



**DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-III**

No.F6(03)2018/PB-III/SSAExam/Part/ 327

Dated: 26/02/19

CIRCULAR NO: - 14

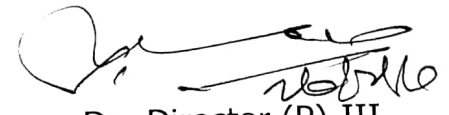
Sub: Limited Departmental Examination for the post of SSA

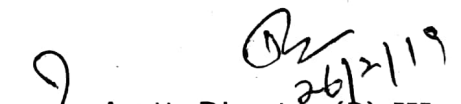
In Continuation to this office Circular No. 11 dated 14.02.2019, all the eligible candidates as mentioned at Annexure-A are directed to attend the computer training programme for computer literacy at Computer Training Room, C-Block, 3rd Floor, Vikas Sadan, New Delhi-110023 as per schedule given at Annexure-B.

Encls: As above

Copy to:

1. All Departmental Heads of DDA.
2. All branch officers of the Authority with the request to bring the circular to the notice of the eligible employees working under them.
3. Director (P)-II, DDA for information pl.
4. Dy. Director (Trg.), DDA for information pl.
5. Dy. Director (system) to upload the same on DDA Web Site.
6. P.S. to EM/FM/VC, DDA
7. P.S. to all Pr. Commissioner /Pr. Commissioner-cum-Secretary/ all Commissioners/CVO, DDA.
8. Notice Board.


Dy. Director (P)-III
26/2/19


Asstt. Director (P)-III
26/2/19

BATCH NO. 1

DATE - 05.03.2019 to 11.03.2019

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	Ramesh Chand Khatri	R&D (System)	9811009862
2	Ajay Singh	Lt. Sh. Uttam Singh	Coordn. (LD)	9716374302
3	AmanVats	Sushil Vats	AO(Pension)	9999887012
4	Amit Kumar	Mange Lal	Sr. AO(SZ)NPRS	9873870496
5	Amit Sehrawat	Satbir Singh	Hort.Div.-5	9268520791
6	Amit Sindhu	Devender Singh Sindhu	AO(Pension)	9971636406
7	Amit Tewari	Ram Prakash Tewari	PB-III	9013000476
8	Anil Kumar Gupta	Lt. Sh. Om Prakash Gupta	PB-I	9868884969
9	Anita Rani	Lt. Sh. Premvir Singh	CE/EZ	9711852378
10	Anju Mann	Satpal Mann	PB-II	9650673074
11	Ankit Kumar	Lt. Sh. Bhim Singh	AO/NPRSINZ	7417429966
12	Anup Singh	Rampal	Sr. Architect (U.P. &DuHF)	9871883032
13	Arun	Bhag Singh	DD/NL-1	9711714363
14	Arun Kumar	Lt. Sh. Dharambir Singh	Dy. Dir. RTI	8708797227
15	Arvind	Lt. Sh. Satbir Singh	(Plg.) Coordn.	8851140276
16	Ashish Tomar	Ompal Singh	Dy. AO(Budget)	9643071621

BATCH NO. 2

DATE - 12.03.2019 to 18.03.2019
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	Balraj Sharma	Lt. Sh Brham Dutt Sharma	AO/Estt./NG-III	9868820554
2	Bharat	Rishi Parkash	F & E	9034351011
3	Bhudev Kumar	Lt. sh. Mahender Kumar	VC Sectt.	9999274495
4	Bhupender Dabas	Surender Singh	EO-II to EM	9873879591
5	Deen Dayal Meena	Sitaram Meena	DD/Housing (Coordn.)	8285441263, 7678258203
6	Deepak	Ram Pal	Recruitment Cell	8459406399
7	Deepak	Virender Singh	AD(Works) to CE (Dwarka)	9810615233
8	Deepak	Lt. Sh. Ram Prasad	R&D(Vikas Minar)	9313809726
9	Dharam Prakash	Hari Ram	DD(plg.) Zone K-I, L& N	9958893769
10	Dharmender Kumar	Lt. Sh. Pyare Lal	Chief Architect(HUPW)	9971274477
11	Digvijay Pratap Singh	Lt. Sh. Dharampal Singh	Hindi Cell	9560836191
12	Dinesh Kumar	Attar Singh	RPD-5	7703905085
13	Gagan Kaushik	Satbir	Kathputli Colony Project	8373999096
14	Gaurav Bhasin	Lt. Sh. Krishan Lal Bhasin	PB-I	9810672546
15	Gautam	Jagbir	EE/WD-6	9717766788
16	Hemant Bharti	Dalchand Bharti	O/o Comm. (Pers.)	8802344001

