

DELHI DEVELOPMENT AUTHORITY RECRUITMENT CELL

Advertisement No. 01/2019/Rectt. Cell. /Pers./DDA

IMPORTANT DATES

| | |
|---|-----------------------------|
| Opening date & time for online registration of application (Stage-I) | 23.12.2018 (10.00 AM) |
| Last date and time of closing of Registration (Step-I) and submission of application (Step-II) | 22.01.2019 (6.00 PM) |
| Last date and time for closing of submission of Online Application Fees through Debit Card/ Credit Card/ Net Banking through SB Collect system of State Bank of India (Step-III) | 25.01.2019 (up to 6.00 PM) |

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 on DDA's official website i.e. www.dda.org.in . Candidates are advised to remain in touch with the website for information regarding this recruitment process and changes in the schedule, if any.

Applications are invited **On-Line** at DDA's website www.dda.org.in on the link "**Jobs**" → "Direct Recruitment 2019" from eligible candidates as per criteria laid down below for filling up the various posts including backlog vacancies & vacancies reserved for Persons with Disabilities. The details of the posts, Pay Matrix Level and eligibility conditions are as follows:

| Post Code | Name of the post | Group | Pay Matrix | Age as on last date of closing of application | Qualification | Total vacancies (inclusive of backlog vacancies) | UR | SC | ST | OBC | Reserved for PwD included within the total vacancies | | | |
|-----------|------------------|-------|------------|---|---|--|----|----|----|-----|--|----|----|--------|
| | | | | | | | | | | | VH | HH | OH | OTHERS |
| 01 | Sr. Law Officer | A | Level 11 | Not exceeding 35 yrs | (i) Possessing Regular Degree in Law (entitling the incumbent for Registration at bar and appearing before the Courts) from a recognized University or equivalent; and (ii) 07 years' experience at bar, FOR DDA EMPLOYEES Regular Degree in Law (entitling the incumbent for Registration at bar and appearing before the Courts) from a recognized University or equivalent; and 5 years' experience in dealing with legal matters in supervisory capacity. The selection will be made through open competitive examination for direct recruitment. | 03 | 01 | 01 | - | 01 | 01 | - | - | - |

| | | | | | | | | | | | | | | |
|----|----------------------------|---|----------|----------------------|--|----|----|----|----|----|---|---|---|---|
| 02 | Deputy Director (Planning) | A | Level 11 | Not exceeding 40 yrs | <p>Essential</p> <p>(i) Bachelor's Degree in Planning/Architecture/Civil/Municipal Engineering or Master Degree in Geography/Sociology/Economics from a recognized University/Institute or equivalent.</p> <p>(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.</p> <p>(iii) At least 05 years experience in a planning office in development authority or local body or in a Government Undertaking.</p> <p>Desirable:</p> <p>i) Degree/Diploma in Geographic Information System (GIS) / Geo-Informatics or equivalent from a recognized University/Institute.</p> <p>ii) Associate Membership of the Institute of Town Planners (India)</p> | 06 | 05 | - | - | 01 | - | - | - | - |
| 03 | Dy. Director (Arch.) | A | Level 11 | 40 yrs | <p>Essential</p> <p>(i) Master of Architecture in Urban Design or Conservation or Landscape or Building Engineer</p> <p>(ii) Degree in Architecture from a recognized University/ Institution or equivalent.</p> <p>(iii) At least 05 years' experience in an Architectural Office in a responsible capacity.</p> <p>(iv) Membership of the Council of Architecture.</p> <p>Desirable</p> <p>Associate Membership of the Indian Institute of Architects or equivalent.</p> | 01 | - | - | - | 01 | - | - | - | - |
| 04 | Asstt. Director (Plg.) | A | Level 10 | Not exceeding 35 yrs | <p>Essential</p> <p>(i) Bachelor's Degree in Planning/Architecture/Civil/Municipal Engineering or Master Degree in Geography/Sociology/Economics from a recognized University/Institute or equivalent.</p> <p>(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.</p> <p>Desirable:</p> <p>i) Degree/Diploma in Geographic Information System (GIS)/Geo-Informatics or equivalent from a recognized University/Institute.</p> <p>ii) Associate Membership of the Institute of Town Planners (India)</p> | 19 | 12 | 02 | 01 | 04 | - | - | - | - |
| 05 | Asstt. Director (Arch.) | A | Level 10 | 35 yrs | <p>Essential</p> <p>(i) Post-Graduation qualification either in Architecture or in Urban Design or Conservation or Landscape or Building Engineer.</p> <p>(ii) Degree in Architecture from a recognized University/ Institution or equivalent.</p> <p>(iii) Membership of the Council of Architecture.</p> <p>Desirable</p> <p>i) Associate Membership of Institute or equivalent.</p> <p>ii) 2 Years' experience in a responsible capacity.</p> | 13 | 08 | - | - | 05 | - | - | - | - |

| | | | | | | | | | | | | | | |
|----|----------------------------|---|----------|------------------------|--|----|----|----|----|----|----|----|----|----|
| 06 | Asstt. Director (System) | A | Level 10 | Not exceeding 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. | 05 | 03 | 01 | - | 01 | - | - | - | - |
| 07 | Asstt. Director (Mins.) | B | Level 8 | Not exceeding 30 yrs. | 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 field mentioned in the notification. | 09 | 04 | 01 | - | 04 | 01 | 01 | - | - |
| 08 | Assistant Accounts Officer | B | Level 8 | Not exceeding 30 yrs | Chartered Accountant (CA)/ Company Secretary (CS)/ ICWA/ Master in Financial Control/ MBA (Finance), or equivalent from a recognized University/Institution. NOTE: Specialization will be considered only when a candidate has passed minimum 06 papers/courses in the field mentioned in the notification. | 18 | - | - | 08 | 07 | - | 01 | 02 | - |
| 09 | Jr. Law Officer | B | Level 8 | Not exceeding 32 years | Essential: a) Possessing regular Degree in Law (entitling the incumbent for Registration at bar and appearing before the Courts) from a recognized University or equivalent; And b) 05 years' experience at Bar. FOR DDA EMPLOYEES The DDA employees with minimum five years' regular service and having regular Degree in Law (entitling the incumbent for Registration at bar and appearing before the Courts) from a recognized University or equivalent. The selection will be made through open competitive examination for direct recruitment. | 05 | 03 | 01 | - | 01 | - | - | - | - |
| 10 | Planning Assistant | B | Level 7 | Not exceeding 30 yrs | Bachelor Degree in Planning/ Architecture from a recognized University /Institute or equivalent. | 45 | 22 | 06 | 03 | 14 | - | 01 | - | 01 |
| 11 | Programmer | B | Level 6 | Not exceeding 30 yrs | (i)Engineering Degree in Computer Science/Computer Engineering/Electronics from a recognized university or Engineering College/ institute. OR (ii)Master Degree in Computer Science/Computer Application from a recognized University, Engineering College/Institute. OR (iii)Should have passed 'B' Level examination from the Deptt. Of Electronics Accreditations of Computer Course (DOEACC). One year experience in Software Development, RDBMS and Data Processing | 03 | 01 | 01 | - | 01 | - | - | - | - |
| 12 | JE (Civil) | B | Level 6 | Between 18 to 27 years | Diploma in Civil Engineering or equivalent from a recognised Institution or equivalent. | 03 | - | - | - | - | - | 01 | 02 | - |

