



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



**Advertisement No 03/2022/Rectt. Cell/Pers./DDA**

**IMPORTANT NOTICE**

DDA had conducted Computer Based Test (CBT) for the post of Junior Translator (Official Language) on 16.08.2022 [Stage – I] and 21.12.2022 [Stage – II]. The list of provisionally shortlisted candidates has already been uploaded on the DDA's website [www.dda.gov.in](http://www.dda.gov.in).

All the provisionally shortlisted candidates for the above post are hereby informed that the document verification will be held at **Auction Hall, D- Block, Vikas Sadan, INA, New Delhi – 110023 from 09:30 AM onwards** as per schedule given below:

Post Code	Name of the post	Date of document verification
05	Junior Translator (Official Language)	24.04.2023

Attention of all the provisionally shortlisted candidates for document verification is invited towards **para 4** of the notification and conditions mentioned in the call letter for document verification wherein it has explicitly been mentioned that candidates must fulfil all the eligibility conditions for the post applied for. Their admission to all the stages of the examination/document verification will be purely provisional subject to satisfying the prescribed eligibility conditions.

If during verification of documents, it is found that they do not fulfil any of the eligibility conditions prescribed in the notification, their candidature for the post applied for, will be cancelled forthwith.

All the provisionally shortlisted candidates will also be informed about the date of verification of document and interview through SMS and Email. A link for downloading call letter for appearing in the document verification for above post will be uploaded on DDA's website shortly.

**No request for change in date, time and venue of the document verification shall be entertained.**

The above date of document verification is **FINAL**. However, owing to circumstances beyond its control, DDA reserves its right to change the date of document verification without any prior notice

**Please stay in touch with DDA's Official website i.e. [www.dda.gov.in](http://www.dda.gov.in) for latest update.**

**Commissioner (Personnel)**

**Date: 11.04.2023**

## IMPORTANT NOTICE

It is for information of all the provisionally shortlisted candidates for the post of Junior Translator (Official Language) that the following documents (**in original and self-attested one set of photocopies**) are required to be produced at the time of document verification:

- (i) System generated printout of application with candidate's scanned photograph and signature.
- (ii) Fee payment receipt in support of depositing the prescribed fee, if applicable.
- (iii) Certificate/ Marks-sheet of Secondary School Exam in which date of birth of the candidate is indicated.
- (iv) Degrees & Certificates of all educational and professional/ higher qualification, along with marks-sheets of all years/ semesters.
- (v) Recognized Diploma/Certificate Course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central/State Government offices / Public Sector Undertaking/ Autonomous bodies.
- (vi) Certificate of SC/ST/OBC/EWS/ESM in prescribed format, as the case may be, issued by the concerned Competent Authority, if applicable. Non-creamy layer certificate should not be 01-year-old from the closing date of online application form i.e. 10.07.2022.
- (vii) Employment Certificate, if you are an existing employee of DDA or anywhere in service. Candidates already employed with Govt. Departments/PSU/Autonomous Bodies will have to produce 'No Objection Certificate (NOC)' from the employer at the time of Document verification.
- (viii) Disability Certificate (Showing the type & percentage of disability) in prescribed format issued by the concerned competent authority.
- (ix) Aadhaar Card, if not issued then registration slip for Aadhaar.
- (x) Photo Identity proof such as Voter ID Card, Passport, Driving License etc.
- (xi) All other documents, as per details given in the advertisement and/or call letter.
- (xii) Two passport size latest photographs. The photograph should not be more than 01 month old and the date on which the photograph has been taken should be clearly printed on the photograph.
- (xiii) Candidates who have applied under OBC/EWS category and have submitted OBC certificates in the prescribed format but the certificates do not carry latest amendments to the creamy layer notification issued by DoPT for determination of their creamy layer status, or EWS status are required to obtain fresh certificate in the prescribed format from the competent authority and produce it in original at the time of document verification.
- (xiv) A person seeking appointment on the basis of reservation to OBC must ensure that he /she possess the caste/community certificate and does not fall in creamy layer on the crucial date. their caste/community must be in the list of OBC category issued by the Central government.
- (xv) Candidate may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned documents are verified by the appointing authority. Candidates are cautioned that they will be debarred from the examination conducted by the Authority in case they fraudulently claim SC/ST/OBC/EWS/PwBD/ESM status or claims any other benefit.
- (xvi) Your candidature is **Provisional**. You must, therefore, ensure that you fulfill all the conditions of eligibility laid down in the advertisement/notice of recruitment. If at any stage it is found that you do not fulfill any of the conditions of eligibility, **your candidature will be cancelled and no appeal against such cancellation will be entertained**. The fact that you have been called for document verification do not confer any right to be treated as eligible in all aspects for appointment or to be considered for document verification. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down on the crucial date prescribed for the post/examination in question.
- (xvii) Please note that **date, time and venue of document verification is final** and no request for change will be entertained. In case you fail to attend the document verification, it will be presumed that you are not interested in the post and your candidature will be treated as "cancelled". No further correspondence will be entertained in this regard. The candidates are advised to make necessary arrangements for his/her travel/stay well in advance, so as to reach the specified venue on time.
- (xviii) Canvassing in any form by or on behalf of a candidate will be disqualification to the stated post.
- (xix) DDA at its discretion reserves the right to postpone/cancel the document verification.
- (xx) **If you do not produce any of the above mentioned documents** in original (along with self-attested copies) which are required for determining eligibility for the document verification in question (as applicable), you will not be admitted for the document verification under any circumstances whatsoever and no second opportunity will be granted for document verification.
- (xxi) In case a candidate does not appear for verification of documents /identity along with original documents, he/she shall not be eligible for appointment and his/her candidature shall be rejected. Neither any request for change in the date, time and venue of document verification shall be entertained nor second opportunity shall be provided in any case.

A link for downloading call letter for appearing in the document verification and interview (wherever applicable) will be uploaded on DDA's website shortly.

**Please stay in touch with DDA's Official website i.e. [www.dda.gov.in](http://www.dda.gov.in) for latest update.**