



## DELHI DEVELOPMENT AUTHORITY RECRUITMENT CELL

Advertisement No. 03/2022/Rectt. Cell/Pers./DDA

### IMPORTANT DATES

Opening date & time for online registration of application	11/06/2022 (10:00am)
Last date & time for closing of online registration of application and payment of application fee	10/07/2022 (06:00pm)
Tentative schedule of online examination	01/09/2022 – 30/09/2022

**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.gov.in](http://www.dda.gov.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.gov.in](http://www.dda.gov.in) on the link "**Jobs**" → "**Select Job Category**" → "**Direct Recruitment 2022**" from eligible candidates as per criteria laid down below for filling up the various posts. The details of the posts, reservation under various categories, Pay Matrix Level and eligibility conditions are as follows:

Post Code	Name of the post	Group	Pay Matrix as per 7 <sup>th</sup> CPC	Age as on last date of closing of application	Qualification	Total vacancies	UR	EWS	SC	ST	OBC	Reserved for ESM/ PwBD included within the total vacancies				
												ESM	VH	HH	OH	OTHERS
01	Assistant Director (Landscape)	A	Level 10	Upto 35 years (Relaxable upto 40 years in case of SC/ST)	Essential 1. Post-Graduation Diploma in Land Scape Architecture. 2. Degree in Architecture from recognized University/ Institution or equivalent. <b>OR</b> Bachelor's Degree in Botany <b>OR</b> Agriculture or Horticulture from a recognized University/ Institution. 3. At least one-year experience in Landscape Planning in responsible capacity.	01	01	-	-	-	-	-	-	-	-	
02	Junior Engineer (Civil)	B	Level 6	Between 18 to 27 years (Relaxable for Government servants and Delhi Development Authority upto	*Diploma in Civil Engineering from a recognized Institution or equivalent.	220	92	22	32	16	58	-	-	04	04	-

Post Code	Name of the post	Group	Pay Matrix as per 7 <sup>th</sup> CPC	Age as on last date of closing of application	Qualification	Total vacancies	UR	EWS	SC	ST	OBC	Reserved for ESM/ PwBD included within the total vacancies					
												ESM	VH	HH	OH	OTHERS	
				<p>the age of forty years in the case of general candidates and upto forty-five years in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p><b>Note 1:</b> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division, of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, the Union territory of the Andaman and Nicobar Islands or the Union Territory of Lakshadweep)</p>													

Post Code	Name of the post	Group	Pay Matrix as per 7 <sup>th</sup> CPC	Age as on last date of closing of application	Qualification	Total vacancies	UR	EWS	SC	ST	OBC	Reserved for ESM/ PwBD included within the total vacancies					
												ESM	VH	HH	OH	OTHERS	
				<p><b>Note 2:</b> The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date up to which the Employment Exchange is asked to submit the names.</p>													
03	Junior Engineer (Elect./ Mech.)	B	Level 6	<p>Between 18 to 27 years (Relaxable for Government servants and Delhi Development Authority upto the age of forty years in the case of general candidates and upto forty-five years in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time).</p> <p><b>Note 1:</b> The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya,</p>	*Diploma in Electrical or Mechanical Engineering from a recognized Institution or equivalent.	35	16	03	05	02	09	-	-	01	-	-	

Post Code	Name of the post	Group	Pay Matrix as per 7 <sup>th</sup> CPC	Age as on last date of closing of application	Qualification	Total vacancies	UR	EWS	SC	ST	OBC	Reserved for ESM/ PwBD included within the total vacancies					
												ESM	VH	HH	OH	OTHERS	
				<p>Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division, of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, the Union territory of the Andaman and Nicobar Islands or the Union Territory of Lakshadweep)</p> <p><b>Note 2:</b> The crucial date for determining the age limit in the case of candidates from Employment Exchange shall be the last date up to which the Employment Exchange is asked to submit the names.</p>													
04	Program mer	B	Level 6	Not exceeding 30 years	<p>1. Engineering Degree in Computer Science/Computer Engineering/Electronics from a recognized university or Engineering College/ institute.</p> <p><b>OR</b></p> <p>Master Degree in Computer Science/Computer Application from a recognized University, Engineering College/Institute.</p> <p><b>OR</b></p> <p>Should have passed 'B' Level examination from the Deptt. Of Electronics Accreditations of Computer Course (DOEACC).</p>	02	-	-	-	-	02	-	-	-	-	-	-

Post Code	Name of the post	Group	Pay Matrix as per 7 <sup>th</sup> CPC	Age as on last date of closing of application	Qualification	Total vacancies	UR	EWS	SC	ST	OBC	Reserved for ESM/ PwBD included within the total vacancies						
												ESM	VH	HH	OH	OTHERS		
					2. One year experience in Software Development, RDBMS and Data Processing.													
05	Junior Translator or (Official Language)	B	Level 6	Not exceeding 30 years	1. Master's Degree from a recognized University or equivalent in Hindi with English as a subject at the Degree Level; <b>OR</b> Master's Degree from recognized University or equivalent in English with Hindi as a subject at the Degree Level; <b>AND</b> 2. Recognized Diploma/Certificate Course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central/State Government offices / Public Sector Undertaking/ Autonomous bodies.	06	02	01	01	-	02	-	01	01	-	-		
06	Planning Assistant	B	Level 7	Not exceeding 30 years  "(Relaxation in accordance with the instructions issued by Central Government)"	Bachelor Degree in Planning/ Architecture from a recognized University /Institute or equivalent.	15	07	05	-	-	03	-	-	-	01	-		

**\*For the post of Junior Engineer (Civil) [Post Code -2] & Junior Engineer (Elect./ Mech.) [Post Code – 03] :** Only those candidates who are in possession of the Diploma in Civil Engineering / Diploma in Elect./ Mech. Engineering or equivalent qualification are eligible to apply for the post of Junior Engineer (Civil) or Junior Engineer (Elect./ Mech.). The candidates who are in possession of Degree in Civil Engineering or Degree in Elect./ Mech. Engineering cannot apply for the post since, the same has not been considered as equivalent qualification to Diploma. However, if a candidate has first obtained diploma in the respective trade and subsequently obtained the Degree in the respective trade are eligible to apply on the basis of Diploma qualification.