| | | | | | | | | | | | | | | |
|----|-----------------------------|---|----------|------------------------|--|----|----|----|----|----|----|----|----|----|
| 13 | SO (Horticulture) | B | Level 6 | Not exceeding 30 years | Bachelor's Degree in Agriculture or Horticulture or Forestry from a recognized University or Institute or equivalent. | 02 | - | - | - | - | - | 02 | - | - |
| 14 | Architectural Assistant | B | Level 7 | 30 years | Degree in Architecture from a recognized University/Institution or equivalent. | 10 | 01 | 01 | 02 | 06 | - | - | - | 01 |
| 15 | Naib Tehsildar | B | Level 6 | Between 21 to 30 years | Essential: i) 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 department and probation shall be lifted only on successful completion of the training. | 06 | 05 | - | - | 01 | - | - | - | - |
| 16 | Assistant Section Officer | B | Level 7 | Not exceeding 30 yrs * | (i) Bachelor's Degree or equivalent from any recognized University. (ii) Computer Proficiency. Note: DDA employee possessing required qualifications as prescribed for direct recruits shall be eligible and the age limit shall not be applicable to them. | 04 | - | - | - | - | 02 | 01 | 01 | - |
| 17 | Surveyor | C | Level 5 | Between 18 to 25 Yrs | Diploma or two years' National Trade Certificate in Surveying from recognized Institute or equivalent and two years' experience in Survey work. | 13 | - | 03 | 02 | 08 | - | - | - | - |
| 18 | Stenographer Grade 'D' | C | Level 4 | 18 - 30 Yrs | i) 12 th class pass or equivalent from recognized Board /University. ii) Skill Test Norms: Dictation- 10 min at the speed of 80 w.p.m. Transcription-(only on computer) 50 min (English) 65 min (Hindi) Desirable: Preference to be given to such persons who have acquired Diploma in Office Management & Secretarial Practice from any recognized institution. | 20 | 08 | 01 | 10 | 01 | - | - | - | - |
| 19 | Asstt. Director (Landscape) | A | Level 10 | Up to 35 yrs. | 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. Atleast one year experience in Landscape Planning in responsible capacity. (Relaxable in case of candidate otherwise well qualified). | 05 | 01 | 01 | - | 03 | - | - | - | - |

*** Note:**

(i) Vacancies in the cadre of Jr. Engineer (Civil) (post code 12), Sectional Officer (Horticulture) (post code 13) and Assistant Section Officer (Post code 16) are exclusively reserved for Persons with Disabilities (PwDs). Therefore, candidates belonging to other categories are advised not to apply for these posts.

(ii) No vacancy in the cadre of Assistant Accounts Officer (Post code 08) has been earmarked for Unreserved and SC category. Therefore, the candidates belonging to UR and SC category are advised not to apply for these posts. However, 03 posts (01-HH/ 02-OH) are reserved for PwD candidates. Any category of candidate who either belong to PwD category of HH or OH may apply for these reserved posts.

(iii) No vacancy in the cadre of Surveyor (Post Code 17) is earmarked for Unreserved Category. Therefore, candidates belonging to UR category are advised not to apply for these posts.

The total vacancies mentioned against following posts are inclusive of backlog vacancies as detailed below.:

| Post Code | Name of the post | Backlog vacancies | | |
|-----------|-----------------------------|-------------------|----|-----|
| | | SC | ST | OBC |
| 05 | Asstt. Director (Architect) | - | - | 02 |
| 08 | Asstt. Accounts Officer | - | 08 | 07 |
| 14 | Architectural Assistant | 01 | - | - |
| 17 | Surveyor | 03 | 02 | 08 |
| 18 | Stenographer Grade 'D' | - | 09 | - |

(i) For the posts reserved for Persons with Disabilities (PwDs), disabilities are defined as under:-

| Sl. No. | Type of Disability | Category of disability to be selected in Registration/ Application form |
|---------|--|---|
| 1. | Blindness and Low vision | VH |
| 2. | Deaf and hard of hearing | HH |
| 3. | Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular Dystrophy. | OH |
| 4. | Autism, Intellectual Disability, Specific Learning Disability, Mental Illness | Others |
| 5. | Multiple disabilities from amongst persons under clause (a) to (d) including deaf-blindness in the posts identified for each disabilities. | |

(ii) **The minimum disability should not be less than 40%.**

Please note that Rights of Persons with Disabilities Act, 2016 has come into force w.e.f. 19.04.2017 and new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities etc. have been included. The candidates suffering from the above disabilities may also apply for the posts reserved for these categories giving details of their disabilities in the online application form. However, their selection will be subject to identification of posts suitable for these categories.

The eligibility for availing reservation against the vacancies reserved for the Persons with Disabilities shall be the same as prescribed in "The Rights of Persons with Disabilities Act, 2016." Provided further that the physically disabled candidates shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements of the identified Service/Post as may be prescribed by its Cadre Controlling Authority.

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/Speaking RW Reading and Writing C Communication MF Manipulation by Finger PP Pushing & Pulling L Lifting KC Kneeling and Crouching BN Bending

(b) Code of Functional Classification

- OH - Orthopedically Handicapped
- VH - Visually Handicapped
- HH - Hearing Handicapped
- OA - One Arm
- OL - One Leg
- BA - Both Arms
- BH - Both Hands
- MW - Muscular Weakness
- OAOL - One Arm One Leg
- BLA - Both Legs and Arms
- BLOA - Both Legs One Arm
- LV - Low Vision
- B - Blind
- PD - Partially Deaf
- FD - Fully Deaf
- OAL - One Arm One Leg
- BL - Both Leg

Note: The above list is subject to revision.

1.2 Out of the posts mentioned in the para 1 above, the following posts have been identified suitable for the categories of Persons with Disabilities as mentioned against each.

| Post Code | Name of the post | Category of disability |
|-----------|----------------------------------|---------------------------------------|
| 01 | Senior Law Officer | OL, OAL,BL,B, LV |
| 03 | Deputy Director (Architect) | OL, HH |
| 05 | Assistant Director (Architect) | OL, HH |
| 07 | Assistant Director (Ministerial) | OA, OL, OAL, BL, BLOA, B, LV, HH |
| 08 | Assistant Accounts Officer | OA, OL, BL, HH |
| 09 | Junior Law Officer | OA, OL, OAL, BL, BLOA, BLA, MW, B, LV |
| 10 | Planning Assistant | OL, HH, OTHERS |
| 11 | Programmer | OA, OL, BL, OAL, B, LV, HH |
| 12 | Junior Engineer (Civil) | OA, OL, BL, HH |
| 13 | Sectional Officer (Horticulture) | OA, HH |

| | | |
|----|---------------------------------|---------------------------|
| 14 | Architectural Assistant | OL, HH, OTHERS |
| 16 | Assistant Section Officer (ASO) | OL, OA, BL, OAL,B, LV, HH |
| 17 | Surveyor | OA,OL,HH |
| 18 | Stenographer Grade "D" | OA, OL, BL, OAL, B, LV,HH |

No reservation will be given to PwD candidates except for the posts of Sr. Law Officer (post code 01), Asstt. Director (Mins) (post code 07.), Assistant Accounts Officer (post code 08), Planning Assistant (post code 10), Junior Engineer (Civil) (post code 12), Sectional Officer (Hort.) (post code 13), Architectural Assistant (post code 14) and Assistant Section Officer (post code 16). However, PwD candidates can apply for these above identified posts but there will be no reservation for them and they will be treated at par with the candidates of other category(ies). They will be given benefit for age relaxation and fee only.

2. 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 one or another reason(s). No notification/corrigendum shall be issued for any such change.

3. IMPROTANT INFORMATION

(i) 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 need to decide the test they would like to take & DDA will not entertain any request for change in test date/time 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.

(ii) Candidates to ensure their eligibility for the post applied for:

The candidates applying for the above posts should ensure that they fulfill all eligibility conditions for the post applied for. Their admission to all the stages of the examination will be **purely provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of admission certificate to the candidate will not imply that his/her candidature has been finally cleared by the Delhi Development Authority. The DDA take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for documents verification/ Interview / Computer Proficiency Test or Skill Test etc. (as applicable).

