

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.

