

The Recruitment Regulations of Stenographers, Sr. Stenographers, LDC-cum-Typist (Hindi/English) Upper Division Clerks, Assistants, Welfare/Personnel Inspector, Manager (Sports), Assistant Manager (Sports), Game Supervisor, and Games Attendant, Delhi Development Authority, 2005 (Revised)

DELHI

India

The Recruitment Regulations of Stenographers, Sr. Stenographers, LDC-cum-Typist (Hindi/English) Upper Division Clerks, Assistants, Welfare/Personnel Inspector, Manager (Sports), Assistant Manager (Sports), Game Supervisor, and Games Attendant, Delhi Development Authority, 2005 (Revised)

Rule

THE-RECRUITMENT-REGULATIONS-OF-STENOGRAPHERS-SR-STEN of 2005

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The Recruitment Regulations of Stenographers, Sr. Stenographers, LDC-cum-Typist (Hindi/English) Upper Division Clerks, Assistants, Welfare/Personnel Inspector, Manager (Sports), Assistant Manager (Sports), Game Supervisor, and Games Attendant, Delhi Development Authority, 2005 (Revised) Published vide Notification No. G.S.R. 712(E), dated 8th December, 2005 Delhi Development Authority (Personnel Branch-III) G.S.R. 712(E). - In exercise of the powers conferred by Section 57 of the Delhi Development Act, 1957 (61 of 1957) read with Rule (4) of the Delhi Development (Misc.) Rules, 1959, and in supersession of the Recruitment Regulations notified vide Notification No. 412 dated 23-9-2005, the Delhi Development Authority, with the previous approval of Central Government, hereby makes the following Regulations regulating the method of recruitment to the posts of Stenographers, Sr. Stenograph, LDC-cum-Typist (Hindi/English), Upper Division Clerk, Assistants, Welfare/Personnel Inspector, Manager (Sports), Assistant Manager

phers, LDC-cum-Typist (Hindi/English) Upper Division Clerks, Assistants, Welfare/Personnel Inspector, Manager (Sports), Assistant Manager (Sports), Game Supervisor (Sports), Games Supervisor and Games Attendant in the DDA.

1. Short title and commencement.

- (i) These Regulations as given in the schedule placed below may be called the "Recruitment Regulations of stenographers, Sr. Stenographers, LDC-cum-Typist (Hindi/English) Upper Division Clerks, Assistants, Welfare/Personnel Inspector, Manager (Sports), Assistant Manager (Sports), Game Supervisor, and Games Attendant, Delhi Development Authority, 2005 (Revised).(ii)These Regulations shall come into force with effect from the dates of their approval by the Delhi Development Authority.

2. Disqualification.

- No person(a)who has entered into or contracted a marriage with a person having a spouse living; or(b)who having a spouse living, has entered into or contracted a marriage with any, personshall be eligible for appointment to any of the said post.Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

3. Power to relax.

- Where the Chairman, Delhi Development Authority, is of the opinion that it is necessary or expedient so to do, it may by order for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons or posts.

4. Saving.

- Nothing in these rules shall affect reservation, relaxation of age limit and other concession required to be provided for the Scheduled Casts, the Scheduled Tribes, the other Backward classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule

Recruitment Regulation for the Post of Stenographer in Delhi Development Authority

- | | |
|---------------------|---|
| 1. Name of the Post | : STENOGRAPHER |
| 2. No. of Posts | :153 (subject to variation from time to time) |
| 3. Classification | : Group 'C' |
| 4. Scale of Pay | : Rs. 4000-100-6000/- |

5. Whether selection post or non-selection post : Non- Selection
 - a) Age limit for direct recruits
 - b) Whether benefit of any added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 : 18-30 years: Not applicable
7. Educational and other qualifications
 - i) Senior Secondary certificates or equivalent required for direct recruits from a recognized Board/University.
 - ii) Proficiency in shorthand and typing, having at least a speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing.

Desirable Preference to be given to such persons who have acquired diploma in office Management & Secretarial Practice from any recognized institution.

- Whether age & qualification prescribed for the direct recruits will apply in the case of Promotees and deputationists. : NA
9. Period of probation, if any : 2(Two) years.
 - Method of recruitment, whether by direct recruitment or by promotion or transfer or by deputation and percentage of vacancies to be filled by various methods. : Through Direct Recruitment.
 10. In case of recruitment by promotion transfer deputation, grades from which promotion transfer/deputation is to be made. : NA
 11. If a DPC exists what is its composition : Junior Level DPC for Group 'C' Officers
 - 12.

1.

