

# **SYLLABUS**

## **➤ Deputy Director (System) (Post Code 01)**

- Software Life Cycle Models, Software Project Planning, Size Estimation, Cost Estimation, Constructive Cost Models
- Software Requirement Analysis, Requirement Documentation, Software Requirement Specifications(SRS), Organisation and Characteristics Of Good SRS , Software Risk Management
- Software Testing and Security Testing,SSL,Website Certifications and Compliances , Antivirus
- Overview and Practical Approach of Machine Learning, Artificial Intelligence in User Applications, Deep Learning Fundamentals
- Data Base Systems, Open Source Database and Open Source Front Ends, Open Source CAD and GIS Tools, Postgresql, Mysql, Redhat,Oracle Etc. , D2k, Visual Basic, Dotnet, Java
- ISO And CMMi For Maturity and Quality, RFP Design and Drafting For ICT/IT Projects, Standard Meity RFP, Evaluations Of PQ, TQ , Financial Bids
- Operating Systems-Unix, Windows, Android, Ios, Networking and Network Programming
- Cloud Computing, Virtual Machines, E-Office, File Tracking,COTS and Work Engines
- Micro Processors, Server Types, Scanners, Printers
- Online Procurement, Cpp Portal and GEM, Tendering and Contracting

## **➤ Deputy Director (Planning) (Post Code 02) and Assistant Director (Planning) (Post Code 03)**

### **Part-I**

#### **(i) Basic concepts of urban planning and Architecture, Planning Legislation and GIS.**

##### **Section 1:Architecture**

Elements, construction, architectural styles and examples of different periods of Indian and Western History of Architecture; Oriental, Vernacular and Traditional architecture; Architectural developments since Industrial Revolution; Influence of modern art on architecture; Art nouveau, Eclecticism, International styles, Post Modernism, Deconstruction in architecture; Recent trends in Contemporary Architecture; Works of renowned national and international architects.

##### **Section 2:Environmental Planning and Design**

Ecosystem- natural and man-made ecosystems; Ecological principles Concepts of Environmental Impact Analysis; Environmental considerations in planning and design; database for incorporation of environmental concerns in planning analysis, land suitability analysis, thermal comfort, ventilation and air movement; Principles of lighting and illumination; Climate responsive design; Solar architecture; Principles of architectural acoustics; Green Building Concepts and Rating; ECBC; Building Performance Simulation and Evaluation; Environmental pollution- types, cause, controls and abatement strategies.

##### **Section 3:Urban Planning and Housing**

Urban Planning and Housing Planning process; Types of plans - Master Plan, City Development Plan, Structure Plan, Zonal Plan, Action Area Plan, Town Planning Scheme, Regional Plan; Salient concepts, theories and principles of urban planning; Sustainable urban development; Emerging concepts of cities - Eco-City, Smart City, Transit Oriented Development (TOD), SEZ, SRZ NIMZ, Corridor planning prevailing at national level i.e. WDFC, EDFC etc. Housing; Concepts, principles and examples of

neighborhood; Housing typologies; Slums; Affordable Housing; Housing for special areas and needs; Residential densities; Standards for housing and community facilities; National Housing Policies, Programs and Schemes.

#### **Section 4: Planning Techniques and Management**

Tools and techniques of Surveys – Physical, Topographical, Land use and Socioeconomic Surveys; Methods of non-spatial and spatial data analysis; Graphic presentation of spatial data; Application of G.I.S and Remote Sensing techniques in urban and regional planning; Decision support system and Land Information System.

Urban Economics; Law of demand and supply of land and its use in planning; Social, Economical and environmental cost benefit analysis; Techniques of financial appraisal; Management of Infrastructure Projects; Development guidelines such as URDPFI..

#### **Section 5: Services, Infrastructure and Transportation**

Urban infrastructure- Transportation, Water Supply, Sewerage, Drainage, Solid Waste Management, Electricity and Communications,

Process and Principles of Transportation Planning and Traffic Engineering; Road capacity; Traffic survey method; Traffic flow characteristics; Traffic analyses and design considerations; Travel demand forecasting; Land use transportation – urban from inter-relationships; Design of roads, intersections/ grade separates and parking areas, Hierarchy of roads and level of service; Traffic and transport management and control in urban areas; Mass transportation planning; Para-transits and other modes of transportations Pedestrian and slow moving traffic planning; Intelligent Transportation Systems.

