



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

No.F6(03)2019/PB-III/SSAExam/Part/1640

Dated: 17/11/2020

CIRCULAR NO: 96 /2020

Sub: Limited Departmental Examination-2020 for the post of Senior Secretariat Assistant (SSA).

In Continuation to this office circular No. 92 dated 09.11.2020, all the eligible candidates as mentioned as in Annexure-A are directed to attend the computer training programme for computer literacy at Computer Training Room, C-1 Block, 3rd Floor, Vikas Sadan, New Delhi-110023 as per schedule given at Annexure-B.

Encls: (i) Annexure-A

(may be seen at DDA's website www.dda.org.in
under Aboutus → Personnel → Organization chart
→ Examination Circular)

(ii) Annexure-B

[Signature]
(Virender Kr. Satija)
Dy. Director (P)-III

Copy To:-

1. All branch officers of the Authority with the request to bring the circular to the notice of the eligible employees working under them.
2. Dy. Director (Trg.)
3. Dy. Director (system) to upload the said circular on DDA's Web Site.
4. P.S. to Commissioner(P)/Director(P)-II
5. Notice Board.

[Signature]
Asstt. Director (P)-III

BATCH NO. 1

DATE - 23.11.2020 & 24.11.2020
 TIMING - 10:15 AM to 5:30 PM
 VENUE - COMPUTER TRAINING CELL, ROOM NO. 317
 C-1 BLOCK, 3RD FLOOR, VIKAS SADAN,
 INA, NEW DELHI-110023

Sl.No.	Name of the officials	Father's /Husband's Name	Present Place of Posting	Contact No.
	2	3	10	11
1	Ajay Kumar	Lt. Sh. Rati Ram	F&E	9560485115
2	Ajay Singh	Lt. Sh. Inder Pal Singh	LSA-I	7835808019
3	Alok Mishra	Lt. Sh. Ramakar Mishra	DMD-7(WD-15)	9582806884
4	Amit Sehrawa't	Sh. Satbir singh	Hort. Divn. -V	9268520791
5	Anil Kumar	Lt. Sh. Azad Singh	Bhalswa Golf Course	9654961514
6	Anju Mann	Gaurav Chauhan	SE/RCC-1	7827304438
7	Archna	Ashok Kumar	EE/Elec. Divn. - 9	9968970646
8	Arun Kumar	Lt. Sh. Ishwar Din	H.S.2014-17	8802222824
9	Arun Saklani	Lt. Sh. Prabhu Lal	Sr. Law Officer(LD)	8860755086
10	Arun Sharma	Rakesh Sharma	Director(Hort.) NW	8860543520
11	Arvind	Lt. Sh. Satbir Singh	Plg. (Coordn.)	8287693218
12	Ashish Kumar	Lt. Sh. Ramesh Babu	Dy. Dir.(Hort.) Divn.-5	9910567465
13	Ashish Tomar	Sh. Ompal Singh	Budget	9643071621
14	Ashwani Kumar	Lt. Sh. Jai Prakash	Dy. CAO(HQ)-I	9899776279

BATCH NO. 2

DATE - 25.11.2020 & 26.11.2020
TIMING - 10:15 AM to 5:30 PM
VENUE - COMPUTER TRAINING CELL, ROOM NO. 317
C-1 BLOCK, 3RD FLOOR, VIKAS SADAN,
INA, NEW DELHI-110023

Sl.No.	Name of the officials	Father's /Husband's Name	Present Place of Posting	Contact No.
	2	3	10	11
1	Ashwini Sharma	Lt. Sh. Brahm prakash	Work Audit Cell-I	9711676500
2	Chetan Sharma	Lt. Sher Singh	LAB(Rohini)	8802201907
3	Chhatapati Gautam	Lt. Sh. Bhajan Lal	LD(Coordn.)	9540899373
4	Dhani Ram	Lt. Sh. Gyasi Ram	AO(Admn.) Vigilance	8860567060
5	Dharmendra Singh	Lt. Sh. Om Prakash	Sr. AO(PE)	9873920898
6	Dharmendra Singh	Lt. Sh. Jawahar Singh	AO(NG)-IV	8826020777
7	Dilip Kumar	Lt. Sh. D.N.Mahto	Pension Cell-III	9958635363
8	Dinesh Kumar	Lt. Sh. charan Singh	Legal Cell	8920660025
9	Dinesh Kumar	Lt. Sh. Jai Prakash Sharma	Senior Law Officer	9971666815
10	Dushyant Kumar	Lt.Sh. Bhagwan Singh Nimesh	Sr. Arch. (EZ)	7428205907
11	Hemant Tanwar	Lt. Sh. Rakesh Kumar	Cash Main	9313139758
12	Jai Kumar Sharma	Sh. Rameshwer Dass Sharma	Housing/LAB/LIG	9871654710
13	Jai Prakash	Lt. Sh. Sukh Lal	CAU/NZ	9810653334
14	Kamal	Lt. Sh. Heera Lal	Hort. Divn. - X,	8506854959

