



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/2423

Dated: 15/10/19

CIRCULAR NO: 47

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

In Continuation to this office Circular No. 38 dated 19.07.2019, all the eligible candidates as mentioned at Annexure-A are directed to attend the training/coaching programme for Paper I & II in C-1/318, 3rd Floor, Vikas Sadan, INA, New Delhi-110023 on 14.10.2019, 15.10.2019, 22.10.2019 & 23.10.2019 from 10:30 AM to 05:30 PM (as per time schedule given in Annexure-B).

Training schedule for computer literacy will be intimated later.

Encl: As above


(B.K. Bansal)
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 arrange the computer training accordingly and to upload the above said circular on DDA's Web Site.
4. P.S. to PC(Pers.)/Commissioner(P)/Director(P)-II
5. Notice Board.


Asstt. Director (P)-III

(37)

Annexure - A

LIST OF JSAs FOR LIMITED DEPARTMENTAL EXAMINATION FROM JSA(LDC) TO SSA (UDC) FOR THE YEAR 2019

S.NO.	Priority No.	Name of the officials (Sh./Smt.)	Father's Name /Husband's Name	D.O.B.	Dt. Of initial Appointment in DDA	D.O.J as JSA	Status of Typing Test	Pay Sacle Category SC/ST/OBC	Category	Educational Qualification	Present place of Posting
1		Ajeet Kumar Bhardwaj	Lt. Sh. Jai Prakash Sharma	10-04-88	03.02.2014	03.02.2014	passed	1900	Gen.	MA	LM/SEZ
2		Amit Sehrawat	Satbir Singh	20-01-92	18.10.13	18.10.13	passed	1900	Gen.	12th pass	Hort. Divn. 5
3		Anita Rani	Lt. Sh. Premvir Singh	12-12-66	07.09.10	05.03.13	Exempted	1900	Gen.	12th	EE/ED-5
4		Anju Mann	Gaurav Chauhan	30-06-91	18.10.13	18.10.13	passed	1900	OBC	BA	ST/CC-5
5		Arun	Bhag Singh	03-02-88	18.10.13	18.10.13	passed	1900	OBC	12	DD/NL-1
6		Arun Kumar	Lt. Sh. Ram Bhoal Singh	16-04-82	05.02.2014	05.02.2014	Passed	1900	SC	B.SC,MA,LLB	Sr. A.O (PE)
7		Arvind	Lt. Sh. Satbir Singh	05-04-89	18.10.13	18.10.13	passed	1900	Gen.	Graduation	Director (Plg.) Coordn.
8		Ashish Tomar	Ompal Singh	17-01-90	13.10.13	13.10.13	passed	1900	Gen.	BA	Budget Section
9		Avinesh Kaushik	Lt. Sh. Kishan Swaroop Kaushik	01-03-87	03.02.2014	03.02.2014	passed	1900	Gen.	BA	VC Sectt
10		Chhatrapati Gautam	Lt. Sh. Bhajanlal	11-07-87	20.02.14	20.02.14	passed	1900	SC	BCA	Land Management Coordination
11		Dinesh Kumar	Attar Singh	20-03-88	18.10.13	18.10.13	passed	1900	Gen.	12	RPD-5
12		Gaurav Bhasin	Lt. Sh. Krishan Lal	15-10-80	28.06.04	01.03.13	passed	1900	Gen.	12th	PB-1
13		Harpreet Singh	Lt. Sh. Kuldeep Singh	24-12-88	10-02-14	10-02-14	Passed	1900	Gen.	BA	Welfare
14		Jaideep Sehrawat	Lt. Sh. Ranbir Sehrawat	20-09-91	18.10.13	18.10.13	passed	1900	Gen.	B.tech, 12th	Janta (Housing)
15		Laxman Lal Meena	Lt. Sh. Heera Lal Meena	10-07-81	23.03.09	23.08.12	passed	1900	ST	10th pass	CE/SZ
16		Manish Kumar	Somdutt	15-01-92	18.10.13	18.10.13	passed	1900	Gen.	12th	Rohini Project Division-2
17		Manisha Srivastava	Lt. Sh. Anand Srivastava	25-10-90	05.02.14	05.02.14	passed	1900	Gen.	PGDBA	SA&GR
18		Manoj Kumar Dabas	Ram Kumar	01-01-92	18.10.13	18.10.13	passed	1900	Gen.	12th	EE/RPD-XI
19		Mohit	Mahajinder Singh	09-04-90	18.10.13	18.10.13	Passed	1900	OBC	12th	Dir. (Hort.) SE
20		Naveen Kumar	Lt. Sh. Jai Prakash	05-03-87	18.10.13	18.10.13	Passed	1900	OBC	12th	SE/CC-8/NZ/
21		Naveen Kumar	Om Parkash	12-04-90	18.10.13	18.10.13	passed	1900	OBC	MA	Senior Architect(NZ)
22		Naveen Thakran	Rajender Singh	09-01-91	18.10.13	18.10.13	passed	1900	Gen.	BA	Dy. CAO(UC)-1
23		Nidhi Singh	Lt. Sh. Jai Pal Singh	07-02-85	16.04.14	16.04.14	passed	1900	SC	Graduation	Library
24		Nitin Kumar	Achal Singh	27-04-82	30.08.10	28.02.13	passed	1900	OBC	BA	C.S.Branch
25		Pankaj Kumari Khatri	Surender Khatri	06-02-90	18.10.13	18.10.13	passed	1900	Gen.	12th	Rohini Project Division-2
26		Pardeep Kumar	Lt. Sh. Ram Niwas	01-01-76	25.08.10	05.03.13	passed	1900	Gen.	12	Hort. Divn. 5
27		Pardeep Kumar	Rammehar Singh	30-03-88	18.10.13	18.10.13	passed	1900	Gen.	MA Pass	Northern Divn. 4
28		Pardeep Kumar	Lt. Sh. Babu Ram	07-06-85	30.08.10	04.03.13	passed	1900	Gen.	BA (PASSED)	LSB(Rohini)
29		Parveen	Kartar Singh	03-03-90	18.10.13	18.10.13	Passed	1900	Gen.	12th	Dir. (Plg.) R
30		Pawan	Ram Singh	05-07-87	18.10.13	18.10.13	passed	1900	OBC	Graduation	Dy. Director /NL-1
31		Pinki Bhutani	Lt. Sh. K.K.Bhutani	10-05-66	26.08.2010	01.03.2013	Exempted	1900	Gen.	BA	Civil Circle-15
32		Pradeep Kumar	Lt. Sh. Nanku Ram	16-03-65	03.01.85	01.03.2013	Exempted	2400	SC	12th	O/o Chief Engrs. (Design)
33		Preeti Vats	Piyush Sharma	01-01-91	14.10.2013	14.10.2013	passed	1900	Gen.	Post Graduate	DO(CE)
34		Piyare Lal Meena	Sarchanda Meena	01-07-84	09.03.09	06.03.13	passed	1900	ST	10th pass	Dy. Dir. (P&C)

