

Post Applied

Category

Exam. Fees

- Verify the details and click on 'Confirm'.
- Now you will be taken to payment gateway
- Select appropriate 'Mode of Payment' *i.e.*
 - a. Internet Banking of SBI & its Associate Banks.
 - b. Debit card powered by RuPay.
 - c. Unified Payment Interface (UPI) (BHIM UPI); and
 - d. Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM UPI QR Code)
 - e. VISA/ Master debit card etc.
- Check the charges/commission applicable for selected 'Mode of Payment' and deposit the requisite examination fee.

6.8 The journal number or the Transaction number given by the Bank is to be retained for future reference and print the e-receipt for your record.

6.9 Fees paid by modes other than through Online mode will **not be accepted and the applications of such candidates will be rejected and the payment made shall stand forfeited.**

7. Last/ Closing Date for Receipt of online Application(S):

The candidates are required to fill the application(s) online by login into link provided on DDA's website www.dda.gov.in and completed application(s) in all respect can be submitted up to **02.07.2023** (06:00 PM) after which the link will be deactivated. Any application received after closure of the link or received through any other mode of communication shall not be considered under any circumstances.

8. Examination Centers:

The online examination, will be held preferably at the centers located **in Delhi/NCR**. However, if large number of applications are received for a particular category of post(s), then DDA may at its discretion hold the examination in other cities also.

9. Scheme of Examination:

9.1

Post Code	Name of the post	Mode of Recruitment	Details of Examination
01	Assistant Accounts Officer	Single Stage computer based examination followed by Interview of the shortlisted candidates	The question paper shall be of 02 hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language followed by Interview of shortlisted candidate.
02	Assistant Section Officer	Two stage computer based examination Objective Multiple Choice Type followed by Computer Proficiency Test and DEST	<u>Stage-I:</u> a) General Intelligence and Reasoning – 50 Marks/25 Questions b) General Awareness – 50 Marks/ 25 Questions c) Quantitative Aptitude – 50 Marks/25 Questions d) English Comprehension – 50 Marks/25 Questions Total – 200 Marks/100 Questions (Duration – 01 Hours).

			Stage – II					
			Session	Section	Subject	No. of Questions	Max. Marks	Time Allowed
			I (02 Hours and 15 Minutes)	I	Module I- Mathematical Abilities	30	90	01 Hour
					Module II- Reasoning & General Intelligence	30	90	
				II	Module I- English Language and Comprehension	45	135	01 Hour
					Module II- General Awareness	25	75	
				III	Computer Knowledge (Qualifying in nature)	20	60	15 Minutes
			II (15 Minutes)	IV	Data Entry Speed Test (Qualifying in nature)	One Data Entry Task		15 Minutes
03	Architectural Assistant	Single Stage computer based examination	The question paper shall be of 02 Hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language					
04	Legal Assistant	Single stage computer based examination	The question paper shall be of 02 hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language.					
05	Naib Tehsildar	Single Stage computer based examination	The question paper shall be of 02 Hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language					
06	Junior Engineer (Civil)	Single stage computer based examination	The question paper shall be of 02 Hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language.					
07	Surveyor	Single Stage computer based examination	The question paper shall be of 02 Hours duration of 120 marks consisting of 120 questions of objective type (multiple choice questions) of the respective discipline as well as questions on test of reasoning, quantitative aptitude, general awareness and English language					

