



DELHI DEVELOPMENT AUTHORITY
(An Autonomous Body under Ministry of Housing and Urban Affairs)
Head Office : Vikas Sadan, INA, New Delhi-110023



Reference: Recruitment Advertisement No 01/2019/Rectt. Cell/Pers./DDA

KIND ATTENTION: SHORTLISTED CANDIDATES FOR STAGE-III EXAMINATION FOR THE POST OF ASSISTANT SECTION OFFICER UNDER DIRECT RECRUITMENT 2019

DDA had conducted Computer Based Examination for the post of Assistant Section Officer on 15.04.2019 (Stage-I) and 17.07.2019 (Stage-II). The names of the shortlisted candidates for the Stage-III examination (Descriptive type) have already been uploaded on DDA's website www.dda.org.in.

It is for information of all the shortlisted candidates that it has been decided to conduct the Stage-III examination (Descriptive Type) and Stage-IV examination (Computer Proficiency Test) comprising of Multiple Choice Questions (MCQs) on the same day i.e. 23.10.2019. The examination scheme for both the examinations will be as under:

1. STAGE-III EXAMINATION (DESCRIPTIVE TYPE):

- i. Essay: 200 Words approximately
- ii. Letter/ Application: 100 words approximately
- iii. Precis: 80 words approximately
- iv. Duration of examination will be one hour (60 minutes)

2. STAGE-IV EXAMINATION (COMPUTER PROFICIENCY TEST):

Test Duration	50 Minutes	
Total Questions	50 Questions (MCQs)	
Total Marks	100 Marks (each question carry 2 marks)	
Language	English	
Section name (Nature of Questions)	Marks per item	No. of Items
Part-I: Computer Fundamental Section	02 marks per question	10 questions
Part-II: Keyboard Shortcut key & Internet		10 questions
Part-III: MS Word		10 questions
Part-IV: MS Excel		10 questions
Part-V: MS Power Point		10 questions

MINIMUM QUALIFYING MARKS FOR COMPUTER PROFICIENCY TEST:

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

There will not be any negative marking.

Please stay in touch with DDA's Official website i.e. www.dda.org.in for latest update.

Sd/-
Commissioner (Personnel)

Dated: **25.09.2019**

