

DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-1

B-311, 3rd Floor Vikas Sadan, INA, New Delhi

F7(3)1996/PB-1/Main
Computer No.: 46511

Dated: 12/9/25

Circular No.: 83

Subject: Limited Departmental Competitive Examination for filling up 59 posts (UR-49, SC-05 and ST-05) of Asstt. Director (Min.).

A Limited Departmental Competitive Examination for filling up 59 posts (UR-49, SC-05 and ST-05) (Upto 31.12.2024) of Asstt. Director (Min.) - (Group B) in the Pay Band of Rs 9300-34800/- with grade pay of Rs. 4800/- (Level 8 in the Pay Matrix as per 7th CPC) is proposed to be held.

2. Conditions of Eligibility: Limited Departmental Competitive Examination from amongst ASO's and Stenographers Grade 'C'/PA who have completed 2 years of regular service in the respective grade as on 01.01.2025 and possess a Graduate qualification or equivalent from a recognized University.

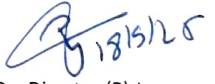
3. All those officials who fulfil the above eligibility conditions and desire to take the said examination may submit their applications through the concerned Branch Officers, giving the following particulars alongwith attested copies of educational qualifications, two latest photographs (Passport size),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

1.	Name (in block letters)		Photo
2.	Father's/Husband's Name (in block letters)		
3.	Date of birth		
4.	Current designation and place of posting		
5.	Date of joining in the present Grade		
6.	Educational Qualification (with attached copy)		
7.	Present residential address with contact number		
8.	Whether belongs to SC/ST/OBC		
9.	Signature of the candidate		

4. Last date: Applications duly completed, in all respect, must reach the Personnel Branch-1 latest by **09.10.2025**. The incomplete applications and the applications received after the due date, shall not be entertained and summarily rejected without any intimation to the applicant concerned.

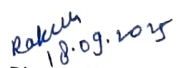
5. The schedule about the Training Classes/Computer Training proposed to be conducted on the subjects' syllabus, shall be notified separately

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


Dy. Director (P)-I

Copy to

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


Asstt. Director (P)-I

Delhi Development Authority
[Personnel Branch-I]

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

Paper:1	Maximum marks:100	Time allowed: 1 ½ hours
---------	-------------------	-------------------------

- (i) GFRs (including powers delegated by the Authority to its various officers)
- (ii) Delhi Development Act, 1957.
- (iii) Enforcement of provisions of Master Plan/Zonal Development Plan.

Paper:2	Maximum marks: 100	Time allowed: 1 ½ hours
---------	--------------------	-------------------------

- (i) DDA (Management of Properties) Regulations, 1961.
- (ii) DDA (Disposal of Developed Nazul Land) Rules, 1981.
- (iii) Conversion of properties from lease hold to free hold.
- (iv) DDA (Management & Disposal of Housing Estate) Regulations, 1968.
- (v) Guidelines on Land Management (compiled by Shri Rakesh Behari, IAS).

Paper:3	Maximum marks: 100	Time allowed: 1 ½ hours
---------	--------------------	-------------------------

Service Regulation Theory

- (i) Fundamental Rules and Supplementary Rules.

Note:

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

- a) General Conditions of Service
- b) Combination of Appointment
- c) Dismissal, removal & suspension
- d) Retirement.
- e) Foreign Service
- f) Allotment of residences
- g) Deputation within India
- h) Engagement of Consultants

- (ii) CCS (Joining Time) Rules
- (iii) CCS (Leave Rules)
- (iv) DDA Conduct, Disciplinary and Appeal Regulations, 1999

Paper: 4	Maximum marks: 150	Time allowed: 3 hours
----------	--------------------	-----------------------

English/Hindi

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

Paper: 5	Maximum marks: 50	Time allowed: 30 minutes
----------	-------------------	--------------------------

- (i) Computer Literacy Practical Test