

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, 2003

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, 2003

Rule

THE-RECRUITMENT-REGULATIONS-OF-STENOGRAPHERS-SR-STEN of 2003

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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, 2003Published vide Notification No. G.S.R. 932(E), dated 8th December, 2003Delhi Development Authority(Personnel Branch-III)G.S.R. 932(E). - In exercise of the powers conferred by Section 57 of the Delhi Development Act, 1957 (57 of 1957) read with Rule (4) of, the Delhi Development (Misc) Rules, 1959, the Delhi Development Authority hereby makes Recruitment Regulations with the previous approval of the Central Government to the post 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 in the DDA which may be read as under:

1. Short title and commencement.

- (i) These Regulations 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, 2003.(ii)These Regulations shall come into force with effect from the dates of their approval by the Delhi Development Authority:Recruitment Regulation for the Post of Stenographer in Delhi Development Authority

1.	Name of the Post	:	Stenographer
2.	No. of Posts	:	153(1992) 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
6.	(a) Age limit for direct recruits	:	18-30 years
	(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.	:	(i) Senior Secondary certificates or equivalent from arecognized Board/University. (ii) Proficiency in shorthand and typing, having at least aspeed of 80 w.p.m. in shorthand and 40 w.p.m. in typing. DesirablePreference to be given to such persons who haveacquired diploma in office Management & Secretarial Practicefrom any recognized institution.
8.		:	NA

- Whether age & qualification prescribed for the direct recruits will apply in the case of promotees and deputationists.
9. Period of probation, if any : 2(Two) years.
10. 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.
11. In case of recruitment by promotion/transfer/deputation, grades from which promotion/transfer/deputation is to be made. : NA
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. Representation of SC/ST : Member to be nominated by the VC
5. JD/DD(CR) : Member Secretary
13. Saving : Nothing in these Regulations shall affect reservations, relaxation or age limit and other concessions required to be provided for scheduled Casts, Scheduled Tribes, Ex-serviceman & other special categories of persons in accordance with the orders issued by the Central Government/Delhi Development

- Authority from time to time in this regard.
- No person shall enter into or contract a second marriage when his/her spouse is alive.
- When the Vice-Chairman, DDA is of the opinion that it is necessary or expedient so to do, it may be order for reasons to be recorded in writing, relax any of the provisions of these Regulations in respect of any class or category of persons or posts.
14. Disqualification :
15. Power to relax :

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

1. Name of Post : Senior Stenographer
2. Number of post : 274(1992)(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 promotions 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. : (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. Representation : Member to be nominated by the VC of SC/ST
5. JD/DD(CR) : Member-Secretary
13. Saving : Nothing in these regulation shall affect reservations, relaxation or age limit and other concessions required to be provided for the Scheduled Caste, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government/Delhi Development Authority from time to time in this regard.
14. Disqualification :

No persons shall enter into or contract a second marriage when his/her spouse is alive.

When the Vice-Chairman, DDA 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 regulations in respect of any class or category of persons or posts.

15. Power to relax :

Recruitment Regulations 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 Government employees and employees of the DDA upto 35 years in accordance with the instructions issued by Government 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 (atleast 2nd
Division) from
arecognized University or
equivalent.

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

8.	Whether age and educational qualifications preScribed for thedirect recruits will apply in the case of promotions anddeputationist.	:	(a) Age	- No
(b) qualification	-	Yes		
(c) Division	-	No		
9.	Period of probation, if any.	:	2 years.	
10.	Method of recruitment, whether by direct recruitment or bypromotion or transfer or by deputation & percentage of thevacancies to be filled by various methods.	:	75% by direct recruitment (50% LDC-cum-English Typists &25% LDC-cum-Hindi Typist.)25% promotion from regularGroup 'D' employees (15% by simple test and 10% byseniority-cum-fitness).	
11.	In case of recruitment by promotion/transfer/deputation,grades from which promotion/transfer deputation is to be made	:	As above.	
12.	If a DPC exists what is its composition	:	Junior Level OPC 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		

5. JD/DD(CR) :	Member Secretary	Nothing in these regulations shall affect reservations,relaxation or age limit and other concessions required to beprovided for the Scheduled Casts, the Scheduled Tribes,Ex-Servicemen and other special categories of persons inaccordance with the orders issued by the Central Government/DelhiDevelopment Authority from time to time in this regard.
13. Saving	:	No person:(a) who has entered into or contracted amarriage with any persons, shall be eligible for appointment tothe said post; provided that the Central Government/Delhi DevelopmentAuthority may, if satisfied that such marriage is permissibleunder the personal law applicable to such persons and other partyto the marriage and that there are other grounds for so doing,exempt any person from the operation of this regulation.
14. Disqualification	:	Where the Central Government/Delhi Development Authority is of theopinion that it is necessary or expedient so
15. Power to relax	:	

to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these regulations in respect of any class or category of persons or posts.

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. 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 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 promotion (ii) 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	Member to be Nominated by VC	
5.	JD/DD(CR) :	Member- Secretary	
			Nothing in these regulations shall affect reservation, relaxation or age limit and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes, Ex-servicemen and other special categories or persons in accordance with the orders issued by the Central Government/Delhi Development Authority from time to time in this regard. No persons who has entered into or contracted a second marriage when his/her spouse is alive.
13.	Saving	:	
14.	Disqualification	:	
15.	Power to relax	:	When the Chairman is of the opinion that it is necessary or expedient so to do, he may be ordered, for reasons to be recorded in writing,

relax any of the provisions of these regulations in respect of any class or category of persons or posts.

