

DELHI DEVELOPMENT AUTHORITY
[FINANCE & EXPENDITURE]

Dated: 17-08-2007

FE 9 (2) 2006/Exam/DDA/ 376

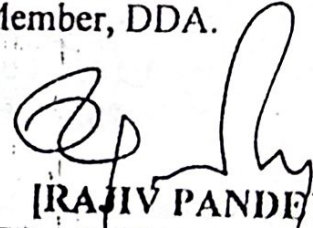
F & E CIRCULAR No: 13 /2007

It has been decided tentatively to hold the next DDA Accounts Service Examination (Pt. I & II) in December, 2007. All the eligible candidates desirous of appearing in the said examination should submit their applications on the prescribed format (Specimen given in the Annexure) and two recent passport size photographs one duly attested and pasted in the space provided latest by 31st August, 2007. All the columns in application form must be written clearly and legibly. The columns not applicable must be scored out. Incomplete applications will not be considered and responsibilities of its being rejected will wholly devolve on the applicant himself/herself.

For the benefits of Part-II fresh candidates (who were declared passed in Part-I examination held in July, 2004), training classes have been arranged as per programme enclosed.

It is made clear that presently there are no vacancies of Accountants in DDA and the candidates who will be declared successful in the said examination, will have no claim for promotion as Accountant till the normal vacancies arise, in future.

This issues with the approval of Finance Member, DDA.



[RAJIV PANDEY]
CHIEF ACCOUNTS OFFICER

Copy to:

1. All Divisional/Branch Officers with the request that this may be brought to the notice of all concerned.
2. Additional Commissioner (Slum & JJ) with the request to brought it to the notice of all concerned.
3. Director (Training) may arrange for training hall as per programme enclosed.
4. Chief Security Officer, DDA
5. Notice Board
6. Guard file

S. D. Sharma
Sr. A.O. (F & E)

ANNEXURE

**APPLICATION FORM FOR GRANT OF PERMISSION TO APPEAR IN
DDA ACCOUNTS SERVICE EXAMINATION PART - I & II**

SPACE FOR
PHOTOGRAPH

1.	Full Name of the candidate (In Block letters)			
2.	Father's/Husband Name			
3.	Residential Address			
4.	Designation/Present Section with full address			
5.	Educational Qualification			
6.	Date of Birth			
7.	Whether SC ST (If yes please attach certificate)			
8.	Initial date of appointment along with designation			
9.	No. of chances already availed & Index No. allotted on each occasion	No. of chances	Year	Index No.
10.	Medium of expression for various subject	English/Hindi		
11.	Paper in which exemption secured, if any	Subject	Year	Index No
12.	Year of passing Part I examination (For Part II candidates only)			

Signature of candidate

SECTION - II

RECOMMENDATION OF BRANCH OFFICER ON THE FOLLOWING POINTS

1.	Whether the candidate is regular & punctual	
2.	Character report	
3.	Efficient or not	
4.	Business habits	
5.	Aptitude to work as an Accountant	
6.	Preparation of Examination and prospects of passing	
7.	General Remarks	

Certified that I have personally satisfied myself to the fitness of the candidate for to sit for the said examination.

Signature of the Branch Officer
(with Seal and Stamp)