BATCH NO. 3

DATE - 19.03.2019 to 26.03.2019
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	Jaideep Sehrawat	Lt. Sh. Ranbir Sehrawat	Janta(H)	8802165647
2	Jasram	Lt. Sh. Rambhaj	SE/CC-9	9729769330
3	Kamal Kishore	Santosh	SA & GR	9718684965
4	Kanwal Singh	Lt. Sh. Manphool Singh	AO(Estt.)NG-II	8813024943
5	Kapil Kumar	Sh. Dharampal Singh	PB-IV	9711928795
6	Kaptan Singh	Desh Raj	AO(Damage)	9911511184
7	Lalit Dagar	Ishwar Singh	F.O. to CE (Dwarka)	9560910086
8	Laxman Lal Meena	Lt. Sh. Heera Lal Meena	CE(SZ)	9311542491
9	Madan Mohan Kumar	Lt. Sh. Joginder Prasad Singh	R&D(Main)	9868567371
10	Mamta	Sh. Aakash Kumar Roy	Elect. Circle - Dwarka	8810361515, 9650837733
11	Manish	Jagdish	AO/CL	9711673347
12	Manish Jamdagni	Rohtas Kumar	PB-IV	9650136614
13	Manish Kumar	Rajender Kumar	LIG (Housing)	9899017956
14	Manish Kumar	Amar Chand	SWD-9	9991447858
15	Manish Kumar	Somdutt	RPD-2	7206870292
16	Manoj Kumar Dabas	Ram Kumar	EE/RPD-XI	9212995654

Annexure - A)

BATCH NO. 4

DATE - 27.03.2019 to 02.04.2019
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	Mohit	Mahajinder Singh	Dir. (Hort.)/SE	9560435935, 8368544662
2	Mohit kumar	Anthony Deen	CAU (EZ)	9210978525
3	Monika	Budh Ram	CE(QAC)	8750896997
4	Mukesh Kumar	Nathu Ram	LIG (Housing)	9812433960
5	Naresh Kumar	Om Prakash	Commr. (Plg.)	(0)8901136640
6	Naveen Kumar	Lt. Sh. Jai Prakash	SE/CC-8/NZ/DDA	9654277276
7	Naveen Kumar	Om Prakash	Sr. Architect (NZ)	7838186938
8	Naveen Thakran	Rajender Singh	Dy. CAO (LC)- I	9999500505
9	Neelam	Arun Kumar	DD/LAB(Rohini)	9654103835
10	Nitesh Kumar Attri	Anand Attri	Old Scheme Branch	9873634945
11	Nitin Kumar	Lt. Achal Singh	C.S.Branch	9211477949
12	Nitin Tomar	Ram Kumar	Inst. Land	9027079604
13	Pankaj Kumar Gautam	D.P.Gautam	SA & GR	9999024478
14	Pankaj Kumar Khatri	Surender Khatri	RPD-2	9990795999
15	Pardeep	Lt. Sh. Baburam	LSB(Rohini)	9999880874
16	Pardeep Kumar	Ram Mehar Singh	ND-4	9103333000