08	Patwari	2 stage computer based examination	<p>Stage I: (Preliminary) General Awareness, General Intelligence & Reasoning Ability, Arithmetical & Numerical Ability, Hindi & English (Language & comprehension) and Basic Computer knowledge (120 questions/120 marks of 2 Hrs duration)</p> <p>Stage II: (Mains) General Awareness (Special Emphasis on Delhi), General Intelligence & Reasoning Ability, Arithmetical & Numerical Ability, English Language & comprehension, Hindi or Urdu language and comprehension, Basic Computer knowledge (200 questions/200 marks of 2 Hrs duration).</p>																																		
09	Junior Secretariat Assistant	Two stage computer based examination Objective Multiple Choice Type followed by typing test of the shortlisted candidates.	<p>Stage-I:</p> <p>a) General Intelligence – 50 Marks/25 Questions b) General Awareness – 50 Marks/ 25 Questions c) Quantitative Aptitude (Basic arithmetic skill) – 50 Marks/25 Questions d) English Language (Basic Knowledge) – 50 Marks/25 Questions Total – 200 Marks/100 Questions (Duration – 01 Hours).</p> <p>Stage – II</p> <table border="1" data-bbox="753 762 1341 1457"> <thead> <tr> <th>Session</th> <th>Section</th> <th>Subject</th> <th>No. of Questions</th> <th>Max. Marks</th> <th>Time Allowed</th> </tr> </thead> <tbody> <tr> <td rowspan="4">I (02 Hours and 15 Minutes)</td> <td rowspan="2">I</td> <td>Module I- Mathematical Abilities</td> <td>30</td> <td>90</td> <td rowspan="2">01 Hour</td> </tr> <tr> <td>Module II- Reasoning & General Intelligence</td> <td>30</td> <td>90</td> </tr> <tr> <td rowspan="2">II</td> <td>Module I- English Language and Comprehension</td> <td>40</td> <td>120</td> <td rowspan="2">01 Hour</td> </tr> <tr> <td>Module II- General Awareness</td> <td>20</td> <td>60</td> </tr> <tr> <td>III</td> <td>Computer Knowledge Test (Mandatory but Qualifying in nature)</td> <td>15</td> <td>45</td> <td>15 Minutes</td> </tr> <tr> <td>II (10 Minutes)</td> <td>IV</td> <td>Skill Test/Typing Test (Mandatory but Qualifying in nature)</td> <td colspan="2">Typing Test for JSA</td> <td>10 Minutes</td> </tr> </tbody> </table>	Session	Section	Subject	No. of Questions	Max. Marks	Time Allowed	I (02 Hours and 15 Minutes)	I	Module I- Mathematical Abilities	30	90	01 Hour	Module II- Reasoning & General Intelligence	30	90	II	Module I- English Language and Comprehension	40	120	01 Hour	Module II- General Awareness	20	60	III	Computer Knowledge Test (Mandatory but Qualifying in nature)	15	45	15 Minutes	II (10 Minutes)	IV	Skill Test/Typing Test (Mandatory but Qualifying in nature)	Typing Test for JSA		10 Minutes
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9.2 The standard and syllabus of the On-Line examination will be of the level of prescribed minimum qualification. The medium of the On-Line examination will be Hindi / English only for all categories of posts except for Hindi/ English Comprehension. **The weightage of marks of Computer Based Examination will be 85 % and Interview will be of 15% marks, wherever prescribed.**

9.3 Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, will be **normalized** by using the formula published by the DDA on its website and such normalized scores will be used to determine final merit and cut-off marks.

9.4 For the Post Code 02 (Assistant Section Officer):

9.4.1 Section-IV of Session II of Stage-II i.e. Data Entry Speed Test (DEST):

9.4.1.1 Section-IV of Session II of Stage-II will include conducting of a Data Entry Speed Test (DEST) for a duration of 15 minutes in Session-II on the same day.

9.4.1.2 DEST will be mandatory however, it will be qualifying in nature.

9.4.1.3 DEST will be conducted in the manner decided by the DDA for the purpose and the detailed instruction regarding the same will be uploaded on DDA website in due course of time.

9.4.1.4 OH candidates are eligible for exemption from attempting DEST, provided such candidates submit a Certificate in the prescribed format (**Annexure- 7,8,9**) to the DDA from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability.

9.4.1.5 PwBD candidates who are eligible for scribes as per para- 2.11.1, 2.11.2 and 2.11.3 of the Notice of Examination will be allowed additional compensatory time of 5 (five) minutes in DEST. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of DEST.

