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:

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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 admissibleunder Rule 30 of CCS(Pension Rules, 1972	:	Not applicable
7.	Educational and other qualifications required for directrecruits.	:	(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 directrecruits will apply in the case of promotees and deputationists.

9. Period of probation, if any : 2(Two) years.

Method of recruitment, whether

by direct recruitment or

bypromotion or transfer or by deputation and percentage : Through Direct Recruitment.

ofvacancies to be filled by various

methods.

In case of recruitment by

promotion/transfer/deputation,grades

11. from which : NA

promotion/transfer/deputation is

to be made.

If a DPC exists what is its

Junior Level DPC for

composition . Group 'C' Officers

1. Director (P) : Chairman

2. Jt./Dy.CAO : Member 3. JD/DD(P)3 : Member

Member to

be

Representation: nominated of SC/ST

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

_) p.o.(a.,go.	., oppor zimorom oromo, modiciamo, monaro,	. c.cccopcc.	or, manager (operto), recordant manager (op
				Authority from timeto time in this regard.
				No person shall enter
				into or contract a
	14.	Disqualification	:	second marriage whenhis/her spouse is alive.
				When the
				Vice-Chairman, DDA
				is of the opinion that it
				isnecessary or
				expedient so to do, it
				may be order for
	15.	Power to relax	:	reasons tobe recorded
				in writing, relax any of
				the provisions of
				theseRegulations in
				respect of any class or
				category of persons
	Dogwitmont Dog	gulations for the Dost of Conjon Ct	on ogranhar i	orposts.
		gulations for the Post of Senior St Name of Post	enographer i	-
	1.	Name of Fost	•	Senior Stenographer
	0	Number of post	•	274(1992)(subject to variation from time to
	2.	Number of post	•	time).
	3.	Classification	:	Group 'C'
	4.	Scale of pay	:	Rs. 5500-175-9000/-
	_	Whether selection or		Galactica.
	5.	non-selection post.	:	Selection
	6.	(a) Age limit for direct recruits	:	Not applicable
		(b) Whether benefit of added years of service admissible underRule-30 of	:	Not applicable
		CCS(Pension)Rules, 1972.		
	5	Education and other		Not applicable
	7.	qualifications required for directrecruits.	•	Not applicable
		Whether age and educational		
		qualifications prescribed for		
	_			1, 1,

8.

thedirect recruits will apply in

the case of promotions anddeputationists.

Not applicable

Period of probation, if any. 2 years 9. Method of recruitments, whether by direct recruitment or (i) 50% by promotion(ii) bypromotion or transfer or by 50% through 10. deputation & percentage departmentalExamination ofvacancies to be filled by various methods. (i) 50% by way of promotion from In case of recruitment by Stenographers with 5 years promotion/transfer/deputation,grades ofservice.(ii) 50% through 11. from which promotion/transfer departmental examination on deputation is to be made. from Stenographers with 3 vears of service. If a DPC exists what is its Junior Level DPC for 12. composition Group 'C' Officers 1. Director (P) : Chairman Member 2. Jt./Dy.CAO Member 3. JD/DD(P)3: Member to 4. be. Representation: nominated of SC/ST by the VC Member-5. JD/DD(CR): Secretary Nothing in these regulation shall affect reservations, relaxation or age limit and other concessions required to beprovided for the Scheduled Caste, Scheduled Tribes, 13. Saving Ex-servicemenand other special categories of persons in accordance with theorders issued by the Central Government/Delhi Development Authorityfrom time to time in this regard. Disqualification 14.

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

spouse is alive.

When the Vice-Chairman, DDA is of the opinion that it isnecessary or expedient so to do, it may by order, for reasons tobe recorded

in writing, relax any of the

provisions of

these regulations in respect of any class of category of

persons orposts.

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

LDC-cum-Typist Name of the post 1. (English/Hindi)

1254 (subject to variation Number of posts 2.

from time to time.

Classification Group 'C'. 3.

Rs. Scale of pay 4.