**1.1 Out of the posts mentioned in the para 1 above, the following posts have been identified suitable for the categories of Persons with Benchmark Disabilities (PwBD) as mentioned against each:**

Post Code	Name of the post	Physical Requirement	Identified disabilities suitable for
01	Assistant Director (Landscape)	S, ST, W, RW, MF, L, PP, SE, C, H, DM, R, AAV	a) Locomotor disability (OL, OAL, BL, BA) including leprosy cured, dwarfism, acid attack victims. b) Deaf and hard of hearing c) Multiple Disabilities from amongst (a) and (b) above.
02	Junior Engineer (Civil)	S, ST, H, RW, OA & OL	a) Locomotor disability (OA, OL) including leprosy cured, cerebral palsy, dwarfism, acid attack victims. b) Deaf and hard of hearing c) Multiple Disabilities from amongst (a) to (b) above.
03	Junior Engineer (Electrical/Mechanical)	S, ST, W, BN, H, RW, OA & OL, MF, SE, C	a) Locomotor disability (OL) including leprosy cured, dwarfism, acid attack victims. b) Deaf and hard of hearing c) Multiple Disabilities from amongst (a) to (b) above.
04	Programmer	MF, RW, BL, BA	a) Locomotor disability (OA, OL, OAL, BL, BA) including leprosy cured, dwarfism, acid attack victims and b) Low Vision, c) Deaf and hard of hearing d) Multiple Disabilities from amongst (a) to (c) above.
05	Junior Translator (Official Language)	S, ST, RW, SE, C, MF, W, H, AAV	a) Locomotor disability (OA, OL, OAL, BL, BA) including leprosy cured, cerebral palsy, dwarfism, acid attack victims and muscular dystrophy b) Blindness and Low Vision, c) Deaf and hard of hearing d) Autism, intellectual disability, specific learning disability and mental illness e) Multiple Disabilities from amongst (a) to (d) above except deaf blindness.
06	Planning Assistant	S, ST, W, RW, MF, L, PP, SE, C, H, DM, R, AAV	a) Locomotor disability (OA, OL, OAL, BL) including leprosy cured, dwarfism, acid attack victims. b) Hard of hearing c) Multiple Disabilities from amongst (a) to (b) above.

**No reservation will be given to PwBD candidates except for the post code 02[Junior Engineer (Civil)], 03[Junior Engineer (Elect. / Mech.)], 05[Junior Translator (Official Language)] and 06[Planning Assistant] for sub-category of disability for which the post is earmarked. However, PwBD candidates can apply for the respective posts even if the post is not reserved for them but has been identified as suitable 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.**

**Note:** In order to claim reservation against any specific sub category of PwBD, the applicant is required to specify/select the particular category as quota for each sub-category i.e. **VH, HH, OH and OTHERS** separately at the time of filling of application form and no interchange of sub-category will be permitted at a later date.

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. IMPORTANT INFORMATION

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

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

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

The eligibility for availing reservation against the vacancies reserved for the Persons with Benchmark 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, 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  
MF - Manipulation by fingers  
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.

**(iii) DDA will adopt the same formula for conversion of CGPA into percentage as is used / adopted by CBSE (i.e.  $9.5 * CGPA$ ) and as adopted by SSC / UPSC in Graduation and Post Graduation.**

#### **4. IMPORTANT INFORMATION**

(i) **Candidates to ensure their eligibility for the post applied for:** The candidates applying for the above posts should ensure that they fulfill all the eligibility criteria for the post applied for on or before the **last date of submission of application i.e. 10.07.2022 (06:00 PM)**. The candidates who have appeared in the examination for the educational qualification mentioned in the notification are not eligible to apply for the post. Date of declaration of result mentioned on the mark sheet/ certificate will be treated as the date of possession of that particular qualification. **It is reiterated that the result of requisite educational qualification must have been declared by the Board/ University on or before the closing/last date of submission of application. Mere processing of the result by the Board/ University by the crucial cut-off date does not fulfill the essential qualification requirement.**

The post where experience is required, such experience must be acquired by the candidates after possessing the educational qualification as specified for the concerned post. Further, internship, training, research experience, etc. gained in the course of acquiring an educational qualification will not be counted as experience.

(ii) In case, candidate does not fulfill the requisite prescribed qualification or experience required 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.

The admission to all the stages of the examination/ documents verification/ interview will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of admission certificate/ E-admit card or Call letter for document verification/interview to the candidate will not imply that his/her candidature has finally cleared by the Delhi Development Authority or that the DDA has accepted entries made by the candidate in his/her application for the examination as true and correct. The DDA take up verification of eligibility conditions with reference to original documents only after the candidate has qualified the Computer Based Examination and his or her name has been shortlisted for documents verification/ interview wherever prescribed. Unless the DDA formally confirms candidature, it continues to be provisional.

(iii) **If on verification at any time before or after the online examination, documents verification or interview, it is found that the candidate(s) do not fulfill any of the eligibility conditions; their candidature for the examination/ appointment to the post 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.**

(iv) **LAST DATE FOR RECEIPT OF APPLICATION(S):** The candidates are required to fill the application(s) online by login into link provided on DDA's website [www.dda.gov.in](http://www.dda.gov.in) and completed application(s) in all respect can be submitted up to 10.07.2022 (06:00 PM) after which the link will be deactivated. Any application received after closure of the link or received through any other mode of communication shall not be considered under any circumstances.



(v) 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 {<https://www.dda.gov.in>} for downloading by the candidate(s). The candidate(s) will be informed for downloading e-Application Status Certificate/ e-Admit Card on their registered mobile number/email ID given at the time of submission of online application. No e-Application Status Certificate/e-Admit Card shall be sent by post.

(vi) **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 through Helpdesk tab available in the online application form or contact toll number +91 7353009191.

