



DELHI DEVELOPMENT AUTHORITY

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



Ref.: Advertisement published in Hindustan Times, Mint and Hindustan on 04.09.2018, Times of India on 05.09.2018, Nav Bharat Times on 06.09.2018 and in Employment News on 15-21.09.2018.

IMPORTANT DATES

Opening date & time for online registration of application	10.04.2019(10.00 AM)
Last date & time of closing of registration and submission of application	09.05.2019 (up to 6.00 PM)
Last date & time for closing of submission of online application fees through debit card /credit card/net banking through SB Collect system of State Bank of India	12.05.2019 (up to 6.00 PM)

Recruitment of Assistant Executive Engineer (Civil) and Assistant Executive Engineer (Electrical/ Mechanical)

Attention is invited to this office advertisement published in various newspapers on 04.09.2018 to 06.09.2018 and in Employment news on 15-21.09.2018 wherein it was mentioned that Delhi Development Authority proposes to fill the following posts of Assistant Executive Engineer (Civil) and Assistant Executive Engineer (Electrical / Mechanical) from bright and dynamic Graduate Engineers in Civil, Electrical and Mechanical disciplines who fulfil the eligibility criteria in all respect with reference to the educational qualification, age etc. on or before 15.02.2019 as specified in the advertisement to join its team of Engineers through GATE Score 2019. The details of the posts, Pay Matrix and eligibility conditions are as follows:

Post Code	Name of the post	Group	Pay Matrix	Age	Qualification	Total vacancies (inclusive of PwD vacancies)	UR	SC	ST	OBC	Reserved for PwD included within the total vacancies			
											VH	HH	OH	Other
01	AEE(Civil)	A	Level 10	21-30 years	Degree in Civil Engineering or equivalent from a recognised University/ Institution	20	11	03	01	05	-	01	-	-
02	AEE(E/M)	A	Level 10	21-30 years	Degree in Electrical/Mechanical Engineering or equivalent from a recognised University/ Institution	03	02	-	-	01	-	-	-	-

Note: If it is noticed at a later date that the candidate does not possess the requisite qualification or does not fulfill any of the eligibility criteria on or before the last date mentioned above i.e. 15.02.2019, his candidature for the above post (s) will be rejected summarily without any further notice.

Number of vacancies indicated above may increase/decrease or even reduce to zero depending upon requirement and availability or non-availability of vacancies due to one or another reason(s). No notification/corrigendum shall be issued for any such change.

Concessions/Relaxations

Reservation of posts for SC/ST/OBC (Non Creamy Layer)/PwD (Degree of disability 40 % and above) will be as per government policy.

Age relaxation

Upper age limit is relaxable for reserved category candidates as under: -

- SC/ST - by 5 years
- OBC (NCL) – by 3 years*
- PwD - by 10 years (13 years for OBC (NCL) and 15 years for SC/ST categories)

Other age relaxation if any will be given as per Government of India's orders/instruction issued from time to time.

The degree of disability should not be less than 40 %. The post of Assistant Executive Engineer (Civil) has been identified suitable for followings categories of Persons with Disabilities:

OL-One Leg, OA = One Arm, HH = Hearing Handicapped

However, only one post has been earmarked for HH category. Therefore, OH category candidate as mentioned above may apply for the above post but they will not be given benefit of reservation except the fee exemption and age relaxation.

The eligibility for availing reservation against the vacancy reserved for the Persons with Disabilities shall be the same as prescribed in "The Rights of Persons with Disabilities Act, 2016." Provided further that the physically disabled candidates shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements of the identified Service/Post as may be prescribed by its Cadre Controlling Authority.

ii) Candidates to ensure their eligibility for the post applied for:

The candidates applying for the above posts should ensure that they fulfill all eligibility conditions for the post applied for. The shortlisting of candidates for documents verification and interview will be **purely provisional** subject to satisfying the prescribed eligibility conditions. The DDA take up verification of eligibility conditions with reference to original documents at the time of documents verification and interview only.

(iii) In case, candidate does not fulfill the requisite prescribed qualification on or before the last date as specified by DDA, his/her candidature shall be rejected out rightly.

(iv) If on verification at any time before or after the documents verification and interview, if it is found that they do not fulfill any of the eligibility conditions; their candidature for the post applied will be cancelled by the DDA. If any of their claims is found to be incorrect, they may render themselves liable to appropriate action by the DDA, as deemed fit.

