

DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF NCT OF DELHI  
(Administration Branch)

No. GA/1160/10/Admn/2011/Part/DUSIB/D-270 .

Date : 10/4/24


CIRCULAR

Chief Executive Officer (DUSIB) has approved the modified syllabus for Limited Departmental Competitive Examination (LDCE) for the post of Head Clerk as earlier circulated vide no. GA/1160/10/Admn/2011/Part/DUSIB/D-29 dated 10.01.2024. The modified syllabus is enclosed herewith.

The date of exam of LDCE as scheduled for 31.03.2024 has been postponed due to enforcement of Modal Code of Conduct for Lok Sabha Election -2024. The date and venue of exam shall be intimated separately.

The other terms and conditions remain same as intimated vide circular no. GA/1160/10/Admn/2011/Part/DUSIB/D-29 dated 10.01.2024. The training in Paper -I and Paper - II of LDCE shall be given to the candidates in the Conference Room, Punarwas Bhawan, ITO. The Schedule of Training is also enclosed herewith.

Encl. As above.

  
P.K. Jha  
Pr. Director (Admn)

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 request to bring it to the notice of all the UDCs working under them.
5. Dy. Director (System) with request to upload the same on the DUSIB's website.
6. Notice Board.
7. Office Copy/ Guard file.

Deepak Prasad  
→ To upload on website  
15/4/24

Diary No. 339  
Date 12/4/24  
Computer Division (DUSIB)  
Govt. of NCT of Delhi



**MODIFIED SYLLABUS FOR LIMITED DEPARTMENTAL COMPETATIVE EXAMINATION  
FOR PROMOTION TO THE POST OF HEAD CLERK IN DUSIB.**

**PAPER - I**

(Time 2 Hours)

(Max. Marks: 100 Marks)

**Service Regulation :**

- (a) CCS(CCA) Rules, Leave Rules, Pension Rules, LTC Rules, Conduct Rules, FR&SR.
- (b) Question on general subject viz : advances, reservations for SC/ST, Physically handicapped, OBCs, Staff Quarters and other \*Establishment and \*\*Administrative matter, DUSIB Act and DRIA / RTI Act.

**\*Other Establishment Matter :** 1. Attendance & Punctuality 2. Record Management 3. Service Book (Change of Name, Date of Birth & Permission under conduct Rule), 4 Service Matter (Employment after retirement, Voluntary Retirement & Resignation)

**\*\*Other Administrative Matter :** MACP, NFSG and ACR

**PAPER - II**

(Time 2 Hours)

(Max. Marks: 100 Marks)

**(PART -I)**

(75 Marks)

**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)**

(25 Marks)

**General awareness / Current Affairs:**

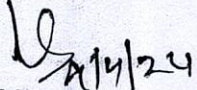
- The paper will consist of questions on General awareness / Current affairs

  
P.K. Jha  
Pr. Director (Admn)



**Schedule of Pre-Exam Training imparted to the applicants of Limited Departmental Competitive Examination which will be conducted at Conference Hall, Punarwas Bhawan, I.T.O. New Delhi for promotion to the post of Head Clerk.**

S.No.	Topic of training	Name of Trainer	Date & Time of Training
1	Advances, Promotion, Roster, Reservation for SC/ST/OBC/Physically Handicapped	Sh. Rajeev Kumar Dutta, Dy. Director	13.04.2024 (10:15 AM to 11:15 AM)
2	MACP, NFSG, ACR, Pension Rules Pension Rule	Sh. G.L. Kateja, Retd. Dy. Director & Ms. Anupma, AAO	13.04.2024 (11:20 AM to 12:20 PM)
3	Establishment Matter : Attendance & Punctuality, Record Management, Service Book (change of name, Date of Birth), Permission under conduct rules, Staff quarter	Sh. Pradeep Chandola, Dy. Director	13.04.2024 (12:30 PM to 1:30 PM)
4	CCS(CCA) Rules, Conduct Rules	Sh. Ramakant Sharma, Retd. Director	20.04.2024 (10:15 AM to 11:15 AM)
5	Leave Rules, DRIA/RTI Act	Sh. Rajender Kumar Gosain, Retd. Director	20.04.2024 (11:20 AM to 12:20 PM)
6	DUSIB Act.	Sh. Abdul Dayyan, Retd. Director	20.04.2024 (12:30 PM to 1:30 PM)
7	<u>General English &amp; Hindi :</u> (a) Writing a paragraph, Note or a letter on the official subject. (b) Making precise of a given official paragraph	Sh. U. M. Rao, Dy. Director & Sh. Surender, Assistant Director	27.04.2020 (10:15 AM to 11:00 AM)
8	<u>General English &amp; Hindi :</u> (c) Translation of paragraph from English to Hindi and Hindi to English (d) Testing ability of the candidate to write correct English / Hindi in day to day official work.	Miss Kanika Saxena, Assistant Director	27.04.2024 (11:05 AM to 11:35 AM)
9	General awareness / Current Affairs	Sh. U. M. Rao, Dy. Director & Sh. Ajay Mishra, Assistant Director	27.04.2024 (11:40 AM to 12:25 PM)
10	FR & SR, LTC Rules	Sh. Rajeev Jindal , AO / Sh. Ajay, AAO	27.04.2024 (12:30 PM to 1:30 PM)

  
 (U.M. Rao)  
 Dy. Director (Admn)