**5. 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 erring 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, 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.
- c) **Important instructions / Dress Code for candidates appearing in examination for various posts under DDA Recruitment 2022:**
- i) Use of unfair means & impersonation poses serious threat to the Exam process and the Delhi Development Authority will undertake special measures to conduct the exam in free and fair manner and accordingly, special instructions, as listed under, are being issued for **strict compliance** by all the candidates appearing in the examination.  
It is expected that the candidates will cooperate in maintaining the sanctity of the examination and preventing selection of undeserving candidates.
- ii) **PROHIBITED ITEMS** - wallet, belt, vehicle's key(s), jewellery, books, pens, pencils or stationery box, paper chits, magazines, electronic gadgets (mobile phones, Bluetooth devices, head phones, pen/buttonhole cameras, scanner, calculator, storage devices etc.), watches of any types, are **STRICTLY NOT ALLOWED** in the examination lab.
- iii) **Candidates are allowed only to carry admit card and identity proof inside the Examination Center.**
- iv) Pen/pencil and paper for rough work would be provided in the examination lab.
- v) Candidates should not bring Bags and prohibited items as mentioned above to the examination venue. In case they bring any such item, they would have to make their own arrangements for safe custody of such items. The DDA shall neither make any arrangement nor be responsible for the safe custody of any such item.
- vi) If any such item is found in the possession of a candidate in the examination lab, his/her candidature is liable to be cancelled and legal/criminal proceedings could be initiated against him/her.
- vii) Candidates should not wear charms, veil, items containing metals such as ring, bracelet, earrings, nose-pin, chains, necklace, pendants, badge, brooch, hair pin, hair band, clothes with full sleeves or big buttons, etc.
- viii) Full sleeved shirts or tops are not permitted and only half sleeved clothing is allowed. Shoes or other footwear which cover the toes should not be worn. Footwear should be open toe type and sandals or chappals are permitted. Candidates with long hair should tie their hair so that ears are not covered, Use of scarf to cover the head is not permitted.

- ix) Candidates must also refrain from creating any obstruction during the conduct of examination. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled. Such candidate shall also be liable to be debarred from future examinations of the DDA and legal/criminal proceedings could be initiated against him/her.
- 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. The Dress Code instructions in detail have been annexed to the notification which may please be referred to for strict compliance. [Annexure – 1]**
- e) **The candidates are advised to report at examination centre on time as mentioned in the e-Admit Card/ Roll No. No candidate(s) will be allowed entry to the examination centre after the Gate Closing Time mentioned in the e- Admit Card/ Roll No. under any circumstances.**

#### **6. 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 citizen of India, or
  - A subject of Nepal, or
  - A subject of Bhutan, or
  - A Tibetan refugee who came over to India, before the 1<sup>st</sup> January 1962, with the intention of permanently settling in India, or
  - 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.

#### **7. Age Relaxation: (a)**

Sl. No.	Categories	Extent of Age Concession
1	Schedule Caste and Scheduled Tribes	05 Years
2	Other Backward Class	03 Years
3	Persons with Benchmark Disabilities (PwBD)	10 Years
4	SC/ST Persons with Benchmark Disabilities (PwBD)	15 Years
5	OBC Persons with Benchmark Disabilities (PwBD)	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 & B" Posts) Ex-Servicemen	Up to a maximum of 05 years in the case of Ex-servicemen including Commissioned Officers & ECOs/ SSCOs who have rendered at least 05 year's service and have been released :  (i) On completion of assignment (including those whose assignment is due to be completed within one year otherwise than by way of dismissal or discharge on account or misconduct or inefficiency; or  (ii) On account of physical disability attributable to Military service; or  (iii) On invalidment
8	(For Group "C" & "D" 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.
9	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)

- b) 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 recognized 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.
- c) No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.
- d) The expression Matriculation/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.
- e) 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.**

**8. Application fee and mode of remittance:**

- a) **Application Fee will be Rs.1000/- for all categories of posts. Transaction charges of the bank, taxes, as applicable shall be borne by the candidate.**
- b) Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, PwBD & Ex-serviceman category are exempted from paying Application fee.
- c) Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession. No fee exemption is, however, available to OBC/EWS candidates and they are required to pay the prescribed fee in full.
- d) Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination/selection.

## 9. Mode of payment of application fee:

Candidates are requiring to pay a fee of ₹1000/- (Rupees one thousand only) through any of the following modes:

- I. Internet Banking of SBI & its Associate Banks.
- II. Debit card powered by RuPay/ VISA/ Master debit card etc.
- III. Unified Payment Interface (UPI) (BHIM UPI); and
- IV. Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM UPI QR Code)
- V. Fees paid by modes other than through Online mode will **not** be accepted and the applications of such candidates will be rejected and the payment made shall stand forfeited.
- VI. Detailed instructions for filling online application and ONLINE Fee Payment are available on the website.

## 10. Examination Centers:

The online examination, will be held preferably at the centers located in **Delhi/NCR**. However, if large number of applications are received for a particular category of post(s), then DDA may at its discretion hold the examination in other cities also.

## 11. Selection Procedure:

Post Code	Post	Mode of Recruitment	Details of Examination
1	Assistant 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
2	Junior Engineer (Civil)	Single stage on-line 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
3	Junior Engineer (Elect./Mech.)	Single stage on-line 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
4	Programmer	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
5	Junior Translator (Official Language)	2 stage examination (Stage I online and Stage II conventional type i.e. pen & paper method)	<b>Stage I:</b> There will be 200 multiple choice questions of 200 Marks consisting of General Hindi (100 questions /100 marks) and General English (100 questions/100 marks) of 02 Hrs. duration. <b>Stage II:</b> Examination will be conventional type. i.e. pen and paper method consisting of translation and essay of 200 Marks of 02 Hrs. duration. The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidate's translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.
6	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

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 categories of posts. **The weightage of marks of Computer Based Examination will be 85 % and Interview will be of 15% marks, wherever prescribed.**

**12. 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 marks (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 marks (negative marking).

**13. Preparation of Merit:**

The minimum qualifying marks will be as under:

UR	SC	ST	OBC	EWS
40%	30%	30%	35%	35%

DDA may give further relaxation in minimum qualifying marks to the Persons with Benchmark Disabilities (PwBDs) at its discretion.

