

9. Scheme of Examination:

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Post Code	Name of the post	Mode of Recruitment	Details of Examination
01	Dy. Director (Architect)	Single Stage online examination followed by Interview (qualifying in nature) of the shortlisted candidates	<p>Stage – I : CBT Examination (150 questions in 02 Hours)</p> <p><u>Part I :</u> The question paper shall be of 100 marks consisting of 100 questions of objective type (multiple-choice questions) of the respective discipline as well as current affairs in the respective discipline.</p> <p><u>Part II :</u> Reasoning : 10 questions (10 marks) Quantitative Aptitude : 10 questions (10 marks) General Awareness : 10 questions (10 marks) English language : 10 questions (10 marks) Computer Knowledge : 10 questions (10 marks)</p> <p>Stage – II : Interview-15 marks Interview of the shortlisted candidates based on marks obtained in CBT Examination (Stage –I).</p> <p>Note: Selection will be done based on marks scored in the CBT Examination (Stage-I) and Interview (qualifying in nature).</p>
02	Deputy Director (Public Relation)		
03	Deputy Director (Planning)		
04	Assistant Director (Planning)		
05	Assistant Director (Architect)		
06	Assistant Director (Landscape)		
07	Assistant Director (System)		
08	Assistant Executive Engineer (Civil)	Eligible aspirants selection will be made through the non-recommended candidate's lists available on the UPSC PRATIBHA Setu portal for candidates who qualified all the stages (i.e Prelims, Mains & Interview) of UPSC Engineering Service Examination (ESE)-2024 in respective discipline but did not make it to the final list.	
09	Assistant Executive Engineer (Electrical)		
10	Assistant Director (Ministerial)	Single Stage online examination followed by Interview (qualifying in nature) of the shortlisted candidates	<p>Stage – I : CBT Examination (150 questions in 02 Hours)</p> <p><u>Part I :</u> The question paper shall be of 100 marks consisting of 100 questions of objective type (multiple-choice questions) of the respective discipline as well as current affairs in the respective discipline.</p> <p><u>Part II :</u> Reasoning : 10 questions (10 marks) Quantitative Aptitude : 10 questions (10 marks) General Awareness : 10 questions (10 marks) English language : 10 questions (10 marks) Computer Knowledge : 10 questions (10 marks)</p> <p>Stage – II : Interview-15 marks Interview of the shortlisted candidates based on marks obtained in CBT Examination (Stage –I).</p> <p>Note: Selection will be done based on marks scored in the CBT Examination (Stage-I) and Interview (qualifying in nature).</p>

11	Legal Assistant	Single stage computer based examination	<p>Stage – I : CBT Examination (150 questions in 02 Hours) objective type (multiple-choice questions)</p> <p><u>Part I :</u> The question paper shall be of 100 marks consisting of 100 questions of the respective discipline as well as current affairs in the respective discipline.</p> <p><u>Part II :</u> Reasoning : 10 questions (10 marks) Quantitative Aptitude : 10 questions (10 marks) General Awareness : 10 questions (10 marks) English language : 10 questions (10 marks) Computer Knowledge : 10 questions (10 marks)</p>
12	Planning Assistant		
13	Architectural Assistant		
14	Programmer		
15	Junior Engineer (Civil)		
16	Junior Engineer (Elect./Mech.)		
17	Sectional Officer (Horticulture)		
18	Naib Tehsildar		
19	Junior Translator (Official Language)	2 stage examination (Stage I online and Stage II conventional type i.e. pen & paper method)	<p>Stage I: There will be 200 multiple choice questions of 200 Marks consisting of General Hindi (100 questions /100 marks) and General English (100 questions/100 marks) of 02 Hrs. duration.</p> <p>Stage II: Examination will be conventional type. i.e. pen and paper method consisting of translation and essay of 200 Marks of 02 Hrs. duration. The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidate's translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.</p>
20	Assistant Security Officer (Non-Ministerial)	Single stage computer based examination	<p>CBT Examination (150 questions in 02 Hours) objective type (multiple-choice questions)</p> <p><u>Part I :</u> The question paper shall be of 100 marks consisting of 100 questions of the respective discipline as well as current affairs in the respective discipline.</p> <p><u>Part II :</u> Reasoning : 10 questions (10 marks) Quantitative Aptitude : 10 questions (10 marks) General Awareness : 10 questions (10 marks) English language : 10 questions (10 marks) Computer Knowledge : 10 questions (10 marks)</p>
21	Surveyor	Single stage computer based examination	<p>CBT Examination (150 questions in 02 Hours)</p> <p><u>Part I :</u> The question paper shall be of 100 marks consisting of 100 questions of objective type (multiple-choice questions) of the respective discipline as well as current affairs in the respective discipline.</p> <p><u>Part II :</u> Reasoning : 10 questions (10 marks) quantitative aptitude : 10 questions (10 marks) general awareness : 10 questions (10 marks) English language : 10 questions (10 marks) Computer Knowledge : 10 questions (10 marks)</p>