BATCH NO. 5

DATE - 03.04.2019 to 09.04.2019
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	Pardeep Kumar	Lt. Sh. Ram Niwas	Hort. Div.-5	9312298926
2	Parveen	Kartar Singh	Dir(Plg.)Rohini	9813878979
3	Parveen Kumar	Kuldeep	Director (RL)	9671470647
4	Pawan	Ram Singh	DD/NL-1	9891735983
5	Pawan Kaul	Shiv Charan	C.R.Cell	9555075427
6	Pinki Bhutani	Lt. Sh. K.K.Bhutani	CC-15	9818874611
7	Pinky Rani	W/o Sh. Cinu Sood	Dir.(Housing)-I	8800427951
8	Pradeep	Prem Singh	Training Cell	9899443442
9	Pradeep Kumar	Lt. Sh. Nanku Ram	O/o Chief Engineer(Design)	9868213266
10	Pradeep Kumar Sharma	Raj Kumar Sharma	Lab(Resdl.)	8130574403
11	Preeti Vats	Jai Kishan Sharma	Dy. Dir.(CE)	9953720970
12	Prem Chander	Lt. Sh. Gujeshwar Prasad	DD(P)-III	9868653074
13	Puneet	Ashok	CE(Rohini)	7503943123
14	Pyare Lal Meena	Sarchanda Meena	Dy. Dir (P&C)	9013697252
15	Radhey Shyam Meena	Giriraj Prasad Meena	Dy. CAO (Budget)	9718286306
16	Rafeek Ansari	Lt.Alamgir Ansari	Commr.-cum-secy.	9990020153

BATCH NO. 6

DATE - 10.04.2019 to 16.04.2019
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	Rahul Dabas	Ashok Kumar	PM(MPR)	9582983480
2	Rahul Kumar	Sahdev Singh	Rohini Sports Complex	9716641281
3	Rajendra Kumar Meena	Lt. Sh. Ram Singh Meena	Survey & Settlement- I	9015156010
4	Rajesh Meena	Jagdish Prasad Meena	SLO(Engg.)	9718179682
5	Rakesh	Sukhbir Singh	AO(Works)-II	9711339831
6	Rakesh Kumar Sharma	H.C.Sharma	LIG (Housing)	9968441262
7	Ramdas Meena	Ramcharan Meena	SLO/FB/MC/LEGAL	9654702545
8	Ramesh Chand Meena	Batturam Meena	CR Cell	9968514134
9	Ravi Gupta	Lt. Sh. B.S.Gupta	R&D (System)P.R.Cell	9212190201
10	Ravi Rana	Randhawa Singh Rana	under suspension	9871994105, 9710000918
11	Ravi Sharma	Ghanshyam Sharma	Hort. Div-9	9958052706
12	Ravinder	Samray Lal	LAB(H)	9654835998
13	Ravinder Mann	Dharampal Mann	Chief Engineer (Rohini)	9873106007
14	Ravindra Kr. Meena	Om Prakash Meena	CC-7(NZ)	9560652205
15	Reema	Ravinder Kumar	CE(SZ)	9810616570
16	Rohit Choudhary	Sahanser Pal	Dir. (System)	8383001883, 8742914434

BATCH NO. 7

DATE - 18.04.2019 to 25.04.2019
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	Rohit Kumar	Shyambir Tevtia	SWD-8	9716948888
2	Roop Ram Meena	Bhori Lal Meena	Hort. Div. Dwarka	7042977671
3	Sachin Mor	Surender Mor	DD (P&C)P	7065804505, 7015544990
4	Sandeep Kumar	Prem Singh	AO/RZ	9671900672, 9306377238
5	Sandeep Kumar	Fateh Singh	O/o EE (ED-4)	9210109092
6	Sanjay Kumar	Jaichand	Telephone Section	9717824583, 7988900000
7	Satish Kumar Haldia	Lt.Sh. Hetram Singh	Nazarat Branch	9810804685
8	Shiv Dayal Meena	Kalu Ram Meena	Dy. Dir.LM/SWZ/DDA	8178445014, 9868323550
9	Shri Krishna	Chhatra Pal	SE/CC-3	9971922679
10	Smit Sandhir	Rajender Kumar	O/o Comm. (Pers.)	9871935917
11	Sudesh Kumar	Mahavir Singh	EE/RPD-6	9650950702, 9015449370
12	Sumit Dabas	Satish	Addl. Chief Architect (Rohini)	9910903811
13	Sumit Dahiya	Jai Singh Dahiya	DLM (HQ)	9582752915
14	Sunil Sehrawat	Jaipal Singh	Reservation Cell	7042994891
15	Sunny	Ashok Kumar	ND-12	9582104583
16	Sunny Gahlawat	Naresh Kumar	SE(HQ) Rohini Zone	9466492278