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 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, 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 UDCswith 5 years service.
12.	If a DPC exist 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	
	5. JD/DD(CR) :	Member- Secretary	
			Nothing in these regulations shall affect reservation,relaxation or age limit and other concessions required to beprovided for the Scheduled Castes and Scheduled Tribes,Ex-servicemen and other special categories or persons inaccordance with the orders issued by the Central Government/DelhiDevelopment Authority from time to time in this regard. No persons who has entered into or contracted a secondmarriage when his/her spouse is alive.
13.	Saving	:	
14.	Disqualification	:	

15. Power to relax : When the Chairman is to the opinion that it is necessary or expedient so to do, he may be order, for reasons to be recorded in writing, relax any of the provisions of these regulations in respect of any class or category of persons or posts.

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

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| 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. | Educational and other qualifications | : | Not applicable |
| 8. | Whether the age and educational qualifications prescribed for 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 | : | By promotion |
| | 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 the scale of Rs. 4500-125-7000/- with 5 yearsregular service in the grade through limited Deptt. Test andinterview 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 to be Nominated by VC	
	5. JD/DD(CR) :	Member-Secretary	
13.	Saving	:	Nothing in those regulations shall effect reservations,relaxation in age limit and other concessions required to beprovided for the Scheduled Caste/the Scheduled Tribes,Ex-Servicemen and other special categories of persons inAccordance with the O.M. issued by the Central Government/DelhiDevelopment Authority from time to time in this regard.
14	Disqualification	:	No person.(a) who has entered into or contracted amarriage with a person having a spouse living or(b)

Who having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post. Provided that the Central Government/Delhi Development Authority may, If satisfied that such marriage is Permissible under the personal law applicable to such.

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 dependent on work load).
3.	Classification	:	Group 'B' (Non-Gazetted)
4.	Scale of pay	:	Rs. 5500-175-9000/-
5.	Whether selection post or non-selection post	:	Selection
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 Recruitment will apply in the case of promotes and deputationist	:	N.A
9.	Method of recruitment whether by direct recruitment or by deputation and percentage of the vacancies to be filled by various	:	By selection from officials working in the regular cadres of DDA only who have

	methods.		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 :		Sr Level DPC for Group 'B' officers :
			1. Commrr. (P) : Chairman
2.	Director (P) :	Member Secretary	
3.	Representative of other deptt. of the level of Director :	Member to be nominated by VC.	
4.	Head of the Deptt. :	Member to be Co-opted	
5.	Representative of SC/ST :	Member to be Nominated by VC	
12.	Saving	:	N.A
13.	Disqualification	:	No persons who has entered into or contracted a second marriage when his/her spouse is alive.
14.	Power to relax	:	When the Chairman is to the opinion that it is necessary or expedient so to do, he may by order, for reasons to be

recorded in writing,
relax any of the
provisions of these
regulations in respect
of any class of
category of persons or
posts.

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' (Non-Gazetted)
4.	Scale of pay	:	Rs. 4500-175-7000/-
5.	Whether selection post or non-selection post	:	Selection
6.	Age limit for direct recruitment.	:	Not applicable (i) Higher Secondary/10+2 from a recognized Board/University or equivalent.(ii) Desirable: Should have reasonable knowledge & Interest in sports and played/involved in the field of sports
7.	Educational and other qualifications	:	
8.	Whether age & qualifications prescribed for the direct Recruit will apply in the case of promotes 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 from officials working in the regular cadre of DDA only who have put in put in minimum 3 years service in the pay scale of Rs.

			4500-7000 or 5 years service in the pay scale ofRs. 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 :		Junior level DPC for Group 'C' officer (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	
12.	Saving :		N.A No person who has entered into or contracted a second marriagewhen his/her spouse is alive.
13.	Disqualification :		
14.	Power to relax :		When the Chairman is to the opinion that it is necessary orexpedit so to do, he may be order, for reasons to be recordedin writing, relax any of the provisions of these regulations inrespect of any class of category of persons

or posts.

Recruitment Regulation for the Post of Games Supervisor in Delhi Development Authority

1.	Name of the post	:	Games Supervisor
2.	No. of posts	:	52 (Subject to variation dependant on work load).
3.	Classification	:	Group 'C'
4.	Scale of pay	:	Rs. 4000-6000/-
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 a recognized Board/Universityor equivalent.(ii) Desirable:Should have reasonableknowledge & Interest in sports and played/involved in fieldof sports
8.	Whether age & qualifications prescribed for the directRecruit will apply in the case of promotes and deputationist	:	N.A.
9.	Method of recruitment whether by direct recruitment or bypromotion or transfer or by deputation and percentage of thevacancies to be filled 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.
10.	In case of recruitment by promotion/transfer/deputation,grades from which promotion/transfer/deputation is	:	Same as above

to be made.

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| 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 | |
| 12. | Saving | : | N.A |
| | | | No persons who has entered into or contracted a second marriage when his/her spouse is alive. |
| 13. | Disqualification | : | When the Chairman is to the opinion that it is necessary or expedient so to do, he may by order, for reasons to be recorded in writing, relax any of the provisions of these regulations in respect of any class or category of persons or posts. |
| 14. | Power to relax | : | |

Recruitment Regulation for the Post of Games Attendant in Delhi Development Authority

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| 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	
			(i) At least 8th pass from a recognized Board/School or equivalent.	
7.	Educational and other qualifications	:	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 promotes 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,	

(v) JD/DD(CR) :		DDA Member Secretary	
12.	Saving	:	N.A No persons who has entered into or contracted a second marriage when his/her spouse is alive.
13.	Disqualification	:	When the Chairman is to the opinion that it is necessary or expedient so to do, he may be order, for reasons to be recorded in writing, relax any of the provisions of these regulations in respect of any class of category of persons or posts.
14.	Power to relax	:	