams and retaining walls, eccentric loads, slope deflection of simply supported and cantilever beams, critical load and columns, torsion of circular section

Concrete Technology: Properties, Advantages and uses of concrete, cement aggregates, importance of water quality, water cement ratio, workability, mix design, storage, batching, mixing, placement, compaction, finishing and curing of concrete, quality control of concrete, hot weather and cold weather concreting, repair and maintenance of concrete structure.

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RCC Design: RCC beams-flexural strength, shear strength, bond strength, design of singly reinforced and double reinforced beams, cantilever beams T-beams, lintels One way and two way slabs, isolated footings Reinforced brick works, columns, staircases, retaining walls, water tanks (RCC design questions may be based on both Limit State and Working Stress methods).

Steel Design: Steel design and construction of steel columns, beams, roof trusses, plate girders.

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness and
(d) Test of English Language
(e) Computer Knowledge

➢ Junior Engineer (Elect./Mech.) Post Code: 16

Part-I

- **Electrical Engineering:**

Basic concepts: Concepts of resistance, inductance, capacitance, and various factors affecting them Concepts of current, voltage, power, energy and their units

Circuit law: Kirchhoff's law, Simple Circuit solution using network theorems

Magnetic Circuit: Concepts of flux, mmf, reluctance, Different kinds of magnetic materials, Magnetic calculations for conductors of different configurations e.g., straight, circular, solenoidal, etc. Electromagnetic induction, self and mutual induction

AC Fundamentals: Instantaneous, peak, RMS and average values of alternating waves, Representation of sinusoidal wave form, simple series and parallel AC Circuits consisting of RL and C, Resonance, Tank Circuit Poly Phase system – star and delta connection, 3 phase power, DC and sinusoidal response of R-Land R-Circuit

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Measurement and measuring instruments: Measurement of power (1 phase and 3 phase, both active and re-active) and energy, 2 wattmeter methods of 3 phase power measurement, Measurement of frequency and phase angle Ammeter and voltmeter (both moving oil and moving iron type), extension of range wattmeter, Multimeters, Megger, Energy meter AC Bridges Use of CRO, Signal Generator, CT, PT and their uses Earth Fault detection

Electrical Machines : (a) DC Machine – Construction, Basic Principles of DC motors and generators, their characteristics, speed control and starting of DC Motors Method of braking motor, Losses and efficiency of DC Machines (b) 1 phase and 3 phase transformers – Construction, Principles of operation, equivalent circuit, voltage regulation, OC and SC Tests, Losses and efficiency Effect of voltage, frequency and wave form on losses Parallel operation of 1 phase /3 phase transformers Auto transformers (c) 3 phase induction motors, rotating magnetic field, principle of operation, equivalent circuit, torque- speed characteristics, starting and speed control of 3 phase induction motors Methods of braking, effect of voltage and frequency variation on torque speed characteristics

Fractional Kilowatt Motors and Single-Phase Induction Motors: Characteristics and applications

Synchronous Machines - Generation of 3-phase emf armature reaction, voltage regulation, parallel operation of two alternators, synchronizing, control of active and reactive power Starting and applications of synchronous motors

Generation, Transmission and Distribution – Different types of power stations, Load factor, diversity factor, demand factor, cost of generation, interconnection of power stations Power factor improvement, various types of tariffs, types of faults, short circuit current for symmetrical faults Switchgears – rating of circuit breakers, Principles of arc extinction by oil and air, HRC Fuses, Protection against earth leakage / over current, etc. Buchholtz relay, Merz-Price system of protection of generators & transformers, protection of feeders and bus bars Lightning arresters, various transmission and distribution system, comparison of conductor materials, efficiency of different system Cable – Different type of cables, cable rating and derating factor

Estimation and costing: Estimation of lighting scheme, electric installation of machines and relevant IE rules Earthing practices and IE Rules

Utilization of Electrical Energy: Illumination, Electric heating, Electric welding, Electroplating, Electric drives and motors

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Basic Electronics: Working of various electronic devices e.g. P N Junction diodes, Transistors (NPN and PNP type), BJT and JFET Simple circuits using these devices

- **Mechanical Engineering:**

Theory of Machines and Machine Design:

Concept of simple machine, four bar linkage and link motion, Flywheels and fluctuation of energy, Power transmission by belts – V-belts and Flat belts, Clutches – Plate and Conical clutch, Gears – Type of gears, gear profile and gear ratio calculation, Governors – Principles and classification, Riveted joint, Cams, Bearings, Friction in collars and pivots

Engineering Mechanics and Strength of Materials:

Equilibrium of Forces, Law of motion, Friction, Concepts of stress and strain, Elastic limit and elastic constants, bending moments and shear force diagram, Stress in composite bars, Torsion of circular shafts, Bucking of columns–Euler's and Rankin's theories, Thin-walled pressure vessels

Thermal Engineering:

Properties of Pure Substances: p-v & P-T diagrams of pure substance like H2O, Introduction of steam table with respect to steam generation process; definition of saturation, wet & superheated status Definition of dryness fraction of steam, degree of superheat of steam H-s chart of steam (Mollier's Chart)

1st Law of Thermodynamics: Definition of stored energy & internal energy, 1st Law of Thermodynamics of cyclic process, Non-Flow Energy Equation, Flow Energy & Definition of Enthalpy, Conditions for Steady State Steady Flow; Steady State Steady Flow Energy Equation

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2nd Law of Thermodynamics: Definition of Sink, Source Reservoir of Heat, Heat Engine, Heat Pump & Refrigerator; Thermal Efficiency of Heat Engines & co-efficient of performance of Refrigerators, Kelvin – Planck & Clausius Statements of 2nd Law of Thermodynamics, Absolute or Thermodynamic Scale of temperature, Clausius Integral, Entropy, Entropy change calculation of ideal gas processes Carnot Cycle & Carnot Efficiency, PMM-2; definition & its impossibility

Air standard Cycles for IC engines: Otto cycle; plot on P-V, T-S Planes; Thermal Efficiency, Diesel Cycle; Plot on P-V, T-S planes; Thermal efficiency. IC Engine Performance, IC Engine Combustion, IC Engine Cooling & Lubrication