BATCH NO. 8

DATE - 26.04.2019 to 02.05.2019
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	Suresh	Ramchander	DD(Mig)H	9871187801
2	Tala Ram	Lt. Sh. Har Phool Singh	Building Section (Dy. Dir)	9650761574
3	Tarun Gupta	Lt. Sh. Gobind Ram	Senior Law Officer (Housing)	9871674283
4	Umesh kumar	Devjeet Singh	PB-III	9810930784
5	Uttam	Bhoop Singh	Kathputli Colony Project	09728619292, 8708358553
6	Vaibhav Malik	Devendra Pal	O/o Comm. (Pers.)	8527829944
7	Varsha Jain Sharma	Rahul Sharma	Civil Circle- 14	9999622120
8	Vicky	Ramesh Kumar	ND-12	9582551388, 7988207304
9	Vijaypal Singh	Devisingh	Finance Member's Office	9958581969
10	Vikas Kumar	Ved Prakash	Addl. Comm. (Plg.)-II	9873030409, 9643001848
11	Vikas Malik	Lt. Sh. R.S.Malik	SFS(H)	9315092873
12	Vinay Mathur	Suresh Kumar Mathur	Rohini Project Div. -1	9910145009
13	Vinod Kumar	Sh. Jogendra Kumar	Elect. Div.-2	8826616150
14	Vishal Chauhan	Harbir Singh Chauhan	AO/E/NG-III	9555859013
15	Yogesh Kumar	Lt. Sh. Deewan Chand	Dir.(RL)	9899881945
16	Yogesh Kumar	Lt. Sh. Buddhi Ram	Accounts Cooperative Society	9999740199

DELHI DEVELOPMENT AUTHORITY
(SYSTEMS DEPTT.)

Annexure - 'B'
जो नि०/कार्मिक शाख-3
अवरी सं 1398
दिनांक. 14/02/19..

No. F1(2)2009/CC/660

Dated: 06.02.2019

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

Reference letter vide No. F6(03)/2018/PB-III/SSAExam/Part/38 dated 01.02.2019 from DD(P)III on the subject.

There are 128 candidates divided into 8 batches consisting of 16 candidates for 5 full days. Training starts w.e.f 05.03.2019 till 02.05.2019.

National Election (Lokshapbha-2019) is likely to fall in April-May 2019. Suitability of training programme as tabulated below may be seen and if any alteration required may be communicated. Moreover, following faculties are nominated for imparting the subject training:

Batch-1 Timings: 10:15 AM-5:30 PM 1-16

Date	Subject	Faculty
Day 1/ 05.03.2019	Fundamental of Computers & MS-Word	M K Joshi, Prg
Day 2/ 06.03.2019	MS-Word	Sher Ram, Prg
Day 3/ 07.03.2019	MS-Power Point	J.K. Pandey, AD(S)
Day 4/ 08.03.2019	MS-Excel	Deepak Jha, Prg.
Day 5/ 11.03.2019	DDA's Mobile Apps. & Whatsapp	Abhilash Agrawal, AD(S)

Batch-2 Timings: 10:15 AM-5:30 PM 17-32

Date	Subject	Faculty
Day 1/12.03.2019	Fundamental of Computers & MS-Word	Deepak Jha, Prg.
Day 2/13.03.2019	MS-Word	Sher Ram, Prg.
Day 3/14.03.2019	MS-Power Point	M K Joshi, Prg
Day 4/15.03.2019	MS-Excel	Abhilash Agrawal, AD(S)
Day 5/18.03.2019	DDA's Mobile Apps. & Whatsapp	Archana Arora, Prg.

Batch-3 Timings: 10:15 AM-5:30 PM 33-48

Date	Subject	Faculty
Day 1/ 19.03.2019	Fundamental of Computers & MS-Word	J.K. Pandey, AD(S)
Day 2/ 20.03.2019	MS-Word	Sher Ram, Prg
Day 3/ 22.03.2019	MS-Power Point	M K Joshi, Prg
Day 4/ 25.03.2019	MS-Excel	Abhilash Agrawal, AD(S)
Day 5/ 26.03.2019	DDA's Mobile Apps. & Whatsapp	Archana Arora, Prg.

