

DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-III
B-316, Vikas Sadan INA, New Delhi

No. F.1 (4)2016/PB-III/Asstt/1959

Dated: 21.12.2018

CIRCULAR NO: 48/2018

A **Limited Departmental Competitive Examination** to fill up 103 posts {UR-66, SC-24, ST-13} of the grade of Assistant Section Officer 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 shortly.

The UDCs having 3 (three)years regular service on 01.01.2019 are eligible to appear in the written exam for the post of Assistant Section officer. Those UDCs who wish to appear in the said exam, may submit their applications through their concerned Branch Officer who will verify the details given in the Performa as mentioned at Annexure-I, along with three recent color passport size photographs (one photograph duly attested by the concerned DDO/Branch Officer to be pasted on the application and two photographs unattested). The SC/ST applicants should also submit the attested photocopy of caste certificate. Applications should be submitted to the officer of Assistant Director (P)-III, DDA, B-Block, 3rd Floor, Room No -316, INA, Vikas Sadan, New Delhi **latest by 25.01.2019(5 pm)**.

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

SC/ST candidates will be eligible for relaxation of 20 marks (i.e. 5% of 400 marks). This relaxation will cover not only the passing marks to be given in aggregate but will be inclusive of the passing marks given in each individual paper so that the total number of marks covered by such relaxation shall not exceed 20 marks.

Encls: - Annexure-I
Annexure-II

Dy. Director (P)-III

Copy to: -

1. All Departmental Heads, DDA.
2. Commr.(P) &O.S.D to V.C, DDA.
3. Dy. Director (Systems) with the request to upload the above notice with enclosures on DDA website.
4. PS to VC/EM/FM/CVO, DDA.
5. PS to Pr. Commissioner/Commr. Cum Secy./All Commissioners/CLA.
6. All HoDs with the request to circulate so as to bring this circular to the notice of the SSAs(UDCs) working under them and to forward their application latest by 25.01.2019 (5 P.M)
7. Notice Board, Vikas Sadan/Vikas Minar.
8. SC/ST Association/Organization, DDA
9. AD (PIMS) DDA

Asstt. Director (PB)-III

Annexure-I

**APPLICATION FORM FOR LDCE FOR THE POST OF ASO(Assistant)
DELHI DEVELOPMENT AUTHORITY**

Paste recent
passport size
photograph in Red
background duly
attested

Size : 3.5 x 4.7

<u>Sl. No</u>	<u>Personal Particulars</u>	
1.	Name in Block Letters	
2.	Father/Husband's Name	
3.	Date of Birth/Retirement	
4.	Date of initial appointment in DDA and post	
5.	Date of joining as SSA(UDC) in DDA (Total Service as SSA as on 01.01.19)	
6.	Present pay band with grade pay	
7.	Present Place of posting with date	
8.	Educational Qualifications	
9.	Present residential address	
10.	Contact No	
11.	Category (whether SC/ST/OBC)	
12.	Impression of left Thumb	

Place: New Delhi

Date:

(Signature of the official)

Name_____

Father's Name_____

Mobile No._____

Place of posting_____

COUNTER SIGNATURE OF THE CONTROLLING OFFICER FORWARDING APPLICATION

Place : New Delhi(Signature)

Date :

(Rubber Stamp)