Rankine cycle of steam: Simple Rankine cycle plot on P-V, T-S, h-s planes, Rankine cycle efficiency with & without pump work Boilers; Classification; Specification; Fittings & Accessories: Fire Tube& Water Tube Boilers Air Compressors & their cycles; Refrigeration cycles; Principle of a Refrigeration Plant; Nozzles & Steam Turbines

Fluid Mechanics & Machinery:

Properties & Classification of Fluid: ideal & real fluids, Newton's law of viscosity, Newtonian and Non-Newtonian fluids, compressible and incompressible fluids

Fluid Statics: Pressure at a point

Measurement of Fluid Pressure: Manometers, U-tube, Inclined tube

Fluid Kinematics: Stream line, laminar & turbulent flow, external & internal flow, continuity equation

Dynamics of ideal fluids: Bernoulli's equation, Total head; Velocity head; Pressure head; Application of Bernoulli's equitation

Measurement of Flow rate Basic Principles: Venturi meter, Pilot tube, Orifice Meter

Hydraulic Turbines: Classifications, Principles

Centrifugal Pumps: Classifications, Principles,

Performance Production Engineering:

Classification of Steels: mild steel & alloy steel, Heat treatment of steel, Welding – Arc Welding, Gas Welding, Resistance Welding, Special Welding Techniques i.e., TIG, MIG, etc. (Brazing & Soldering), Welding Defects & Testing; NDT, Foundry & Casting – methods, defects, different casting processes, Forging, Extrusion, etc., Metal cutting principles, cutting tools, Basic Principles of

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machining with (i) Lathe (ii) Milling (iii) Drilling (iv) Shaping (v) Grinding, Machines, tools & manufacturing processes.

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness and
(d) Test of English Language
(e) Computer Knowledge

➢ Sectional Officer (Hort.) Post Code: 17

Part-I

Candidates must have knowledge of – Horticulture, Styles of Gardening, Lawn Development, Roadside\plantation of trees/shrubs. Flowering shrubs, Hedges, Bonsai and its maintenance, Annual flowers, Topiary, Indoor and outdoor potted plants, Propagation of roses , Chrysanthemum, Dahlia, Bougainvillea, Hanging Basket, Cultivation of Cut flowers i.e. Roses, Gladiolus, Orchids, Tuberose, Lilium and Anthurium, Ground Covers, Medicinal Plants, Scented Shrubs/Trees, Propagation, Plant Protection, Nursery management, Routine Garden operations, Features of the garden, Flower shows and Garden Competitions, Floral ornaments and Flower Arrangements. Environmental Studies (Biodiversity and its conservation Environmental pollution, Climate responsive design, Green building rating systems such as GRIHA, ECBC etc)

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness and
(d) Test of English Language
(e) Computer Knowledgeincluding MS Office (Word, Excel, Power point) etc.

➢ Naib Tehsildar Post Code: 18

Part-1

a) History of India and National Movement.
b) Indian and world Geography.
c) Indian Polity and Governance- Constitution, Political System, Panchayati Raj
d) Indian Economic and Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives.
e) General Science (up to 10th level)

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f) Environmental Ecology, Bio-diversity Climate Change, Global Warming etc.
g) Indian History.
h) Indian Economy with particular reference to Planned Economy and Liberalization Policy
1) Indian Geography with particular reference to distribution of natural resources across the country.
j) Salient features of Indian Society, Diversity of India.
k) Current affairs of National and International importance.
l) Indian Constitution, Political system, Panchayati Raj.
m) Delhi Development Act, 1957.
n) Delhi Land Revenue Act, 1954.
o) Land reforms in India.
p) National Capital Territory of Delhi Laws (Special Provisions) Act 2011 along with amendments.
q) The Land Acquisition Act, 1894 (1 Of 1894)
r) Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation arid Resettlement Act, 2013.
s) The Punjab Land Revenue Act, 1887 (Act No. 17 Of 1887)
t) The Delhi Land Reforms Act, 1954 Act 8 of 1954.
u) Administrative Set Up and Governance in NCT of Delhi including Constitutional provisions

Part-II:

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness
(d) Test of English Language
(e) Knowledge of Computer Hardware, MS-Office, Software applications including GIS applications like Google Earth/Maps etc.

➢ Jr. Translator (Official Language) Post Code: 19

- **Stage-I:**
  a) General Hindi: 100 marks (Objective type) b) General English : 100 marks (Objective type) The questions will be designed to test the candidates‟ understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

- **Stage-II:**
  Translation and Essay: 200 Marks (Conventional Type) The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidate's translation skills and their ability to write as well as comprehend the two

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languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.

➢ Assistant Security Officer (Non-Min.) Post Code: 20

Part-I : Security Enforcement and Management

- Role and aim of Security Department.
- Organisation of Security Set up.
- Designation and badges of rank.
- Uniform/dress regulation.
- Security Arrangement.
- Surface fire-fighting equipment.
- Importance of physical fitness in uniformed forces.
- Lodging of FIR with local police in given situation.
- Management of regular and special occasion events.
- Security Systems.
- Protocol management at the time of VIP visits.
- Leadership Traits in Security Management.
- Command and Control Systems
- Crowd Control Techniques.

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness
(d) Test of English Language
(e) Computer Knowledge

➢ Surveyor Post Code: 21

Part-I

- Occupational safety & health, PPE, etc. Basic drawing (consisting of lettering, numbering, geometrical figure, symbols & representations). Drawing of different scales, projections, perform site survey and prepare a site plan using chain/tape, prismatic compass, perform AutoCAD drawing. Observation of all safety aspects is mandatory. Safety components like OSH&E, PPE, Fire extinguisher, First Aid, etc. Knowledge of creating drawing using toolbars, commands, and menus. Plotting drawing from CAD.
- Basic knowledge of Different site survey using Plane table (radiation, intersection, traversing,

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determination of height), Theodolite (measurement of angle, traversing, computation of area), tachometer(determinationofhorizontalandverticaldistance,constants,etc.)Advanceknowledge of site survey using levelling instrument (different levelling - differential, reciprocal etc.) field book entry, plotting, mapping, calculation of area, preparing traverse drawing, simple building drawing using CAD.