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

**For the post of Junior Translator (Official Language) [Post Code - 05]** : Stage II examination shall be evaluated in respect of only those candidates who attain the minimum qualifying standards in Stage I examination as may be fixed at the discretion of the Authority. Merit list will be prepared on the basis of marks obtained in Stage I and Stage II 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.

**14. General Conditions:**

- a) If any dispute arises with regard to qualification/ experience 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 or sought opinion from Expert 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) Similarly, if objection is received during opening of objection management link for correctness of the question or its answer key, then the said objection will be referred to the Subject Matter Expert for examining and the decision of Subject Matter Expert will final and binding upon the candidates.
- c) The facility of Scribe/ Reader/ Lab Assistant will be allowed to any person with benchmark disability as defined under Section 2(r) of “The Rights of Persons with Disabilities Act, 2016” and has limitation in writing including that of speed if so desired by him/ her.
- d) 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. If the post(s) are not identified suitable for persons with BA disabilities, therefore facility of scribe will not be admissible to such candidates.
- e) **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/her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma. [Annexure 2, 3]**

- f) 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. In addition, the scribe has to produce one of the following valid ID proof in original alongwith photocopy of the ID proof of the scribe signed by the candidate as well as the scribe along with proforma at the time of examination:
- Aadhaar Card/ Printout of E-Aadhaar,
  - Voter's ID Card,
  - Driving License,
  - PAN Card,
  - Passport,
  - ID Card issued by University/ College/ School,
  - Employer ID Card (Govt./ PSU),
  - Ex-Serviceman Discharge Book issued by Ministry of Defence,
  - Any other photo bearing ID Card issued by the Central/ State Government.

**If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.**

- g) Persons with visual disability of less than forty percent will not be considered as visually handicapped persons.
- h) 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.
- 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 (c), (d) and (e) above. All the candidates with benchmark disability not availing the facility of scribe may also 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.
  - 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. **(As per specimen – 1)**
  - The selected candidate shall be asked to furnish a Surety Bond of ₹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 furnished by the candidates shall be forfeited.
  - All the terms & conditions prescribed for appointment as a Probationer Trainee shall also be applicable.
- v) **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, if any, prescribed by DDA.

## **15. Verification of documents:**

Shortlisted candidates who are successful in the examination shall be called for verification of documents as well as of identity before issuing the offer/appointment letter, the date of which will be intimated separately.

It shall be mandatory for the candidates to appear for documents and identity verification. The candidates are advised to **bring with them the following original documents along with one set of the self-attested copies of all the documents specified for the purpose of verification detailed below:** -

- (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) Experience certificate (wherever applicable).
- (vi) Certificate of SC/ST /OBC /EWS, as the case may be, issued by the concerned Competent Authority, (if applicable). Certificates for SC/ST, OBC and EWS category should be as per specimen attached at **Annexure 4, 5 & 6** respectively. Non-Creamy Layer OBC Certificate should not be more than one-year-old.
- (vii) 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 document verification, if offered appointment.
- (viii) Disability Certificate (Showing the type & percentage of disability) issued by the concerned competent authority as per specimen attached. **[Annexure 7, 8 & 9]**
- (ix) Photo Identity proof such as Aadhaar Card, Voter ID Card, Passport, Driving License etc.
- (x) All other documents, as per details given in the notification and/or call letter.
- (xi) 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 forthwith. **Neither any request for change in date of verification of identity/documents / interview shall be entertained nor second opportunity shall be provided for verification of identity/ documents/ interview in any case.**

## **16. HOW TO APPLY:**

1. Candidates must apply online through the official website of DDA i.e. [www.dda.gov.in](http://www.dda.gov.in). Applications received through any other mode/means will not be accepted and will be summarily rejected. To apply online, visit our website [www.dda.gov.in](http://www.dda.gov.in) go to "Jobs" → "Select Job Category" → "Direct Recruitment 2022".
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 verification of identity/ documents / 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 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 colored photograph and signature (**with black ink only**) 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. The photograph should not be more than 3 months old from the date of publication of the notification and the date on which the photograph has been taken should be clearly printed on the photograph. Applications without such date printed on the photograph will be rejected. The photograph should be without cap, spectacles and both ears should be visible.**
9. 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.
10. **Before applying online, candidates should**
  - (i) **Scan their Photograph (4.5cm × 3.5cm) and Signature (with black ink only). Please 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.**
  - (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.**



## **17. STEPS FOR APPLYING:**

### **STEP-I (SIGN UP):**

- a) Candidates can apply online by visiting the DDA's official website i.e. [www.dda.gov.in](http://www.dda.gov.in) go to "Jobs" → "Select Job Category" → "Direct Recruitment 2022"
- 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) Applicant 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) The candidate should now login and the candidates should now fill up all the desired information in the online form about himself / herself correctly and upload his/her photograph & signatures. Click on the "Pre-view" tab and check whether the particulars filled correct in all respects. In case of any error, the same can be edited before finally clicking Click on "Submit" tab. However, Candidates are not allowed to change the Email-ID, Mobile Number, Candidate Name and Post.
- b) 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: Guidelines for Remittance of Application Fees**

After successful submission of application form, the candidate will be re-directed automatically to SBI MOPS gateway to make the online payment of application fees. Select disclaimer checkbox and proceed. On next screen select category '**DDA APPLICATION FEES 2022**' and the 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.
    - a. Internet Banking of SBI & its Associate Banks.
    - b. Debit card powered by RuPay.
    - c. Unified Payment Interface (UPI) (BHIM UPI); and
    - d. Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM UPI QR Code)
    - e. VISA/ Master debit card etc.
- Check the charges/commission applicable for selected 'Mode of Payment' and deposit the requisite examination fee.

