



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

File No. PERS/PB-I/0007/2025/F7/-PB-I 2637
Computer No. 90378

Dated: 19/9/25

CIRCULAR No. 84/2025

Sub: Limited Departmental Competitive Examination for filling up 68 posts (UR 54, SC-10, ST-04) of Assistant Accounts Officer.

A Limited Departmental Competitive Examination for filling up 68 posts (UR-54, SC-10, ST-04) of Assistant Accounts Officer (Group-'B') in the Pay Band of Rs. 9300-34800/- with grade pay of Rs. 4800/- (Level 8 in the Pay Matrix as per 7 CPC) is proposed to be held.

2. Conditions of Eligibility: LDCs (Junior Secretariat Assistants) with 3 years of regular service in the grade and possessing minimum qualification of graduation from a recognised university and UDC (Senior Secretariat Assistants), Assistant (Assistant Section Officers) and Stenographers with a minimum of 3 years' service in these grades in DDA would be eligible for the test. The applicants should have completed the desired length of service as on 01.01.2026.
3. All those officials 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. Application format is enclosed as Annexure - A
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-B.

V.K. Kushwaha
18.09.25

V.K. Kushwaha
Director (Personnel)-I

Copy to:

1. Special Secretary to LG, Delhi
2. All HODs, Chief Engineers/SE(Civil/Electrical)
3. OSD to VC, DDA
4. All Dy. CAOS, CAUs.
5. Dy. Director (Systems), DDA with the request to upload the circular on the DDA's website.
6. PS to EM, FM, DDA
7. PS to CVO
8. PS to Member (Admin & LM)
9. PS to Principal Commissioner (Personnel and Administration)
10. 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.
11. Notice Boards of Vikas Sadan & Vikas Minar and other office complexes.

G. B. Singh
18/9/25

Dy. Director(P)-I

V.K. Kushwaha

**APPLICATION FORM LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR
FILLING UP POSTS OF ASSISTANT ACCOUNTS OFFICER**

Paste recent
passport size
photograph duly
attested

Size: 3.5 x 4.7

1.	Name in Block letters	
2.	Designation	
3.	Father/Husband's Name	
4.	Date of Birth/Retirement	
5.	Date of initial appointment in DDA and post	
6.	Date of joining as JSA (LDC), SSA (UDC) & ASO (Assistant) in DDA and Total Service as on 01.01.2026	
7.	Present pay with Grade pay/Level in pay matrix as per 7th CPC, being drawn	
8.	Present Place of posting with date	
9.	Educational Qualifications	
10.	Present residential address	
11.	Contact No.	
12.	Category (whether SC/ST/OBC) (If yes, attach self-attested copy of certificate)	
13.	Impression of left Thumb	
14.	Details of pending disciplinary/ criminal cases/suspension, if any	

Place: New Delhi

Date:

(Signature of the official)

Name & Designation _____

COUNTER SIGNATURE OF THE CONTROLLING OFFICER

Certified that the above information is correct as per records. Forwarded for further necessary action please.

Place: New Delhi

Date:

(Signature of Branch officer with office seal)



Pattern of Examination

	Subject	Marks	Duration
STAGE – I Preliminary examination:-			
(i)	Precis, Draft, Grammar etc.		
(ii)	Omnibus including FRSR Part-I,II, III, Pension, Pay Bills, Income Tax etc.		
STAGE -2 Part-I			
1.	Precis & Draft {150 Marks, 3 hours}	150 Marks	3 hours
2.	Service Regulations (Theory)	100 Marks	1.5 hours
3.	Service Regulations (Practical)	100 Marks	2.5 hours
4.	Accounts, Audit & DDA Rules etc. (Theory)	100 Marks	2.5 hours
5.	Accounts, Audit & DDA Rules etc. (Practical)	100 Marks	2.5 hours
STAGE 3 - Part –II			
1.	Public Works Accounts & Procedure (Theory)	100 Marks	1.5 hours
2.	Public Works Accounts & Procedure (Practical) {150 Marks, 3 hours}	150 Marks	3 hours
3.	Book keeping & Costing (Theory & Practical)	150 Marks	3 hours
4.	Mercantile Law & Auditing	100 Marks	2.5 hours
5.	Constitution of India	100 Marks	2.5 hours
6.	Computer Literacy (Theory & Practical)	100 Marks	1 hour

Detailed Syllabus

PART-I

PAPER-I	PRECIS & DRAFT.
MARKS	150
TIME	3 hours.
SYLLABUS	<p>i) The paper contains precis of a correspondence or of notes on an official subject. (70 Marks)</p> <p>ii) Drafting of an official letter or office memorandum bearing on the subject matter of (i) above. (40 Marks)</p> <p>iii) Questions to test candidates' ability to write correct English which is required to use in this day to day official work. Fill up the blanks, renaming of sentences to illustrate the use/given words or phrase etc., correction of errors. (40 Marks)</p>

PAPER-II	SERVICE REGULATIONS (THEORY).
MARKS	100
TIME	1½ hours.