- Topographical map using Level instruments with contours (Interpolation of contour, preparation of section, computation of volume, setting of simple, compound, reverse, transition and vertical curve), performing survey using Total Station and preparation of map (measurement of angle, co-ordinates and heights, downloading survey data and plotting), making of site plan by Cadastral survey (preparation of site plan, calculation of plot area, etc.), performing road project survey (location survey and preparation of route map, profile/longitudinal/cross sectional leveling and plotting) and survey drawing using CAD.
- Drawing of cartographic projection, setting and application of GIS & GPS techniques in various fields, collection and processing of data, performing hydrographic survey (determining hydrographic depth, measuring velocity of flow, determining cross sectional area of river, calculating the discharge of ariver, etc.). Basic knowledge about performing transmission line site survey (making of alignment, conducting detailed survey, final location survey and making of tower foundation pitpoint), performing railway line site survey, drawing of building by CAD and preparation of estimation etc.
- Demonstrate knowledge of concept and principles of basic arithmetic, algebraic, trigonometric, statistics, co-ordinate system and apply knowledge of specific area to perform practical operations.

Part-II

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness
(d) Test of English Language
(e) Computer Knowledge.

➢ Stenographer Grade - D — Post Code: 22

Stage-I (CBT Examination)

- **General Intelligence & Reasoning**: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

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- **General Awareness**: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

- **English Language & Comprehension**: In addition to the testing of candidates' understanding of the English, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

- **Computer Knowledge Test** (Qualifying in Nature).

i. **Basic Computer Operations**: Understanding the organization of a computer, CPU, input/output devices, and memory.
ii. **Software**: Knowledge of operating systems (like Windows), and Microsoft Office suite (Word, Excel, PowerPoint).
iii. **Internet Usage**: Web browsing, searching, downloading, uploading, and email management.
iv. **Computer Fundamentals**: Basic concepts like computer memory, backup devices, and ports.
v. **Networking and Cyber Security**: Understanding networking devices, protocols, and basic security threats like hacking, viruses, and preventive measures.
vi. **MS Word**: Word processing, formatting, editing, and document creation.
vii. **MS Excel**: Spreadsheet creation, data management, and formula usage.
viii. **MS PowerPoint**: Presentation design, slide creation, and delivery.

Stage-II (Skill Test)

The skill test will be of qualifying in nature.

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 80 w.p.m. The matter will have to be transcribed on computer only. The evaluation of transcription will be done electronically only. The transcription time is as follows: -

For Stenographer Grade 'D': 50 minutes (English) 65 minutes (Hindi)

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Stage-III (Typing Test)

Instructions for (Typing Test)

Subject: Stenographer Grade - D [Post Code: 22] (Typing Test)

1. Kindly read the instructions carefully given in order to avoid disqualification, error and time loss. After reading the instructions carefully, click on the check box to proceed.
2. Displayed text on desktop computerize to be typed in **ENGLISH** or **HINDI** only as opted by the candidate in the online application form.
3. Typing Test is qualifying in nature as mentioned in the notification.
4. It is mandatory for all the shortlisted candidates who have qualified the Stage-I (CBT) to appear in Stage-II (Skill Test) except those candidates who wish to exemption the typing test as per Para-9.5 and they will produce medical certificate in the prescribed format.
5. Candidates opting for English medium should have minimum typing speed of **40 w.p.m.** and for Hindi medium should have minimum typing speed of **35 w.p.m.**
6. Evaluation of typing speed will be done on the basis of the following formula:

$$\text{Speed} = \frac{[(\text{Gross key strokes typed} \div 5) - (\text{incorrect words typed} \times 10)]}{10 \text{ (allotted time in minutes)}}$$

None of incorrect word/mistake is to be ignored.

Example: for English, if Gross key strokes typed = 2200
Incorrect words = 5,
Alloted Time=10 minutes

Then,

$$\text{Speed} = \frac{[(2200 \div 5) - (5 \times 10)]}{10} = 39 \text{ WPM}$$

Result: Not qualified as speed is less than 39 WPM.

7. हिंदी माध्यम टाइपिंग परीक्षा का मूल्यांकन निम्न लिखित फॉर्मूले के आधार पर किया जाएगा:

$$\text{स्पीड} = \frac{[(\text{टाईप किये गये कुल की –स्ट्रोक} \div 5) - (\text{टाईप किये गये कुल गलत शब्द} \times 10)]}{10 \text{ मिनट (दिया गया समय)}}$$

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कोई भी अशुद्ध शब्द/गलती की अनदेखी नहीं की जायेगी।

उदाहरण :

टाईपकियेगयेकुलकी-स्ट्रोक = 1950

गलतशब्द = 5

दियागयासमय =10 मिनट

स्पीड= $\frac{[(1950 \div 5) - (5 \times 10)]}{10} = 34$ शब्द प्रति मिनट

परिणाम: स्पीड 34 शब्द प्रति मिनट से कम होने पर पास नहीं किया जाएगा।

8. After candidate logs in to the system, trial typing test will start and to be completed in **2 minutes** wherein candidate will check keyboard and keys operation. There will be break time of **10 minutes** after the trial test. If any candidate-system's keys are not working during this break time, they have to immediately report to the invigilator and get it resolved. The **Actual Typing Test** will begin after the break time as per the information given below. Typing Test will be for **10 minutes**.

Subject	**Exam Duration**	**Overall Duration for (Normal Candidates)**	**Duration for Scribe Candidates with Compensatory Time**
Stenographer Grade-D (Typing Test)	2 min (Mock Test) + 10 min (Break Time) +10 min (Actual Typing Test) (5min extra time for Scribe Candidate)	22 Minutes	27 Minutes

9. The VH candidates will have to bring their own Passage Dictators for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

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10. Typing Test Keyboard Layout of English will be available in **English** (US) only and font will be **Times New Roman.**

    For English Typing Test–QWERTY Layout.