BATCH NO. 3

DATE - 27.11.2020 & 01.12.2020

TIMING - 10:15 AM to 5:30 PM

VENUE - COMPUTER TRAINING CELL, ROOM NO. 317
C-1 BLOCK, 3RD FLOOR, VIKAS SADAN,
INA, NEW DELHI-110023

Sl.No.	Name of the officials	Father's /Husband's Name	Present Place of Posting	Contact No.
2	3	10	11	
1	Kamlesh Kumar	Lt. Sh. Chandu Lal	LAB(Resdl.)	8882092350
2	Khyal Dutt Sharma	Lt. Sh. Damodar Sharma	CWG Divn.-I	9818133044
3	Krapal Singh Bisht	Lt. Sh. Dev Singh	PB-III	8826487798
4	Krishan Kumar	Lt. Sh. Mahavir Singh	CAU(Rohini)	9729862873
5	Mahesh Chand Meena	Sh. Kalyan Sahay Meena	Housing/LAB/LIG	9013290012, 8769831010
6	Mahi Pal	Lt. Sh. Braham Dutt Kaushik	DCC 3(CC-17)	9810229226
7	Mani Shankar	Lt. Sh. Rajeshwar Singh	CVO	9013554410
8	Manish Kumar	Lt. Sh. Anand Swrup	AO (Cash) Main	9811935970
9	Manisha Srivastava	Anand Srivastava	SA& GR	9971177974
10	Manoj Kumar	Lt. Sh. Kishan Pal Singh	Electrical Divn.-5	9810135467, 8448007906
11	Mohammad Hasan	Lt. Sh. Ahmed Raza	Asstt. Dir. To CE(Project)	8826196475
12	Mohit	Lt. Sh. Inder Pal	P&C(P)	9910840660
13	Mohit Kumar	Lt. Gokul Chand Sharma	SLO/LM/DC	9557759199, 8077000000
14	Mukesh Kumar	Lt. Sh. Maya Ram	Commr.-cum-Sec.	9958289676

BATCH NO. 4

DATE - 02.12.2020 & 03.12.2020
TIMING - 10:15 AM to 5:30 PM
VENUE - COMPUTER TRAINING CELL, ROOM NO. 317
C-1 BLOCK, 3RD FLOOR, VIKAS SADAN,
INA, NEW DELHI-110023

Sl.No.	Name of the officials	Father's /Husband's Name	Present Place of Posting	Contact No.
	2	3	10	11
1	Munish Kumar	Lt. Sh. Des Raj	PB-I	9990495740
2	Naresh Bisht	Dhyan Singh Bisht	FM	9899809150
3	Naveen Kumar	Lt. Sh. Babu Ram	Cash Main	7503331060
4	Naveen Kumar	Sh. Omprakash	SE/HCC-2	7838186938
5	Neeraj Jain	Lt. Sh. Mahesh Kumar	AO/NG-III	9212202760
6	Nitin Kumar Sharma	Lt. sh. Santosh	Housing	9560016689
7	Pankaj Kumar Khatri	Sh. Surender Khatri	AE-III CE	9990795999
8	Parkash Veer	Lt.Sh. Sukhpal Singh	Director (Vig.)-II	8800118987
9	Pinky Rani	Dev Kumar	Dy. Dir. (RTI)	8800427951
10	Piyush Kumar Rao	Lt. Sh. Lala Ram Rao	R&D(System)	7982046086
11	Preeti Vats	Piyush Sharma	Dy. Director (CE)	9953720970
12	Rafeek Ansari	Lt. Sh. Alamgiri Ansari	Commr.-cum-Sec.	9990020153
13	Rahul Pratap Singh	Lt. Sh. Vijay Singh	Commr. (LM)	9810339796
14	Rajender Kumar Meena	Kailash Chand Meena	Old Scheme Branch	9958075721

BATCH NO. 5

DATE - 04.12.2020 & 07.12.2020
TIMING - 10:15 AM to 5:30 PM
VENUE - COMPUTER TRAINING CELL, ROOM NO. 317
C-1 BLOCK, 3RD FLOOR, VIKAS SADAN,
INA, NEW DELHI-110023

Sl.No.	Name of the officials	Father's /Husband's Name	Present Place of Posting	Contact No.
	2	3	10	11
1	Rajender Singh	Sh. Balbir Singh	RPD-12	9891668690
2	Rajesh Meena	Sh. Jagdish Prasa Meena	SLO Engg.	8505879682, 9718179682
3	Rakesh Kumar Sharma	Sh. H.C.Sharma	PB-IV	9968441262
4	Ratan Pal Singh	Sh. Rajender Prasad	Sr. AO/CAU/SZ	9555999429
5	Rauf Ahmed	Lt. Sh. Amir Ahmed	DD(Lands)	9953468146
6	Ravinder Kumar	Lt. Sh. Net Ram	Dir. (Finance)	8800677847
7	Ravinder Singh	Lt. Sh. Bishamber Nath	AO/Esh. /NG-III	9718376759
8	Rishab	Lt. Sh. Ompal Singh	Commr. (LD)	9555296654
9	Rohit	Lt. Sh. Daya Chand	Accounts Officer(Pension)	9810998830
10	S.Mohd.Sajid Suhail	Lt. Mohd. Suhail	SFS Housing	9811320323
11	Sachin Mor	Sh. Surender Singh	Addl. Commr. (Plg.)-I	7015544990
12	Sagar	LT. Sh. Jagdish Kumar	LAB(Rohini)	9718265459
13	Sandeep Kumar	Lt. Sh. Babu Lal	Sports Wing	9718340707
14	Sanjay Kumar	Lt. Sh. Rajbir Singh	Dir. (P)-II	8448459963, 9873080127
15	Satendra Kumar Divakar	Lt. Sh. Data Ram	Landscape	9897697074

