

DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-III
B-316, Vikas Sadan INA, New Delhi

No. F.1 (4)2016/PB-III/Asstt/ 2138

Dated: 06/09/19

CIRCULAR NO: 43

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A Limited Departmental Competitive Examination to fill up 138 posts {UR-102, SC-23, ST-13} of the grade of Assistant Section Officer in the PB-2 of Rs. 9300 – 34800 with Grade Pay of Rs. 4600/- (Pre-revised) (Level-7 in the pay matrix as per 7TH CPC) is proposed to be held shortly.

The UDCs having 3 (three) years regular service on 01.07.2019 are eligible to appear in the written exam for the post of Assistant Section officer. Those UDCs who wish to appear in the said exam, may submit their applications through their concerned Branch Officer who will verify the details given in the Performa as mentioned at Annexure-I, along with three recent color passport size photographs (one photograph duly attested by the concerned DDO/Branch Officer to be pasted on the application and two photographs unattested). The SC/ST applicants should also submit the attested photocopy of caste certificate. Applications should be submitted to the officer of Assistant Director (P)-III, DDA, B-Block, 3rd Floor, Room No -316, INA, Vikas Sadan, New Delhi latest by **07.10.2019**.

Applications having incomplete particulars or received after the due date and time shall not be entertained. The schedule of coaching classes/computer training shall be notified separately. The syllabus for the above exam is enclosed as per Annexure-II.

SC/ST candidates will be eligible for relaxation of 20 marks (i.e. 5% of 400 marks). This relaxation will cover not only the passing marks to be given in aggregate but will be inclusive of the passing marks given in each individual paper so that the total number of marks covered by such relaxation shall not exceed 20 marks.

Encls: - Annexure-I
Annexure-II


Dy. Director (P)-III

Copy to: -

1. All Departmental Heads, DDA.
2. Commr.(P) & O.S.D to V.C, DDA.
3. Dy. Director (Systems) with the request to upload the above notice with enclosures on DDA website.
4. PS to VC/EM/FM/CVO, DDA.
5. PS to Pr. Commissioner/Commr. Cum Secy./All Commissioners/CLA.
6. All HoDs with the request to circulate so as to bring this circular to the notice of the SSAs(UDCs) working under them and to forward their application latest by **07.10.2019**
7. Notice Board, Vikas Sadan/Vikas Minar.
8. SC/ST Association/Organization, DDA
9. AD (PIMS) DDA


Asstt. Director (PB)-III

Annexure-I

**APPLICATION FORM FOR LIMITED DEPARTMENT COMPETITIVE EXAMINATION
FOR THE POST OF ASSISTANT SECTION OFFICER
DELHI DEVELOPMENT AUTHORITY**

Paste recent
passport size
photograph in Red
background duly
attested

Size : 3.5 x 4.7

Sl. No	Personal Particulars	
1.	Name in Block Letters	
2.	Designation	
3.	Father/Husband's Name	
4.	Date of Birth/Retirement	
5.	Date of initial appointment in DDA and post	
6.	Date of joining as SSA(UDC) in DDA (Total Service as SSA as on 01.07.19)	
7.	Present pay band with grade pay	
8.	Present Place of posting with date	
9.	Educational Qualifications	
10.	Present residential address	
11.	Contact No	
12.	Category (whether SC/ST/OBC)	
13.	Impression of left Thumb	

Place: New Delhi

Date:

(Signature of the official)

Name _____

Mobile No. _____

COUNTER SIGNATURE OF THE CONTROLLING OFFICER FORWARDING APPLICATION

Place : New Delhi(Signature)

Date :

(Rubber Stamp)

**SYLLABUS FOR DEPARTMENTAL TEST FOR PROMOTION TO
THE POST OF ASSISTANT IN DDA**

PAPER –I

MAX MARKS: 150

Time: 2 Hours

(Part-I) (75 Marks)

1. Principles and procedures of management and disposal of land under the control of DDA.
 - a) Acquisition of land.
 - b) Protection of land.
 - c) Management of land.
 - d) Disposal of land.
2. Management of Housing Estates in DDA.
 - a) Type of Housing Scheme and flats in DDA
 - b) Procedure for disposal of built-up flats.
3. Procedure for execution of lease-dead in respect of flats and plots, mutation, transfer, gift and action and procedure for violation of lease terms.
4. Procedure for conversion of residential properties from lease-hold to free-hold.
5. Official definitions, abbreviations and delegation of various types of powers to the officers of the DDA viz administrative, financial, management and disposal of properties.

(Part –II) (75 Marks)

1. Service Regulations.
 - a) The Delhi Development Authority Conduct Disciplinary and Appeal Regulation, 1999. Classification control and appeal rules, leave rules, pension rules etc.
 - b) Questions on general subjects viz; advances, reservations for SC/ST, Physically handicapped, O.B. Cs, Staff Quarters and other establishment and administrative matters.

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PAPER-II

MAX MARKS: 200

Time : 2 Hours 30 Minutes

(PART-I)

(100 MARKS)

1. General English/ Hindi
 - a) Writing a paragraph, Note or a letter on the official subject.
 - b) Making précis of a given official paragraph.
 - c) Translation of a paragraph from English to Hindi and Hindi to English and 10 words in each English and Hindi.
 - d) Testing ability of the candidate to write correct English/Hindi in day to day official work.

(PART-II)

(50 MARKS)

General awareness/General Knowledge.

- The paper will consist of questions on current events including culture, history, politics, elections, geography, sports etc.

(PART-III)

(50 Marks)

Computer Literacy Test.

- Simple test on Computer literacy consisting of objective questions (theoretical).

PAPER-III

MAX MARKS : 50

- Half an hour computer practical test
(will be conducted separately)