11. हिंदी के टाइपिंग टेस्ट के लिए फ़ॉन्ट **Mangal** होगा। कीबोर्ड ले आउट-**Remington Gail** में उपलब्ध होगा।

*****

1. Do not use special keys or any key at the time of the examination, which is not necessary for the typing of the words given in the displayed text. Do not type any special characters /symbols except those mentioned in the displayed text.

2. Typing Test will be held in **Unrestricted Mode**. In Unrestricted typing, candidates will be allowed to proceed with the typing test, even if content is typed incorrectly. The incorrect text will be highlighted in **RED colour** font in the original text that is displayed in the text box. The text that is typed correctly will be highlighted in **GREEN colour**.

3. The candidate has to type the word being highlighted in the displayed text without any errors. The word typed correctly will be highlighted in **GREEN colour** and word typed incorrectly will be highlighted in **RED colour** as explained in para above. All correct words typed will be highlighted in **GREEN** and all incorrect words typed will be highlighted in **RED**.

4. Each incorrect word highlighted in RED will be treated as one mistake and will be penalised with ten times weightage / multiplication factor as explained in evaluation criteria mentioned in para 6. None of the incorrect word (mistake) will be ignored. Therefore, candidates are advised to use Backspace key and Arrow keys to fix the incorrect word within typed text that is being highlighted in RED. Once the word is corrected the highlighted colour of that word will be turned in GREEN colour.

5. Please ensure that only the word being highlighted in the displayed text is typed. Typing any other word than the highlighted word or typing word subsequent to highlighted word in the displayed text will be treated as incorrect word (mistake) even if the word itself is typed correctly. This/these incorrect word/words will be highlighted in RED colour. Therefore, candidates are advised to ensure that they type the word being highlighted in displayed text and nothing else.

6. **A link for MOCK TEST for typing may be made live *in due course of time* at DDA's official website i.e. dda.gov.in→ Jobs & Intership → View All → latest Jobs→ Job Category → Direct Recruitment 2025 for candidates to get familiar with typing software as described above.**

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7. Be patient during examinations and keep calm. You can contact the invigilator for any problem, such as:-

    a. Key-board error
    b. Machine automatic shutdown
    c. Power interruption
    d. Browser crash
    e. Artificially expiring session

8. Your candidature can be revoked if you disturb the peace or in some way disrupt the examination or adopt wrong methods / using restricted electronic gadgets such as Bluetooth device, mobile phone, electronic watch, camera etc. and legal action may be taken against you too.

9. Clock has been installed on the server so the remaining time of the exam will be displayed in the countdown timer at the top right corner of your computer screen.

10. Typing test will be submitted automatically as per the given time.

11. Candidates will not be allowed to leave the Examination Hall until permitted to do so.

Don'ts

1. Don't use any **other key or key combination apart** from those that is required to type the given text.

2. Don't enter any special character/symbol other than mentioned in the provided text. (This could skip words, leads to typing error, could be evaluated as typing mistake).

3. **Don't press back-space or any other key once the test is submitted and summary is displayed.**

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➢ Patwari — Post Code: 23

➢ **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of every day observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations/Institutions etc. General awareness with special emphasis on the History, Culture, Demography, Geography & Economy of Delhi, Administrative set up and Governance in NCT of Delhi.

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- **General Intelligence & Reasoning Ability**: The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

- **Arithmetical& Numerical Ability**: The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Menstruation, Time & Work, Time & Distance, Tables & Graphs etc. of 10th level.

- **English(Language & Comprehension) :** To the testing of candidate's understanding and comprehension of the English Language, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered.

- **Hindi or Urdu (Language & Comprehension) :** To the testing of candidate's understanding and comprehension of the Hindi or Urdu Language, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered.

- **Knowledge of Relevant Acts:** Delhi Development Act, 1957, Delhi Land Revenue Act, 1954, Land reforms in India, National Capital Territory of Delhi Laws (Special Provisions) Act 2011 along with amendments, The Land Acquisition Act, 1894 (1 Of 1894), Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation arid Resettlement Act, 2013, The Punjab Land Revenue Act, 1887 (Act No. 17 Of 1887), The Delhi Land Reforms Act, 1954 Act 8 of 1954, Administrative Set Up and Governance in NCT of Delhi including constitutional provisions.

- **Computer Knowledge (Qualifying in Nature) :** The questions on basic computer knowledge in both the stages will be from Characteristics of Computers, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Powerpoint), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance,

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mobile/Smartphone's, Information Kiosks, Google earth or similar applications.

➢ Junior Secretariat Assistant — Post Code: 24

Stage-I (CBT Examination)

a) (Mathematical Abilities):

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin 2\theta + \cos 2\theta = 1$ etc.

Statistics and probability: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities

b) (Reasoning and General Intelligence): Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.

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c) **(English Language And Comprehension):** Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage. To test comprehension, two or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other paragraph should be based on current affairs editorial or a report.

d) **(General Awareness):** Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

e) **(Computer Knowledge Test) (Qualifying in Nature):**

Computer Basics: Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, backup devices, PORTs, Windows Explorer, Keyboard shortcuts.

Software: Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

Basics of networking and cyber security: Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the Mathematical Abilities and Reasoning and General Intelligence modules.

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Stage-II (Typing Test)

Instructions for (Typing Test)

Subject: Junior Secretariat Assistant [Post Code: 24] (Typing Test)

1. Kindly read the instructions carefully given in order to avoid disqualification, error and time loss. After reading the instructions carefully, click on the check box to proceed.
2. Displayed text on desktop computerize to be typed in **ENGLISH** or **HINDI** only as opted by the candidate in the online application form.
3. Typing Test is qualifying in nature as mentioned in the notification.
4. It is mandatory for all the shortlisted candidates who have qualified the Stage-I (Skill Test) to appear in Stage-II (Typing Speed) except those candidates who wish to exemption the typing test as per Para-9.5 and they will produce medical certificate in the prescribed format.
5. Candidates opting for English medium should have minimum typing speed of **35 w.p.m.** and for Hindi medium should have minimum typing speed of **30 w.p.m.**
6. Evaluation of English Typing Speed will be done on the basis of the following formula:

$$\text{Speed} = \frac{[(\text{Gross key strokes typed} \div 5) - (\text{incorrect words typed} \times 10)]}{10\ (\text{allotted time in minutes})}$$

None of incorrect word/mistake is to be ignored.

