

F7(43)2018/PB-1/PT. 1473

Dated : 04/6/19

Circular NO. 35

Sub: Limited Departmental Competitive Examination for filling up 21 posts (UR-12, SC-04, ST-05) of Asstt. Director (Min.).

A Limited Departmental Competitive Examination for filling up 21 posts (UR-12, SC-4, ST-05) (Upto 31.12.2018) of Asstt. Director (Min.) – (Group-'B') in the Pay Band of Rs. 9300- 34800/- with grade pay of Rs. 4800/- (Level- 8 in the Pay Matrix as per 7<sup>th</sup> CPC) is proposed to be held.

2. Conditions of Eligibility : Limited Departmental Competitive Examination from amongst ASO's and Stenographers Grade 'C'/PA who have completed 2 years of regular service in the respective grade as on 01.01.2019 and possess a Graduate qualification or equivalent from a recognized University.


3. All those officials who fulfil the above eligibility conditions and desire to take the said examination may submit their applications through the concerned Branch Officers giving the following particulars alongwith attested copies of educational qualifications, two latest photographs (Passport size), caste certificate, addressed to the Asstt. Director (P)-I, DDA Room No. B-311, 3<sup>rd</sup> floor, Vikas Sadan, New Delhi.

1.	Name (In Block Letters)	Photo
2.	Father's Name /Husband's Name (In Block Letter)	
3.	Date of Birth	
4.	Current Designation, Place of posting	
5.	Date of joining in the present Grade	
6.	Educational Qualification (Attached copy)	
7.	Present Residential Address with contact Number	
8.	Whether belongs to SC/ST/OBC Category	
9.	Signature of the candidate	

4. Last date : Applications duly completed, in all respect, much reach the Personnel Branch-1 latest by **01.07.2019**. The incomplete applications and the applications received after the due date, shall not be entertained and summarily rejected without any intimation to the applicant concerned.

5. The schedule about the Training Classes/ Computer Training proposed to be conducted on the subjects syllabus, shall be notified separately.

6. The syllabus for the above examinations is enclosed as Annexure-A.

  
Dy. Director(P)-I 4/6/19

Copy to :

1. Additional Secretary to LG, Delhi
2. Commissioner & OSD to VC, DDA
3. PS to EM, FM, DDA
4. PS to CVO
5. PS to Pr. Commr. (Personnel, Hort. & Landscape)
6. Principal Commissioner (LM, LD, Systems, Land Pooling & Coordination)
7. Principal Commissioner (Housing, CWG, PMAY & Sports)
8. All HODs, Chief Engineers/SE(Civil/Electrical)
9. All Dy. CAOs, CAUs
10. Dy. Director (Systems), DDA with the request to upload the circular on the DDA's website.
11. All the Branch Officers with the request to bring the Circular to the notice of all concerned employees working under them and forward their applications by the scheduled date.
12. Notice Board- Vikas Sadan & Vikas Minar .

  
Asstt. Director (P)-I



**Delhi Development Authority**  
[ Personnel Branch - 1 ]

**Sub: Syllabus for the written examination for filling up the posts of Assistant Director (Ministerial) against limited departmental examination against 25% quota.**

<b>Paper : 1</b>	<b>Maximum Marks : 100</b>	<b>Time Allowed : 1½ Hours</b>
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- (i) GFRs (including powers delegated by the Authority to its various officers.
- (ii) Delhi Development Act, 1957.
- (iii) Enforcement of provisions of Master Plan / Zonal Development Plan.

<b>Paper : 2</b>	<b>Maximum Marks : 100</b>	<b>Time Allowed : 1½ Hours</b>
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- (i) DDA (Management of Properties) Regulations, 1961.
- (ii) DDA (Disposal of Developed Nazul Land) Rules, 1981.
- (iii) Conversion of properties from lease hold to free hold.
- (iv) DDA (Management & Disposal of Housing Estate) Regulations, 1968.
- (v) Guidelines on Land Management (compiled by Shri Rakesh Behari, IAS).

<b>Paper : 3</b>	<b>Maximum Marks : 100</b>	<b>Time Allowed : 1½ Hours</b>
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**Service Regulation Theory**

- (i) Fundamental Rules and Supplementary Rules.

**Note :**

FR&SRs in reference to following only to be retained as covered under Swamy's Compilation of, FRSR Part-1 - General Rules authored by Muthuswamy and Brinda.

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|-------------------------------------|-------------------------------|
| a) General Conditions of Service.   | e) Foreign Service            |
| b) Combination of Appointment.      | f) Allotment of residences.   |
| c) Dismissal, removal & suspension. | g) Deputation within India.   |
| d) Retirement.                      | h) Engagement of Consultants. |
- (ii) CCS (Joining Time) Rules.
  - (iii) CCS (Leave Rules).
  - (iv) DDA Conduct, Disciplinary and Appeal Regulations, 1999.

<b>Paper : 4</b>	<b>Maximum Marks : 150</b>	<b>Time Allowed : 3 Hours</b>
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**English / Hindi**

- (i) Precis.
- (ii) Drafting.
- (iii) Question to test ability to write correct English/Hindi, fill in the blanks, framing of sentences to illustrate the use of given words or phrases, etc., correction in error, test of vocabulary of administrative terms in English/Hindi.

<b>Paper : 5</b>	<b>Maximum Marks : 50</b>	<b>Time Allowed : 30 Minutes</b>
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- (i) Computer Literacy Practical Test