(iii) In case, candidate does not fulfill the requisite prescribed qualification on or before the last date of submission of application, his/her candidature shall be rejected out rightly even though he/she qualifies the competitive examination conducted for recruitment.

(iv) If on verification at any time before or after the online examination, documents verification, interview, computer proficiency test or skill test (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 their claims is found to be incorrect, they may render themselves liable to appropriate action by the DDA, as deemed fit.

(v) **LAST DATE FOR RECIEPT OF APPLIATION(s):** The candidates are required to fill the application(s) online by login into link provided on DDA's website www.dda.org.in and completed application(s) in all respect can be submitted up to 22.01.2019 (06:00 PM) after which the link will be deactivated. Any application received after closure of the link, will not be considered under any circumstances.

(vi) **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 {<http://www.dda.org.in>} for downloading by candidates. No e-Application Status Certificate/e-Admit Card shall be sent by post.

(vii) **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 email ID ddaexam.helpdesk2019@gmail.com or contact toll free number 1800 209 0816

4 ALL COMMUNICATION /ELECTRONICS DEVICES BANNED.

- a) 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 candidates including ban from future examinations.
- b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.
- c) Candidates are advised not to bring any 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.
- d) **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.**

5. Eligibility Conditions:

- (i) The candidate must have attained the age of majority on the last date of submission of application.
- (ii) **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.

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.

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.

6. Age Relaxation:

| Sl. No. | Categories | Extent of Age Concession |
|---------|---|---|
| 1 | Schedule Caste and Scheduled Tribes | 05 Years |
| 2 | Other Backward Class | 03 Years |
| 3 | Persons with Disabilities | 10 Years |
| 4 | SC/ST Persons with Disabilities | 15 Years |
| 5 | OBC Persons with Disabilities | 13 Years |
| 6 | Departmental candidate with at least three years continuous service in Central Govt./Govt of Delhi/Delhi Development Authority etc. | 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 SC/ST, 43 years for OBC) for Group 'C' post. |
| 7 | (For Group "A" Posts) Ex-Servicemen | Military Service + 03 Years (subject to the conditions he should have served the Armed Forces for a continuous period of not less than 6 months and has not been released otherwise then by way of dismissal or discharge on account of misconduct or inefficiency etc.) |
| 8 | (For Group "B" & "C" posts) Ex Servicemen (UR/GEN) | 03 Years after deduction of the military service rendered from the actual age as on the closing date for receipt of application. He should have served the Armed Forces for a continuous period of not less than 6 months and has not been released otherwise then by way of dismissal or discharge on account of misconduct or inefficiency etc. |
| 9 | Ex- Servicemen (OBC) | 06 years (3 years + 3 Years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application |
| 10 | Ex-Servicemen (SC & ST) | 08 years (3 yr + 5 yr) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application. |
| 11 | 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 yrs for SC/ST & 38 for OBC) |

- a) 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 recognised by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University, which must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate.
- b) No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.
- c) The expression Matriculation/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.
- d) Relaxable for Govt. Employees & the employee of the DDA in accordance with the instructions issued by the Central Govt.

NOTE: Candidates should note that no subsequent request for change of date of birth will be considered or granted.

7. Application fee and mode of remittance:

(a) Application Fee will be Rs. 500/- for all categories of posts. Transaction charges of the bank, taxes, as applicable shall be borne by the candidate.

(b) All female candidates and candidates belonging to Scheduled Caste/ Scheduled Tribe/ Persons with Disabilities are exempted from paying application fee as per extant Government orders. No fee exemption is, however, available to OBC candidates and they are required to pay the prescribed fee in full.

8. Mode of payment of application fee:

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

9. Examination Centers: The online examination as well as Computer Proficiency Test or Skill Test (as applicable), will be held at the centers located in Delhi/NCR only.

10. Selection Procedure:

I. An On-Line competitive examination for all categories of post will be as per following details:

| Post Code | Post | Mode of Recruitment | Details of Examination |
|-----------|----------------------------------|---|--|
| 01 | Sr. Law Officer | Single Stage online examination followed by Interview of the shortlisted candidates | The question paper shall be of 02 hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language followed by Interview of shortlisted candidate |
| 02 | Dy. Director (Plg.) | do | do |
| 03 | Dy. Director (Architect) | do | do |
| 04 | Asstt. Director (Plg.) | do | do |
| 05 | Asstt. Director (Architect) | do | do |
| 06 | Asstt. Director (System) | do | do |
| 07 | Assistant Director (Ministerial) | do | do |
| 08 | Assistant Accounts Officer | do | do |
| 09 | Jr. Law Officer | do | do |
| 10 | Planning Assistant | Single Stage online examination | The question paper shall be of 02 Hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language |
| 11 | Programmer | do | do |
| 12 | JE (Civil) | do | do |
| 13 | S.O.(Hort.) | do | do |
| 14 | Architectural Assistant | do | do |
| 15 | Naib Tehsildar | do | do |

| | | | |
|----|---|--|---|
| 16 | Assistant Section Officer (Erstwhile Assistant) | Four stage examination (Stage-I & II on line Objective Multiple Choice Type examination and Stage-III Descriptive Type). Stage-IV Computer Proficiency Test which will be qualifying in nature | <p>Stage-I (on line) a) General Intelligence + Reasoning – 50 Marks/50 Questions b) General Awareness – 50 Marks/ 50 Questions c) Quantitative Aptitude – 50 Marks/50 Questions d)English Comprehension – 50 Marks/50 Questions Total – 200 Marks/200 Questions (Duration – 02 Hours).</p> <p>Stage-II (on line) a) Quantitative Abilities – 200 Marks (100 Questions) Duration – 02 Hrs b) English Language and Comprehension – 200 Marks (200 Questions) Duration – 02 Hours</p> <p>Stage-III (Descriptive type) i. Essay: 200 words approximately ii. Letter/Application: 100 words approximately iii. Precis: 80 words approximately iv. Duration of examination will be 1 Hour (60 Minutes)</p> <p>Stage-IV (Computer Proficiency Test) Computer Proficiency Test will be of qualifying in nature. The question paper shall be of 50 minutes' duration of 100 marks consisting of 50 questions of objective type (Multiple Choice Questions) as per detail given below: 1. Part-I: Computer Fundamental Section (10 questions), 2 marks per question 2. Part-II: Keyboard Shortcut key & Internet (10 questions), 2 marks per question 3. Part-III: MS Word (10 questions), 2 marks per question 4. Part-IV: MS Excel (10 questions), 2 marks per question 5. Part-V: MS Power Point (10 questions), 2 marks per question 6. There will not be any penalty for wrong answers (negative marking) in Stage-IV examination (CPT).</p> |
| 17 | Surveyor | Single Stage online examination | The question paper shall be of 02 Hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language |
| 18 | Stenographer Grade 'D' | Single stage online examination followed by skill test | <p>General Intelligence & Reasoning (50 questions of 50 marks), General Awareness (50 questions of 50 marks) and English Language & Comprehension (100 questions of 100 marks) for 2 Hrs duration followed by skill test.</p> <p>The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m. The matter will have to be transcribed on computer only. The transcription time is as follows: - 50 minutes (English) 65 minutes (Hindi)</p> |
| 19 | Asstt. Director (Landscape) | Single Stage online examination followed by Interview of the shortlisted candidates | The question paper shall be of 02 hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language followed by Interview of shortlisted candidate |

II. **For the post of Assistant Section Officer (ASO) (Post Code 16):**

- a) Stage – I examination will be used to shortlist the candidates for appearing in Stage-II examination.
- b) Marks obtained in Stage I and Stage-II examination will be used further to shortlist the candidates for Stage-III examination (Descriptive Type).
- c) Candidates for Computer Proficiency Test (Stage-IV) will be shortlisted on the basis of marks obtained by them in Stage-I, II & III examination which will be qualifying in nature.