LAST DATE FOR RECIEPT OF APPLIACTION(s):

The candidates are required to fill the application(s) online by login into link provided on DDA's website www.dda.org.in and completed application(s) in all respect can be submitted up to 09.05.2019 (06:00 PM) after which the link will be deactivated. Any application received after closure of the link, will not be considered under any circumstances. However, the candidates who have submitted the application upto 09.05.2019 (upto 06:00 PM) can make the payment online upto 12.05.2019 (upto 6.00 PM)

Application fee and mode of remittance:

- (a) Application Fee will be ₹ 500/- for all categories of posts. Transaction charges of the bank, taxes, as applicable shall be borne by the candidate.
- (b) All female candidates and candidates belonging to Scheduled Caste/ Scheduled Tribe/ Persons with Disabilities are exempted from paying application fee as per extant Government orders. No fee exemption is, however, available to OBC candidates and they are required to pay the prescribed fee in full.

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 Mode 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.

Selection Procedure:

The candidates who are meeting the eligibility criteria mentioned above, appeared/qualified the GATE 2019 examination and registered with DDA for recruitment to the above posts, will be shortlisted for interview on the basis of their GATE Score. **(The weightage of GATE Score will be 85% and interview will be 15%).**

Period of Probation: the selected candidates will be put on a probation period of two years and in house training regarding departmental procedures etc. Probation of the candidate will be confirmed after completing/passing the departmental examination prescribed by DDA.

Medical Standards

Candidates provisionally selected by DDA will have to undergo a Pre-Employment Medical Examination. The health of candidates will be assessed by Authorized Medical Officers/nominated hospitals and the appointment will be subject to meeting the medical standards as per rules.

Relaxation of medical standards for PwD (Persons with Disability) candidates:

Candidates selected under PwD category except the handicap for which relaxation is acceptable, must be within the prescribed normal range of all other physical standards.

PwD candidates would be required to furnish valid Disability Certificate duly stamped & signed by a medical panel empowered for the purpose and should comprise of 3 medical officers from Govt. hospital or Medical board.

Note: Candidates must ensure that they must fulfill the eligibility criteria in all respects w.r.t. educational qualification, age etc. on or before the last date mention in page 1 i.e.15.02.2019. If it is noticed at a later date that the candidate does not possess the requisite qualification or does not fulfill any of the eligibility criteria on or before the last date mentioned above i.e. 15.02.2019, his candidature for the above post (s) will be rejected summarily without any further notice.

General Conditions:

- a) If any dispute arises with regard to qualification 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 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.

- b) The date of birth accepted by the Delhi Development Authority is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognised by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates 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.
- c) No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.
- d) The expression Matriculation/Secondary Examination Certificate in this part of the instruction includes the alternative certificates mentioned above.
- e) TA/DA will be paid to only SC/ST candidates on producing the valid proof of traveling along with Identity proof, proof of SC/ST and residence proof for appearing in the interview.
- f) 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 furnish by the candidates shall be forfeited.
- g) All the terms & conditions prescribed for appointment as a Probationer Trainee shall also be applicable.

14. Verification of documents:

Shortlisted candidates who are successful in the GATE 2019 examination shall be called to appear before the interview board wherever prescribed along with original documents.

It shall be mandatory for the candidates to appear before the interview board or at the time of document and identity verification with the following original documents alongwith self-attested one Photostat copy of the same on the date specified for the purpose of verification of his/her original documents: -

- (i) System generated printout of application with candidate's scanned photograph and signature.
- (ii) Fee payment challan 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) Certificate of SC/ST /OBC, as the case may be, issued by the concerned Competent Authority as per specimen attached. (if applicable). Non-Creamy Layer Certificate should not be more than one-year-old.
- (vi) Disability Certificate (Showing the type & percentage of disability) issued by the concerned competent authority as per specimen attached.
- (vii) Identity proof such as Voter ID Card, Passport, Driving License etc.
- (viii) All other documents, as per details given in the advertisement and/or call letter.
- (ix) In case a candidate does not appear before the interview board or 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 date of interview/ documents verification shall be entertained nor second opportunity shall be provided for interview/ or verification of documents/identity in any case.**

HOW TO APPLY:

Candidates must apply online through the official website of DDA i.e. www.dda.org.in No other means/mode of application will be accepted. Applications received through any other mode will not be accepted and will be summarily rejected. To apply online, visit our website www.dda.org.in enter **DDA Home Page>>Jobs> >Direct Recruitment 2019.**