#### **Section 6: Planning Legislation and GIS**

Planning legislation will include acts and legislation related to development management and maintenance of Delhi and other towns of NCR, municipal corporation and local bodies, Land Acquisition Act, PPP etc. Local self- Governance.

- (ii) Planning issues related to Delhi, NCR & initiatives of other metropolitan cities in India will include major problems and policy practices and innovative methodology and best practices.**
- (iii) Delhi Development Act, (DD Act), 1957 will include all sections and provisions of the act.**
- (iv) Master plan of Delhi 1962-2021 will include provisions, strategies and master plan proposals as per documents published from time to time.**
- (v) Unified building byelaws, 2016 will include all sections and chapters of building byelaws as approved and notified by Government of India from time to time.**

**Part-II To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness**

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

#### **➤ Assistant Director (System) (Post Code 04)**

##### **Part-I**

- Computer Architecture, Computer Organization. Data Communication And Net-Working, Artificial Intelligence, Micro-Processors, Number Systems & Digital Logics, Peripherals And Storage Devices.

- Operating Systems: Windows, Unix And Linux
- Programming: - Programming In Asp.Net, Java And Android/ Mobile Aps Programming, Programming In D2k, Programming In Visual Basic, PL/SQL, HTML.
- Cyber Security and compliances.
- Data Base Management (DBMS):- Oracle 8i And Above, SQL server 2003 and above, Open Sources DBMS Sybase Ingress etc.
- Internet and Web Technologies

**Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness**

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ **Assistant Accounts Officer (Post Code 05)**

**Part-I: Based on advance knowledge of Academic field on following topics:**

- a) Financial analysis of Balance Sheet and Income Statement
- b) Capital Budgeting decisions (Risk and Return analysis, Sensitivity analysis, Capital rationing, adjusted net Present value, Replacement decision, Impact of inflation on capital budgeting decision etc.)
- c) Rebate, Relief and refunds under provisions of Income Tax.

**Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness**

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ **Planning Assistant (Post Code 06)**

**Part-I**

**i. Basic concepts of urban planning and Architecture, Planning Legislation and GIS.**

**Section 1: Architecture**

Elements, construction, architectural styles and examples of different periods of Indian and Western History of Architecture; Oriental, Vernacular and Traditional architecture; Architectural developments since Industrial Revolution; Influence of modern art on architecture; Art nouveau, Eclecticism, International styles, Post Modernism, Deconstruction in architecture; Recent trends in Contemporary Architecture; Works of renowned national and international architects.

**Section 2: Environmental Planning and Design**

Ecosystem- natural and man-made ecosystems; Ecological principles Concepts of Environmental Impact Analysis; Environmental considerations in planning and design; database for incorporation of environmental concerns in planning analysis, land suitability analysis, vulnerability analysis; Climate responsive design; Solar architecture; methods of addressing environmental quality; Green Building

Concepts and Rating; ECBC; Building Performance Simulation and Evaluation; Environmental pollution- types, cause, controls and abatement strategies.

### **Section 3: Services, Infrastructure and Transportation**

Urban infrastructure- Transportation, Water Supply, Sewerage, Drainage, Solid Waste Management, Electricity and Communications, Process and Principles of Transportation Planning and Traffic Engineering; Road capacity; Traffic survey method; Traffic flow characteristics; Traffic analyses and design considerations; Travel demand forecasting; Land use transportation – urban from inter-relationships; Design of roads, intersections/ grade separates and parking areas, Hierarchy of roads and level of service; Traffic and transport management and control in urban areas; Mass transportation planning; Para-transits and other modes of transportations Pedestrian and slow moving traffic planning; Intelligent Transportation Systems.

### **Section 4: Planning Legislation and GIS**

Planning legislation will include acts and legislation related to development management and maintenance of Delhi and other towns of NCR, municipal corporation and local bodies, Land Acquisition Act, PPP etc. Local self- Governance.

