



DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-1
B-Block, 3rd Floor, Room No. 311,
Vikas Sadan, INA New Delhi

File No. PERS/PB-I/0056/2025/F7/-PB-I | 2638
Computer No. 98893

Dated: 19/9/25

CIRCULAR No. 85/2025

Sub: Accounts Service Examination for Assistant Accounts Officer.

An Accounts Service Examination for Assistant Accounts Officer is proposed to be held.

2. Conditions of Eligibility: Officers working as Assistant Accounts Officers in the Delhi Development Authority.

3. All those officers who fulfill the above eligibility conditions and desire to take the said examination may submit their applications through the concerned Branch Officers giving the particulars along with the attested copied of educational qualifications, two latest photographs (Passport size), caste certificate, addressed to the Assistant Director (P)-1, DDA, Room No.-311. 3rd Floor, Vikas Sadan, New Delhi.

1.	Name (In Block Letters)	
2.	Father's Name/Husband's Name (In Block Letter)	
3.	Date of Birth	
4.	Current Designation with place of posting	
5.	Date of joining in the present grade	
6.	Educational qualification (Attached copy)	
7.	Present Residential Address with Contact Number	
8.	Whether belongs to SC/ST/OBC category	
9.	Signature of the Candidate	

4. Applications duly completed, in all respect, must reach the Personnel Branch-I latest by 17.10.2025. Incomplete applications and applications received after the due date shall not be entertained and summarily rejected without any intimation to the applicant concerned.

5. The schedule for Training Classes/ Computer Training proposed to be conducted on the subjects shall be notified separately.
6. The syllabus for the above examinations is enclosed as Annexure-A.

V. K. Kushwaha
18.5.25

V.K. Kushwaha
Director (Personnel)-I

Copy to:

1. All HODs, Chief Engineers/SE(Civil/Electrical)
2. OSD to VC, DDA
3. All Dy. CAOS, CAUs.
4. Dy. Director (Systems), DDA with the request to upload the circular on the DDA's website.
5. PS to EM, FM, DDA
6. PS to CVO
7. PS to Principal Commissioner (Personnel and Administration)
8. All the Branch Officers with the request to bring the Circular to the notice of all concerned employees working under them and forward their applications by the scheduled date.
9. Notice Boards of Vikas Sadan & Vikas Minar and other office complexes.

B. B. S. S. S.

Dy. Director(P)-I

Subhan

Annexure – A

Syllabus and Pattern for Accounts Service Examination for Assistant Accounts Officer

Paper I : FRSR
Marks : 100
Time : 2 hours

Sr. No.	Topic	Marks
1.	Fundamental Rules	10
2.	Traveling Allowances Rules	10
3.	Central Civil Services (Joining Time) Rules	10
4.	Central Civil Services (Leave Travel Concession) Rules	10
5.	Central Civil Services (Leave) Rules	20
6.	Central Civil Services (Pension) Rules	10
7.	New Pension Scheme, 2004 and its amendment	10
8.	General Provident Fund (Central Services) Rules	10
9.	Central Civil Services (Classification, Control & Appeal) Rules	10
Total Marks		100

Paper II : Civil Accounts Code / Public Accounts
Marks : 100
Time : 2 hours

S. No.	Topic	Marks
1.	CPWD Works Manual, 2024 Edition (Without SOP) <i>Part I: Functions, Funds, Budget and Accounts</i> Chapter 1 General Provision Chapter 2 Budget and Reconciliation of Accounts <i>Part II: Construction Works</i> Chapter 3 General Provisions Chapter 4 Modes of Bidding System Chapter 5 Contract Management	50



	<u>Part III: Maintenance Works</u> Chapter 9 General Provision Chapter 10 Preliminaries for maintenance works Chapter 11 Modes of Bidding System Chapter 12 Contract Management Chapter 14 Stores	
2.	Books of Forms referred in CPWA Code	10
3.	Transfer Entries (DDA Budget & Accounts Rules, 1982)	
4.	Delegation of Financial Power to the officers of the DDA relating to Works from Delegation of Financial Powers to Officers of Engineering Wing (revised) 2019, DDA & Delegation of Financial Powers to Officers of Horticulture Wing 2024.	40
Total		100

The essential features of the examination are as under:

- Examination will comprise of two papers of 100 marks each and time allotted will be of 2 hours for each paper.
- The question paper will consist of Multiple Choice Questions with 4 options, out of which only 1 will be correct and there will be no negative marking.
- The paper will be in bilingual i.e. English & Hindi Languages. Question and Answer options should also be in both the languages.
- Examination will be held in offline mode. Total number of candidates, who have to appear in the examination is about 40-45.
- Books will not be allowed to the candidates for answering the paper.
- This examination is being conducted only for the release of annual increment as per the condition mention in their offer of appointment.
- Exam will contain theoretical as well as practical questions.

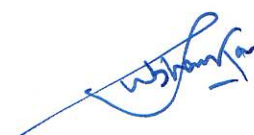
Following books may be referred for examination:

- Swamy's Question Bank on Service Rules and Financial Rules, Latest Edition Multiple Choice Questions.
- CPWD Works Manual, Latest Edition (Without SOP) published by Director General, CPWD.
- NABHI'S, Compilation of "Book of forms" as referred to in Central Public Works Account Code.
- Delegation of Financial Power to the officers of the DDA relating to Works from Delegation of Financial Powers to Officers of Engineering Wing (Revised)



2019, DDA & Delegation of Financial Powers to Officers of Horticulture Wing
2024.

e. DDA Budget and Accounts Rules, 1982 for serials no. 3-Paper -II.

A handwritten signature in blue ink, located in the bottom right corner of the page. The signature is stylized and appears to be a name followed by a surname, possibly "W. S. Sharma".