2. Detailed Instructions for filling online application are available on the DDA's website. Candidate should read the instructions carefully before making any entry or selecting options.
3. After submitting the online application, the candidates are required to take print out of the finally submitted online application and retain the same with them.
4. Candidates are not required to submit to DDA either by post or by hand the printouts of their online application form or any other document(s). They will be required to submit printout of online application form along with documents in support of their eligibility etc. at the time of documents verification or interview in case they are shortlisted for documents verification or Interview as applicable.
5. The candidates are advised to submit only single online application form. However, if somehow, he/she submits multiple online application forms, then he/she must ensure that online application form with the higher "Registration Number" is complete in all respects including fee as applicable. The applicants, who submit multiple online application forms, should note that only the online application form with higher "Registration Number" shall be entertained by the DDA and fee paid against one "Registration Number" shall not be adjusted against any other "Registration Number".
6. Application form once submitted cannot be modified, hence utmost care should be taken to furnish the correct details before submitting the online application form.
7. Candidates are required to keep active their Email-ID and Mobile Number registered in online application form during the currency of this recruitment process. DDA will send Call Letter for documents verification/ Interview Letters for interview and other communication only at only registered email ID/Mobile of candidates. Hence under no circumstances, the candidates should provide email ID of anybody else.
8. Before applying online, candidate will be required to have a scanned (digital) image of his/her recent photograph and signature for uploading. **The scanned photograph and signature should be in JPG/JPEG format only and maximum digital size of scanned photograph and signature should be 100kb.**
9. Candidate should first scan their photograph and signature, ensuring that both the photograph and signature are as per the prescribed specifications. If the size of the file is less than or more than the prescribed specifications, then adjust the settings of the scanner (or resize the image).
10. Candidates are advised in their own interest to apply online much before the closing date and time of the submission of application form and not to wait till the last date for submission of online application form to avoid the possibility of congestion in server to log on etc.
11. **Before applying online, candidates should**
 - (i) **Scan their Photograph (4.5cm × 3.5cm) and Signature (with black or blue ink only).**
 - (ii) **Signature in CAPITAL LETTERS will NOT be accepted.**

- (iii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.
- (iv) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. DDA may send intimation to download call letters for documents verification/ interview through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number during the course of recruitment process.

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport size color picture.
- Maximum size of file should be 100kb.

Signature Image:

- The applicant has to sign on white paper with Black or Blue Ink pen.
- Maximum size of file should be 100kb.

Ensure that the size of the scanned image is not more than above specifications. If the size of the file is more, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

12. STEPS FOR APPLYING:

STEP-I (SIGN UP):

- a) Candidates can apply online by visiting the DDA's official website i.e. www.dda.org.in enter **DDA Home Page>>Jobs> >Direct Recruitment 2019**.
- b) Candidates will get the instructions page and they will have to accept the terms & conditions by clicking 'I Agree' Checkbox given below and pressing the 'Start' button.
- c) Applicants are needs to sign up first with their valid E-mail ID and Mobile No. with them while signing up.
- d) The One-time Password and login details will be sent at the E-mail ID & Mobile No. provided, so candidates are advised to verify the correctness of the Email ID & Mobile No. before proceeding further.

STEP- II:

- a) Candidates can apply online by revisiting the Online Application through the DDA's official website i.e. www.dda.org.in enter **DDA Home Page>>Jobs> >Direct Recruitment 2019**.
- b) The candidate should now login and the candidates should now fill up all the desired information in the online form about himself / herself correctly. The candidate can make necessary corrections, (if any) before submission of application however Candidates are not allowed to change the Email-ID, Mobile Number, Candidate Name, Post.
- c) On successful submission of on-line application, candidates are advised not to attempt for re-registration for the same post. In case of multiple registrations for the same post, the one with the highest registration number will be considered as the final application. Candidate is required to download the online form generated by the System with unique registration number, which may be retained for future reference.

STEP- III: Submission of Application Fees

On completion of Step-II, after minimum 24 to 36 hours candidate needs Login and Click on **“Make Payment”** link and deposit the requisite examination fee through On-line mode only.

13. METHOD FOR SUBMISSION OF APPLICATION FEES (Non-refundable)

Candidate needs to re-login and click the link/tab “Make Payment” active after 24 to 36 hours of submission of the application. The candidates are required to click on “Make Payment” after 24 to 36 hrs of submission of online application and deposit the requisite examination fee online through Internet Banking /Debit/Credit Card only from State Bank Collect system of State Bank of India (SBI) website. The journal number or the Transaction number given by the Bank is to be retained for future reference.

Guidelines for payment Examination Fee through State Bank Collect System (SBI) (Link will be active minimum after 24 to 36 hrs of submission of online Application (Step-II)

- Click on “**Make Payment**” tab. The candidate will be navigated to State Bank Collect (State Bank India) page.
- Select disclaimer check box and proceed.
- On next screen select Category ‘**DDA APPLICATION FEES 2019**’.
- The candidate will be navigated to State Bank Collect (State Bank India) page of DDA displaying their logo.