- ii. **Delhi Development Act, (DD Act), 1957 will include all sections and provisions of the Act.**
- iii. **Master plan of Delhi 1962-2021 will include provisions, strategies and Master Plan proposals as per documents published from time to time.**

**Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness**

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### **➤ Sectional Officer (Horticulture) (Post Code 07)**

**Part-I**

Candidates must have knowledge of – Horticulture, Styles of Gardening, Lawn Development, Roadside\plantation of trees/shrubs. Flowering shrubs, Hedges, Bonsai and its maintenance, Annual flowers, Topiary, Indoor and outdoor potted plants, Propagation of roses , Chrysanthemum, Dahlia, Bougainvillea, Hanging Basket, Cultivation of Cut flowers i.e. Roses, Gladiolus, Orchids, Tuberose, Lilium and Anthurium , Ground Covers, Medicinal Plants, Scented Shrubs/Trees, Propagation, Plant Protection, Nursery management, Routine Garden operations, Features of the garden, Flower shows and Garden Competitions, Floral ornaments and Flower Arrangements.

**Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness**

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

### **➤ Architectural Assistant (Post Code 08)**

**Part-I**

#### **1. BUILDING CONSTRUCTION AND MATERIALS**



- Basis components of “building”.
- Role of Construction in Architecture.
- Bricks as a building material.
- Brick Masonry tools.
- Brick walling and joints.
- Brick jallies.
- Brick Arches.
- Stones as a building material
- Stone masonry Tools.

## **2. STRUCTURAL DESIGN**

- Forces in structures.
- Moments in structures.
- Loads in structures.
- IS:875
- Types of supports.
- Shear Force, Bending Moment.
- Center of Gravity, Moment of inertia.
- Forces in a simple wooden truss.
- Design of members of wooden truss.

## **3. ARCHITECTURAL GRAPHICS**

- Acquaintance with the computer.
- Introduction to drafting equipment/computer.
- Drafting of lines, Orthographic projections, Representing simple solids, Lettering,
- Architectural Graphic Symbols, Drawing Scales, measured drawing of a simple object/
- Drawing, editing, modifying commands in 2-d using AutoCAD, Setting in plotting.
- Drawings on standard formats.

## **4. HISTORY OF ARCHITECTURE**

### **Indian Subcontinent**

- Indus valley civilization.
- Aryan/Vedic civilization.
- Buddhist and Jain civilization.
- Indian Aryan Temple Architecture.
- Early and late Chalukyan architecture.
- Dravidian Temple Architecture.

### **WESTERN WORLD**

- Ancient civilization- Mesopotamian, Sumerian, Babylonian, Persian, Assyrian, Egyptian civilization.
- Classical Greek Architecture.
- Roman Architecture.
- Early Christian Architecture.
- Romanesque Architecture.
- Early Gothic Architecture.

## **5. ARCHITECTURAL DESIGN THEORY**

- Meaning of design.
- Appreciation of beautiful objects.
- Design in everyday life.
- Logic in design.
- Elements of design- line, form, color texture.
- Principles of design – unity, variety, hierarchy.

- Scale and proportions.
- Balance, emphasis.
- Focus, fashion, decoration.
- Basic design and architectural design – Elemental Differentiation.
- Perception and experience.
- Tangible and intangible in architecture.
- Function, structure and form.
- Space, space usage and interrelationship of spaces.
- Circulation within Spatial Units.
- Horizontal Circulation.
- Vertical Circulation.
- Circulation and Spaces, between buildings.
- Relationship of plan, section and elevation.
- Architectural scale.
- Programming in Architectural design.

#### **6. ARCHITECTURAL DESIGN**

- Exercises in composing 3 dimensional objects and their representation in 2-D.
- Exercise in design of simple mono cellular buildings like guard house, flower kiosk, milk parlor etc.

#### **7. STRUCTURAL DESIGN**

- Timber as a structure material.
- Design of simple timber beams.
- Design of simple timber short and long columns.
- Design of simple trusses and their members.
- Brick as a structural material.
- Design of load bearing brick walls.
- Design of brick wall footings.