There will not be any penalty for wrong answers (negative marking) in Stage-IV examination (CPT).

- d) Those candidates who qualify the Computer Proficiency Test, their marks in Stage I, Stage-II and Stage III will be taken together for preparing final merit list and also for final selection. However, the candidate will need to qualify all the stages i.e. Stage-I, II, III & IV separately. There will be no sectional cut-off.

III. **For the post of Stenographer Grade 'D' (Post Code 18)** : If the candidate do not indicate the medium of stenography test in application form, the Authority will consider English as the medium of stenography test for such candidates.

There is no exemption from stenography test/ skill test for any category of candidates. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment. VH candidates will be required to transcribe the matter in 75 minutes for English Shorthand or in 100 minutes for Hindi Shorthand.

Candidates will be shortlisted for the stenography test/ skill test on the basis of their performance in the online examination. The merit list will be prepared on the basis of marks secured by the candidate in the online examination in respect of only those candidates who qualify in the stenography test/ skill test.

IV. The standard and syllabus of the On-Line examination will be of the level of prescribed minimum qualification. The medium of the On-Line examination will be Hindi / English only for all posts. **The weightage of marks of Computer Based Examination will be 85 % and Interview will be of 15% marks, wherever prescribed.**

11. **Penalty for wrong answers:**

Candidates should note that in order to discourage the guess work, in all such cases where the question is of 01 marks, there will be penalty of 0.33 (negative marking) for wrong answers / multiple answers marked by a candidate in the objective type question papers having four alternatives. However, where question is of 02 marks, there will be penalty of 0.66 (negative marking).

12. **Preparation of Merit:**

The minimum qualifying marks will be as under:

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

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

The merit list of all the successful candidates for respective posts shall be prepared separately on the basis of marks secured by the candidates in On-Line Computer Based Examination as well as in the interview, wherever prescribed taken together.

However, in case two or more candidates acquire same merit position, then their date of birth shall be deciding factor to determine their merit, i.e. the elder candidate shall be placed higher in the merit-list.

13. General Conditions:

- a) If any dispute arises with regard to qualification or eligibility or whether a particular qualification is equivalent to the one mentioned in the notification or not, then in that case DDA may at its discretion, constitute an Expert Committee to take a view as regard to eligibility of the candidate with reference to the notified qualification. The decision of the DDA in this regard shall be final and binding upon the candidate.
- b) The facility of Scribe/ Reader/ Lab Assistant will be allowed to any person with benchmark disability as defined under Section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/ her.
- c) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected –BA) and cerebral palsy, the facility of scribe/ reader/ lab assistant shall be given, if so desired by the person.
- d) **In case of other category of persons with benchmark disabilities, the provision of scribe/ reader/ lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma.**
- e) In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/ reader should submit details of the own scribe as per proforma.
- f) Persons with visual disability of less than forty percent will not be considered as visually handicapped persons.
- g) One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the magnifying glass in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.
- h)
- i) The compensatory time of 20 minutes per hour of examination will be allowed only to such Persons with Disabilities who opt for the facility of Scribe as mentioned in (b), (c) and (d) above. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional

- time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.
- ii) TA/DA will be paid to only SC/ST candidates on producing the valid proof of traveling along with Identity proof, proof of SC/ST and residence proof for appearing in the On-Line competitive examination.
 - iii) The selected candidate shall be asked to furnish a Surety Bond of Rs. 2,00,000/- (Rupees two lakhs only). If he/she leaves the services of the Authority before completion of three-year service (Probation of two years + one-year regular service thereafter), the surety furnish by the candidates shall be forfeited.
 - iv) All the terms & conditions prescribed for appointment as a Probationer Trainee shall also be applicable.

Period of Probation: During the probation period of two years, the selected candidates will be given in house training regarding departmental procedures etc. Probation of the candidate will be confirmed after completing/passing the departmental examination prescribed by DDA. Further for post of Assistant Accounts Officer (post code 09) appointed candidates has to qualify the exam in the subjects requiring knowledge of departmental functioning like FRSR, Civil Accounts Code and Public Works Account within a maximum period of two years failing which they may not be eligible to draw their annual increment and also for promotion to the next post.

14. Verification of documents:

Shortlisted candidates who are successful in the examination shall be called to appear before the interview board wherever prescribed along with original documents.

For Non interview posts, verification of documents as well as of identity will be done before issuing offer/appointment letter, the date of which will be intimated separately.

It shall be mandatory for the candidates to appear before the interview board or at the time of document and identity verification with the following original documents alongwith self-attested one Photostat copy of the same on the date specified for the purpose of verification of his/her original documents: -

- (i) System generated printout of application with candidate's scanned photograph and signature.
- (ii) Fee payment challan in support of depositing the prescribed fee.
- (iii) Certificate/ Marks-sheet of Secondary School Exam in which date of birth of the candidate is indicated.
- (iv) Degrees & Certificates of all educational and professional/ higher qualification, along with marks-sheets of all years/ semesters.
- (v) Certificate of SC/ST /OBC, as the case may be, issued by the concerned Competent Authority as per specimen attached. (if applicable). Non-Creamy Layer Certificate should not be more than one-year-old.
- (vi) Employment Certificate, if you are an existing employee of DDA or anywhere in service. Candidates already employed with Govt. Departments/PSU/Autonomous Bodies will have to produce 'No Objection Certificate (NOC)' from the employer at the time of Joining Service, if offered appointment.
- (vii) Disability Certificate (Showing the type & percentage of disability) issued by the concerned competent authority as per specimen attached.
- (viii) Identity proof such as Voter ID Card, Passport, Driving License etc.
- (ix) All other documents, as per details given in the advertisement and/or call letter.
- (x) In case a candidate does not appear before the interview board or for verification of documents /identity along with original documents, he/she shall not be eligible for appointment and his/her candidature shall be rejected. **Neither any request for change in date of interview/ documents verification shall be entertained nor second opportunity shall be provided for interview/ or verification of documents/identity in any case.**

15. HOW TO APPLY:

Candidates must apply online through the official website of DDA i.e. www.dda.org.in No other means/mode of application will be accepted. Applications received through any other mode will not be accepted and will be summarily rejected. To apply online, visit our website www.dda.org.in enter **DDA Home Page>>Jobs> >Direct Recruitment 2019**.

2. Detailed Instructions for filling online application are available on the DDA's website. Candidate should read the instructions carefully before making any entry or selecting options.
3. 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.
4. Candidates are not required to submit to DDA either by post or by hand the printouts of their online application form or any other document(s). They will be required to submit printout of online application form along with documents in support of their eligibility etc. at the time of documents verification or interview in case they are shortlisted for documents verification or Interview as applicable.
5. The candidates are advised to submit only single online application form. 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".
6. Application form once submitted cannot be modified, hence utmost care should be taken to furnish the correct details before submitting the online application form.
7. Candidates are required to keep active their Email-ID and Mobile Number registered in online application form during the currency of this recruitment process. DDA will send Admit Cards, Call Letter for documents verification/ Interview Letters for interview and other communication only at only registered email ID/Mobile of candidates. Hence under no circumstances, the candidates should provide email ID of anybody else.
8. Before applying online, candidate will be required to have a scanned (digital) image of his/her recent photograph and signature for uploading. **The scanned photograph and signature should be in JPG/JPEG format only and maximum digital size of scanned photograph and signature should be 100kb.**
9. Candidate should first scan their photograph and signature, ensuring that both the photograph and signature are as per the prescribed specifications. If the size of the file is less than or more than the prescribed specifications, then adjust the settings of the scanner (or resize the image).
10. 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 on etc.
11. **Before applying online, candidates should**
 - (i) **Scan their Photograph (4.5cm × 3.5cm) and Signature (with black or blue ink only).**
 - (ii) **Signature in CAPITAL LETTERS will NOT be accepted.**

- (iii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.
- (iv) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. DDA may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number during the course of recruitment process.

