

**RECRUITMENT CELL**

VIKAS SADAN, I.N.A., NEW DELHI-110023 Recruitment Advertisement No 01/2020/Rectt. Cell/Pers./DDA

RECRUITMENT IN VARIOUS CATEGORIES

Website Link Opening Date	23.03.2020 (10:00 AM)
Closing Date of Receipt of Online Application	22.04.2020 (06:00 PM)
Last Date for Depositing Application Fee	25.04.2020 (06:00 PM)

Online applications are invited from the eligible candidates for recruitment against following posts in DDA:

Post Code	Name of the post	Group	Pay Matrix	Age as on last date of closing of application	Qualification	Total vacancies (inclusive of backlog vacancies)	UR	EWS	SC	ST	OBC	Reserved for PwD included within the total vacancies					
												ESM	VH	HH	OH	OTHERS	
01	Deputy Director (System)	A	Level 11	Not exceeding 40 yrs. (Relaxable in accordance with the instructions/orders issued by the Central Govt.)	a) Ph. D in Computer Science/ IT OR b) M. E./ M. Tech. in Computer Science / IT with First Class or minimum 60% marks in aggregate from Govt. recognised Institution / University and with 3 years' relevant experience OR c) B.E. / B. Tech./M.Sc. in Computer Science / IT/ MCA with First Class or minimum 60% marks in aggregate from Govt. recognized Institution / University and with 5 years' relevant experience in Computer Programming.	02	02	-	-	-	-	-	-	-	-	-	-
02	Deputy Director (Planning)	A	Level 11	Not exceeding 40 yrs. (Relaxable for Govt. Servants in accordance with the instructions/orders issued by the Central Govt.)	Essential (i) Bachelor's Degree in Planning/Architecture/Civil/Municipal Engineering or Master Degree in Geography/Sociology/Economics from a recognized University/Institute or equivalent. (ii) Postgraduation in Planning with specialization in any of the field of Town/City/Urban/Housing/Transport/ Environmental Planning from a recognized University/Institute or equivalent. (iii) At least 5 years experience in a planning office in development authority or local body or in a Government Undertaking. Desirable i) Degree/Diploma in Geographic Information System (GIS) / Geo-Informatics or equivalent from a recognized University/Institute. ii) Associate Membership of the Institute of Town Planners (India)	05	04	-	-	-	01	-	-	-	-	-	-
03	Asstt. Director (Plg.)	A	Level 10	Not exceeding 35 yrs. (Relaxable for Govt. Servants in accordance with the instructions/orders issued by the Central Govt.)	Essential (i) Bachelor's Degree in Planning/Architecture/Civil/Municipal Engineering or Master Degree in Geography/Sociology/Economics from a recognized University/Institute or equivalent. (ii) Postgraduation in Planning with specialization in any of the field of Town/City/Urban/Housing/Transport/Environmental Planning from a recognized University/Institute or equivalent. Desirable i) Degree/Diploma in Geographic Information System (GIS)/Geo-Informatics or equivalent from a recognized University/Institute. ii) Associate Membership of the Institute of Town Planners (India)	05	02	01	-	-	02	-	-	-	-	-	-
04	Asstt. Director (System)	A	Level 10	Not exceeding 30 years (Relaxable in accordance with the instructions/orders issued by the Central Govt.)	a) M. E./ M. Tech. in Computer Science / IT with First Class or minimum 60% marks in aggregate from Govt. recognised Institution / University OR b) B.E. / B. Tech./M.Sc. in Computer Science / IT/ MCA with First Class or minimum 60% marks in aggregate from Govt. recognized Institution / University and with one-year experience in relevant field.	02	01	-	01	-	-	-	-	-	-	-	-
05	Assistant Accounts Officer	B	Level 8	Not exceeding 30 yrs.	Chartered Accountant (CA)/ Company Secretary (CS)/ ICWA/ Master in Financial Control/ MBA (Finance), or equivalent from a recognized University/Institution. NOTE: Specialization will be considered only when a candidate has passed minimum 06 papers/courses in the field of specialization mentioned in the notification.	11	05	01	01	-	04	-	-	01	-	-	-
06	Planning Assistant	B	Level 7	Not exceeding 30 yrs. (Relaxable in accordance with the instructions/orders issued by the Central Govt.)	Bachelor's Degree in Planning/ Architecture from a recognized University /Institute or equivalent.	01	-	-	-	-	-	-	-	-	-	-	01
07	SO (Horticulture)	B	Level 6	Not exceeding 30 years (Relaxable for Govt. Employees and Employees of DDA in accordance with the instructions issued by the Central Govt.)	Bachelor's Degree in Agriculture or Horticulture or Forestry from a recognized University or Institute or equivalent.	48	21	05	02	06	14	-	-	01	-	-	-
08	Architectural Assistant	B	Level 7	30 years	Degree in Architecture from a recognized University/Institution or equivalent.	08	04	01	01	-	02	-	-	-	-	-	01

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09	Surveyor	C	Level 5	Between 18 and 25 yrs. (Relaxable for Govt. Employees and Employees of DDA in accordance with the instructions issued by the Central Govt.)	Diploma or 2 years' National Trade Certificate in Surveying from recognized Institute or equivalent and 2 years' experience in Survey work.	11	-	-	03	02	06	-	-	-	-	-
10	Stenographer Grade 'D'	C	Level 4	18 - 30 yrs.	i) Senior Secondary Certificate (12th Class pass) or equivalent from a recognized Board /University. ii) Skill Test Norms: Dictation- 10 min at the speed of 80 w.p.m. Transcription (Only on computer)- 50 min (English) 65 min (Hindi) Desirable Preference to be given to such persons who have acquired Diploma in Office Management & Secretarial Practice from any recognized institution.	100	44	10	15	-	31	10	01	01	02	01
11	Patwari	C	Level 3	Between 21-27 yrs. (Relaxable for Govt. Employees and Employees of DDA in accordance with the instructions issued by the Central Govt.)	Essential Graduate from any recognized University or equivalent thereof Desirable i) Proficiency in computer. ii) Working knowledge of Urdu/Hindi Note: - Training shall be imparted to the new incumbents by the department and probation shall be lifted only on successful completion of the training.	44	24	02	06	03	09	-	-	-	-	-
12	Jr. Secretariat Assistant	C	Level 2	Between 18-27 yrs. (Relaxable for Govt. Employees and Employees of DDA up to 40 years in accordance with the instructions issued by the Central Govt.)	i) 12th class pass or equivalent qualification from a recognized Board or University. ii) Typing speed of 35 w.p.m. in English and 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)	292	121	29	43	21	78	29	03	03	03	02
13	Mali	C	Level 1	Between 18-25 yrs. (Relaxable for Govt. Employees and Employees of DDA in accordance with the instructions issued by the Central Govt.)	10th pass from a recognized Board or equivalent	100	41	10	15	07	27	10	-	01	02	01

The detailed Notification incorporating vacancies, qualification, procedure of recruitment etc. will be available on website of Delhi Development Authority i.e. www.dda.org.in w.e.f 23.03.2020 (10:00 AM) on the link "Jobs → Direct Recruitment 2020" which may be referred for further details. Commissioner(Personnel)