22	Stenographer Grade- 'D'	Single stage online examination followed by Typing Test & skill test.	CBT Examination (220 questions in 02 Hours)				
			Stage I	Subject	No. of Questions	Max. Marks	Time Allowed
				General Intelligence & Reasoning	50	50	02 Hour
				English Language and Comprehension	100	100	
General Awareness	50	50					
Computer Knowledge Test (Mandatory but Qualifying in nature)	20	20					
Stage II	Skill 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) Note: 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.					
Stage III	Typing Test	(Mandatory but Qualifying in nature)	10 Minutes				
23	Patwari	Single stage computer based examination	CBT Examination (200 questions in 02 Hours: 15 Minutes)				
			Stage	Subject	No. of Questions	Max. Marks	Time Allowed
			I only	General Awareness	30	30	02 Hour : 15 Minutes
				General Intelligence & Reasoning Ability	35	35	
				Arithmetical & Numerical Ability	30	30	
				English Language & comprehension	30	30	
				Hindi or Urdu language and comprehension	30	30	
				Knowledge of Relevant Acts	25	25	
Computer knowledge (Mandatory but Qualifying in nature)	20	20					

24	Junior Secretariat Assistant	Single stage computer based examination Objective Multiple Choice Type followed by typing test of the shortlisted candidates.	CBT Examination (150 questions in 02 Hours)			
			Stage	Subject	No. of Questions	Max. Marks
I			Mathematical Abilities	30	30	02 Hour
			Reasoning & General Intelligence	30	30	
			English Language and Comprehension	40	40	
			General Awareness	30	30	
			Computer Knowledge Test (Mandatory but Qualifying in nature)	20	20	
II			Typing Test (Mandatory but Qualifying in nature)	Typing Test for JSA		10 Minutes
25	Mali	Single Stage Online examination	CBT Examination (150 questions in 02 Hours)			
			<p><u>Part I :</u></p> <p>The question paper shall be of 100 marks consisting of 100 questions of objective type (multiple-choice questions) of the respective discipline.</p> <p><u>Part II :</u></p> <p>Reasoning : 10 questions (10 marks) quantitative aptitude : 10 questions (10 marks) general awareness : 10 questions (10 marks) English language : 10 questions (10 marks) Computer Knowledge : 10 questions (10 marks)</p>			
26	MTS (Non-Ministerial)	Single stage computer based examination	CBT Examination (120 questions in 02 Hours)			
			Numerical and Mathematical Ability: 25 questions (25 marks) Reasoning Ability and Problem Solving: 25 questions (25 marks) General Awareness: 25 questions (25 marks) English Language and Comprehension: 25 questions (25 marks) Computer Knowledge: 20 questions (20 marks)			

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. (Interview, wherever applicable will be qualifying in nature)**

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 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 Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may be exempted from the requirement of appearing and qualifying at such test, provided that such a candidate submits a Certificate in the prescribed format (**Annexure- 6**) at examination centre issued 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 (**Annexure- 7,8,9**) of the recruitment notification, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the DDA. (Certificate for typing exemption may be uploaded during the online application form)

10. Penalty for wrong answers:

Candidates should note that in order to discourage the guess work, for each incorrect response in multiple type question-answer section one-third (1/3) of the marks allotted to the question will be deducted as penalty. No marks will be deducted for unanswered questions.

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) & ESM at its discretion.

11.2 The marks obtained in Computer Knowledge section (qualifying in nature) of CBT examination will not be included in the merit list for the posts of Stenographer Grade- 'D', Patwari & Junior Secretariat Assistant.

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.

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 before final selection/joining or as and when asked by DDA. However, final decision regarding selection of such candidates will be taken by DDA.