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11/10/19

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Annexure - A

LIST OF JSAs FOR LIMITED DEPARTMENTAL EXAMINATION FROM JSA(LDC) TO SSA (UDC) FOR THE YEAR 2019

S.NO.	Seniority No.	Name of the officials (Sh./Smt.)	Father's Name /Husband's Name	D.O.B.	Dt. Of initial Appointment in DDA	D.O.J as JSA	Status of Typing Test	Pay Scl Category SC/ST/OBC	Category	Educational Qualification	Present place of Posting
35		Radhey Shyam Meena	Giriraj Prasad Meena	01-09-83	05.03.13	05.03.13	passed	1900	ST	12th pass	Dy. CAO(Budget)
36		Rafeek Ansari	Lt. Sh. Alamgir Ansari	11-08-87	24.10.13	24.10.13	passed	1900	Gen.	Graduation	O/o Commr.-cum-Secy
37		Rajesh Meena	Jagdish Prasad Meena	28-12-86	23.03.09	23.08.12	passed	1900	SC ST	12th pass	SLO(Engg.)
38		Rajvati	Lt. Sh. Rambaran	03-06-86	03.02.14	03.02.2014	Passed	1900	OBC	MA (Pol Science)	PB-I
39		Rakesh Kumar Sharma	H.C.Sharma	15-09-69	25.07.88	01.03.13	Exempted	2000	Gen.	12th pass	LIG(Housing)
40		Ramdas Meena	Ramcharan Meena	09-05-77	09.03.09	01.03.13	passed	1900	ST	12	SLO/FB/MC/Legal
41		Ramesh Chand Meena	Battu Ram Meena	13-01-78	19.03.09	24.08.12	passed	1900	ST	12th pass	CR Cell
42		Ravi Rana	Randhawa Singh Rana	30-12-91	18.10.2013	18.10.2013	passed	1900	Gen.	12th	Under Suspension
43		Roop Ram Meena	Bhori Lal Meena	10-02-84	06.03.09	24.08.12	passed	1900	ST	12	Hort. Div. Dwarka
44		Sachin Mor	Surender Singh	06-04-91	18.10.13	18.10.13	passed	1900	Gen.	12th	Director (Sports)
45		Sandeep Kumar	Prem Singh	15-01-92	18.10.13	18.10.13	passed	1900	Gen.	B.Sc.(Computer Science)	AO(Rohini Zone)
46		Sapna Chauhan Solanki	Saurabh Solanki	28-11-83	11.02.2014	11.02.2014	passed	1900	Gen.	B.Com, B.Ed	PR Cell
47		Sonika Sethi	Anil Sethi	16-06-83	03.02.14	03.02.14	passed	1900	Gen.	BA (PASSED)	ED-9
48		Sudesh Kumar	Mahavir Singh	28-05-85	18.10.13	18.10.13	passed	1900	Gen.	Graduation	EA-III, Chief Engineer(Rohini)
49		Sumit Dabas	Satish	28-11-89	18.10.13	18.10.13	passed	1900	Gen.	12th	Addl. Chief Architect
50		Sunny Gahlawat	Naresh Kumar	14-04-92	18.10.13	18.10.13	passed	1900	Gen.	12th	SE(HQ)Rohini
51		Sunny Panwar	Lt. Sh. Prahlad Singh	04-08-85	05.02.14	05.02.14	passed	1900	Gen.	B.Com (Graduate)	Executive Engineer, S
52		Vijaypal Singh	Devi Singh	09-07-69	18.12.85	28.01.13	Exempted	2400	Gen.	10th pass	FM Office
53		Vikas Malik	Lt. Sh. R.S.Malik	28-09-80	27.10.10	01.03.12	passed	1900	Gen.	M.Sc.	SFS(H)