Example: for English, if Gross keystrokes typed = 1950
Incorrect words =5,
Alloted Time =10 minutes

Then,

$$\text{Speed} = \frac{[\,(1950 \div 5) - (5 \times 10)\,]}{10} = 34 \text{ WPM}$$

Result: Not qualified as speed is less than 34 WPM.

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7. हिंदी माध्यम टाइपिंग परीक्षा का मूल्यांकन निम्नलिखित फॉर्मूले के आधार पर किया जाएगा:

$$\text{स्पीड} = \frac{[(\text{टाईप किये गये कुल की-स्ट्रोक} \div 5) - (\text{टाईप किये गये कुल गलत शब्द} \times 10)]}{10 \text{ मिनट (दिया गया समय)}}$$

कोई भी अशुद्ध शब्द/गलती की अनदेखी नहीं की जायेगी।

उदाहरण :

टाईप किये गये कुल की-स्ट्रोक = 1650
गलत शब्द = 5
दिया गया समय = 10 मिनट

$$\text{स्पीड} = \frac{[(1650 \div 5) - (5 \times 10)]}{10} = 28 \text{ शब्द प्रति मिनट}$$

परिणाम: स्पीड 28 शब्द प्रति मिनट से कम होने पर पास नहीं किया जाएगा।

8. After candidate logs into the system, trial typing test will start and to be completed in **2 minutes** wherein candidate will check keyboard and keys operation. There will be break time of **10 minutes** after the trial test. If any candidate-system's keys are not working during this break time, they have to immediately report to the invigilator and get it resolved. The **Actual Typing Test** will begin after the break time as per the information given below. Typing Test will be for **10 minutes**.

Subject	**Exam Duration**	**Overall Duration for (Normal Candidates)**	**Duration for Scribe Candidates with Compensatory Time**
JSA (Typing Test)	2 min (Mock Test) + 10 min (Break Time) +10 min (Actual Typing Test) (5min extra time for Scribe Candidate)	22 Minutes	27 Minutes

9. The VH candidates will have to bring their own Passage Dictators for the Typing test

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who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

10. Typing Test Keyboard Layout of English will be available in English (US) only and font will be Times New Roman.

    For English Typing Test–QWERTY Layout.

11. हिंदी के टाइपिंग टेस्ट के लिए फ़ॉन्ट **Mangal** होगा।कीबोर्ड लेआउट-**Remington Gail** में उपलब्ध होगा।

*****

SPECIAL INSTRUCTIONS TO BE KEPT IN MIND WHILE TYPING

12. Do not use special keys or any key at the time of the examination, which is not necessary for the typing of the words given in the displayed text. Do not type any special characters /symbols except those mentioned in the displayed text.

13. Typing Test will be held in **Unrestricted Mode**. In Unrestricted typing, candidates will be allowed to proceed with the typing test, even if content is typed incorrectly. The incorrect text will be highlighted in **RED colour** font in the original text that is displayed in the text box. The text that is typed correctly will be highlighted in **GREEN colour**.

14. The candidate has to type the word being highlighted in the displayed text without any errors. The word typed correctly will be highlighted in **GREEN colour** and word typed incorrectly will be highlighted in **RED colour** as explained in para above. All correct words typed will be highlighted in **GREEN** and all incorrect words typed will be highlighted in **RED**.

15. Each incorrect word highlighted in RED will be treated as one mistake and will be penalised with ten times weightage / multiplication factor as explained in evaluation criteria mentioned in para 6. None of the incorrect word (mistake) will be ignored. Therefore, candidates are advised to use Backspace key and Arrow keys to fix the incorrect word within typed text that is being highlighted in RED. Once the word is corrected the highlighted colour of that word will be turned in GREEN colour.

16. Please ensure that only the word being highlighted in the displayed text is typed. Typing any other word than the highlighted word or typing word subsequent to highlighted word in the displayed text will be treated as in correct word (mistake) even if the word itself is typed correctly. This/these incorrect word/words will be highlighted in RED colour. Therefore, candidates are advised to ensure that they type the word being highlighted in displayed text and nothing else.

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17. **A link for MOCK TEST for typing may be made live *shortly* at DDA's official website i.e. dda.gov.in→ Jobs→latest Jobs→ Job Category → Direct Recruitment 2025 for candidates to get familiar with typing software as described above.**

18. Be patient during examinations and keep calm. You can contact the invigilator for any problem, such as:-

    a. Key-board error
    b. Machine automatic shutdown
    c. Power interruption
    d. Browser crash
    e. Artificially expiring session

19. Your candidature can be revoked if you disturb the peace or in some way disrupt the examination or adopt wrong methods/ using restricted electronic gadgets such as Bluetooth device, mobile phone, electronic watch, camera etc. and legal action may be taken against you too.

20. Clock has been installed on the server so the remaining time of the exam will be displayed in the countdown timer at the top right corner of your computer screen.

21. Typing test will be submitted automatically as per the given time.

22. Candidates will not be allowed to leave the Examination Hall until permitted to do so.

Don'ts

4. Don't use any **other key or key combination apart** from those that is required to type the given text.

5. Don't enter any special character/symbol other than mentioned in the provided text. (This could skip words, leads to typing error, could be evaluated as typing mistake).