Power to relax

15.

7.

3050-75-3950-80-4590/-

Whether selection or Non-selection 5. non-selection post

> 18-25 years (relaxable for Government employees and employees of the DDA

upto 35 years in 6. (a) Age limit for direct recruits

> accordance with the instructions issuedby Government of India.

(b) Whether benefit of added years of service admissible

underRule 30 of

CCS(Pension)Rules, 1972

Educational and other

No

Should have passed

Matriculation examination with

qualifications required for aggregate60% marks or directrecruits. equivalent from a

recognized Board or

equivalent.

•	`	1	7
•	- 1		~

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.

Whether age and educational qualifications preScribed for

8. the direct recruits will apply in

the case of promotions anddeputationist.

(a) Age

- No

(b)

10.

11.

12.

qualification Yes

(c) Division - No

9. Period of probation, if any. : 2 years.

75% by direct recruitment (50% LDC-cum-English

Method of recruitment, whether by direct recruitment or

by direct recruitment of by promotion or transfer or by

deputation & percentage of the the vacancies to be filled by

various methods.

Typists &25% LDC-cum-Hindi

Typist.)25% promotion from regularGroup 'D'

employees (15% by simple

test and 10%

byseniority-cum-fitness).

In case of recruitment by

promotion/transfer/deputation,grades

from which promotion/transfer

deputation is to be made

As above.

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. Member to

Representative:

of SC/ST 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 be provided for the Scheduled Casts, the
13.	Saving	:	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. No person:(a) who has entered into or contracted amarriage with any persons, shall be eligible for appointment tothe
14.	Disqualification	:	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
15.	Power to relax	:	regulation. Where the Central Government/Delhi Development Authority is of theopinion that it is necessary or expedient so

to do, it may byorder, for reasons to be recorded in writing, relax any of theprovisions of these regulations in respect of any class ofcategory of persons or posts.

Recruitment Re	gulation for the Post of Upper Divis	sion Clerk in	Delhi Development Author
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 admissibleunder Rule-30 of CCS(Pension) Rules, 1972.	:	Not applicable
7.	Educational and other qualifications required for directrecruits.	:	Not applicable
8.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees and deputation ists.	:	Not applicable
9.	Period of probation, if any.	:	Two years
10.	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 promotion(i) 75% by promotion(ii) 25% bydepartmental exam.
11.	In case of recruitment by promotion/transfer/deputation,gr from which promotion/transfer/deputation is to be made.	: rades	(i) 75% by way of promotion from LDCs with 8 years ofservice.(ii) 25% through departmental

examination from LDCswith 5 years

service.

If a DPC exists what is its composition

If a DPC exists what is its composition

Group 'C' Officers

1. Director (P) : Chairman

2. Jt./Dy.CAO : Member 3. JD/DD(P)3 : Member

Member to

. be

4.

Representative:

of SC/ST

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

13. Saving : 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

14. Disqualification : contracted a

secondmarriage when his/her spouse is alive.

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 writing,

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

Recruitment Reg	ulation for the Post of Assistant in 1		ment 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 admissibleunder Rule-30 of CCS(Pension) Rules, 1972.	:	Not applicable
7.	Educational and other qualifications required for directrecruits.	:	Not applicable
8.	Whether age and educational qualifications prescribed for thedirect recruits will apply in the case of promotees anddeputationists.	:	Not applicable
9.	Period of probation, if any.	:	Two years
10.	Method of recruitment, whether by direct recruitment or bypromotion or transfer, percentage of the vacancies to be filledby various methods.	:	By promotion(i) 50% by promotion(ii) 50% by way ofdepartmental examination
11.	In case of recruitment by promotion/transfer/deputation,grafrom which promotion/transfer/deputation is to be made.	: ades	(i) 50% by way of promotion from UDCs having 5 years ofservice.(ii) 50% by way of

departmental

examination from UDCswith 5 years

service.