**The journal number or the Transaction number given by the Bank is to be retained for future reference and print the e-receipt for your record.**

**NOTE:**

- (i) Candidates are not required to submit along with 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 as mentioned in the notification for appointment to the post applied for on or before the last date of submission of application form. Their admission at all the stages of examination/documents verification/ interview (as applicable) 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, verification of identity, documents, interview, (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.
- (ii) A candidate who is or has been declared by the DDA to be guilty of:
- a) Obtaining support for his/her candidature by the following means, namely: –
    - i. Offering illegal gratification to, or
    - ii. Applying pressure on, or
    - iii. 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) Uploading irrelevant or incorrect photo and signature in the application form in place of actual photo and signature, or
  - f) Making statements which are incorrect or false or suppressing material information, or
  - g) 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
  - h) Being in possession of or using unfair means during the examination, or
  - i) Writing obscene matter or drawing obscene sketches in the scripts, or
  - j) Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or
  - k) Harassing or doing bodily harm to the staff employed by the DDA for the conduct of their examinations, or
  - l) 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
  - m) Violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or
  - n) Attempting to commit or abetting as the case may be, 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.

## **19. Correspondence with the DDA:**

A HELP DESK will be made operational for facility of the candidates from the date of opening of the link for filling up of online application form. The candidates are advised to write to DDA's Help Desk through Helpdesk tab available in the online application form or contact toll number +91 7353009191.

**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 2022.** 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 of the Post.
2. Application Sequence Number / Registration ID (RID)
3. Roll Number (if received)
4. Name of the 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 Application Sequence Number / Registration ID (RID) 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.**

**20.** 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.

**21.** Candidates seeking reservation/ relaxation benefits available for SC/ST/ OBC/PwBD/ EWS/ Ex-Servicemen 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.

**22. 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.

**23. Other Instructions: -**

- (i) Delhi Development Authority reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/notification/ terms & conditions/ vacancies/ eligibility / relaxation/ syllabus or any other part of notification and recruitment process, if needed, without issuing any notice.
- (ii) Legal jurisdiction will be Delhi in case of any dispute.

**Commissioner (Personnel)  
Delhi Development Authority**

**\*\*\*WARNING\*\*\***

Beware of touts and job racketeers trying to deceive by false promises of securing job in Delhi Development Authority (DDA) either through influence or by use of unfair and unethical means. Delhi Development Authority (DDA) has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence Delhi Development Authority (DDA) directly or indirectly shall be disqualified and legal action can be initiated against them. Candidates are advised to consult only the official website of Delhi Development Authority (DDA) i.e. [www.dda.gov.in](http://www.dda.gov.in) and beware of FAKE websites put up by unscrupulous elements/touts.



# INDICATIVE SYLLABUS

➤ Assistant Director (Landscape)

Post Code :01

## Part-I:-

1. **Plants:** 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, 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. Planting design in various environments such as woodlands, forests, rural areas, urban areas, roadside planting in urban and rural areas, industrial sites and in habitats such as grasslands, woodlands, sloping areas, marshes, bogs, wetlands, waterside and aquatic planting etc. Planting for shelter, windbreaks and shelter belts, visual effect and accent; Field ecology: Quadrat, line transect, community analysis.
2. **Geology, Hydrology & Geomorphology:** minerals and metals; rock type (igneous, sedimentary, metamorphic); principles of stratigraphy and geology of India; 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. .
3. **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 (bioswales, bio retention ponds etc); estimation of costs and preparation of bill of quantities, specifications and tender documents. .
4. **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.
5. **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.

6. **Nineteenth Century Europe:** 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 EnergySaving 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.
7. **Landscape Economics, Management & Horticultural Practice:** Economics: Cost and benefits related to open space development; costs: intangible costs, depletion of natural resources, 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; .
8. **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. 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, Wetlands: definition, wetland values and conservations; Wastelands management; Land reclamation and rehabilitation; Watersheds and its management; Ramsar Convention, Forest Policy and management of forest resources. Conservation Forestry, Bye laws and planning regulations applicable to landscape development. .
9. **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. 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. .
10. **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; progress evaluation and monitoring: (Estimation), Site documentation, Techniques of inspection and quality control; Construction documents 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: Relationship of Landscape Architect with other professionals. 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

## ➤ **Junior Engineer (Civil)**

**Post Code: 02**

### **Civil Engineering**

**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.

**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 (Electrical/Mechanical)**

**Post Code: 03**

**General Engineering (Electrical and Mechanical)**

• **Electrical Engineering**

**Basic Electrical Engg.:** Elect. Measurements, Concepts of current, voltage, resistance, power and energy, their units, Ohm's law.

**Circuit Law:** Kirchooff's law, solution of simple network problems, Network theorems and their applications, Electro-magnetism, concept of flux, e m f, reluctance, magnetic circuits. Electro-magnetic induction, self and mutual inductance. A.C. fundamentals, instantaneous, peak, R.M.S. and average values of alternating waves, Equation of sinusoidal wave form, simple series and parallel AC circuits consisting of R.L. and C, Resonance. Measurement and measuring instruments, Moving coil and moving iron ammeters and voltmeters, Extension of range, Wattmeters, Multimeters, megger, Basic Electronics.

**Electrical machines:** Basic principles of D.C. motors, generators, their characteristics, Speed control and starting of D.C. motors, losses and efficiency of D.C. machines. 1-Phase and 3-phase transformers: Principles of operation, equivalent circuit, voltage regulation, O.C. and S.C. tests, efficiency, auto transformers. Synchronous machines, generation of 3-phase e m f, armature reaction, Voltage regulation, parallel operation of two alternators, synchronizing, starting and applications of synchronous motors. 3-Phase Induction motor, rotating magnetic field, principle of operation, equivalent circuit, torque-speed characteristics, starting and speed control of 3-phase induction motors, Fractional KW motors, 1-phase induction motors, A.C. series motor, reluctance motor.

**General, Transmission and Distribution:** Different types of power stations, Load factor, diversity factor, demand factor, simple problems thereon, cost of generation, inter-connection of power stations. Power factor improvement, various types of tariffs, types of faults, short circuit current for symmetrical

faults. Switchgears- rating of circuit breakers: Principles of a extinction by oil and air, H.R.C. fuses, Protection, earth leakage, over current, Buchhotgz relay, Merz- Prince system of protection of generators & transformers, protection of feeders and bus bars. Lightning arresters, Various transmission and distribution systems, Comparison of conductor materials, efficiency for different systems. Utilization of Electrical Energy, Illumination, electric heating, Electric welding, electroplating, electric drives and motors.

