



No. PERS/PIII/0010/2024/F2/-AD(I)-(P)-III/903

Date:- 29/05/2025

**CIRCULAR- 29 /2025**

**Sub: Limited Departmental Examination for the post of Stenographer Grade-C/PA in Level-7 in Pay Matrix as per 7th CPC (Pay Band-2 with Grade Pay of Rs. 4600/- in 6<sup>th</sup> CPC).**

In continuation to this office Circular No. 10/2025 dated 18/03/2025, it is notified that the Limited Departmental Examination for the post of Stenographer Grade-C/PA in the Pay Band-2 of Rs. 9300-34800/- with Grade Pay of Rs. 4600/- (Level 7 in Pay Matrix as per 7th CPC) will be held on 12.06.2025 & 13.06.2025 (tentative).

2. The detail of Exam is as under:

Sl. No.	Paper
1	<b><u>Paper-I</u></b> Stenography Skill Test (Duration- 5 minutes at the speed of 100 w.p.m. for English/Hindi)  Transcription Time - 20 minutes
2	<b><u>Paper-II</u></b> Typing Speed Test (Duration - 10 minutes at the speed of 40/35 w.p.m. for English/Hindi)

3. The Typing Speed Test will be conducted as per the SSC CGL/CHSL Module in Soni Typing Tutor Software. There are only 03 Hindi Typing Keyboard layout (i.e. Remington Gail, Inscript & Remington CBI).

4. The Venue of Examination, Evaluation Criteria and other details will be issued in due course of time.

**(Raman Khanna)****Dy. Director (PB)-III**

Copy to:

1. All HOD'S, DDA,
2. OSD to VC, DDA,
3. PS to Commissioner (Pers.),
4. PS to Director (P)-II, DDA,
5. All Branch Officers of the Authority with the request to bring the Circular to the notice of the eligible employees working under them.
6. Dy. Director (Trg.), DDA, with a request to make required arrangements in Computer Training Room, C-1/317, and Training Hall, C-1/318, 3d Floor, Vikas Sadan, INA, for conducting the Stenography Skill Test and Typing Speed Test for the post of Stenographer Grade-C/PA on aforementioned date.
7. Dy. Director (Systems), DDA, with a request to make required arrangements for conducting Stenography Skill Test and Typing Speed Test for the post of Stenographer Grade-C/PA on the aforementioned date as per schedule and to upload the circular on DDA website.

8. Dy. Director (Vig.)-I/Reservation Cell, DDA,
9. EE/Elect. Division-11, DDA, with the request to ensure proper functioning of CCTV cameras in and outside exam venue on the day of the examination.
10. EE, SMD-IV, DDA, for making necessary arrangements regarding cleanliness and upkeep of Room No. C-1/317 and C-1/318, 3rd Floor, Vikas Sadan, INA, on the Exam dates (i.e. 12.06.2025 & 13.06.2025).

  
**Dy. Director (PB)-III**