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport size color picture.
- Maximum size of file should be 100kb.

Signature Image:

- The applicant has to sign on white paper with Black or Blue Ink pen.
- Maximum size of file should be 100kb.

Ensure that the size of the scanned image is not more than above specifications. If the size of the file is more, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

12. STEPS FOR APPLYING:

STEP-I (SIGN UP):

- a) Candidates can apply online by visiting the DDA's official website i.e. www.dda.org.in enter **DDA Home Page>>Jobs> >Direct Recruitment 2019.**
- b) 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.
- c) Applicants are needs to sign up first with their valid E-mail ID and Mobile No. with them while signing up.
- d) The One-time Password and login details will be sent at the E-mail ID & Mobile No. provided, so candidates are advised to verify the correctness of the Email ID & Mobile No. before proceeding further.

STEP- II:

- a) Candidates can apply online by revisiting the Online Application through the DDA's official website i.e. www.dda.org.in enter **DDA Home Page>>Jobs> >Direct Recruitment 2019.**
- b) The candidate should now login and the candidates should now fill up all the desired information in the online form about himself / herself correctly. The candidate can make necessary corrections, (if any) before submission of application however Candidates are not allowed to change the Email-ID, Mobile Number, Candidate Name, Post.
- c) 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 required to download the online form generated by the System with unique registration number, which may be retained for future reference.

STEP- III: Submission of Application Fees

On completion of Step-II, after minimum 24 to 36 hours candidate needs Login and Click on “**Make Payment**” link and deposit the requisite examination fee through On-line mode only.

13. METHOD FOR SUBMISSION OF APPLICATION FEES (Non-refundable)

Candidate needs to re-login and click the link/tab “**Make Payment**” active after 24 to 36 hours of submission of the application. The candidates are required to click on “**Make Payment**” after 24 to 36 hrs of submission of online application and deposit the requisite examination fee online through Internet Banking /Debit/Credit Card only from State Bank Collect system of State Bank of India (SBI) website. The journal number or the Transaction number given by the Bank is to be retained for future reference.

Guidelines for payment Examination Fee through State Bank Collect System (SBI) (Link will be active minimum after 24 to 36 hrs of submission of online Application (Step-II)

- Click on “**Make Payment**” tab. The candidate will be navigated to State Bank Collect (State Bank India) page.
- Select disclaimer check box and proceed.
- On next screen select Category ‘**DDA APPLICATION FEES 2019**’.
- The candidate will be navigated to State Bank Collect (State Bank India) page of DDA displaying their logo.

Please enter your DDA application sequence number,

- On the next screen, (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 Internet Banking/Credit Card/Debit Card
- Check the charges/commission applicable for selected 'Mode of Payment'
- **Pay 'online' using Internet Banking/Credit Card/Debit Card and print the e-receipt for your record.**

NOTE:

- Candidates are not required to submit alongwith their applications any certificate in support of their claims regarding age, educational qualifications and experience. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the DDA, will be purely provisional subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the On-Line examination, interview, computer proficiency test and skill test (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 their claims is found to be incorrect, they may render themselves liable to disciplinary action by the DDA as deemed fit.**
- A candidate who is or has been declared by the DDA to be guilty of:
 - Obtaining support for his/her candidature by the following means, namely: –
 - Offering illegal gratification to, or
 - Applying pressure on, or
 - 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) Making statements which are incorrect or false or suppressing material information, or
- f) 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
- g) Using unfair means during the examination, or
- h) Writing obscene matter or drawing obscene sketches in the scripts, or
- i) Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or
- j) Harassing or doing bodily harm to the staff employed by the DDA for the conduct of their examinations, or
- k) 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
- l) Violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or
- m) Attempting to commit or as the case may be abetting the DDA of all or any of the acts specified in the foregoing clauses; may 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) By the DDA from any examination or selection held by them;
 - (iii) If he/she is already in service under Government to disciplinary action under the appropriate Rules.

16. Correspondence with the DDA:

A HELP DESK will be made operational for facility of the candidates from the date of opening of the link. The candidates are advised to write DDA help desk at email ID ddaexam.helpdesk2019@gmail.com , in case any need arises or may call the toll free number 1800 209 0816.

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 Direct Recruitment 2019. 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 03 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 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 and report about the other(s) to the DDA 's Office.

(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.

Important: All communications to the DDA should invariably contain the following particulars.

1. Name and year of the examination.
2. Registration ID (RID)
3. Roll Number (if received)
4. Name of candidate (in full and in block letters)
5. Complete postal address as given in the application.

N.B. I. Communication not containing the above particulars may not be attended to.

N.B. II. Candidates should also note down their RID number for future reference.

They may be required to indicate the same in connection with their candidature for the Examination.

N.B. III. 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.

17. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form for examination that he/she belongs to Unreserved (UR) category but subsequently writes to the DDA to change his/her category to a reserved one, such request shall not be entertained by the DDA. Similar principle will be followed for physically disabled categories also. While the above principle will be followed in general, there may be a few cases where there was a little gap (say 2-3 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 general to reserved may be considered by the DDA on merit. In case of

a candidate unfortunately becoming physically disabled during the course of the examination, the candidate should produce valid documents to enable the DDA to take a decision in the matter on merit.

18. Candidates seeking reservation/ relaxation benefits available for SC/ST/ OBC/PwD 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, and these certificates should be dated earlier than the due date (closing date) of the application for Examination.

19. 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.

20. Other Instructions: -

- (i) Delhi Development Authority reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if needed, without issuing any notice.
- (ii) Legal jurisdiction will be Delhi in case of any dispute.

**Commissioner (Personnel)
Delhi Development Authority**



RECRUITMENT CELL

SYLLABUS

➤ Senior Law Officer (Post Code 01) and Junior Law Officer (Post Code 09)

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.
- Administrative Tribunal Act, 1985
- Arbitration and Conciliation Act, 1996
- Consumer Protection Act, 1986
- Contract, 1872
- Evidence Act, 1872
- Hindu Succession Act, 1956
- Indian Succession Act
- Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013
- Right to Information Act, 2005
- Registration Act, 1908
- Public Premises (Eviction of Unauthorized Occupants) Act, 1971
- Delhi Co-operative Societies Act, 2003 with Rules
- Delhi Apartment Ownership Act, 1986
- Industrial Dispute Act, 1947
- Limitation Act, 1963
- Competition Act, 2002
- Criminal Procedure Code 1973 as amended up to date
- The Real Estate (Regulation and Development) Act, 2016

Part-II To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ Deputy Director (Planning) (Post Code 02) and 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; 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, 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,

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.

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

- (iv) Master plan of Delhi 1962-2021 will include provisions, strategies and master plan proposals as per documents published from time to time.
- (v) 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 To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
b) Test of Quantitative Aptitude
c) Test of General Awareness and
d) Test of English Language

➤ **Deputy Director (Architect) (Post Code 03)**

Part-I

1. ARCHITECTURAL DESIGN

- Design of an institutional/ educational building.
- Design of a housing.
- Design of a commercial/cultural/recreational building (office/ institutional complex, shopping arcade etc.)
- Design of a service oriented building (large hotel, hospital etc.)

