



No. F1(09)05/PB-III/92

Date: /7 .01.2023

CIRCULAR NO.: 02 /2023

**Sub: Limited Departmental Competitive Examination for the year 2023 for the post of Welfare/Personnel Inspector in PB-2 with Grade Pay of Rs. 4600/- (Level-7 in Pay Matrix as per 7<sup>th</sup> CPC).**

A Limited Departmental Competitive Examination (LDCE) to fill up vacant posts of Welfare/Personnel Inspector in the PB-2 of Rs.9300-34800/- with Grade Pay Rs. 4600/- (Level 7 in Pay Matrix as per 7<sup>th</sup> CPC) is proposed to be held in Delhi Development Authority. The exact number of vacant posts will be intimated in due course.

The officials working in DDA in the Pay Band-1 of Rs. 5200-20200/- with the Grade Pay of Rs. 2400/- (Level 4 in Pay Matrix as per 7<sup>th</sup> CPC) and above with 3 years of regular service as on 01.01.2023 in respective grade and not above 45 years of age on closing date of receipt of application, are eligible to appear in the LDCE for the post of Welfare/Personnel Inspector. Those who are eligible and are desirous to appear in the said LDCE, 2023 may submit applications through their concerned Branch Officers giving their particulars in the Performa attached at **Annexure-I** along with three (03) recent passport size photographs (one photograph duly attested by the concerned Branch Officer to be pasted on the application). The applications should reach the office of the Assistant Director (P)-III, DDA, B-Block, 3<sup>rd</sup> Floor, Room No. B-316, INA, Vikas Sadan, New Delhi latest by **05:00 PM on 16.02.2023**.

Applications not containing the complete particulars as per Annexure-I attached or received after due date shall not be entertained.

The eligible candidates will be informed separately about the coaching classes/computer training if any proposed to be held on the subject contained in the syllabus (**Annexure-II**).

The SC candidates will be eligible for relaxation of 10 marks. This relaxation will not only cover the aggregate pass marks to be obtained but also marks of individual papers. In any case, relaxation of marks will not exceed 10 marks.

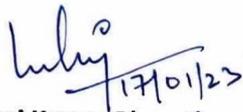
The inter-se-seniority of the selected candidates will be decided on the basis of merit (marks obtained in written examination).

**Encls.:-**

1. Annexure-I
2. Annexure-II

**Copy to: -**

1. All HoDs, DDA
2. O.S.D. to V.C.
3. P.S. to EM/FM/Member (Admin & LM), DDA
4. PS to Pr. Commr.(P)/ Commr. (Pers.)/ CCS/CVO, DDA
5. Secretaries, Sports Complexes
6. All Branch Officers of the Authority with the request to bring this circular to the notice of the employees working under them and to forward their application so as to reach this office **latest by 5.00 PM on 16.02.2023**.
7. Dy. Director (Systems) to upload the same on DDA Website.
8. Dy. Director (Welfare)/Vig-I
9. Notice Boards, Vikas Sadan/Vikas Minar, etc.

  
(Pankaj Kumar Bhagat)  
Dy. Director (P)-III

  
Asstt. Director (P)-III

**APPLICATION FORM FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION  
FOR THE POST OF WELFARE/PERSONNEL INSPECTOR IN  
DELHI DEVELOPMENT AUTHORITY**

Paste recent  
passport size  
photograph duly  
attested

Size: 3.5 x 4.7

<u>Sl. No</u>	<u>Personal Particulars</u>	
1.	Name in Block Letters (as per service book)	
2.	Designation/UID	
3.	Father/Husband's Name	
4.	Date of Birth/due date of Retirement	
5.	Date of initial appointment in DDA/Post	
6.	Present Pay Band with Grade pay/Level in pay matrix as per 7 <sup>th</sup> CPC, being drawn and date from which being drawn	
7.	Present Place of posting with date	
8.	Educational Qualifications	
9.	Present Residential Address	
10.	Contact No.	
11.	Category (whether belongs to SC/ ST) (If yes, attached self attested copy of certificate)	
12.	Impression of left Thumb	
13.	Details of pending disciplinary/criminal cases/suspension, if any.	

Place: New Delhi

(Signature of the official)

Date:

Name & Designation \_\_\_\_\_

**COUNTERSIGNED BY THE CONTROLLING OFFICER**

Certified that the above information is correct as per records. Forwarded for further necessary action please.

Place : New Delhi

Date :

Signature of Branch Officer with office seal

SYLLABUS FOR THE TEST OF WELFARE/PERSONNEL INSPECTORSPAPER-I

Time : 2 Hours

Maximum Marks 100

PART-I

1. Service Regulations 50 Marks

(a) DDA (Salaries, Allowances & Conditions of Service) Regulation, 1961 now DDA (Conduct Disciplinary & Appeal) Regulations, 1999 Classification Control and Appeal Rules, Leave Rules, Pension Rules etc.

(b) Questions on general subjects viz advances, compassionate appointments, union and consultative machinery, reservations for SC/ST, Physically Handicapped, OBCs, Staff Quarters and other establishment and administrative matters.

PART-II

2. General English/Hindi 50 Marks

- (a) Writing a paragraph, Note or a letter on the official subject.  
 (b) Making précis of a given official paragraph.  
 (c) Translation of a paragraph from English to Hindi and Hindi to English and 10 words in each English and Hindi.  
 (d) Testing ability of the candidate to write correct English/Hindi in day to day official work.

PAPER-II

Time: 2 Hours

Maximum Marks 75

Part -I

50 Marks)

1. General awareness/General Knowledge.

The paper will consist of questions on current events including Culture, History, Politics, Elections, Geography, Sports etc.

Part -II

(25 Marks)

Computer Literacy Test.

- Simple test on Computer Literacy consisting of objective questions (theoretical )

PAPER-III

- Half an hour computer practical test. (25 marks)  
(will be conducted separately)