6. Don't press back-space or any other key once the test is submitted and summary is displayed.

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➢ Mali — Post Code: 25

General Aptitude in Agriculture/ Horticulture (Matriculation Level)

- Kinds of Soil & Soil conservation
- Intercultural Practices of garden
- Water Harvesting

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- Climate Change
- Classification of plants
- Minerals and nutrition of the plants
- Diseases: Bacteria/ Fungi/ Virus
- Tree, shrubs Herbs and their parks & function
- Weed control
- Instant and paste control
- Manure, fertilizer, vermi-compost & its applications
- Basic knowledge of vertical garden, floating garden
- Preparation of plants in nursery/ Seed bed
- How to reduce pollution from planting

Part-II:

(a) Test of reasoning
(b) Test of Quantitative Aptitude
(c) Test of General Awareness and
(d) Test of English Language
(e) Computer Knowledge

➢ MTS (Non-Min.) Post Code: 26

- **Numerical and Mathematical Ability:** It will include questions on problems relating to Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.
- **Reasoning Ability and Problem Solving:** The questions in this part intend to measure the candidates' general learning ability. The questions will be broadly based on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.
- **General Awareness:** The broad coverage of the test will be on Social Studies (History, Geography, Art and Culture, Civics, Economics), General Science and Environmental studies up to 10th Standard.
- **English Language and Comprehension:** Candidates' understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct

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usage, etc. and to test comprehension, a simple paragraph may be given and question based Page 18 of 81 on the paragraph to be asked.

- **Computer Knowledge:** Computer Fundamental Section, Keyboard Shortcut key & Internet, MS Word, MS Excel, MS Power Point, etc.

For VH candidates of 40% and above visual disability, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the Paper.

**********End**********

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Annexure-1

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

Certificate No. _____ Date _____

This is to certify that Shri/Smt./Kumari _____son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment"s Resolution No. _____ dated _____*.

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Office Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.
** As amended from time to time.

NOTE:

a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
b) The authority competent to issue cast certificates are indicated below:

(i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class

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Stipendiary magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tahsildar and Sub-Divisional Officer of the area where the candidate and / or his family resides.

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Annexure-2

FORMAT FOR SC/ ST CERTIFICATE

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town*_____ in District/Division *_____ of the State/Union Territory* _____ belongs to the Caste/Tribes_____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
The Constitution (Scheduled Tribes) Union Territories Order, 1951*_____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956_____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 1991@
The Constitution (ST) orders (Amendment) Ordinance 1996@
The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@
The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Order (Amendment) Act 2007@
%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

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This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate
issued to Shri/Shrimati _____Father/mother of
Shri/Shrimati/Kumari*_____of
village/town*_____
in District/Division* _____of the State/Union
Territory*_____ who belong to the
_____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by
the_____dated_____.

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in
village/town*_____ of _____
District/Division* _____of the State/Union Territory of
_____

Signature_____

** Designation_____

(with seal of office)

Place_____

Date_____

* Please delete the words which are not applicable.
@ Please quote specific presidential order.
% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** **List of authorities empowered to issue Caste/Tribe Certificates:**

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy.Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner(not below the rank of Ist Class Stipendiary Magistrate)/Taluka Magistrate/Executive Magistrate.
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
(iii) Revenue Officers not below the rank of Tehsildar.
(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.
(v) Administrator/ Secretary to Administrator (Lakshadweep, Andaman and Nicobar Islands).

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

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Annexure-3

Government of .....
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (EWS)

Certificate No. _____ Date _____

VALID FOR THE YEAR : **2025 -2026**

This is to certify that Shri/Smt./Kumari_____son/daughter/wife of _____permanent resident of _____, Village/Street_____PostOffice_____District_____ ___in the State/ Union Territory_____PinCode_____whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her "family"** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year **2024-2025** His/ her family does not own or possess any of the following assets *** :

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III Residential plot of 100 sq. yards and above in notified municipalities;
IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari_____belongs to the _____caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport size attested photograph of the applicant to be attested by the issuing authority

Signature with seal of Office_____
Name_____
Designation_____

*__Note 1__: Income covered all sources i.e. salary, agriculture, business, profession etc.
** __Note 2__: The term "Family" for this purpose include the person, who seeks benefit of

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reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3**: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The authority competent to issue Income and Assets Certificates are indicated below:

(i) District Magistrate/Additional Deputy Commissioner/Additional District Deputy Magistrate/Collector/ Commissioner/ 1st Class Stipendiary magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tahsildar and

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

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Annexure-4

(Certificate regarding physical limitation in an examinee to write)

This is to certify that, I have examined Mr/Ms/Mrs _____(name of the candidate with disability), a person with _____(nature and percentage of disability as mentioned in the certificate of disability), S/o/ D/o_____a resident of _____Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owning to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

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Annexure-5

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs ……. (name of the candidate), S/o /D/o ……, a resident of ……(Vill/PO/PS/District/State), aged……..yrs, a person with …… (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of Medical Authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist(if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson(if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer……Chairperson				

Name of Government Hospital/Health Care Centre with Seal :

Place:
Date:

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Annexure-6

(FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY THE PERSONS WITH BENCHMARK DISABILITIESCANDIDATES WHO SEEK EXEMPTION FROM APPEARING IN THE TYPING TEST)

This is to certify that Sh./Smt./Kum_____ son/daughter/wife ofShri _____is suffering from_____.

Clinical diagnosis as a result of which he/ she has the following disabilities. (Brief description of his/ her disabilities)_____
_____.

This is a permanent disability and the extent of his/ her disability works out to _____% of disability.

This disability is likely to interfere with Typewriting (specify)

_____

Photograph candidate of clearly showing face with affected portion of the body

Signature of Civil Surgeon:

Name:

(Official Stamp)

Place:

Date:

Signature of candidate:

Name:

Roll Number:

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FORM-V

(As per RPD Act, 2016)

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)
{See Rule 18(1)}
(Name and Address of the Medical Authority issuing the Certificate)

Recent Passport size Attested Photograph (Showing face only) Of the Person with Disability

Certificate No.: **Date :**

This is to certify that I have carefully examined Shri/Smt/Ms. _____, son/wife/daughter of Shri _____, Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____, Registration No. _____, permanent resident of House No._____, Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above and am satisfied that:

(A) he/she is a case of :
- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____.