Director(P)

: Chairman

- | | | |
|----|-------------------------|-------------------------|
| 2. | Jt./Dy.CAO | : Member |
| 3. | JD/DD(P)3 | : Member |
| | | : Member to |
| 4. | Representative of SC/ST | be Nominated by VC, DDA |
| 5. | JD/DD(CR) | : Member Secretary |

Recruitment Regulation for the Post of Senior Stenographer in Delhi Development Authority

- | | |
|---|---|
| 1. Name of the Post | : SENIOR STENOGRAPHER |
| 2. Number of post | : 274 (subject to variation from time to time). |
| 3. Classification | : Group 'C' |
| 4. Scale of pay | : Rs.5500-175-9000/- |
| 5. Whether selection or non-selection post. | : Selection |
| 6. a) Age limit for direct recruits | : Not applicable |
| b) Whether benefit of added years of service admissible under Rule-30 of CCS (Pension) Rules, 1972. | : Not applicable |
| 7. Education and other qualifications required for direct recruits. | : Not applicable |
| 8. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees and deputationists. | : Not applicable |
| 9. Period of probation, if any. | : 2 years |
| 10. Method of recruitments, whether by direct recruitment or by promotion or transfer or by deputation & percentage of vacancies to be filled by various methods. | : By promotion
i) 50% by promotion
ii) 50% through departmental Examination |
| 11. | : |

In case of recruitment by promotion/transfer/deputation, grades from which promotion/transfer on deputation is to be made.

i) 50% by way of promotion from Stenographers with 5 years of service.
ii) 50% through departmental examination from Stenographers with 3 years of service

12. If a DPC exists what is its composition

: Junior Level DPC for Group 'C' Officers

- | | | |
|----|-------------------------|-------------------------------------|
| 1. | Director(P) | : Chairman |
| 2. | Jt./Dy.CAO | : Member |
| 3. | JD/DD(P)3 | : Member |
| 4. | Representative of SC/ST | : Member to be Nominated by VC, DDA |
| 5. | JD/DD(CR) | : Member-Secretary |

Recruitment Regulation for the Post of LDC(English) in Delhi Development Authority

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| 1. Name of the Post | : LDC-cum-Typist (English/Hindi) |
| 2. Number of posts | : 1254 (subject to variation from time to time.) |
| 3. Classification | : Group 'C'. |
| 4. Scale of pay | : Rs.3050-75-3950-80-4590/- |
| 5. Whether selection or non-selection post | : Non-selection. |

- | | |
|-------------------------------------|--|
| 6. a) Age limit for direct recruits | : 18-25 years (relaxable for Govt. employees and employees of the DDA up to 35 years in accordance with the instructions issued by Govt. of India. |
|-------------------------------------|--|

b) Whether benefit of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 : No

- | | |
|---|---|
| 7. Educational and other qualifications required for direct recruits. | : Should have passed Matriculation examination with aggregate 60% marks or equivalent from a recognized Board or equivalent.
OR
Should have passed Graduation (at least 2nd Division) from a recognized University or equivalent. |
|---|---|

Should know typing at the speed
30 w.p.m. in English or 25w.p.m.
in Hindi.

- Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees and deputationist.
8. : a) Age - No
- b) qualification - Yes
- c) Division - No
9. Period of probation, if any. : 2 years.
- Method of recruitment, whether by direct recruitment or by promotion or transfer or by deputation & percentage of the vacancies to be filled by various methods.
10. : 75% by direct recruitment (50% LDC-cum-English Typists & 25% LDC-cum-Hindi Typist.)
- 25% promotion from regular Group 'D' employees (15% by simple test and 10% by seniority-cum-fitness).
- In case of recruitment by promotion/transfer/deputation, grades from which promotion/transfer deputation is to be made.
11. : As above
12. If a DPC exists what is its composition : Junior Level DPC for Group 'C' Officers
1. Director(P) : Chairman
2. Jt./Dy.CAO : Member
3. JD/DD(P)3 : Member
4. Representative of SC/ST : Member to be Nominated by VC, DDA
5. JD/DD(CR) : Member-secretary

Recruitment Regulation for the Post of Upper Division Clerk in Delhi Development Authority

1. Name of the post : UPPER DIVISION CLERK
2. No. of posts : 1253 (subject to variation from time to time).
3. Classification : Group 'C'
4. Scale of pay : Rs.4000-100-6000/-
5. : Non-Selection

	Whether selection post or non-selection post.		
6.	a) Age limit for direct recruitment.	:	Not applicable
	b) Whether benefit of any added years of service admissible under Rule-30 of CCS(Pension) Rules, 1972.	:	Not applicable
7.	Educational and other qualifications required for direct recruits.	:	Not applicable
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees and deputationists.	:	Not applicable
9.	Period of probation, if any.	:	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or transfer or by deputation and percentage of the vacancies to be filled by various methods.	:	By promotion.i) 75% by promotionii) 25% by departmental exam.
11.	In case of recruitment by promotion/transfer/deputation, grades from which promotion/transfer/deputation is to be made.	:	i) 75% by way of promotion from LDCs with 8 years of service.ii) 25% through departmental examination from LDCs with 5 years service
12.	If a DPC exists what is its composition	:	Junior Level DPC for Group 'C' Officers
	1.	Director(P)	: Chairman
	2.	Jt./Dy. CAO	: Member
	3.	JD/DD(P)3	: Member
	4.		:

Representative of SC/ST
JD/DD(CR)
Member
Nomina
DDA
: Member

5.

