

DELHI DEVELOPMENT AUTHORITY

List of documents to be brought by the candidates for the documents verification scheduled to be held on 1st, 2nd, 5th, 6th, 7th July 2021 for the post of Patwari & Stenographer Grade – D.

1. You should bring the Call Letter sent to you by e-mail (in original) along with the following documents, in original and one set of self-attested Photocopies of the same for verification and record respectively:
2. System generated printout of application with candidate's scanned photograph and signature.
3. Fee payment challan in support of depositing the prescribed fee as applicable.
4. Certificate/ Marks-sheet of Secondary School Exam in which date of birth of the candidate is indicated.
5. Degrees & Certificates of all educational and professional/ higher qualification, along with marks-sheets of all years/ semesters.
6. Certificate of SC/ST/OBC/EWS/Ex-Servicemen, as the case may be, issued by the concerned Competent Authority as per specimen attached. (if applicable). Non-Creamy Layer Certificate should not be more than one-year-old.
7. Employment Certificate, if you are an existing employee of DDA or anywhere in service. Candidates already employed with Govt. Departments/PSU/Autonomous Bodies will have to produce 'No Objection Certificate (NOC)' from the employer at the time of Joining Service, if offered appointment.
8. Disability Certificate (Showing the type & percentage of disability) issued by the concerned competent authority as per specimen available at DDA' website.
9. Medical Certificate by the person with benchmark disabilities who have exempted from appearing in the type writing test.
10. Identity proof such as Voter ID Card, Passport, Driving License etc.
11. Aadhar Card, if not issued then registration slip for Aadhar.
12. All other documents, as per details given in the advertisement and/or call letter.
13. In case a candidate does not appear for verification of documents /identity along with original documents, he/she shall not be eligible for appointment and his/her candidature shall be rejected forthwith. **Neither any request for change in date of documents verification shall be entertained nor second opportunity shall be provided for verification of documents/identity in any case.**
 - (i) Two Passport size latest photographs. **The photograph should not be more than one month old and the date on which the photograph has been taken should be clearly printed on the photograph.**
 - (ii) Candidates are requested to bring with them the documents as per specimen uploaded on DDA's website at the time of document verification, if any.
14. **If you do not produce any of the documents mentioned above** in original (along with their self-attested copies) which are required for determining eligibility for the documents verification in question (as applicable), you will not be admitted for the documents verification under any circumstances whatsoever and no second opportunity will be granted for documents verification.
15. Candidates who have applied under OBC category and have submitted OBC certificates in the prescribed format but the certificates do not carry latest amendments to the creamy layer notification issued by DOPT for determination of their creamy layer status, are required to obtain fresh certificate in the prescribed format (proforma enclosed) from the competent authority and produce it (in original) at the time of document verification.
 - a. A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. **Their Caste/community must be in the list of OBC category issued by the Central Government.**
 - b. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwD/ ESM status or avail any other benefit