2. BUILDING CONSTRUCTION AND MATERIAL

- PVC as a material.
- PVC sections.
- PVC doors and windows/ aluminum doors and windows.
- Aluminum Cladding.
- Different cladding materials like aluco-bond etc.
- Complete working drawings of a project.
- Foundation plans.
- All floor plans.
- All elevations.
- Necessary sections.
- Joinery details.
- Kitchen details.
- Toilet details.
- Staircase details.
- Wardrobe details.
- Service layout.
- Modern Formwork techniques in steel, lift slab construction and slip form formwork and formwork of special profiles.
- Prefabrication using prestresses and post stressed RCC and post stressed RCC joints in prefabrication, construction details of typical RC wall in PreFeb mode.
- Expansion joints and construction joints.
- Water proofing construction details and basement construction.
- 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.
- Curtain walls and their detailing.
- Partition details and design, paneling design and details, staircase design and details.

3. URBAN DESIGN

- Urban design vocabulary.
- Elements of urban design.
- History of urban design.
- Urban spaces.
- Circulations: intercity/ intra-city urban.
- Visual surveys.
- Building typology and its impact on urban form.
- Physical and on physical determinants of city form patterns.
- Urban design tools.
- Principles and techniques of urban design, legislations related to urban design.

4. STRUCTURAL DESIGN

- Design of steel beams.
- Design of built-up girders.
- Design of steel columns, long and short, built-up.
- Column bases slabs, grillage, gusted.
- Steel joints.
- Theory and design of steel frames.
- Analyze of the structure of a previous design (preferably an appropriate part of the housing).
- 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

- Terminology in acoustics.
- Behavior of sound.
- Acoustical defects and their solutions.
- Acoustics material.
- Principles of good acoustical design for different building types.
- Noise.
- Fire- fighting first resistant rating.
- Fire resisting materials.
- Fire protection equipment.
- NBC standard for firefighting.
- Human comforts conditions.
- Natural and mechanical ventilations.
- Air-conditioning principles, systems and methods.

- 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 spatial requirement.
- Escalators location, equipment.

6. HISTORY OF ARCHITECTURE WESTERN

- Industrial revolution and its architectural implications.
- 19th century Neo classicism in Europe and America.
- Development of Architecture in Victorian England.
- Technology of iron and steel.
- Town planning trends in Europe.
- Rise of the idea of Expositions.
- Birth of the American Skyscraper
- Alternate trends in late 19th and early 20th century in Europe
- Early modernism.
- Post war decades: The international Styles.
- Alternatives of the international styles.
- Late modernism
- Sick Tech. Architecture.
- Post Modernism.
- Neo Modernism.

INDIA

- Post-independence Architecture.
- The arrival of modernism
- Rediscovering our Roots.
- Current trends in Indian Architecture.
- Exploring regionalism in Indian architecture.
- Culture of colonialism and British response to Indian context.
- Early British Architecture.
- Birth of Indo Saracenic Style.
- Classical Revival and building of New Delhi.
- Early India.
- Hinduism and evolution of the temple.
- Arrival of Muslims and urbanization.
- British Imperial Colonialism and India.
- A new capital for Punjab.
- Going back to roots.
- Indian vernaculars.
- Role of Vastushastra in contemporary Indian Architecture.
- Current trends in Indian Architecture.
- Architecture without Architects.

7. ESTIMATING AND COSTING

- Importance and estimating costing
- Costing and valuation, different types of estimates
- Thumb rules used in estimating
- Methods of preparing BQQ, long wall, short wall method
- Centre line method
- BQQ for journey works
- Quantity estimation for finished
- Principles of economics in building planning
- Price rise mechanism in tenders.
- Abstracts of cost of estimate of project
- Valuation forms of tenders in building civil works.
- Analysis of rates for various building works.

8. BUILDING BYE LAWS AND OFFICE MANAGEMENT

- (Building bye laws professional practice, office management, project management)
- Study of building bye laws and study of national building code.
- Study of building Bye Laws of Chandigarh and Delhi
- Submission drawings – study and requirements.
- Architect's Act 1972, Council of Architecture, norms and standards regarding fees and scale of charges.
- Architectural office administration
- Office correspondence filling and record keeping.
- Dealing with different personnel
- Legal responsibilities and ethics
- Architectural competitions
- Notice inviting tenders, tender documents agreement contract
- Professional practice: Negotiation arbitration, arbitrator its advantages/ disadvantages, billing, accounting.
- Project management.
- Site organizations and networking techniques
- Time analysis, CPM PERT
- Value engineering man power and labour laws.
- Basis accounts techniques and book keeping.

9. SPECIFICATION

- Writing specifications of
- Excavations
- Earthwork
- Foundations
- Damp proof courses
- Brick masonry
- Concreting
- Flooring
- Timber doors and windows
- Metal doors and windows

- Painting and other finishes
- Sanitary fittings and fixtures
- Electrical wiring and fixtures
- Specifications as part of the tender documents.

10. RESEARCH METHODOLOGY

- Research in architecture, construction technology and allied areas
- Scientific methods with special emphasis on architectural research
- Data collection, compiling and analysis
- Evaluation
- Report writing
- Presentation techniques and methodologies
- Introduction to architectural thesis
- Preparation of synopsis

11. PROFESSIONAL PRACTICE

- Study of office practices
- Office administration accounting building bye laws
- Tendering
- Contracts and arbitration
- Valuation
- Professional conduct and ethics
- Architects Act 1972
- Role of COA, IIA and UIA
- Implementing a building contract.

12. INTERIOR DESIGN

- History of interior design
- Theory of interior design
- Study of constrains affective interior designs
- Art in Interior Design
- Furniture and Furnishings
- Case studies
- Principles of aesthetic composition in interiors
- Interiors design in history
- Constrains of unction on different interiors
- 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.

13. HOUSING

- Definition and vocabulary
- Housing scenario in the context of the national and the state.
- Hosing surveys.

- National housing
- Housing sites and planning
- Architectural design of various types of housing.
- Ownership types, cooperatives
- Factors influencing land value.
- Housing finance
- Slums
- Housing construction technology
- Housing physical infrastructure
- Housing legislation.

14. GREEN ARCHITECTURE

- Ecological impact of buildings.
- Sustainable methods of construction
- LEED
- Green building Councils.
- Green features in buildings
- Greening the city

15. REGIONAL PLANNING

- Understanding of physical, social and economic parameters for regional planning.
- Relationship of Macro-Planning and Micro-Planning
- Relationship for regional planning with national level planning development of new towns/ cities.
- Redevelopments of new towns/ cities.
- Redevelopments and expansion of existing towns.
- Implementation of regional plans.
- Methods of making future projects.
- Over-lay methods of developing regional plans.

16. ARCHITECTURAL CONSERVATION

- Introduction, history of conservation, modern movement in architecture and its association with conservation movement in architecture and its association with conservation movement prominent debates associated with conservation, - SPAB and violet-Le-ducs contribution and approach towards.
- Various definitions: Heritage, culture, historicity, historic/ Historical building, monument, authenticity, historic site, building fabric, setting of a monument conservation, restoration, repair reconstruction maintenance, refurbishment, adaptive reuse architecture in conservation new 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 archeological 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.