SYLLABUS	F.R's., T.A. Rules as contained in SRs, CCS (Joining time) Rules, CCS (Pension) Rules, CCS (Leave) Rules, CCS (Commutation of Pension) Rules, GPF (Central Service) Rules, CCS (Classification, Control & Appeal) Rules.
----------	--

PAPER-III	SERVICE REGULATIONS (PRACTICAL).
MARKS	100
TIME	2½ hours.
SYLLABUS	Same as above.

PAPER-IV	ACCOUNTS AUDIT AND DDA RULES ETC. (THEORY)
MARKS	100
TIME	2½ hours.
SYLLABUS	GFR Vol, I & II, GFR (including powers delegation by the Authority, to various officers) (Accounts Vol., I & II Accounts Code Vol. III (Pt.I order, DDA Act, 1957, DDA Accounts & Audit rules. Delhi Master Plan, pricing of land & flats, Assessment of recovery or damages, Maintenance of lands records, Internal Audit, Procedure of Divisions/Circles of DDA, Project Cost Benefit Analysis, Costing of Houses.

PAPER-V	ACCOUNTS AUDIT AND DDA RULES ETC. (PRACTICAL)
MARKS	100
TIME	2½ hours.
SYLLABUS	Same As above

PART-II

PAPER-I	P.W. ACCOUNTS AND PROCEDURE. (THEORY).
MARKS	100
TIME	1½ hours.
SYLLABUS	C.P.W.A. Code with appendix, Books of forms referred in CPWA Code, Accounts Code No.III (Except Part I & III), C.P.W.D. Code, Delegation of financial powers to the officers of the DDA relating to work.

PAPER-II	P.W. ACCOUNTS AND PROCEDURE. (PRACTICAL).
MARKS	150
TIME	3 hours.
SYLLABUS	Same As above

PAPER-III	BOOK KEEPING & COSTING (THEORY & PRACTICAL)
MARKS	150
TIME	3 hours.

SYLLABUS	<p>A. Book Keeping: - Single & Double entry</p> <p>(i) Trial Balance, Receipt & payment Account, Income & Expenditure account, profit & Loss; and profit & Loss appropriation Accounts, Balance Sheets, Distinction between Capital & Revenue, Deputation Reserve & Provisions, Reserve & Sinking Funds, Rectification of Errors and Bank Reconsideration.</p> <p>(ii)Accounts-Creditor Average due date, Negotiable Instruments, Joint Venture accounts, Royalty, Hire purchase & Instalment accounts.</p> <p>(iii)Accounts Ratios.</p> <p>B. Costing</p> <p>Cost Accounting Classification of Cost.</p> <p><u>Materials</u>: Purchasing & Receiving, Storage & Issue; Material Accounting & Stock Control; Physical verification & Treatment of discrepancies.</p> <p><u>Budget</u>: Objectives, Functional Budgets including cash Flow budgets - Fixed and Flexible budget Performance budget, budget period Budgetary Control & periodical reporting thereof; Budget Revisions.</p> <p><u>Management information system</u>: Concept, and uses; Different Types.</p>
----------	--

PAPER-IV	MERCANTILE LAW AND AUDITING.
MARKS	100
TIME	2½ hours.
SYLLABUS	<p>Indian Contract Act, Sale of Goods Act, Negotiable Instrument Act, Workmen's Compensation Act, Insurance (General), Common Carriers of Goods Act, Arbitration Act.</p> <p style="text-align: right;">(60 Marks)</p> <p>Internal Check, Audit programme, Voucher checking, etc. Valuation and verification of Assets and liabilities, Duties and responsibilities of Auditors, Audit of Computerised Accounts.</p> <p style="text-align: right;">(40 Marks)</p>

PAPER-V	CONSTITUTION OF INDIA.
MARKS	100
TIME	2½ hours.
SYLLABUS	<p>Part I, V to XII, XIV, XVIII to XXI of the Constitution of India together with the relevant chapters appended to it. From the part of the Constitution of India, prescribed above, questions on such matters as manner of election, conditions for eligibility for elections, qualifications, procedural details and jurisdiction of Court will be excluded.</p>

PAPER-VI	COMPUTER LITERACY (THEORY & PRACTICAL)
MARKS	100
TIME	1 hour.
SYLLABUS	<p>Simple test of one hour on computer literacy. It will consist of half an hour objective questions, the critical test and half an hour, practical test. 30 days training of one hour each will be arranged for the conditions by Director (System).</p>