9.5 For the Post Code 09 (Junior Secretariat Assistant)- Typing Test:

9.5.1 Section-IV of Session II of Stage-II will include conducting of Skill Test/ Typing Test in Session-II on the same day. Skill Test/ Typing Test will be of qualifying nature.

9.5.2 The medium of Typing Test will be Hindi or English. The candidates will have to opt for the medium of Typing Test (i.e. either Hindi or English) in the online Application Form.

9.5.3 The choice of Typing Test given by the candidate in the online Application Form shall be treated as final and no change in the medium of Typing Test will be entertained later at any stage.

9.5.4 Typing Test will be conducted in the manner decided by the DDA for the purpose and the detailed instruction regarding the same will be uploaded on DDA website in due course of time.

9.5.5 Candidates eligible for scribe as per Para 2.11.1, 2.11.2 and 2.11.3 will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes.

9.5.6 Passage Dictators will be provided to those VH candidates for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

9.5.7 Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval of the DDA, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (**Annexure- 7,8,9**) to the DDA from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure- 7,8,9** of the Notice of Examination, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the DDA.

10. Penalty for wrong answers:

Candidates should note that in order to discourage the guess work, in all such cases where the question is of 01 mark, there will be penalty of 0.33 (negative marking) for wrong answers / multiple answers marked by a candidate in the objective type question papers having four alternatives. However, where question is of 02 marks and 03 marks, there will be penalty of 0.66 mark and 1 mark (negative marking) respectively.

11. Preparation of Merit:

11.1 The minimum qualifying marks will be as under:

UR	SC	ST	OBC(NCL)	EWS
40%	30%	30%	35%	35%

DDA may give further relaxation in minimum qualifying marks to the Persons with Benchmark Disabilities (PwBDs) at its discretion.

11.2 The merit list of all the successful candidates for respective posts shall be prepared separately on the basis of marks scored by the candidates in Computer Based Examination as well as in the interview, wherever prescribed **taken together**. In the event of tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

- a. Date of birth, with older candidate placed higher.
- b. Alphabetical order in which the names of the candidates appear.

11.3 For the post of Junior Secretariat Assistant (JSA):

11.3.1 Minimum qualifying marks in Stage-I & Section-I, Section-II and Section-III of Stage-II Examination are as follows:

- a) UR : 40% b) OBC/ EWS : 35% c) SC/ST: 30%

11.3.2 Based on the marks scored in Stage-I i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Stage-II Examination. Separate cut-offs will be fixed for Stage – II.

11.3.3 Stage-II Examination will be conducted for all the candidates qualified in Stage-I. In Stage-II, all shortlisted candidates will be required to appear in all four sections.

11.3.4 In Stage-II, it will be mandatory for the candidates to qualify in all the sections.

11.3.5 Based on the aggregate performance in Section-I and Section-II of Stage-II Examination, candidates will be shortlisted for evaluation of Section-III & Section-IV of Stage-II Examination. The candidates who are not qualified in Section-I + Section-II will not be eligible for evaluation of Section-III & Section-IV and they will not be considered for further selection process.

11.3.6 Section-III & Section-IV of Stage-II is qualifying in nature, in other words both modules i.e. Computer Knowledge Test and Skill Test/ Typing Test are qualifying in nature but mandatory. Typing Test for JSA is mandatory for all candidates except those who are exempted from appearing in the Typing Test as per Para-9.5.7

11.3.7 Merit list will be prepared on the basis of overall performance of candidates in Stage-II Examination only. Merit List will be prepared on the basis of aggregate marks scored in Section-I & Section-II of Stage-II examination only subject to qualifying Section-III & Section-IV.