Junior Level DPC for Group 'C'

Officers

1. Director (P) : Chairman

If a DPC exist what is its composition

2. Jt./Dy.CAO : Member
3. JD/DD(P)3 : Member
Member to

4. be

Representative : Nominated of SC/ST

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

13. Saving : 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

Disqualification :

secondmarriage when his/her spouse is alive.

14.

When the Chairman
is to the opinion
that it is necessary
orexpedient so to
do, he may be
order, for reasons to

15. Power to relax : 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 Welfare/personnel Inspector in Delhi Development Authority

Welfare/Personnel Name of the post 1. Inspector No. of posts 2. 15 Classification Group 'C' 3. Scale of pay Rs. 5500-175-9000/-4. Whether selection post or Selection 5. non-selection post. (a) Age limit for direct 6. Not applicable recruitment (b) Whether benefit of any added years of service Not applicable admissibleunder Rule 30 of CCS (Pension)Rules. 1972. Educational and other Not applicable 7. qualifications Whether the age and educational qualifications prescribed 8. fordirect recruits will apply in Not applicable the case of promotees anddeputationsts. Period of probation. if any Two years 9. Method of recruitment whether by direct recruitment or bypromotion or transfer By promotion 10. percentage of the vacancies to to be filledby various methods.

11.

In case of recruitment by UDCs/Kanoongos/Stenos promotion/transfer/deputation,grades in the scale of Rs. from which 4000-100-6000/-&Naib-Teh. in the the promotion/transfer/deputation is to be made. scale of Rs. 4500-125-7000/- with 5 yearsregular service in the grade through limited Deptt. Test and interview thereof. If a DPC exists what is its Jr. Level DPC for Group 12. composition 'C' officers. 1. Director (P) : Chairman 2. Jt./Dy.CAO : Member Member 3. JD/DD(P)3: Member to be Representative: Nominated of SC/ST by VC Member-5. JD/DD(CR) : Secretary Nothing in those regulations shall effect reservations, relaxation in age limit and other concessions required to be provided for the Scheduled Caste/the Scheduled Tribes, Ex-Servicemen Saving 13. 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. Disqualification No person.(a) who has 14 entered into or contracted amarriage with a person having a spouse living or(b)

Whohaving a spouse living has entered into or

contracted a

marriagewith any person,

shall be eligible for appointment to the saidpost.Provided that

the Central

Government/Delhi DevelopmentAuthority may, If satisfied that such

marriage is

Permissibleunder 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)

13 (subject to

2. No. of posts : 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

6. Age limit for direct recruitment. : Not applicable

(i) Graduate from

Recognized

Selection

University(ii)Desirable:Should

Educational and other have reasonable

qualifications knowledge &Interest

in sports and

played/involved in the field of sports.

Whether age & qualifications

prescribed for the directRecruit

will apply in the case of promotes : N.A

and deputationist

9. Method of recruitment whether by: By selection from

direct recruitment or officials working in

by deputation and percentage of the regular cadres the vacancies to be filled by various of DDA only who have

8.

	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 orRs. 4500-7000.	
10.	In case of recruitment by promotion/transfer/deputation,gr from which promotion/transfer/deputation is to be made.	ades :	Same as above	
11.	If a DPC exists what is its composition: Sr Level DPC forGroup' B' officers :		Sr Level DPC for Group 'B' officers :	
2. Director (P)	:	Member Secretary	1. Commrr. (P)	: Chairman
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 secondmarriage 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	

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 Assistant Manager(Sports) in Delhi Development Authority

1. Name of the post : Assistant Manager

26 (subject to

(Sports)

2. No. of posts : variation dependant

on work load).

3. Classification : Group 'C'

(Non-Gazetted)

4. Scale of pay : Rs. 4500-175-7000/-

Whether selection post or

5.