17. BUILDING MAINTENANCE

- Maintenance defined. Need and importance of building maintenance its economic and social significance.
- Categories of maintenance.
- Planned maintenance: Preventive maintenance, running caretaker maintenance, PWD pattern of maintenance; A/R and S/R maintenance cycles. Maintenance profiles.
- Maintenance Generators
- Climatic conditions; usages: defects in original design/ construction changing standards and tastes
- Maintenance standards.
- Determinants of maintenance standards, Statutory standards. Building bye laws and Acts. Legislatives controls. Buildings and housing Acts. Directive Principles Act.
- Organizing Maintenance
- Managing maintenance. Financing and budgeting for maintenance Understanding technology and techniques involved in maintenance. Execution of maintenance work, Controlling costs.
- Information systems in maintenance.
- Inspections: annual periodical; special, Check- Lists pro-forma
- Creating Data-Base for maintenance
- Maintaining building registers; inventories; inspection reports records; user complaints. Building in danger.
- Understanding building defects and ailments.
- Examining symptoms of various types and patterns of building diseases and ailments; structural, non-structural; finishing's stains; services; leakage dampness; corrosion protection; sulphate attack on metal.
- Diagnosing and determining causes. Prescribing effective remedial action

18. ENERGY CONSCIOUS ARCHITECTURE

- Use of energy in buildings.
- Conserving energy
- Solar passive and solar active systems
- Wind energy
- Biomass energy
- Recycling of waste
- Intelligent building systems.

Part-II : To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ Assistant Director (Architect) (Post Code 05)

Part-I

1. ARCHITECTURAL DESIGN

- Design of small buildings like primary health clinic, Nursery school, neighborhood shopping incorporating services and basic elements of structural systems.
- Physical study of environment of a rural settlement, covering various aspects related to physical and civil infrastructure.
- Study of an urban area, covering various aspects related to physical and civil.
- Design of a community building related to the studies urban area.

2. ARCHITECTURAL DESIGN

- Historical scene in Europe, America and India after the Industrial revolution.
- Study of life, philosophy and works of Walter Gropius.
- Study of life, philosophy and works of Frank Lloyd Wright.
- Study of life, philosophy and works of Mies Van Der Rohe.
- Study of life, philosophy and works of Le Corbusier.
- Study of life, philosophy and works of Louis Khan.
- Study of life, philosophy and works of Joseph Alwyn Stein.
- Study of life, philosophy and works of Charles Correa.
- Study of life, philosophy and works of Achut. P. Kanvinde.
- Study of life, philosophy and works of B.V. Doshi.
- Study of life, philosophy and works of Raj Rewal.

3. BUILDING CONSTRUCTION AND MATERIAL

- RCC as a material.
- RCC staircase.
- Flowing and roofing details.
- Detailed section through a 4 stories building.
- Concept of frame structures.
- RCC frame structure with in-fills.
- RCC footing and foundations.
- Structural steel members and sections.
- Joining details of various steel members.
- Steel connection.
- Steel Foundations.
- Structural steel frames.
- Steel stair case.
- Steel mezzanine floor.
- Steel Space system for roofing.
- Steel trusses.
- Steel Cladding.
- Collapsible and rolling shutters.

4. 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, Bond 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 a fixed beam subjected to uniformly distributed load and point load.
- Theory and design of reinforced T-beams, inverted T-beams and 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.

5. BUILDING SERVICES(CLIMATOLOGY)

- Traditional use of material and shelter design.
- Climate and its elements.
- Classifications of various climatic zones, and their characteristics.
- Human comfort design guidelines.
- Micro climate.
- Thermal comfort factors.
- Solar position, shadow angles shading devices.
- Architectural climatic control devices.
- Ventilation and air movement and their architectural implications.
- Climate design rule affecting settlement planning and architecture.

6. GRAPHICS

- Perspective drawing, its concept and various elements and methods.
- 2-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.

7. HISTORY OF ARCHITECTURE

Indian Subcontinent

- 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.
- Renaissance and the Cult of Personality.
- Baroque and Rococo as Outlying Styles of Renaissance.
- Influence of Italian Renaissance on Architecture in England.

8. 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.

9. 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.

10. COMMUNICATION SKILLS

- Principles of communication.
- Office English.
- Interview skill, technical presentation.
- Report writing for publication.
- Spoken English (Oral Presentation)
- Meetings
- Annotative English.
- Creative English.

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and

d) Test of English Language

➤ Assistant Director (System) (Post Code 06)

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: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ Assistant Director (Ministerial) (Post Code 07)

(A) **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, Visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non- verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, 19 Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern–folding & unfolding, Figural Pattern– folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification.

(B) **General Awareness:** Questions in this component will be aimed at testing the candidates 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 every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

(C) **Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra, Triangle and

its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart

(D)English Language & Comprehension: Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting misspelt 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.

Questions will also ask from respective discipline required for job.

➤ Assistant Accounts Officer (Post Code 08)

Part-I: Based on advance knowledge of Academic field on following topics:

- a) Financial analysis of Balance Sheet and Income Statement
- b) Capital Budgeting decisions (Risk and Return analysis, Sensitivity analysis, Capital rationing, adjusted net Present value, Replacement decision, Impact of inflation on capital budgeting decision etc.)
- c) Rebate, Relief and refunds under provisions of Income Tax.

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ Planning Assistant (Post Code 10)

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 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 4: 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.

- ii. **Delhi Development Act, (DD 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.**

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ Programmer (Post Code 11)

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.
- 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: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ Junior Engineer (Civil) (Post Code 12)

Part-I

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.

Surveying: Principles of surveying, working of properties, compass and bearing, plane table surveying, theodolite traverse, adjustment of theodolite, levelling and contouring, curvature, refraction, permanent adjustment of dumpy level, methods of contouring and uses of a control map, tachometric survey.

Soil Mechanics: Origin of soil phase diagram, definitions of void ratio, porosity, degree of saturation, water content, specific gravity of soil grains and unit weights, grain size distribution curves for different soil and their uses. Atterberg's limits, ISI soil classification, plasticity chart, coefficient of permeability, effective stress, consolidation of soils. Calculation of shear strength of soils, direct shear test, vane shear test, triaxial test, soil compaction, Lab compaction, Lab compaction test, moisture content and 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.

Environmental Engineering: Quality of water, source of water supply, purification of water, distribution of water, need of sanitation, sewerage system, circular sewers, oval sewer, sewer appurtenances, surface water drainage, sewage treatments.

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 rect. & circular section, 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 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.

RCC Design:

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

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

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and

d) Test of English Language

➤ **Sectional Officer (Horticulture) (Post Code 13)**

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, Liliium 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.

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ **Architectural Assistant (Post Code 14)**

Part-I

1. BUILDING CONSTRUCTION AND MATERIALS

- Basis components of “building”.
- Role of Construction in Architecture.
- Bricks as a building material.
- Brick Masonry tools.
- Brick walling and joints.
- Brick jallies.
- Brick Arches.
- Stones as a building material
- Stone masonry Tools.

2. STRUCTURAL DESIGN

- Forces in structures.
- Moments in structures.
- Loads in structures.
- IS:875
- Types of supports.
- Shear Force, Bending Moment.
- Center of Gravity, Moment of inertia.
- Forces in a simple wooden truss.
- Design of members of wooden truss.

3. ARCHITECTURAL GRAPHICS

- Acquaintance with the computer.
- Introduction to drafting equipment/computer.
- Drafting of lines, Orthographic projections, Representing simple solids, Lettering,
- Architectural Graphic Symbols, Drawing Scales, measured drawing of a simple object/

- Drawing, editing, modifying commands in 2-d using AutoCAD, Setting in plotting.
- Drawings on standard formats.

4. HISTORY OF ARCHITECTURE

Indian Subcontinent

- Indus valley civilization.
- Aryan/Vedic civilization.
- Buddhist and Jain civilization.
- Indian Aryan Temple Architecture.
- Early and late Chalukyan architecture.
- Dravidian Temple Architecture.

WESTERN WORLD

- Ancient civilization- Mesopotamian, Sumerian, Babylonian, Persian, Assyrian, Egyptian civilization.
- Classical Greek Architecture.
- Roman Architecture.
- Early Christian Architecture.
- Romanesque Architecture.
- Early Gothic Architecture.