#### **8. BUILDING SERVICES-II (SEWERAGE AND WATER SUPPLY)**

- Sources of surface and ground water, treatment of water, transportation and distribution at town level.
- Water supply system: fittings, direct and indirect supply, layout and sizes of pipes, hot water supply, storage.
- Sewerage system: systems, fitting and fixtures, sizes and layout, sewage collection, sewage treatment and disposal at town level.
- Solid water management.
- Rain water drainage.

#### **9. SURVEYING**

- Definition and concepts: Instruments used; acquaintance with electronic surveying instruments.
- Principles of surveying, Unit of Measurements.
- Chain surveying.
- Compass Surveying.
- Leveling.
- Contouring: Topographic maps.
- Plain tabling.
- Marking foundations.
- Measuring building under construction.

#### **10. ENVIRONMENTAL STUDIES**

- The multidisciplinary nature of environmental studies, Definition, scope and importance.
- Natural Recourses.
- Renewable and non-renewable resources.

- Natural resources and associated problems.
- Ecosystems.
- Biodiversity and its conservation.
- Environmental pollution.
- Social issues and the Environment.
- Human population and the Environment.

**Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness**

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
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➤ **Surveyor (Post Code 09)**

**Part-I**

- Occupational safety & health, PPE, etc. Basic drawing (consisting of lettering, numbering, geometrical figure, symbols & representations). Drawing of different scales, projections, perform site survey and prepare a site plan using chain/tape, prismatic compass, perform AutoCAD drawing. Observation of all safety aspects is mandatory. Safety components like OSH&E, PPE, Fire extinguisher, First Aid, etc. Knowledge of creating drawing using toolbars, commands, and menus. Plotting drawing from CAD.
- Basic knowledge of Different site survey using Plane table (radiation, intersection, traversing, determination of height), Theodolite (measurement of angle, traversing, computation of area), tachometer (determination of horizontal and vertical distance, constants, etc.) Advance knowledge of site survey using levelling instrument (different levelling - differential, reciprocal etc.) field book entry, plotting, mapping, calculation of area, preparing traverse drawing, simple building drawing using CAD.
- Topographical map using Level instruments with contours (Interpolation of contour, preparation of section, computation of volume, setting of simple, compound, reverse, transition and vertical curve), performing survey using Total Station and preparation of map (measurement of angle, co-ordinates and heights, downloading survey data and plotting), making of site plan by Cadastral survey (preparation of site plan, calculation of plot area, etc.), performing road project survey (location survey and preparation of route map, profile/longitudinal/cross sectional levelling and plotting) and survey drawing using CAD.
- Drawing of cartographic projection, setting and application of GIS & GPS techniques in various fields, collection and processing of data, performing hydrographic survey (determining hydrographic depth, measuring velocity of flow, determining cross sectional area of river, calculating the discharge of a river, etc.). Basic knowledge about performing transmission line site survey (making of alignment, conducting detailed survey, final location survey and making of tower foundation pit point), performing railway line site survey, drawing of building by CAD and preparation of estimation etc.
- Demonstrate knowledge of concept and principles of basic arithmetic, algebraic, trigonometric, statistics, co-ordinate system and apply knowledge of specific area to perform practical operations.

**Part-II: To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness**

- a) Test of Reasoning

- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

### ➤ **Stenographer Grade 'D' (Post Code 10)**

**General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

**General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

**English Language & Comprehension:** In addition to the testing of candidates' understanding of the English, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

**Skill test in Stenography:** Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the Commission will only be called for the Skill Test. It may also prescribe qualifying marks in each part of the Written Examination. THE SKILL TEST WILL BE OF QUALIFYING NATURE and the Commission will fix the qualifying standards in the skill test for different categories of candidates.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the 80 w.p.m. The matter will have to be transcribed on computer only. The evaluation of transcription will be done electronically only. The transcription time is as follows: -

For Stenographer Grade 'D': 50 minutes (English ) 65 minutes ( Hindi )

### ➤ **Patwari (Post Code 11)**

#### **Stage I (Preliminary)**

i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be



expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions etc.

(ii) **General Intelligence & Reasoning Ability** : The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Arithmetical & Numerical Ability** : The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Menstruation, Time & Work, Time & Distance, Tables & Graphs etc. of 10th level.