8.

non-selection post

6. Age limit for direct recruitment. : Not applicable

(i) Higher

Selection

Secondary/10+2 from a recognized Board/Universityor

equivalent.(ii)

Educational and other cquarkers:

7. Educational and other cquarkers:

qualifications : Desirable:Should

have

reasonableknowledge & Interest in sports and played/involved in thefield of sports

Whether age & qualifications

prescribed for the directRecruit . N.A.

will apply in the case of promotes

and deputationist

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 cadre of DDA only who have

put in put in minimum 3 years service in thepay

scale of Rs.

4500-7000 or 5 years service in the pay scale ofRs.
4000-6000.

In case of recruitment by

promotion/transfer/deputation,grades

10. from which : Same as above.

promotion/transfer/deputation is

to be made.

If a DPC exists what is its

Junior level DPC for

If a DPC exists what is its

composition . Group 'C' officer

(i) Director (Personnel) : Chairman

(ii) Jt./Dy.CAO : Member

(iii) Jt./Dy.

Dir.(P) III : Member

Member to

(iv) be

Representation: nominated of SC/ST by the VC,

DDA

(v) JD/DD(CR) : Member

Secretary

12. Saving : N.A

No person who has entered into or

entered into or

13. Disqualification : contracted a second marriagewhen

his/her spouse is

alive.

14. Power to relax : When the Chairman

is to the opinion that

it is necessary

orexpedient so to do, he may be order, for reasons to be

reasons to be
recordedin writing,
relax any of the
provisions of these
regulations inrespect

of any class of

category of persons

or posts.

Recruitment Re	gulation for the Post of Games Super	visor in Dell	ni 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,grafrom which promotion/transfer/deputation is	: ades	Same as above

to be made.

If a DPC exists what is its

Jr. level DPC for

:

composition . Group 'C' officers

(i) Director (Personnel) : Chairman

(ii) Jt./Dy.CAO : Member

(iii) Jt./Dy. : Member

Dir.(P) III : Member

Member to

(iv) be

Representation: nominated of SC/ST by the VC,

DDA

(v) JD/DD(CR) : Member

Secretary

12. Saving : N.A

No persons who has

entered into or

13. Disqualification : contracted a secondmarriage

when his/her spouse

is alive.

When the Chairman is to the opinion that

it is necessary

orexpedient so to do, he may by order, for

reasons to be

14. Power to relax : recorded in writing,

relax any of the provisions of these regulations inrespect

of any class or category of persons

or posts.

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

1. Name of the post : Games Attendant

104 (subject to

2. No. of posts : variation dependant

on work load).

3. Classification : Group 'D'

4. Scale of pay : Rs. 2650-4000

Whether selection post or Non Selection 5. non-selection post. 6. Age limit for direct recruitment. No age limit (i) At least 8thpass from a recognized Board/School orequivalent.(ii) Educational and other Preference will be 7. qualifications given to those who haveworked/are working in sports complexes from the last 2-3 years. Whether age & qualifications prescribed for the directRecruit 8. N.A will apply in the case of promotes and deputationist By selection/transfer from officials working Method of recruitment whether by in the regularcadres direct recruitment or bypromotion or work-charge or transfer or by deputation and establishment in DDA 9. percentage of thevacancies to be in the pay scale of Rs. filled by various methods. 2650-4000, Rs. 2610-3540 & Rs. 2550-3200. In case of recruitment by promotion/transfer/deputation,grades from which Same as above 10. promotion/transfer/deputation is to be made. If a DPC exists what is its Jr. Level DPC for 11. Group 'C' officers composition (i) Director : Chairman (Personnel) (ii) Jt./Dy.CAO: Member (iii) Jt./Dy. Member Dir.(P) III (iv) Member to Representation be of SC/ST nominated by the VC,

DDA

(v) JD/DD(CR) : Member Secretary

12. Saving : N.A

No persons who has

entered into or contracted a

13. Disqualification : secondmarriage when

his/her spouse is

alive.

When the Chairman is to the opinion that

it is necessary

orexpedient so to do, he may be order, for

reasons to be

14. Power to relax : recorded in writing,

relax any of the provisions of these regulations inrespect

of any class of

category of persons or

posts.