- **Mechanical Engineering**

**Flow of Fluids:** Laminar & turbulent flow, equation of continuity, Bernoulli's theorem, measurement of discharge, flow through pipes, friction losses, Forces of jet impinging on vanes, blades, work done and efficiency, classification of turbines & pumps.

**Thermal Engineering:**

Laws of thermodynamics, change in entropy in various processes; uses of steam, Properties of steam table & charts; Construction & Working of Cochran, Lancashire locomotive & Babcock & Wilcox boilers, working of steam turbine, Otto & Diesel Cycles, working of IC engines, Carburetion, Solex Carburettor. Diesel fuel, pump & injector: Cooling & lubrication.

**Production Engineering:** Foundry- Different casting processes, concept of Patterns; types of mould making, purring defect in castings, causes & remedies, Welding-classification and types of welding, Testing and defects in welds. Lathes- working of lathe, various tools, operation on lathes, types of lathes. Drilling operations performed on drilling machines. Description, principles of working and various operations on machine tools, milling machine, shaper, grinder, boring and slotting machines.

**Strength of Materials:** Stresses in composite bars, relation between elastic constants, Resilience under different types of loads, SF and BM diagrams; stresses in beams-combined direct and bending stresses, Struts and columns – Euler's and Rankin's theories, Torsion of circular shafts.

**Theory of Machines:** Simple Machines – Four bar chain, Slider crank chain, double slider crank chain, Flywheel – Turning moment diagrams. Fluctuation of energy, Friction-in collar and pivots, plate clutch, conical clutch, journal bearing. Transmission of power through flat and V-belts, Gears, profile of gears, Governors- Watt and Hartnell governors

**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: 04**

### 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 Angular Java, PSP, 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, My SQL 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 Translator (Official Language)

**Post Code: 05**

### ❖ **Stage-I:**

a) General Hindi: 100 marks (Objective type) b) General English : 100 marks (Objective type)  
The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

### ❖ **Stage-II:**

Translation and Essay: 200 Marks (Conventional Type) The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.

**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

\*\*\*\*\*End\*\*\*\*\*

**दिल्ली विकास प्राधिकरण**  
**DELHI DEVELOPMENT AUTHORITY**

**परीक्षा हेतु ड्रेस कोड सूचना**  
**DRESS CODE NOTICE FOR EXAMINATION**

**दि.वि.प्रा. भर्ती 2022 के अंतर्गत विभिन्न पदों पर भर्ती हेतु परीक्षा देने वाले अभ्यर्थियों के लिए ड्रेस कोड /आवश्यक निर्देश:**

**Important instructions / Dress Code for candidates appearing in examination for various posts under DDA Recruitment 2022**

**विज्ञापन संख्या 03/2022/भर्ती प्रकोष्ठ/कार्मिक-दि.वि.प्रा.**  
**Advt. no. 03/2022/Rectt. Cell/Pers./DDA**

अनुचित साधनों का प्रयोग एवं प्रतिरूपण परीक्षा प्रक्रिया में बाधक हो सकती है, इसलिए दिल्ली विकास प्राधिकरण निष्पक्ष एवं सही तरीके से परीक्षा करवाने के लिए विशेष उपाय करने का प्रयास करेगा। तदनुसार, परीक्षा देने वाले अभ्यर्थियों के लिए सख्ती से अनुपालन किए जाने के लिए निम्नलिखित विशेष अनुदेश जारी किए जा रहे हैं।

Use of unfair means & impersonation poses serious threat to the Exam process and the Delhi Development Authority will undertake special measures to conduct the exam in free and fair manner and accordingly, special instructions, as listed under, are being issued for **strict compliance** of all candidates appearing in the examination.

आशा की जाती है कि अभ्यर्थी परीक्षा की गरिमा बनाए रखने में अपना सहयोग देंगे और अपात्र अभ्यर्थियों के चयन को रोकने में सहयोग करेंगे।

It is expected that the candidates will cooperate for maintaining the sanctity of the Exam and preventing selection of undeserving candidates.

- 1) **प्रतिबंधित वस्तुएँ-** पर्स, बेल्ट, वाहन की चाबी, किताबें, पैन, पेंसिल अथवा स्टेशनरी-बॉक्स, पेपर चिट, मैगजीन, इलैक्ट्रॉनिकी गैजेट (मोबाइल फोन, ब्लूटूथ डिवाइस, हैंडफोन, पैन/बटन होल कैमरा, स्कैनर, कैलक्यूलेटर, स्टोरेज डिवाइसिज आदि), किसी भी प्रकार की घड़ी को परीक्षा लैब में लाने की अनुमति नहीं दी जाएगी।

**PROHIBITED ITEMS** - wallet, belt, vehicle's key(s), books, pens, pencils or stationery box paper chits, magazines, electronic gadgets (mobile phones, Bluetooth devices, head phones, pen/buttonhole cameras, scanner, calculator, storage devices etc), watches of any types, are STRICTLY NOT ALLOWED in the examination lab.

**अभ्यर्थियों को परीक्षा केन्द्र के अंदर केवल प्रवेश-पत्र और पहचान प्रमाण-पत्र लेकर जाने की अनुमति है।**

**Candidates are allowed only to carry admit card and identity proof inside the Examination Center.**

परीक्षा लैब में रफ कार्य के लिए पैन/पेंसिल और कागज दिया जाएगा।

Pen/pencil and paper for rough work would be provided in the examination lab.

- 2) अभ्यर्थियों को परीक्षा केन्द्र में ऊपर उल्लिखित प्रतिबंधित वस्तुएँ नहीं लानी हैं। यदि कोई अभ्यर्थी ऐसी वस्तुएँ लाता है, तो उन्हें ऐसी वस्तुओं की सुरक्षा के लिए स्वयं व्यवस्था करनी होगी। दि.वि.प्रा. ऐसी किसी भी वस्तु की सुरक्षा के लिए न तो कोई व्यवस्था करेगा और न ही जिम्मेदार होगा।

Candidates should not bring Bags and prohibited items as mentioned above to the examination venue. In case they bring any such item, they would have to make their own arrangements for safe custody of such items. The DDA shall not make any arrangement nor be responsible for the safe custody of any such item.