(C) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (_____ number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:

Name of Document	Date of Issue	Details of Authority issuing Certificate

(Signature & Seal of Authorised Signatory
of notified Medical Authority)

Signature / thumb impression of the person in whose favour certificate of disability is issued

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FORM-VI

(As per RPD Act, 2016)

Certificate of Disability

(In cases of multiple disabilities)
{See Rule 18(1)}
(Name and Address of the Medical Authority issuing the Certificate)

Recent Passport size Attested Photograph (Showing face only) Of the Person with Disability

Certificate No.: **Date :**

This is to certify that we have carefully examined Shri/Smt/Ms. _____, son/wife/daughter of Shri _____, Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____, Registration No. _____, permanent resident of House No._____, Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above and am satisfied that:

(A) he/she is a case of Multiple Disability. His/Her extent of permanent physical impairment / disability has been evaluated as per guidelines (_____ number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / Mental Disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid Attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	*		
10	Hard of Hearing	*		
11	Speech & Language disability			
12	Intellectual disability			
13	Specific learning disability			
14	Autism Spectrum Disorder			
15	Mental Illness			
16	Chronic Neurological Conditions			

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Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / Mental Disability (in %)
17	Multiple Sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

@ e.g. Left / Right / Both Arms / Legs
# e.g. Single Eye
* e.g. Left / Right / Both Ears

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (_____ number and date of issue of the guidelines to be specified), is as follows:
(C) In figures : _____ percent
(D) In words : _____ percent

2. This condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is:

i) not necessary,
or
ii) is recommended / after _____ years _____ months, and therefore, this certificate shall be valid till _____(DD) _____(MM) _____(YY).

4. The applicant has submitted the following document as proof of residence:

Name of Document	Date of Issue	Details of Authority issuing Certificate

5. Signature and Seal of the Medical Authority

Name & Seal of Member	Name & Seal of Member	Name & Seal of the Chairperson

Signature / thumb impression of the person in whose favour certificate of disability is issued

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FORM-VII

(As per RPD Act, 2016)

Certificate of Disability
(In cases other than those mentioned in Forms-V & VI)
{See Rule 18(1)}
(Name and Address of the Medical Authority issuing the Certificate)

Recent Passport size Attested Photograph (Showing face only) Of the Person with Disability

Certificate No.: **Date :**

This is to certify that I have carefully examined Shri/Smt/Ms. _____, son/wife/daughter of Shri _____, Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____, Registration No. _____, permanent resident of House No._____, Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above and am satisfied that he/she is a case of _____ Disability. His/Her extent of permanent physical impairment / disability has been evaluated as per guidelines (_____ number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / Mental Disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid Attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	*		
10	Hard of Hearing	*		
11	Speech & Language disability			
12	Intellectual disability			
13	Specific learning disability			
14	Autism Spectrum Disorder			
15	Mental Illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's disease			
19	Haemophilia			

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Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / Mental Disability (in %)
20	Thalassemia			
21	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)
@ e.g. Left / Right / Both Arms / Legs
# e.g. Single Eye
* e.g. Left / Right / Both Ears

2. The above condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is:

i) not necessary,
or
ii) is recommended / after _____ years _____ months, and therefore, this certificate shall be valid till _____(DD) _____(MM) _____(YY).

4. The applicant has submitted the following document as proof of residence:

Name of Document	Date of Issue	Details of Authority issuing Certificate

(Authorised Signatory of Notified Medical Authority
(Name & Seal)

Countersigned
{Countersignature & Seal of the Chief Medical Officer / Medical Superintendent / Head of Government Hospital, in case the Certificate is issued by a Medical Authority who is not a Government Servant (with Seal)}

Signature / thumb impression of the person in whose favour certificate of disability is issued

Note : In case this certificate is issued by a Medical Authority, who is not a Government Servant, it shall be valid only if Countersigned by the Chief Medical Officer of the District.

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Annexure 10

TRAVEL ALLOWANCE FORM

DELHI DEVELOPMENT AUHTORITY

REIMBURSEMENT FOR TRAVEL EXPENSES FOR CANDIDATES
(For Scheduled Caste / Scheduled Tribe candidates)

Name & Address of the Candidate :(please write in CAPITAL LETTERS)	Roll No.
	Application Ref. No.:
	Date & Day of Exam :
	Post applied for :
	Venue :
	Venue Address:
	Category (SC / ST) :

JOURNEY DETAILS :

Journey (Inward & Outward)	Date (s)	Mode of travel	Class of Travel	Ticket / Receipt No.	Travel Fare (Rs.)
From : To :		Rail / Bus			
From : To :		Rail / Bus			
				Total Rupees	

CANDIDATE'S (Self Only) BANK DETAILS :

Name of Bank		Name of A/c holder	
Bank Account No.		Branch Code	
Bank's IFSC Code (11 digit) :			

a) Attach Original/Photocopy of Rail / Bus Tickets / Receipt towards proof of journey. **(Self Attested)**
b) Attach copy of Caste Certificate (as applicable). **(Self Attested)**
c) Copy of Admit Card.**(Self Attested)**

Note: Your payment will be sent through NEFT in your bank account directly as per the bank details provided by you.

I will not claim the amount from the Government or my present employer (PSU/Government Organization). I hereby affirm that the information furnished by me in this form is true and any false information will render me liable for non-payment of travel expenses.

Place :
Date:

_____
Signature of Candidate

Reimbursement of Travel Expenses will be made as per admissible rules of Account Department, DDA.

Please handover this Form along with Original / Photocopy of Rail / Bus Tickets / Receipt and copy of Caste Certificate to the person authorized to collect in the same venue.

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Annexure 11

दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY

परीक्षा हेतु ड्रैस कोड सूचना
DRESS CODE NOTICE FOR EXAMINATION

दि.वि.प्रा. भर्ती 2025 के अंतर्गत विभिन्न पदों पर भर्ती हेतु परीक्षा देने वाले अभ्यर्थियों के लिए ड्रैस कोड /आवश्यक निर्देश:

Important instructions / Dress Code for candidates appearing in examination for various posts under DDA Recruitment 2025

विज्ञापन संख्या 09 **/2025/भर्ती प्रकोष्ठ/कार्मिक-दि.वि.प्रा.**

Advt. no.09**/2025/Rectt. Cell/Pers./DDA**

अनुचित साधनों का प्रयोग एवं प्रतिरुपण परीक्षा प्रक्रिया में बाधक हो सकती है, इसलिए दिल्ली विकास प्राधिकरण निष्पक्ष एवं सही तरीके से परीक्षा करवाने के लिए विशेष उपाय करने का प्रयास करेगा । तदनुसार, परीक्षा देने वाले अभ्यर्थियों के लिए सख्ती से अनुपालन किए जाने के लिए निम्नलिखित विशेष अनुदेश जारी किए जा रहे हैं ।

Use of unfair means & impersonation poses serious threat to the Exam process and the Delhi Development Authority will undertake special measures to conduct the exam in free and fair manner and accordingly, special instructions, as listed under, are being issued for **strict compliance** of all candidates appearing in the examination.

