



DELHI DEVELOPMENT AUTHORITY
Vikas Sadan, INA, New Delhi-110023
Advertisement No13/PR/2010

Applications are invited from Indian citizens in the prescribed form for filling up the following posts in DDA:

| S. No. | Discipline | Age Limit (years) | No. of posts | | | | | Pay scale |
|--------|--|-------------------|--------------|----|-----|-----|-------|--|
| | | | SC | ST | OBC | GEN | TOTAL | |
| 1 | Junior Engineer (Civil) | 18 to 27 | 32 | 15 | 56 | 96 | 199 | Rs.9300-34800/- (With grade pay of Rs.4200/-) |
| 2 | Junior Engineer (Electrical/ Mechanical) | 18 to 27 | 06 | 03 | 09 | 08 | 26 | Rs.9300-34800/- (With grade pay of Rs.4200/-) |
| 3 | Sectional Officer (Horticulture) | 18 to 27 | 03 | 02 | 06 | 11 | 22 | Rs.9300-34800/- (With grade pay of Rs.4200/-) |
| 4 | Lower Division Clerk-cum-Typist | 18 to 27 | 42 | 21 | 77 | 141 | 281 | Rs.5200-20200 (With grade pay of Rs.1900/-) |

- Note : (i) DDA reserves the right to increase or decrease the number of posts as per its requirement, at any point of time.
(ii) Reservation of posts for PH candidates will be as per Government of India rules in the case of LDC only.

EDUCATIONAL QUALIFICATION: Required

| Name of the post | Post Code | Educational and Professional qualifications |
|--|-----------|---|
| Junior Engineer (Civil) | 01 | - Diploma holder in Civil Engineering from recognized University with two years experience; OR - Graduate in Civil Engineering from recognized University. |
| Junior Engineer (Electrical/Mechanical) | 02 | - Diploma holder in Electrical/Mechanical Engineering from recognized University with two years experience; OR - Graduate in Electrical/Mechanical Engineering from recognized University. |
| Sectional Officer (Horticulture) | 03 | - B.Sc. (Agriculture) OR B.Sc. with Botany/Horticulture as a subject from a recognized university - 2 years experience in the field of Horticulture/Landscaping |
| Lower Division Clerk-cum-Typist | 04 | - 12 th Class or equivalent qualification from a recognized Board / University with typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. |

1. Applicant format

The prescribed Application Form is available alongwith this advertisement. The said application form should be neatly typed on A4 size paper. **The Application Form can also be downloaded.** The application received in other than the Format of DDA, shall summarily be rejected. The completed application form should be sent by **Ordinary Post** latest by **28.06.2010** at the following address:

**Post Box No. 7049.
Indraprastha H.P.O.
New Delhi-110002**

2. Examination Fees

An examination fee of Rs.100/- (Rupees one hundred only) for General and OBC categories is payable in the form of **Demand Draft** drawn in favour of **Delhi Development Authority** payable at New Delhi. However, applicants belonging to Schedule Caste, Schedule Tribe and Women candidates and PH category with minimum 40% of disability are exempted from payment of the examination fee. The examination fee shall not be accepted in any other form. Fees once paid shall NOT be refunded under any circumstances nor can it be held in serve for any other examination for selection. On the back side of Demand Draft, the candidates are advised to write their name, date of birth, address and post applied for in Capital Letters.

Before collecting the demand daft from the Bank, the candidates are advised to check the following:

- The date of issue is correctly mentioned.
- The signature of Bank Authority exists on the Bank Draft.
- The Address of Examination fee is correctly mentioned in words and figures.
- The draft is payable in favour of %Delhi Development Authority+at New Delhi.
- The draft is from a nationalized bank with the validity of six months.

3. Age relaxation

The applicant should not exceed age limit indicated above, as on the last date of receipt of applications. However, this age is relaxable as per Government of India standing instructions for the following categories:.

| | | |
|------|--|---|
| i. | For SC/ST candidates | 5 years |
| ii. | OBC candidates (central list) | 3 years |
| iii. | Physically Handicapped | 10 years (15 years for SC/ST candidates and 13 years for OBC) |
| iv. | Ex-serviceman | Service rendered in Army/Navy/Air force upto 3 years |
| v. | Government employees (Central Government/ State Government/Autonomous of GOI & PSU☞) | 5 years |

4. Mode of Selection and Scheme of Examination and Syllabus

DDA will hold a written examination for all the above mentioned posts. For the post of Lower Division Clerks-cum-Typist, shortlisted candidates on the basis of written examination will be called for typing test on Computer.