- 3) यदि अभ्यर्थी के पास परीक्षा लैब में इस प्रकार की वस्तु पाई जाती है तो उनकी उम्मीदवारी निरस्त कर दी जाएगी और उनके विरुद्ध कानूनी/अपराधिक कार्यवाही की जा सकती है।

If any such item is found in the possession of a candidate in the examination lab, his/her candidature is liable to be cancelled and legal/criminal proceedings could be initiated against him/her.

- 4) अभ्यर्थी आकर्षक वस्तुएँ, आवरण युक्त, धातुवाली ऐसी वस्तुएँ जिनमें अंगूठी, ब्रेसलेट, कुंडल, नथ, चेन, हार, पेंडेन्ट, बैज, ब्रॉच, हेयरपिन, हेयर-बैन्ड, पूरी बाजू वाले अथवा बड़े बटनों वाले कपड़े आदि शामिल हैं, न पहनें।

Candidates should not wear charms, veil, items containing metals such as ring, bracelet, earrings, nose-pin, chains, necklace, pendants, badge, brooch, hair pin, hair band, clothes with full sleeves or big buttons, etc.

- 5) पूरी बाजू वाली कमीज अथवा टॉप्स की अनुमति नहीं है और केवल आधी बाजू वाले कपड़ों की ही अनुमति है। ऐसे जूते अथवा अन्य फुटवेयर जो पैरों की उंगलियों को ढकते हों, नहीं पहने जाने चाहिए। पैरों की उंगलियों की तरफ से खुले फुटवेयर और सैंडल अथवा चप्पलों को पहनने की अनुमति है। लंबे बालों वाले अभ्यर्थियों को अपने बालों को बाँधकर आना चाहिए ताकि उनके कान न ढके हों। सिर ढकने वाले स्कार्फ की अनुमति नहीं है।

Full sleeved shirts or tops are not permitted and only half sleeved clothing is allowed. Shoes or other footwear which cover the toes should not be worn. Footwear should be open toe type and sandles or chappals are permitted. Candidates with long hair should tie their hair so that ears are not covered, Use of scarf to cover the head is not permitted.

- 6) अभ्यर्थियों को परीक्षा के दौरान किसी भी प्रकार की बाधा उत्पन्न नहीं करनी चाहिए। यदि कोई अभ्यर्थी परीक्षा के दौरान अथवा परीक्षा स्थल पर किसी प्रकार की बाधा उत्पन्न करते हुए पाया जाता है, तो उसकी उम्मीदवारी निरस्त कर दी जाएगी। ऐसे अभ्यर्थी को दि.वि.प्रा. में भविष्य में होने वाली परीक्षाओं से बहिष्कृत कर दिया जाएगा और उसके विरुद्ध कानूनी/आपराधिक कार्यवाही की जा सकती है।

Candidates must also refrain from creating any obstruction during the conduct of examination. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled. Such candidate shall also be liable to be debarred from future examinations of the DDA and legal/criminal proceedings could be initiated against him/her.

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:



**PRESCRIBED PROFORMAE**

**The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\*.....  
son/daughter\* of ..... of village/town\*  
..... in District/Division\* ..... of the  
State/Union Territory\* ..... belongs to the..... caste/tribe\* which is  
recognised as a Scheduled Caste/Scheduled Tribe\* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\*..... of the State/Union Territory\*..... who belongs to the caste/tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

% 3. Shri/Shrimati/Kumari\*..... and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/Union Territory\* of.....

Signature.....  
\*\*Designation.....

(With Seal of Office)  
State/Union Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**OBC Certificate Format****FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum\* \_\_\_\_\_ Son / Daughter\* of Shri / Smt.\* \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_ in the \_\_\_\_\_ State belongs to the \_\_\_\_\_

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. \_\_\_\_\_ and / or his family ordinarily reside(s) in the \_\_\_\_\_ District / Division of \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated:

District Magistrate /  
Deputy Commissioner /  
Competent Authority

Seal

\* Please delete the word(s) which are not applicable.

**NOTE:**

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar' and
  - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

**Government of .....**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

---

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

## FORM-V

(As per RPD Act, 2016)

## Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

{See Rule 18(1)}

(Name and Address of the Medical Authority issuing the Certificate)

Recent Passport size Attested Photograph (Showing face only) Of the Person with Disability
--

**Certificate No.:****Date :**

This is to certify that I have carefully examined Shri/Smt/Ms. \_\_\_\_\_, son/wife/daughter of Shri \_\_\_\_\_, Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_, Registration No. \_\_\_\_\_, permanent resident of House No. \_\_\_\_\_, Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above and am satisfied that:

(A) he/she is a case of :

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_.

(C) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (\_\_\_\_\_ number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:

Name of Document	Date of Issue	Details of Authority issuing Certificate

(Signature & Seal of Authorised Signatory  
of notified Medical Authority)

Signature / thumb impression of the person in whose favour certificate of disability is issued
---

## FORM-VI

(As per RPD Act, 2016)

## Certificate of Disability

(In cases of multiple disabilities)

{See Rule 18(1)}

(Name and Address of the Medical Authority issuing the Certificate)

Recent Passport  
size Attested  
Photograph  
(Showing face  
only)  
Of the Person with  
Disability

**Certificate No.:****Date :**

This is to certify that we have carefully examined Shri/Smt/Ms.  
\_\_\_\_\_, son/wife/daughter of Shri  
\_\_\_\_\_, Date of Birth (DD/MM/YY) \_\_\_\_\_ Age  
\_\_\_\_\_ years, male/female \_\_\_\_\_, Registration No.  
\_\_\_\_\_, permanent resident of House  
No. \_\_\_\_\_, Ward/Village/Street  
\_\_\_\_\_ Post Office \_\_\_\_\_ District  
\_\_\_\_\_ State \_\_\_\_\_, whose  
photograph is affixed above and am satisfied that:

- (A) he/she is a case of Multiple Disability. His/Her extent of permanent physical impairment / disability has been evaluated as per guidelines (\_\_\_\_\_ number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / Mental Disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid Attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	*		
10	Hard of Hearing	*		
11	Speech & Language disability			
12	Intellectual disability			
13	Specific learning disability			
14	Autism Spectrum Disorder			
15	Mental Illness			
16	Chronic Neurological Conditions			

<b>Sr. No.</b>	<b>Disability</b>	<b>Affected Part of Body</b>	<b>Diagnosis</b>	<b>Permanent Physical Impairment / Mental Disability (in %)</b>
17	Multiple Sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

@ e.g. Left / Right / Both Arms / Legs

# e.g. Single Eye

\* e.g. Left / Right / Both Ears

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (\_\_\_\_\_ number and date of issue of the guidelines to be specified), is as follows:

(C) In figures : \_\_\_\_\_ percent

(D) In words : \_\_\_\_\_ percent

2. This condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is:

i) not necessary,  
or

ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore, this certificate shall be valid till \_\_\_\_\_(DD) \_\_\_\_\_(MM) \_\_\_\_\_(YY).

4. The applicant has submitted the following document as proof of residence:

<b>Name of Document</b>	<b>Date of Issue</b>	<b>Details of Authority issuing Certificate</b>

5. Signature and Seal of the Medical Authority

<b>Name &amp; Seal of Member</b>	<b>Name &amp; Seal of Member</b>	<b>Name &amp; Seal of the Chairperson</b>

Signature / thumb impression of the person in whose favour certificate of disability is issued
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**FORM-VII****(As per RPD Act, 2016)****Certificate of Disability****(In cases other than those mentioned in Forms-V & VI)****{See Rule 18(1)}****(Name and Address of the Medical Authority issuing the Certificate)**

Recent Passport  
size Attested  
Photograph  
(Showing face  
only)  
Of the Person with  
Disability

**Certificate No.:****Date :**

This is to certify that I have carefully examined Shri/Smt/Ms. \_\_\_\_\_, son/wife/daughter of Shri \_\_\_\_\_, Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_, Registration No. \_\_\_\_\_, permanent resident of House No. \_\_\_\_\_, Ward/Village/Street \_\_\_\_\_, Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above and am satisfied that he/she is a case of \_\_\_\_\_ Disability. His/Her extent of permanent physical impairment / disability has been evaluated as per guidelines (\_\_\_\_\_ number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

<b>Sr. No.</b>	<b>Disability</b>	<b>Affected Part of Body</b>	<b>Diagnosis</b>	<b>Permanent Physical Impairment / Mental Disability (in %)</b>
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid Attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	*		
10	Hard of Hearing	*		
11	Speech & Language disability			
12	Intellectual disability			
13	Specific learning disability			
14	Autism Spectrum Disorder			
15	Mental Illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's disease			
19	Haemophilia			



<b>Sr. No.</b>	<b>Disability</b>	<b>Affected Part of Body</b>	<b>Diagnosis</b>	<b>Permanent Physical Impairment / Mental Disability (in %)</b>
20	Thalassemia			
21	Sickle Cell disease			

*(Please strike out the disabilities which are not applicable)*

@ e.g. Left / Right / Both Arms / Legs

# e.g. Single Eye

\* e.g. Left / Right / Both Ears

2. The above condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is:

i) not necessary,

or

ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore, this certificate shall be valid till \_\_\_\_\_(DD) \_\_\_\_\_(MM) \_\_\_\_\_(YY).

4. The applicant has submitted the following document as proof of residence:

<b>Name of Document</b>	<b>Date of Issue</b>	<b>Details of Authority issuing Certificate</b>

(Authorised Signatory of Notified Medical Authority  
(Name & Seal)

Countersigned  
{Countersignature & Seal of the Chief Medical Officer /  
Medical Superintendent / Head of Government Hospital,  
in case the Certificate is issued by a Medical Authority  
who is not a Government Servant (with Seal)}

Signature / thumb impression of the person in whose favour certificate of disability is issued
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Note : In case this certificate is issued by a Medical Authority, who is not a Government Servant, it shall be valid only if Countersigned by the Chief Medical Officer of the District.

**TRAVEL ALLOWANCE FORM**

**DELHI DEVELOPMENT AUTHORITY**  
**REIMBURSEMENT FOR TRAVEL EXPENSES FOR CANDIDATES**  
 (For Scheduled Caste / Scheduled Tribe candidates)

<b>Name &amp; Mailing Address of the Candidate :</b> <b>(please write in CAPITAL LETTERS)</b>	Roll No.
	Application Ref. No.:
	Date & Day of Exam :
	Post applied for :
	Venue :
	Venue Address:
	Category (SC / ST ) :

**JOURNEY DETAILS :**

Journey (Inward & Outward)	Date (s)	Mode of travel	Class of Travel	Ticket / Receipt No.	Travel Fare (Rs.)
From :		Rail / Bus			
To :					
From :		Rail / Bus			
To :					
Total Rupees					

**BANK DETAILS :**

Name of Bank		Name of A/c holder	
Bank Account No.		Branch Code	
Bank's IFSC Code (12 digit) :			

- a) Attach Original/Photocopy of Rail / Bus Tickets / Receipt towards proof of journey. **(Self Attested)**  
 b) Attach copy of Caste Certificate (as applicable). **(Self Attested)**  
 c) Copy of Admit Card.**(Self Attested)**

Please make the payment through (strike out whichever is not applicable)

Through Cash	Received cash for an amount of Rs.
Through Cash Through NEFT/DD	DD in of _____ may be sent to mailing address as mentioned above.

I will not claim the amount from the Government or my present employer (PSU/Government Organization). I hereby affirm that the information furnished by me in this form is true and any false information will render me liable for non-payment of travel expenses.

Place :

Date:

\_\_\_\_\_  
Signature of Candidate

Reimbursement of Travel Expenses will be made as per provisions contained in SR132.

**Please handover this Form along with Original / Photocopy of Rail / Bus Tickets / Receipt and copy of Caste Certificate to the person authorized to collect in the same venue. Payment will be made by Cash/DD/NEFT.**