Recruitment
Regulation
for the Post
of Assistant in
Delhi
Development
Authority

1. Name of the post : ASSISTANT
2. No. of posts : 417 (subject to variation from time to time)
3. Classification : Group 'C'
4. Scale of pay : Rs. 5500-175-9000/-
5. Whether selection post or non-selection post. : Non-selection
6. a) Age limit for direct recruitment. : Not applicable
- b) Whether benefit of any added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972. : Not applicable
7. Educational and other qualifications required for the direct recruits : Not applicable
8. Whether age and educational qualifications prescribed for the direct recruitments will apply in the case of promotees and deputationists : Not applicable
9. Period of probation, if any : Two years
10. Method of recruitment, whether by direct recruitment or by promotion or transfer, percentage of the vacancies to be filled by various methods. : By promotion i) 50% by promotion ii) 50% by way of departmental examination

11. In case of recruitment by promotion/transfer/deputation, grades from which promotion/transfer/deputation is to be made. : i) 50% by way of promotion from UDCs having 5 years of service. ii) 50% by way of departmental examination from UDCs with 5 years service.
12. If a DPC exists what is its composition: : Junior Level DPC for Group 'C' Officers
 1. Director(P) : Chairman
 2. Jt./Dy.CAO : Member
 3. JD/DD(P)3 : Member
 4. Representative of SC/ST : Member to be Nominated by VC, DDA
 5. JD/DD(CR) : Member-secretary

Recruitment
Regulation for the
Post
of Welfare/Personnel
Inspector in Delhi
Development
Authority

1. Name of the post : Welfare/Personnel Inspector
2. No. of posts : 15
3. Classification : Group 'C'
4. Scale of pay : Rs.5500-175,9000/-
5. Whether selection post or non-selection post. : Selection
6. a) Age limit for direct recruitment : Not applicable
b) Whether benefit of any added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972. : Not applicable
7. : Not applicable

- Educational and other qualifications
- Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotees and deputationists. : Not applicable
- 8.
9. Period of probation, if any : Two years
- Method of recruitment whether by direct recruitment or by promotion or transfer : By promotion
10. percentage of the vacancies to be filled by various methods.
11. In case of recruitment by promotion/transfer/deputation, grades from which promotion/transfer/deputation is to be made. : UDCs/Kanoongos/Stenos in the scale of Rs.4000-100-6000/- & Naib-Teh. in the scale of Rs.4500-125-7000/- with 5 years regular service in the grade through limited Deptt. Test and interview thereof.
12. If a DPC exists what is its composition : Jr. Level DPC for Group 'C' officers.
- | | | |
|----|-------------------------|-------------------------------|
| 1. | Director(P) | : Chairman |
| 2. | Jt/Dy. CAO | : Member |
| 3. | JD/DD(P)3 | : Member |
| 4. | Representative of SC/ST | : Member & Nominated VC, DDA. |
| 5. | JD/DD(CR) | : Member- |

Recruitment Regulation for the Post of Manager (Sports) in Delhi Development Authority

1. Name of the post : Manager (Sports)
2. No. of posts :

		13 (subject to variation from time to time).	
3.	Classification	Group 'B' (Non- Gazetted)	
4.	Scale of pay	Rs.5500-175-9000/-	
5.	Whether selection post or non-selection post.		
6.	Age limit for direct-recruitment.	: Not applicable	
7.	Educational and other qualifications	: (i) Graduate from Recognized University (ii) Desirable: Should have reasonable knowledge & Interest in sports and played/involved in the field of sports	
8.	Whether age & qualifications prescribed for the direct Recruit will apply in the case of promotees and deputationist	N.A	
9.	Method recruitment whether by direct recruitment or by deputation and percentage of the vacancies to be filled by various methods.	By selection from officials working in the regular cadres of DDA only who have put in minimum 3 years service in the pay scale of Rs.5500-9000 or 5 years in the pay scale of Rs.5000-8000 or Rs.4500-7000.	
10.	In case of recruitment by promotion/transfer/deputation, grades from which promotion/transfer/deputation is to be made.	Same as above	
11.	If a DPC exists what is its composition:	Sr Level DPC for Group 'B' officers:	
		1.	Commr.(P): : Cha
		2.	Director(P) : Mer Sec
		3.	Representative of other deptt. : Mer of the level of : non Director by V DD
		4.	Head of the : Mer Deptt be

Representative
of SC/ST

5.