The written examination will consist of objective type questions with multiple choice answers, carrying 1 mark each for each of the questions with one correct answer. The computerized OMR answer sheet will be provided to the candidates at the time of examination. The answer to the questions will have to be marked by the candidates in the OMR answer sheets by darkening the circle with black ball point pen. The detailed guidelines will also be made available on the OMR answer sheet.

The examination will be held in a single day, preferably Sunday in a single session (2 hours) in Delhi. There will be no negative marking for incorrect answers. The written examination will be held on the following topics:

| S. No. | Discipline | Topics |
|--------|---|---|
| 1 | Junior Engineer (Civil) | 120 questions out of which 80 subject related questions in the relevant subject i.e. Civil Engineering and 40 questions in the areas of General Knowledge, General Awareness, Logical reasoning, Numerical Ability etc. |
| 2 | Junior Engineer (Electrical/Mechanical) | 120 questions out of which 40 questions in the subject of Electrical Engineering, 40 questions in the subject of Mechanical Engineering and 40 questions in the areas of General Knowledge, General Awareness, Logical reasoning, Numerical Ability etc. |
| 4 | Sectional Officer (Horticulture) | 120 questions out of which 80 questions at the level of B.Sc. (Agriculture) and 40 questions in the areas of General Knowledge, General Awareness, Logical Reasoning, Numerical Ability, etc. |
| 5 | Lower Division Clerk-cum-Typist | 100 questions in the areas of General Knowledge/Awareness, Logical Reasoning, Clerical Aptitude, General English, General Hindi and Computer Skill |

The date of examination will be subsequently notified through newspapers and shall be also available at DDA's website.

5. Closing date for receipt of Application forms

Application Form complete in all respect must reach Post Box No 7049, Indraprastha HPO, New Delhi-110002 on or before 28.06.2010. Name of the Post and Code number should be mentioned on the top of the envelope. Applications received after the closing date OR NOT accompanied by the examination fee (wherever applicable) OR incomplete in any respects shall be summarily rejected and no communication shall be entertained from any of the candidates in this regard. Fees once paid shall NOT be refunded. DDA shall not be responsible for any postal delay/loss. Applications sent through courier/registered post or in person to DDA will not be entertained.

Since no enclosures are required to be submitted at the initial stage, the applicants would be provisionally issued an Admit Card for appearing in the examination on the basis of the information furnished by them in their application form. The candidature of the applicant shall be provisional subject to subsequent verification of documents.

SPECIAL INSTRUCTIONS TO THE CANDIDATES :

1. Maximum age limit in respect of the post specified will be counted as on 28.06.2010.
2. Relaxation and concession in regard to OBCs will be applicable as per GOI rules/orders and amendment thereof.
3. The candidates are advised only to enclose one-self addressed Post Card with postal stamp of Rs.6/- and Demand Draft alongwith their application form.
4. Candidates serving in Government/Public Sector Undertakings/Autonomous bodies must apply ~~through~~ **Through Proper Channel**. However, they may send an advance copy of their application form, alongwith examination fee before the last date of submission of application form. The serving candidates will be required to produce a ~~No~~ **No Objection Certificate** at the time of their selection.
5. **The candidates are advised to retain a photocopy of the complete application form alongwith copy of demand draft, which may be required for future reference.**
6. Only those candidates who have received their mark sheets/degrees, as on last date of submission of application, are allowed to apply for the posts indicated in this advertisement
7. The applications received after the last date OR with incomplete information will be summarily rejected.
8. The applicants shall have to appear for the examinations at their own expenses except SC/ST candidates who will be paid TA as per rule.
9. The appointment to any of the posts will be solely subject to fulfillment of all the specified eligibility conditions. The applicants should be provisionally admitted to the examination on the basis of the information furnished by them in their Application Form. They are, therefore, advised to ensure that they fulfill all the specified eligibility conditions before applying for any of the posts. In case, it is found at a later stage that the information furnished by an applicant is false OR the candidates does not fulfill any of the eligibility condition, the candidate of such applicants would be summarily rejected/cancelled and no correspondence in this regard would be entertained from the candidates. Issuance of Admit Card for the examination OR the candidate allowed to appear for the examination will NOT confer any right on the candidate for final appointment.
10. DDA reserves the right to extend the closing date for receipt of applications. DDA also reserves the right to postpone/cancel this recruitment exercise for any / all the posts.
11. The number of vacancies advertised may vary at the stage of final selection.
12. The jurisdiction for all legal matters for this recruitment will at New Delhi and legal cases filled (if any) in other courts will not be maintainable.
13. Canvassing in any form OR on behalf of a candidate will be disqualification.

Visit DDA Website www.dda.org.in for all related queries and details

COMMISSIONER (PERSONNEL)