आशा की जाती है कि अभ्यर्थी परीक्षा की गरिमा बनाए रखने में अपना सहयोग देंगे और अपात्र अभ्यर्थियों के चयन को रोकने में सहयोग करेंगे।

It is expected that the candidates will cooperate for maintaining the sanctity of the Exam and preventing selection of undeserving candidates.

1) **प्रतिबंधित वस्तुएँ-** पर्स, बेल्ट, वाहन की चाबी, किताबें, पैन, पेंसिल अथवा स्टेशनरी-बॉक्स, पेपर चिट, मैगजीन, इलैक्ट्रॉनिकी गैजेट (मोबाइल फोन, ब्लूटूथ डिवाइस, हैडफोन, पैन/बटन होल कैमरा, स्कैनर, कैलक्यूलेटर, स्टोरेज डिवाइसिज आदि), किसी भी प्रकार की घड़ी को परीक्षा लैब में लाने की अनुमति नहीं दी जाएगी ।

PROHIBITED ITEMS - wallet, belt, vehicle's key(s), books, pens, pencils or stationery box paper chits, magazines, electronic gadgets (mobile phones, Bluetooth devices, head phones, pen/buttonhole cameras, scanner, calculator, storage devices etc), watches of any types, are STRICTLY NOT ALLOWED in the examination lab.

अभ्यर्थियों को परीक्षा केन्द्र के अंदर केवल प्रवेश-पत्र और पहचान प्रमाण-पत्र लेकर जाने की अनुमति है।

Candidates are allowed only to carry admit card and identity proof inside the Examination Center.

परीक्षा लैब में रफ कार्य के लिए पैन/पेंसिल और कागज दिया जाएगा।

Pen/pencil and paper for rough work would be provided in the examination lab.

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2) अभ्यर्थियों को परीक्षा केन्द्र में ऊपर उल्लिखित प्रतिबंधित वस्तुएँ नहीं लानी हैं। यदि कोई अभ्यर्थी ऐसी वस्तुएँ लाता है, तो उन्हें ऐसी वस्तुओं की सुरक्षा के लिए स्वयं व्यवस्था करनी होगी । दि.वि.प्रा. ऐसी किसी भी वस्तु की सुरक्षा के लिए न तो कोई व्यवस्था करेगा और न ही जिम्मेदार होगा ।

Candidates should not bring Bags and prohibited items as mentioned above to the examination venue. In case they bring any such item, they would have to make their own arrangements for safe custody of such items. The DDA shall not make any arrangement nor be responsible for the safe custody of any such item.

3) यदि अभ्यर्थी के पास परीक्षा लैब में इस प्रकार की वस्तु पाई जाती है तो उनकी उम्मीदवारी निरस्त कर दी जाएगी और उनके विरुद्ध कानूनी/अपराधिक कार्यवाही की जा सकती है ।

If any such item is found in the possession of a candidate in the examination lab, his/her candidature is liable to be cancelled and legal/criminal proceedings could be initiated against him/her.

4) अभ्यर्थी आकर्षक वस्तुएँ, आवरण युक्त, धातुवाली ऐसी वस्तुएँ जिनमें अंगूठी, ब्रैसलेट, कुंडल, नथ, चेन, हार, पैंडेन्ट, बैज, ब्रॉच, हेयरपिन, हेयर-बैन्ड, पूरी बाजू वाले अथवा बड़े बटनों वाले कपड़े आदि शामिल है, न पहनें ।

Candidates should not wear charms, veil, items containing metals such as ring, bracelet, earrings, nose-pin, chains, necklace, pendants, badge, brooch, hair pin, hair band, clothes with full sleeves or big buttons, etc.

5) पूरी बाजू वाली कमीज अथवा टॉप्स की अनुमति नहीं है और केवल आधी बाजू वाले कपड़ों की ही अनुमति है। ऐसे जूते अथवा अन्य फुटवेयर जो पैरों की उंगलियों को ढकते हों, नहीं पहने जाने चाहिए। पैरों की उंगलियों की तरफ से खुले फुटवेयर और सैंडल अथवा चप्पलों को पहनने की अनुमति है । लंबे बालों वाले अभ्यर्थियों को अपने बालों को बाँधकर आना चहिए ताकि उनके कान न ढके हों । सिर ढकने वाले स्कार्फ की अनुमति नहीं है ।

Full sleeved shirts or tops are not permitted and only half sleeved clothing is allowed. Shoes or other footwear which cover the toes should not be worn. Footwear should be open toe type and sandles or chappals are permitted. Candidates with long hair should tie their hair so that ears are not covered, Use of scarf to cover the head is not permitted.

6) अभ्यर्थियों को परीक्षा के दौरान किसी भी प्रकार की बाधा उत्पन्न नहीं करनी चाहिए । यदि कोई अभ्यर्थी परीक्षा के दौरान अथवा परीक्षा स्थल पर किसी प्रकार की बाधा उत्पन्न करते हुए पाया जाता है, तो उसकी उम्मीदवारी निरस्त कर दी जाएगी । ऐसे अभ्यर्थी को दि.वि.प्रा. में भविष्य में होने वाली परीक्षाओं से बहिष्कृत कर दिया जाएगा और उसके विरुद्ध कानूनी/आपराधिक कार्रवाई की जा सकती है ।

Candidates must also refrain from creating any obstruction during the conduct of examination. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled. Such candidate shall also be liable to be debarred from future examinations of the DDA and legal/criminal proceedings could be initiated against him/her.