Recruitment
Regulation
for the Post
of Assistant
Manager
(Sports) in
Delhi
Development
Authority

1. Name of the post : Assistant Manager (Sports)
2. No. of posts : 26 (subject to variation dependant on work load).
3. Classification : Group 'C'
4. Scale of pay : Rs.4500-125-7000/-
5. Whether selection post or non-selection post : Selection
6. Age limit for direct recruitment. : Not applicable
7. Educational and other qualifications : (i) Higher Secondary/10+2 from arecognized Board/University or equivalent(ii) Desirable: Should have reasonable knowledge & Interest in sports andplayed/involved in the field of sports
8. Whether age & qualifications prescribed for the directRecruit will : N.A

- apply in the case of
promotees and
deputationist
9. Method of recruitment whether by direct recruitment or by promotion or transfer or by deputation and percentage of the vacancies to be filled by various methods. : By selection from officials working in the regular cadres or the work-charge establishment of DDA only who have put in minimum 3 years service in the pay scale of Rs. 4500-7000 or 5 years in the pay scale of Rs. 4000-6000.
10. In case of recruitment by promotion/transfer deputation, grades from which promotion /transfer/deputation is to be made. : Same as above
11. If a DPC exists what is its composition: : Jr. level DPC for Group 'C' officers
- | | | | |
|-------|-------------------------|---|---------------------------------------|
| (i) | Director (Personnel) | : | Chairman |
| (ii) | Jt./Dy.CAO | : | Member |
| (iii) | Jt./Dy.Dir.(P)III | : | Member |
| (iv) | Representation of SC/ST | : | Member to be nominated by the VC, DDA |
| (v) | JD/DD(CR) | : | Member Secretary |

Recruitment
Regulation
for the Post
of Games
Supervisor in
Delhi

Development

Authority

1. Name of the post : Games Supervisor
52 (Subject to variation)
2. No. of post : dependant on work load).
3. Classification : Group 'C'
4. Scale of pay : Rs. 4000-100-6000/-
5. Whether selection post or non-selection post : Selection
6. Age limit for direct recruitment. : Not applicable
(i) Higher Secondary/10+2 from arecognized Board/University or equivalent.(ii)Desirable:Should have reasonable knowledge & Interest in sports andplayed/involved in the field of sports
7. Educational and other qualifications :
Whether age & qualifications prescribed for the directRecruit will apply in the case of promotees and deputationist : N.A
8. Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to befilled by various methods. : By selection from officials working in the regular cadres orthe work-charge establishment of DDA : only who have put in minimum3 years service in the pay scale of Rs.4000-6000 or 5 years inthe pay scale of 3050-4590.
9. In case of recruitment by promotion/transfer deputation,grades from which promotion/transfer/deputation is to be made. : Same as above
10. :
11. :

If a DPC exists what is its composition		Jr. level DPC for Group 'C' officers	
	(i)	Director (Personnel)	: Chairman
	(ii)	Jt./Dy.CAO	: Member
	(iii)	Jt./Dy.Dir.(P)III	: Member
	(iv)	Representation of SC/ST	: Member to be nominated by the VC, DDA
	(v)	JD/DD(CR)	: Member Secretary
Recruitment Regulation for the Post of Games Attendant in Delhi Development Authority			
1.	Name of the post	: Games Attendant	
2.	No. of posts	: 104 (subject to variation dependant on work load).	
3.	Classification	: Group 'D'	
4.	Scale of pay	: Rs.2650-4000	
5.	Whether selection post or non-selection post.	: Non Selection	
6.	Age limit for direct recruitment.	: No age limit	
7.	Educational and other qualifications	: (i) At least 8th pass from a recognized Board/School or equivalent. (ii) Preference will be given to those who have worked/are working in sports complexes from the last 2-3 years.	

8. Whether age & qualifications prescribed for the direct Recruit will apply in the case of promotees and deputationist : N.A
9. Method of recruitment whether by direct recruitment or by promotion or transfer or by deputation and percentage of the vacancies to be filled by various methods. : By selection/transfer from officials working in the regular cadres or work charge establishment in DDA in the pay scale of Rs.2650-4000, Rs.2610-3540 & Rs.2550-3200.
10. In case of recruitment by promotion/transfer/deputation, grades from which promotion/transfer/deputation is to be made. : Same as above
11. If a DPC exists what is its composition : Jr.Level DPC for Group 'C' officers
 - (i) Director(Personnel) : Chairman
 - (ii) Jt./Dy.CAO : Member
 - (iii) Jt./Dy.Dir.(p)III : Member
 - (iv) Representation of SC/ST : Member to be nominated by the VC, DDA
 - (v) JD/DD(CR) : Member Secretary.