11.4 For the post of Assistant Section Officer (ASO):

11.4.1 Minimum qualifying marks in Stage-I & Section-I, Section-II and Section-III of Stage-II Examination are as follows:

- a) UR: 40% b) OBC/ EWS: 35% c) SC/ST: 30%

11.4.2 Based on the marks scored in Stage-I i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Stage-II Examination. Separate cut-offs will be fixed for Stage – II.

11.4.3 Stage-II Examination will be conducted for all the candidates shortlisted in Stage-I. In Stage-II all the candidates will be required to appear in all four sections it will be mandatory for the candidates to qualify all the sections.

11.4.4 Based on the aggregate performance in Section-I and Section-II of Stage-II Examination, candidates will be shortlisted for evaluation of Section-III & Section-IV of Stage-II Examination. The candidates who are not qualified in Section-I + Section-II will not be eligible for evaluation of Section-III & Section-IV and they will not be considered for further selection process.

11.4.5 Section-III & Section-IV of Stage-II is qualifying in nature, in other words both modules i.e. Computer Knowledge Test and DEST are qualifying in nature.

11.4.6 Merit list will be prepared on the basis of overall performance of candidates in Stage-II Examination only. Merit List will be prepared on the basis of aggregate marks scored in Section-I & Section-II of Stage-II examination only subject to qualifying Section-III & Section-IV.

11.5 For the post of Patwari :

Based on the marks scored in Stage-I i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Stage-II Examination. Further final merit for selection of the candidates will be prepared on the basis of marks obtained by the candidates in **Stage II examination only.**

12. General Conditions:

12.1 In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by DDA.

12.2 If any dispute arises with regard to qualification/ experience or eligibility or whether a particular qualification is equivalent to the one mentioned in the notification or not, then in that case DDA may at its discretion, constitute an Expert Committee or sought opinion from Expert to take a view as regard to eligibility of the candidate with reference to the notified qualification. The decision of the DDA in this regard shall be final and binding upon the candidate.

12.3 Similarly, if objection is received during opening of objection management link for correctness of the question or its answer key, then the said objection will be referred to the Subject Matter Expert for examining and the decision of Subject Matter Expert will final and binding upon the candidates.

12.4 TA/DA will be paid to only SC/ST candidates in their own bank accounts only, on producing the valid proof of traveling along with Identity proof, proof of SC/ST and residence proof for appearing in the On-Line competitive examination. **(Annexure – 10)**

12.5 The selected candidate shall be asked to furnish a Surety Bond of ₹2,00,000/- (Rupees two lakhs only). If he/she leaves the services of the Authority before completion of three-year service (Probation of two years + one-year regular service thereafter), the surety furnished by the candidates shall be forfeited.

12.6 Period of Probation: During the probation period of two years, the selected candidates will be given in house training regarding departmental procedures etc. Probation of the candidate will be confirmed after completing/passing the departmental examination, if any, prescribed by DDA.

Further for post code 01 (Assistant Accounts Officer) appointed candidates has to qualify the exam in the subjects requiring knowledge of departmental functioning like FRSR, Civil Accounts Code and Public Works Account within a maximum period of two years failing which they may not be eligible to draw their annual increment and also for promotion to the next post.

12.7 All the terms & conditions prescribed for appointment as a Probationer Trainee shall also be applicable.

12.8 DDA will adopt the same formula for conversion of CGPA into percentage as is used / adopted by CBSE (i.e. 9.5* CGPA) and as adopted by SSC / UPSC in Graduation and Post-Graduation.

12.9 The eligible candidates will be issued an e-Application Status Certificate 02 weeks before the commencement of the examination. However, e-Admit Card will be issued 03 days before the commencement of the examination. The e-Application Status Certificate/ e-Admit Card will be made available on the DDA's website {<https://www.dda.gov.in>} for downloading by the candidate(s). The candidate(s) will be informed for downloading e-Application Status Certificate/ e-Admit Card/ Call Letter for document verification/ interview on their registered mobile number/email ID given at the time of submission of online application. No e-Application Status Certificate/e-Admit Card shall be sent by post.