BATCH NO. 6

DATE - 08.12.2020 & 09.12.2020
TIMING - 10:15 AM to 5:30 PM
VENUE - COMPUTER TRAINING CELL, ROOM NO. 317
C-1 BLOCK, 3RD FLOOR, VIKAS SADAN,
INA, NEW DELHI-110023

Sl.No.	Name of the officials	Father's /Husband's Name	Present Place of Posting	Contact No.
	2	3	10	11
1	Sharda Baksh	Lt. Sh. Babu Ram	Vigilance (EE (Vig.)-VI)	9773973854
2	Shelly	Sh. Vikas Choudhary	EE(QAC)-I	9650626067
3	Sumit Kumar	Lt. Sh. Bansraj	CE(Dwk)	7011224317
4	Sunderwati	Lt. Sh. Ram Phool	Dir. (Estt.)W/C	9968221141, 7838800000
5	Sunil Kumar	Lt. Sh. Bhajan Singh	Hort. Divn. Dwarka	9873550775/ 8368606455
6	Sunny Dayol	Lt. Sh. Braham Parkash	PC(LM, LD, Sys. & Coordn.)	9911935950
7	Sunny Gupta	Lt. Sh. Ujagarwal Gupta	Director(Hort.) SE	9958550911
8	Suresh Chand	Lt. Sh. Samaru	Sr. AO(Rohini)	9899573489
9	Tarannum Khan	Lt. Sh. Z.A.Khan	RPD-10	9953282636
10	Veerbhan	Lt. Sh. Gandhi Ram	Staff Quarter	9354309822
11	Vijay Pal	Lt. Sh. Ram Kumar	Medical Cell	9250578980
12	Vikas Malik	Lt. Sh. R.S.Malik	Dy. Dir. /R&D/E-Office	9315092873
13	Vinod Kumar	Lt. Sh. Jaipal Singh	AO/CS	9254258128
14	Vipin Kumar	Lt. Sh. Pritam Singh	Director (Housing)-I	9868344716
15	Virender Kumar	Lt. Sh. Omparkash	Director (Plg.)AP-III	9718594908

Annexure-2

Batch-1 Timings: 10:15 AM-5:30 PM

Day 1 23.11.2020	FORENOON	Fundamental of Computers	Kamal. Prog(S)
	AFTERNOON	MS-Word	
Day 2 24.11.2020	FORENOON	MS-Excel	Deepak. Prog(S)
	AFTERNOON	MS-PowerPoint	

Batch-2 Timings: 10:15 AM-5:30 PM

Day 3 25.11.2020	FORENOON	Fundamental of Computers	Suraj. AD(S)
	AFTERNOON	MS-Word	
Day 4 26.11.2020	FORENOON	MS-Excel	Vishwas. AD(S)
	AFTERNOON	MS-PowerPoint	

Batch-3 Timings: 10:15 AM-5:30 PM

Day 5 27.11.2020	FORENOON	Fundamental of Computers	Kamal. Prog(S)
	AFTERNOON	MS-Word	
Day 6 01.12.2020	FORENOON	MS-Excel	Deepak. Prog(S)
	AFTERNOON	MS-PowerPoint	

Batch-4 Timings: 10:15 AM-5:30 PM

Day 7 02.12.2020	FORENOON	Fundamental of Computers	Suraj. AD(S)
	AFTERNOON	MS-Word	
Day 8 03.12.2020	FORENOON	MS-Excel	Vishwas. AD(S)
	AFTERNOON	MS-PowerPoint	

Batch-5 Timings: 10:15 AM-5:30 PM

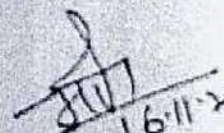
Day 9 04.12.2020	FORENOON	Fundamental of Computers	Abhilash Agrawal AD(S)
	AFTERNOON	MS-Word	
Day 10 07.12.2020	FORENOON	MS-Excel	Archana Arora AD(S)
	AFTERNOON	MS-PowerPoint	

Batch-6 Timings: 10:15 AM-5:30 PM

Day 11 8.12.2020	FORENOON	Fundamental of Computers	Abhilash Agrawal AD(S)
	AFTERNOON	MS-Word	
Day 12 9.12.2020	FORENOON	MS-Excel	Archana Arora AD(S)
	AFTERNOON	MS-PowerPoint	

Training Department is requested to intimate the schedule to the concerned applicants as well.

This letter issues in consultation with Director (Systems).


16.11.2020
D.K. Pandey
Dy. Director (Systems)