



DELHI DEVELOPMENT AUTHORITY
Personnel Branch-III
Room No. 316, B-Block, 3rd Floor,
Vikas Sadan, INA, New Delhi-110023

E.O No. 1208

Dated: 13/11/2020

Establishment Order

Consequent upon exemption from passing typing test vide E.O. No. 965 dated 02.09.2020 w.e.f. 06.02.2020, the Competent Authority is pleased to promote Sh. Manish Kumar S/o Sh. Azad Singh, Jr. Secretariat Assistant(JSA) (Seniority No. 3935) presently working in the office of EE/WD-8(now DPD-3) to the post of Sr. Secretariat Assistant(SSA) on his qualifying the Limited Departmental Examination held on 14.10.2018. The promotion will take effect notionally w.e.f. 06.02.2020 i.e. from date of exemption from passing typing test, in the Pay Band-1 of Rs. 5200-20200/- with Grade Pay of Rs. 2400/- (as per 6th CPC) revised to level-4 in the pay matrix as per 7th CPC.

2. The seniority of Sh. Manish Kumar is fixed above Sh. Ram Kishan Meena (Sty. 3289) i.e. as Seniority No. 3288-A.
3. The above official may exercise option for fixation of pay under FR-22(I)(a)(1) within 30 days from the date of issue of this order.
4. He is directed to report to DD(P)-III for posting.
5. This is issued with the approval of the Competent Authority.

Rumra
09/11/2020

Dy. Director (P)-III

Dated: 13/11/2020

F6(03)2018/SSAExam/PB-III/Pt./1625

Copy to:-

1. DD(CR)/(Vig.)-I
2. EE/WD-8(Now DPD-3)
3. PS to Commissioner(P)/Director(P)-II
4. AO (Estt.)NG-II
5. AD (PMIS)
6. Sh. Manish Kumar, SSA S/o Sh. Azad Singh, working in WD-8(Now DPD-3).
7. Personal File
8. E.O. Book.

Hand

Asstt. Director(P)-III

Sl. No.	Subject	Date & Time	Name of the Faculty
1	General Question on DDA i.e. its history, objectives functions etc - hierarchy and organization.	17.11.2020 11: 00 AM to 1:00 PM	Sh. Harish Chand Sharma Asstt. Director (CR) Cell Mob-7042361509 Harishshr70@gmail.com
2	General Question on functioning of the Housing Department, Lands Department, Land Management Department etc.	17.11.2020 03:00 PM to 05:00 PM	Sh. Manoj Kumar Verma AAO (HAC) Mob-8800345921 aoddamanoj@gmail.com
3	<ul style="list-style-type: none"> General Question relating to service/conduct rules, Calculation of leave, reservation, benefits for SC/ST/OBC, retirement benefits, disciplinary proceedings/rules. 	18.11.2020 11: 00 AM to 1:00 PM	Sh. Harish Chand Sharma Asstt. Director (CR) Cell Mob-7042361509 Harishshr70@gmail.com
4	Test of Drafting/Noting Skills Simple Arithmetic question with	18.11.2020. 03:00 PM to 05:00 PM	Ms. Sarvpreet , AAO (Works) I Mob-8826514408 Sarvpreet bac26@dda.gov.in
5	General English <ul style="list-style-type: none"> Writing a paragraph, note letter on any official subject. Précis writing of an official note and suggesting alternative proposals for decision making. 	19.11.2020 11: 00 AM to 1:00 PM	Sh. Priyurat Mamgain AAO (RZ/NPRS) Mob-8076465940 Priyurat2807@gmail.com
6	<ul style="list-style-type: none"> Choosing the correct/appropriate word, translation of a paragraph from English to Hindi or vice-versa Writing ability by correcting a given paragraph, sentence formation, correct usage, pair of words etc. 	19.11.2020 03:00 PM to 05:00 PM	Sh. Priyurat Mamgain AAO (RZ/NPRS) Mob-8076465940 Priyurat2807@gmail.com
7	General Hindi <ul style="list-style-type: none"> Writing a paragraph, note letter on any official subject. Précis writing of an official note and suggesting alternative proposals for decision making. Choosing the correct/appropriate word, translation of a paragraph from English to Hindi or vice-versa Writing ability by correcting a given paragraph, sentence formation, correct usage, pair of words etc. 	20.11.2020 11: 00 AM to 1:00 PM	Sh. P. K. Tyagi Asstt. Director (OL) Mob-9810954952 Pkyagi.420@rediffmail.com
8	General Knowledge, General awareness and General Knowledge of current events.	20.11.2020 03:00 PM to 05:00 PM	Sh. Pawan Kumar Sr. Translator Mob-9813126465 Pawansr77@gmail.com
9	Computer Literacy	Date will be decided by Dy. Director (Sys.)	Faculty will be decided by Dy. Director (Sys.)

11/11/2020