Batch-4 Timings: 10:15 AM-5:30 PM 49-64

Date	Subject	Faculty
Day 1/27.03.2019	Fundamental of Computers & MS-Word	Deepak Jha, Prg.
Day 2/28.03.2019	MS-Word	Sher Ram, Prg
Day 3/29.03.2019	MS-Power Point	M K Joshi, Prg

Annexure - 'B'

Day 4/01.04.2019	MS-Excel	Abhilash Agrawal, AD(S)
Day 5/02.04.2019	DDA's Mobile Apps. & Whatsapp	Archana Arora, Prg.

Batch-5 Timings: 10:15 AM-5:30 PM 65-80		
Date	Subject	Faculty
Day 1/03.04.2019	Fundamental of Computers & MS-Word	M K Joshi, Prg
Day 2/04.04.2019	MS-Word	Sher Ram, Prg
Day 3/05.04.2019	MS-Power Point	J.K. Pandey, AD(S)
Day 4/08.04.2019	MS-Excel	Deepak Jha, Prg.
Day 5/09.04.2019	DDA's Mobile Apps. & Whatsapp	Abhilash Agrawal, AD(S)

Batch-6 Timings: 10:15 AM-5:30 PM 61-96		
Date	Subject	Faculty
Day 1/10.04.2019	Fundamental of Computers & MS-Word	Deepak Jha, Prg.
Day 2/11.04.2019	MS-Word	Sher Ram, Prg.
Day 3/12.04.2019	MS-Power Point	M K Joshi, Prg
Day 4/15.04.2019	MS-Excel	Abhilash Agrawal, AD(S)
Day 5/16.04.2019	DDA's Mobile Apps. & Whatsapp	Archana Arora, Prg.

Batch-7 Timings: 10:15 AM-5:30 PM 97-112		
Date	Subject	Faculty
Day 1/18.04.2019	Fundamental of Computers & MS-Word	J.K. Pandey, AD(S)
Day 2/22.04.2019	MS-Word	Sher Ram, Prg
Day 3/23.04.2019	MS-Power Point	M K Joshi, Prg
Day 4/24.04.2019	MS-Excel	Abhilash Agrawal, AD(S)
Day 5/25.04.2019	DDA's Mobile Apps. & Whatsapp	Archana Arora, Prg.

Batch-8 Timings: 10:15 AM-5:30 PM 113-128		
Date	Subject	Faculty
Day 1/26.04.2019	Fundamental of Computers & MS-Word	Deepak Jha, Prg.
Day 2/29.04.2019	MS-Word	Sher Ram, Prg
Day 3/30.04.2019	MS-Power Point	M K Joshi, Prg
Day 4/01.05.2019	MS-Excel	Abhilash Agrawal, AD(S)
Day 5/02.05.2019	DDA's Mobile Apps. & Whatsapp	Archana Arora, Prg.

Faculty is required to include following topics also in the training on MS-Word, Ms-Powerpoint and Ms-Excel:

- Mail merge,
- Running and defining Macros
- Track changes
- Assigning passwords to particular individual files
- Hiding files
- Putting files in public domain or hiding file from public domain
- Pivot table

Pie chart, Bar chart, Animation
Designing of presentation
Visual impact, sound impact to the presentation
Running programs in excel sheet

292

Formula and complex mathematical functions
Extraction of data from excel sheet
Generating pie chart from the data
Export data from Excel sheet and Importing data from Excel sheet
DDA's Mobile Apps and Whatsapp

This letter issues in consultation with Director (Systems).

Nishi
6-2-19

(Nith Joshi)
Dy. Director (Systems)

Dy. Director (Training)

- | | | |
|--|---|-----------|
| <ol style="list-style-type: none">1. Sh. J.K. Pandey, AD(Sys)2. Sh. Abhilash Aggarwal, AD(Sys)3. Smt Archana Arora, Prg4. Sh. M.K. Joshi, Prg5. Sh. Sher Ram, Prg6. Sh. Deepak Jha, Prg | } | Faculties |
|--|---|-----------|

Copy for kind information to:

1. Director (Systems)
2. Director (HR & Trg)
3. Director (Pers)-I
4. Sh. M.K. Saxena, DD(Systems)I
5. ✓ DD(P)III
6. Sh. Abrar, TL AMC Team ---- to take care of computers