(iv) & (v) **Hindi Language & Comprehension and English Language & Comprehension**: In addition to the testing of candidate's understanding and comprehension of the English and Hindi Languages, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered. Reasoning Ability

vi) The questions on basic computer knowledge in both the stages will be from Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks.

## **Stage II**

i) **General Awareness** - General awareness with special emphasis on the History, Culture, Demography, Geography & Economy of Delhi, Administrative set up and Governance in NCT of Delhi

ii) **General Intelligence & Reasoning Ability** : The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Arithmetical & Numerical Ability** : The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Menstruation, Time & Work, Time & Distance, Tables & Graphs etc. of 10th level.

(iv) & (v) **Hindi Language & Comprehension and English Language & Comprehension**: In addition to the testing of candidate's understanding and comprehension of the English and Hindi Languages, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered. Reasoning Ability

v) The questions on basic computer knowledge in both the stages will be from Characteristics of Computers, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks.

## ➤ **Junior Secretariat Assistant (Post Code 12):**

### **Stage -I**

(A) **General Intelligence & Reasoning**: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, Visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non- verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern–folding & un-folding, Figural Pattern– folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

(B) **General Awareness**: Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

(C) **Quantitative Aptitude**: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals , fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Heights and Distances, Histogram, Bar diagram & Pie chart

(D) **English Language & Comprehension**: Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

### **Stage-II**

**Computer Proficiency Test (CPT)**: The question paper shall be of 50 minutes' duration of 100 marks consisting of 50 questions of objective type (Multiple Choice Questions) as per detail given below:

1. Part-I: Computer Fundamental Section (10 questions), 2 marks per question
2. Part-II: Keyboard Shortcut key & Internet (10 questions), 2 marks per question
3. Part-III: MS Word (10 questions), 2 marks per question
4. Part-IV: MS Excel (10 questions), 2 marks per question
5. Part-V: MS Power Point (10 questions), 2 marks per question

➤ **Mali (Post Code 13):**

**General Aptitude in Agriculture/ Horticulture (Matriculation Level)**

- Kinds of Soil & Soil conservation
- Intercultural Practices of garden
- Water Harvesting
- Climate Change
- Classification of plants
- Minerals and nutrition of the plants
- Diseases: Bacteria/ Fungi/ Virus
- Tree, shrubs Herbs and their parts & function
- Weed control
- Insect and pest control
- Manure, fertilizer, vermi-compost & its applications
- Basic knowledge of vertical garden, floating garden
- Preparation of plants in nursery/ Seed bed
- How to reduce pollution from planting

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**Trade Test/ Practical Test (Qualifying in nature)**

- Operation, maintenance of tools & plants, weeding, hedges, pruning, planting, preparation of beds, identification of plants and preparation of compost/ vertical compost.

➤ **Senior Law Officer (Post Code 14)**

**Part-I**

- Constitution of India,
- The Delhi Development Act, 1957 with the Rules and Regulations framed under the Act
- Transfer of Property Act, 1882
- Code of Civil Procedure, 1908 as amended up to date.
- Administrative Tribunal Act, 1985
- Arbitration and Conciliation Act, 1996
- Consumer Protection Act, 1986
- Contract, 1872
- Evidence Act, 1872
- Hindu Succession Act, 1956
- Indian Succession Act
- Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013
- Right to Information Act, 2005
- Registration Act, 1908

- Public Premises (Eviction of Unauthorized Occupants) Act, 1971
- Delhi Co-operative Societies Act, 2003 with Rules
- Delhi Apartment Ownership Act, 1986
- Industrial Dispute Act, 1947
- Limitation Act, 1963
- Competition Act, 2002
- Criminal Procedure Code 1973 as amended up to date
- The Real Estate (Regulation and Development) Act, 2016

**Part-II To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness**

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ **Legal Assistant (Post Code 15)**

Constitution of India,

The Delhi Development Act, 1957 with the Rules and Regulations framed under the Act

Transfer of Property Act, 1882

Code of Civil Procedure, 1908 as amended up to date.

Contract, 1872

Evidence Act, 1872

Hindu Succession Act, 1956

Indian Succession Act

Criminal Procedure Code 1973 as amended up to date

**To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness**

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

**RECRUITMENT CELL**

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