

DELHI DEVELOPMENT AUTHORITY

[FINANCE & EXPENDITURE]

F & E CIRCULAR No. 12 /2015

It has been decided tentatively to hold the next **DDA Accounts Service Examinations i.e. Pre-liminary, Part I & Part-II**. All the eligible candidates desirous of appearing in the said examinations 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 along with recommendation of Branch Officer on the prescribed format (Section-II) **latest by 15th June, 2015**. 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.

The eligibility criteria for appearing in DDA Accounts Service Examination is as under:-

(A) Pre-liminary Examination

- (i) Assistants/UDCs/Stenographers having three years regular service.
- (ii) Graduate LDCs having three years regular service.

(B) Part-I Examination

The candidates who have qualified pre-liminary Examination.

(C) Part-II Examination

- (i) The candidates who have passed DDA Accounts Service Part-I Examination,
Or
- (ii) The candidates who have got exemption in two subjects in Part-I Examination.

The Roll Numbers/ Index Numbers and Date Sheet of Examination shall be issued to the eligible candidate in due course of time by F&E Branch.

This issues with the approval of Finance Member, DDA.

Sd/-
[Amardeep Singh Chowdhary]
Chief Accounts Officer

Dated : 14-5-15

FE 15 (11) 2012/DDA/ 251

Copy to:

1. OSD to VC/PS to FM/P.S. to EM;
2. All Principal Commissioners/CVO/CLA;
3. All Commissioners/ All Chief Engineers /Chief Architect;
4. FA(H)/Dir.(LC)/Dir.(Fin)/Audit/Medical & Pension/Dir (P)-I / Dir (Works)/ Dir(H) NW&SE /Dir(W/C)/ Dir(Sports)/Director(Training) with the request to bring it to the notice of all concerned under their administrative control;
5. Director(system) with the request to upload the circular in DDA website,
6. Director (Admn.), DUSIB, GNCTD, 'A' Block, 2nd Floor, Vikas Bhawan-2, Civil Lines, Delhi-110054 for circulation.
7. Dy. Director (P)-I/Dy. Dir(CR)/Dy.Dir(Vig)/ Dy. Dir.(System);
8. Dy. CAO, Accounts/Budget/ Medical/Pension/Works/Estts./HQ-I/Dy. FA(H)-I , II/All Zonal Dy.CAOs /All Branch Officers with the request to bring it to the notice of all concerned under their administrative control
9. Guard file;
10. Notice Board.

[Signature]
Sr. A.O. (F & E)

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

SPACE FOR
PHOTOGRAPH

Pre-liminary/Part-I/Part-II
(Score out which is not applicable)

1.	Full Name of the candidate(In Block letters)	
2.	Father's/ Husband's Name	
3.	Residential Address	
4. (a)	Designation/Present Section with full address	
(b)	Tel. Nos.(mobile, office & residence)	
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	
10.	Medium of expression for various subjects (either of two languages)	English/ Hindi
11.	Paper(s) in which exemption secured, if any	
12.	Year of passing Pre-liminary/ Part I Examination (For Part-I & 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 Assistant Accounts Officer	
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 appearing in the said examination.

Signature of the Branch Officer
(with Seal and Stamp)