

दिल्ली शहरी आश्रय सुधार बोर्ड
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
(प्रशासन शाखा)

No. GA/1160/10/Admn./2011/Part/DUSIB/D- 29.

Dated:- 10/01/2024

CIRCULAR

Chief Executive Officer(DUSIB) has approved a Limited Departmental Competitive Examination to fill up 12 posts of the grade of Head Clerk in the PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600/- (Pre-revised) (Level-7 in the pay matrix as per 7th CPC) is proposed to be held tentative on 31.03.2024 as per the syllabus of Annexure-I.

All the UDCs who have completed 05 years regular service on the date of issue of circular are eligible to appear for the written test. Those UDCs who desire to appear in the said exam, may submit their applications through their concerned Branch Officer who will verify the details in the Performa as mentioned at Annexure-II, along with two recent color passport size photographs (one photograph duly attested by the concerned DDO/Branch Officer to be pasted on the application). The SC/ST applicants should also submit the attested photocopy of caste certificate.


The applications completed in all respects along with one attested & pasted photographs should reach to Dy. Director(Admn.) latest by 31.01.2024.

Applications having incomplete particulars or received after the due date and time shall not be entertained. The schedule of training shall be notified separately. The syllabus for the above exam is enclosed as per Annexure-I.

The date, time and venue of the examination shall be intimated separately.

It is further informed that minimum pass percentage in each paper will be kept as 40% and aggregate pass percentage will be 45%, but 5% relaxation will be given to SC/ST candidates in the passed percentage. The passed candidates will be promoted in order of their 'Merit' in the examination.

Encls:- Annexure-I & II



10/1/24
प्रधान निदेशक (प्रशासन)

Copy to:-

1. PS to CEO (DUSIB) for information of latter.
2. PS to Member (Admn) for information of latter.
3. All Sectional Heads of Departments.
4. All Branch Officers with the request to bring it to the notice of all the UDCs working under them and forward their applications latest by 31.01.2024.
5. Notice Board.
6. Guard file/Office copy.

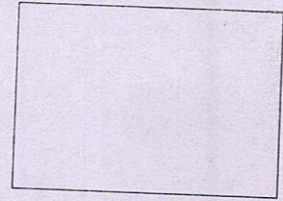
AD (system) upload DUSIB website

Programmer


11/01/2024

Date: 11/1/24
Computer Division (DUSIB)
Govt. of NCT of Delhi

Application Form to appear for the Limited Departmental Competitive
Exam for promotion to the post of Head Clerk.



1. Name in Block letters-----
2. Father's/Husband's Name-----
3. Designation-----
4. Date of Birth/Retirement-----
5. Educational Qualifications-----
6. Present place of posting with full official address-----

7. Present residential address-----
8. Date of Promotion as UDC-----
9. Contact No.-----
10. Category (whether SC/ST/OBC)-----
11. Impression of left Thumb-----
12. Details of pending disciplinary/criminal cases/suspension, if any-----

(Signature of the official)

Name & Designation-----

PAPER –I

(Max Marks : 150)

(Time 2 hours)

(Part-I)

(75 Marks)

1. Procedure for disposal of built up flats in DUSIB under various scheme.
2. Procedure of disposal of plots in DUSIB under various schemes.
3. Procedure for execution of lease – deed in respect of flats and plots, mutation, transfer, gifts and action and procedure for violation of lease terms.
4. Procedure for conversion of residential properties from lease – hold to free-hold.
5. Official definition, abbreviations and delegation of various types of powers* to the officers of the DUSIB viz administrative, financial,* management and disposal of properties.

(Part-II)

(75 Marks)

1. (Service Regulation) :
 - a. CCS(CCA) Rules, Leave Rules, Pension Rules, LTC Rules, Conduct Rules, FR& SR. Classification control and appeal rules, leave rules, pension rules etc.
 - b. Question on general subjects viz : advances, reservations for SC/ST, Physically handicapped, OBCs, Staff Quarters and other establishment and administrative matters.

Paper – II

Time: 2 Hours 30 minutes

(Part-I)

(100 Marks)

1. General English / Hindi.

- a) Writing a paragraph, Note or a letter on the official subject.
- b) Making précis of a given official paragraph.
- c) Translation of a paragraph from English to Hindi and Hindi to English and 10 words in each English and Hindi.
- d) Testing ability of the candidate to write correct English / Hindi in day to day official work.

(Part-II)

(50 Marks)

2. General awareness / General Knowledge.

- The paper will consist of questions on current events including culture, history, politics, elections, geography, sports etc.

(Part-III)

(50 Marks)

3. Computer Literacy Test.

- Simple test on computer literacy consisting of objective questions (Theoretical).

Paper -III

Max Marks: 50

Time: Half an hour

-Half and hour computer practical test (will be conducted separately).