5. ARCHITECTURAL DESIGN THEORY

- Meaning of design.
- Appreciation of beautiful objects.
- Design in everyday life.
- Logic in design.
- Elements of design- line, form, color texture.
- Principles of design – unity, variety, hierarchy.
- Scale and proportions.
- Balance, emphasis.
- Focus, fashion, decoration.
- Basic design and architectural design – Elemental Differentiation.
- Perception and experience.
- Tangible and intangible in architecture.
- Function, structure and form.
- Space, space usage and interrelationship of spaces.
- Circulation within Spatial Units.
- Horizontal Circulation.
- Vertical Circulation.
- Circulation and Spaces, between buildings.
- Relationship of plan, section and elevation.
- Architectural scale.
- Programming in Architectural design.

6. ARCHITECTURAL DESIGN

- Exercises in composing 3 dimensional objects and their representation in 2-D.
- Exercise in design of simple mono cellular buildings like guard house, flower kiosk, milk parlor etc.

7. STRUCTURAL DESIGN

- Timber as a structure material.
- Design of simple timber beams.
- Design of simple timber short and long columns.
- Design of simple trusses and their members.
- Brick as a structural material.
- Design of load bearing brick walls.
- Design of brick wall footings.

8. BUILDING SERVICES-II (SEWERAGE AND WATER SUPPLY)

- Sources of surface and ground water, treatment of water, transportation and distribution at town level.
- Water supply system: fittings, direct and indirect supply, layout and sizes of pipes, hot water supply, storage.
- Sewerage system: systems, fitting and fixtures, sizes and layout, sewage collection, sewage treatment and disposal at town level.
- Solid water management.
- Rain water drainage.

9. SURVEYING

- Definition and concepts: Instruments used; acquaintance with electronic surveying instruments.
- Principles of surveying, Unit of Measurements.
- Chain surveying.
- Compass Surveying.
- Leveling.
- Contouring: Topographic maps.
- Plain tabling.
- Marking foundations.
- Measuring building under construction.

10. ENVIRONMENTAL STUDIES

- The multidisciplinary nature of environmental studies, Definition, scope and importance.
- Natural Resources.
- Renewable and non-renewable resources.
- Natural resources and associated problems.
- Ecosystems.
- Biodiversity and its conservation.
- Environmental pollution.
- Social issues and the Environment.
- Human population and the Environment.

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ Naib Tehsildar (Post Code 15)

Part-I

- 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)
- 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.
- i) 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, 1974.
- o) Land reforms in India.
- p) National Capital Territory of Delhi Laws (Special Provisions) Act 2006.

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ Assistant Section Officer (Post Code 16)

(A) **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, Visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non- verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

(B) **General Awareness:** Questions in this component will be aimed at testing the candidates 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 every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also

include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

(C)**Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra, Graphs of Linear Equations, 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, Triangle, Quadrilaterals, Heights and Distances, Histogram, Bar diagram & Pie chart

(D)**English Language & Comprehension:** Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/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.

➤ Surveyor (Post Code 17)

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, determination of height), Theodolite (measurement of angle, traversing, computation of area), tachometer (determination of horizontal and vertical distance, constants, etc.) Advance knowledge 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 levelling 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 a river, etc.). Basic knowledge about performing transmission line site survey (making of alignment, conducting detailed survey, final location survey and making of tower foundation pit point), 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: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ **Stenographer Grade 'D' (Post Code 18)**

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.

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.

Skill test in Stenography: Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the Commission will only be called for the Skill Test. It may also prescribe qualifying marks in each part of the Written Examination. THE SKILL TEST WILL BE OF QUALIFYING NATURE and the Commission will fix the qualifying standards in the skill test for different categories of candidates.

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)

➤ Assistant Director (Landscape) (Post Code 19)

Part-I

Plants: Plant structure, functions and development; 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 color and texture, branching habit and trunk form and their texture, color 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.

Geology, Hydrology & Geomorphology: minerals and metals; rock type (igneous, sedimentary, metamorphic); principles of stratigraphy and geology of India; application of geological information in the interpretation of landscapes; 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); hydrological cycle, sources of surface water; watersheds and drainage basins; infiltration characteristics; rainwater harvesting, artificial recharge; groundwater management, ground water pollution; landscape evolution.

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 erosion control measures; land reclamation and rehabilitation process; disposal of sludge, fly-ash, solid and liquid waste; transportation corridors; environment-friendly materials; sustainable landscape features (bio-swales, bio retention ponds etc); estimation of costs and preparation of bill of quantities, specifications and tender documents.

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.

Ecology: Concept of ecosystem: energy flow; production; biogeochemical cycles; carbon cycle, global water cycles, nitrogen cycle; bioaccumulation and biomagnifications; ecosystem services; ecosystem types; ecological succession and maturity; population dynamics; ecosystem management; climate change

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

Nineteenth Century Europe: The socio-cultural impact of industrialization and urbanization; its effect on public health legislation and the development of new landscape types, public parks and facilities for sports. 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 masters. 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 Ian McHarg 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 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.

Remote Sensing and GIS: Concept and Foundation of Remote Sensing; Geographical Information Systems; Composition of Geographical Information System; Computer Hardware Module; GIS Software Module; Data Input; Data Storage; Data Output; Database Structures; Application of GIS & Remote Sensing; Automated Mapping/ Facility Management. (AM/FM); Digital Image Processing and Editing; Error Detection and Correction; Geo Spatial Analysis: Turning Data into Meaningful information; Comparison of Vector & Raster Methods; Internal G.I.S. Network Analysis; Open GIS.

Landscape Economics, Management & Horticultural Practice: Economics: Cost and benefits related to open space development; Tangible costs of development; capital and maintenance costs: intangible costs, depletion of natural resources, modification of ecological systems rehabilitation cost, social and cultural changes. Unit cost of development of open space. 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; Horticulture practice and maintenance; Common plant pests, diseases and their control; manures and insecticides and their application; Protection of plant material; Water Budgeting; Equipment for landscape maintenance; Mode of Evaluation.

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 and structure plan. 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, wildlife conservation; Agricultural practices and formation of

traditional rural landscape; Wetlands: definition, wetland values and conservations; Wastelands management; Land reclamation and rehabilitation; Watersheds and its management; Resource conservation, land capability classification; mechanical, vegetative and agronomic measures in soil and water conservation.

Landscape Conservation and Regional Landscape Planning; Concept of Landscape Planning and Landscape Conservation; Landscape Assessment techniques; Basic quantitative methods of collecting, analyzing, projecting and presenting data for Landscape Planning. Application of G.I.S. and Remote sensing in 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-tourism; Landscape perception, visual assessment and the aesthetic dimension of landscape planning. Environmental Impact Assessment and the Environmental Impact Statement: Theory and Practice; role of Environmental Legislation and the Ministry of Environment and Forests.

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; Budgetary control, progress evaluation and monitoring: various kinds of estimates, review and updating, simple examples of pert charts and bar diagrams. Site documentation, Site instruction book, periodic reports, visual records, bar charts etc.; Techniques of inspection and quality control; Construction documents Contract Procedure; Criteria for selecting contractors: the process of calling tenders. 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: Common and accepted methods of charging fees, percentage, lump sum, time-basis etc. Calculation and estimation of fee based on work involved. Taxes, remuneration and reimbursement. Role of Professional Institute: Professional code of conduct. Relationship of Landscape Architect with other professionals. Practical illustrations of various aspects of Client-Landscape Architect transactions, especially with regards to the establishment of credibility and trust; Landscape Design Competitions: Types, Guidelines

Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

*****End*****