Please enter your DDA application sequence number,

- On the next screen, (following Data will appear automatically from database)

Application Sequence Number,

Name of applicant,

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 Internet Banking/Credit Card/Debit Card
- Check the charges/commission applicable for selected 'Mode of Payment'
- **Pay 'online' using Internet Banking/Credit Card/Debit Card and print the e-receipt for your record.**

NOTE:

- Candidates are not required to submit alongwith their applications any certificate in support of their claims regarding age, educational qualifications and experience. The candidates applying for the above post should ensure that they fulfill all the eligibility conditions for recruitment. Shortlisting of their name for documents verification/ interview will be purely provisional subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the documents verification/ interview, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the DDA. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the DDA as deemed fit.**
- A candidate who is or has been declared by the DDA to be guilty of:
 - Obtaining support for his/her candidature by the following means, namely: –
 - Offering illegal gratification to, or
 - Applying pressure on, or
 - Blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
 - Impersonating, or
 - Procuring impersonation by any person, or

- d) Submitting fabricated documents or documents which have been tampered with, or
- e) Making statements which are incorrect or false or suppressing material information, or
- f) Misbehaving in the documents verification/interview including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or
- g) Harassing or doing bodily harm to the staff employed by the DDA for the conduct of documents verification/ interview, or
- h) Being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device; or
- i) Violating any of the instructions issued to candidates permitting them to take documents verification/ interview, or

16. Correspondence with the DDA:

A HELP DESK will be made operational for facility of the candidates from the date of opening of the link. The candidates are advised to write DDA help desk at email ID ddarecttgate2019@gmail.com , in case any need arises or may call the toll free number **1800 209 0816**.

The candidates are advised not to call on the phone numbers (Mobile as well as landline number) of any officer of the DDA for any enquiry related to Recruitment to the above posts. The DDA will not enter into any correspondence with the candidates about their candidature except in the following cases:

(i) The eligible candidates shall be issued e- Call Letter for documents verification/ interview two weeks before the commencement of the documents verification/ interview. If a candidate does not receive his/her e- Call Letter or any other communication regarding his/her candidature for the documents verification/ interview **by the stipulated date** before the commencement of the documents verification/ interview, he/she should at once contact the DDA. Information in this regard can also be obtained from the Facilitation Counter located in the **DDA's Office, Vikas Sadan, INA, New Delhi-110023**. **In case no communication is received in the DDA's Office from the candidate regarding non-receipt of his/her e- Call Letter 01 week before the documents verification/ interview, he/she himself/ herself will be solely responsible for non-receipt of his/her e- Call Letter. No candidate will ordinarily be allowed to take documents verification/ interview unless he/she holds e-Call Letter for the same. The mere fact that e-call letter for the documents verification/ interview has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the DDA or that entries made by the candidate in his/her application for applying for the above posts have been accepted by the DDA as true and correct. Candidates may note that the DDA takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has been shortlisted for documents verification/ interview. Unless candidature is formally confirmed by the DDA, it continues to be provisional.** The decision of the DDA as to the eligibility or otherwise of a candidate for admission to the Examination shall be final. Candidates should note that the name in the e-Call Letter, may be abbreviated due to technical reasons.

(iv) Candidates must ensure that their e-mail IDs and mobile number given in their online applications are valid and active till completion of whole recruitment process.

Important: All communications to the DDA should invariably contain the following particulars.

1. Name and year of the examination.
2. Registration ID (RID)
3. Roll Number (if received)

4. Name of candidate (in full and in block letters)
5. Complete postal address as given in the application.

N.B. I. Communication not containing the above particulars may not be attended to.

N.B. II. Candidates should also note down their RID number for future reference.

They may be required to indicate the same in connection with their candidature for the documents verification/ interview.

N.B. III. Candidates are advised in their own interest to note down the login ID and Password at convenient and safe place for downloading/retrieval of information related to e Call Letter etc. in future.

17. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form for recruitment to the above that he/she belongs to Unreserved (UR) category but subsequently writes to the DDA to change his/her category to a reserved one, such request shall not be entertained by the DDA. Similar principle will be followed for physically disabled categories also. While the above principle will be followed in general, there may be a few cases where there was a little gap (say 2-3 months) between the issuance of a Government Notification enlisting a particular community in the list of any of the reserved communities and the date of submission of the application by the candidate. In such cases the request of change of community from general to reserved may be considered by the DDA on merit.

18. Candidates seeking reservation/ relaxation benefits available for SC/ST/ OBC/PwD must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed in the rules/notice. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the rules/ notice for such benefits, and these certificates should be dated earlier than the due date (closing date) of the application for the above posts.

19. Withdrawal of applications:

No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.

20. Other Instructions:

(i) Delhi Development Authority reserves the right to cancel /restrict /enlarge /modify /alter the recruitment process, if needed, without issuing any notice.

(ii) Legal jurisdiction will be Delhi in case of any dispute.

Commissioner (Personnel)