

maintained by a University, which must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate.

- b) No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.
- c) The expression Matriculation/ Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.
- d) Relaxable for Govt. Employees & the employee of the DDA in accordance with the instructions issued by the Central Govt.

**NOTE: Candidates should note that no subsequent request for change of date of birth will be considered or granted.**

**7. Application fee and mode of remittance:**

- a) **Application Fee will be Rs. 500/- for all categories of posts. Transaction charges of the bank, taxes, as applicable shall be borne by the candidate.**
- b) Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, PwD& Ex-serviceman category are exempted from paying Application fee.
- c) Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession. No fee exemption is, however, available to OBC/EWS candidates and they are required to pay the prescribed fee in full.
- d) Fee once paid will not be refunded under any circumstances.

**8. Mode of payment of application fee:**

- (i) ONLINE Fee Payment through Internet Banking/Debit/Credit Card etc. (as provided in the Online Application) will only be accepted.
- (ii) Fees paid by modes other than through Online Application will **not** be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.
- (iii) Detailed instructions for filling online application and ONLINE Fee Payment are available on the website.

**9. Examination Centers:**

The online examination as well as Computer Proficiency Test or Skill Test (as applicable), will be held at the centers located in Delhi/NCR only.

**10. Selection Procedure:**

I. An On-Line competitive examination for all categories of post will be as per following details:

Post Code	Post	Mode of Recruitment	Details of Examination
01	Dy. Director (System)	Single Stage online 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	Dy. Director (Plg.)	Do	do
03	Asstt. Director (Plg.)	Do	do
04	Asstt. Director (System)	Do	do

05	Assistant Accounts Officer	Do	do
06	Planning Assistant	Single Stage online 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	S.O.(Hort.)	Do	do
08	Architectural Assistant	Do	do
09	Surveyor	Do	do
10	Stenographer Grade 'D'	Single stage online examination followed by skill test	General Intelligence & Reasoning (50 questions of 50 marks), General Awareness (50 questions of 50 marks) and English Language & Comprehension (100 questions of 100 marks) for 2 Hrs duration followed by skill test. The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m. The matter will have to be transcribed on computer only. The transcription time is as follows: - 50 minutes (English) 65 minutes (Hindi) <b>Note:</b> The candidates who have opted for English medium, "Times New Roman" font will be used for transcription. The candidates who have opted for Hindi medium, "Mangal (Hindi Remington Keyboard (GAIL)) will be used for transcription.
11	Patwari	2 stage online examination	<b>Stage I (Preliminary)</b> 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) <b>Stage II (Main)</b> 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)
12	Jr. Secretariat Assistant	2 stage online examination followed by typing test of the shortlisted candidates	<b>Stage I:</b> General Awareness, General Intelligence & Reasoning Ability, Arithmetical & Numerical Ability, English (Language & comprehension) (120 questions/120 marks of 2 Hrs duration) <b>Stage II: Computer Proficiency Test (CPT):</b> The question paper shall be of 50 minutes' duration of 100 marks consisting of 50 questions of objective type (Multiple Choice Questions) as per detail given below: 1. Part-I: Computer Fundamental Section (10 questions), 2 marks per question 2. Part-II: Keyboard Shortcut key & Internet (10 questions), 2 marks per question 3. Part-III: MS Word (10 questions), 2 marks per question 4. Part-IV: MS Excel (10 questions), 2 marks per question 5. Part-V: MS Power Point (10 questions), 2 marks per question <b>Stage-II examination will be qualifying in nature. There will not be any penalty for wrong answers (negative marking) in Stage-II (CPT).</b> <b>Stage-III: Typing Test</b> 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. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)

13	Mali	Single Stage Online examination followed by Trade Test/Practical Test	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 trade test/ practical test of the shortlisted candidates which will be qualifying in nature.
14	Sr. Law Officer	Single Stage online 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
15	Legal Assistant	Single stage on-line 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.

**I. For the post of Stenographer Grade 'D' (Post Code 10):** If the candidate does not indicate the medium of stenography test in application form, the Authority will consider English as the medium of stenography test for such candidates.

There is no exemption from stenography test/ skill test for any category of candidates. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment. VH candidates will be required to transcribe the matter in 75 minutes for English Shorthand or in 100 minutes for Hindi Shorthand.

Candidates will be shortlisted for the stenography test/ skill test on the basis of their performance in the online examination. The merit list will be prepared on the basis of marks secured by the candidate in the online examination in respect of only those candidates who qualify in the stenography test/ skill test.

**II. For the post of Jr. Secretariat Assistant (Post Code 12):** The candidates who have qualified the Stage-II examination, will only be shortlisted for typing speed test on the basis of marks scored by them in Stage-I examination. However, Final Merit/Select list will be prepared only in respect of those candidates who will qualify the typing speed test in terms of the notification.

**Candidate(s) seeking exemption from typing test:** The physically handicapped candidates who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to the Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the Type Test. They are required to upload the scanned copy of the Medical Certificate to this effect at the appropriate place 00000 provided in the online application form.

The term physically handicapped persons' does not cover those who are visually handicapped who are hearing handicapped but cover only those where physical disability permanently prevents them from typing.

**III. For the post of Mali (Post Code 13):** The candidates will be shortlisted for Trade Test/Practical Test on the basis of marks scored by them in online computer based examination. However, Final Merit/Select list will be prepared only in respect of those candidates who will qualify the trade test in terms of the notification.

IV. 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