Ans
01/10/19

1/10/19



DELHI DEVELOPMENT AUTHORITY
(TRAINING DEPARTMENT)

C-1/316, 3rd FLOOR, VIKAS SADAN, INA, NEW DELHI

Annexure B
To No. 10/2019/Trg. DDA/359

सं. 8190
दि. 11-10-19

No.F 1(10)2019/Trg./DDA/359

Dated 11/10/19

To

1. Sh. Harish Kumar Sharma, AD (CR) B-Block, 3 rd Floor, Vikas Sadan Mob. No. 7042361509	2. Sh. Ashok Sharma Director (Retd.) Mob. No. 9315957092	3. Sh. P. K. Tayagi, AD (OL) B-Block, Ground Floor Mob. No. 9810954952
4. Sh. Pawan Kumar, Sr. Translator B-Block, Ground Floor Mob. No. 9813126465	5. Sh. S.K Grover (Consultant), Dy. CAO, Planning C-2, 1 st Floor Mob. No. 8700788418	6. Sh. V. K. Satija, AVO/ACB Ph.No. 9910047588

Sub: Training Programme for 53 Applicants/JSAs(LDC) for Limited Departmental Examination-2019 for the post of SSA/UDC

On the advice of Dy. Director (PB-III) vide letter F6(03)2019/PB-III/SSAExam/Part/2354 dated 03.10.2019, Training Programme for the candidates appearing in the Limited Departmental Examination-2019 for the post of SSA/UDC has been scheduled in four days (details as under) in C-1/318, 3rd Floor, Vikas Sadan. You are requested to deliver the lecture to the candidates, on the subject and date (s) as per schedule below:

Sl. No	Subject	Date & Time	Name of the Faculty
1.	1. General question on DDA i.e. its History, Objective Functions etc., Hierarchy and Organization 2. General Question on Functioning of the Housing Deptt., Lands Deptt. & Land Management Department, etc.	14.10.2019 10:30 A.M to 01:30 PM 02:30 P.M to 05:30 P.M	Sh. Harish Kumar Sharma, AD(CR) Sh. Ashok Sharma Director (Retd.)
2.	1. General English/Hindi and General knowledge- a) Writing a paragraph, Note/Letter on any official subject. b) Precis writing of an official note and suggesting alternative proposal for decision making. c) Choosing the correct/appropriate word, translation of a paragraph from English to Hindi or vice-versa. d) Writing ability by correcting a given paragraph, sentence formation, correct usage, pair of words etc.	15.10.2019 10:30 A.M to 01:30 PM 02:30 P.M to 05:30 P.M	Sh. P.K. Tyagi Asstt. Director (OL) Sh. Pawan Kumar Sr. Translator
3.	1. Simple Arithmetic Questions with calculation of interest, area, ratio, averages, percentage etc. 2. Test of drafting/noting skills. 3. General Awareness/ General Knowledge of Current Events.	22.10.2019 10:30 A.M to 01:30 PM 02:30 P.M to 05:30 P.M	Sh. S.K Grover (Consultant) Dy. CAO (Plan.) Sh. Pawan Kumar Sr. Translator

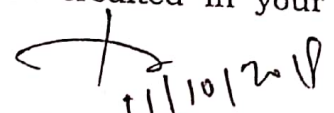
Annexure - B

4.	General questions relating to service/conduct rules, calculation of leave, reservation, benefits for SC/ST/OBC, retirement benefits, disciplinary proceedings/rules.	23.10.2019 10:30 A.M to 01:30 PM	Sh. V.K.Satija AVO/ ACB Ph.No. 9910047588
5.	Computer Literacy	Dates will be decided by Dy. Director (System)	Faculty to be decided by Dy. Director (System)

(S. N. Meena)
Dy. Director (Training)-I

Copy to:

1. PS to Commr. (Pers. & Trg.)
2. PS to Director (Pers. & Trg.)
- ✓ 3. Dy. Director (PB-III) for kind information. He is also requested to direct the candidates to attend the training programme on the scheduled dates.
4. Dy. Director (System) with the request to make arrangement for computer literacy programme.
5. Manager Canteen, with the request to make necessary arrangement for serving Tea with Snacks, Working Lunch, Drinking Mineral Water, Tea with Biscuits for apprx. 53 candidates. The payment will be credited in your account online.


11/10/2019
Dy. Director (Training)-I