



No. PERS/PIII/0010/2024/F2/-AD(I)-(P)-III/1216

Date:- 11/06/2025

CIRCULAR- 37/2025

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 6th CPC).

In continuation to this office Circular no. 29/2025 dated 29.05.2025, 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) has now been rescheduled on 19.06.2025 (Thursday) and 20.06.2025 (Friday) as per the schedule given below:-

S. No.	Paper	Date	Time			Examination Venue
			Batch-1	Batch-2	Batch-3	
1.	Paper-I Stenography Skill Test (Duration-5 minutes at the speed of 100 w.p.m. for English/Hindi)	19.06.2025 (Thursday)	10:00 A.M.	12:00 Noon	-	C-1/317, (Computer Training Room)3d Floor, Vikas Sadan, INA.
	Paper-II Typing Speed Test (Duration-10 minutes at the speed of 40/35 w.p.m. in English/Hindi)		11:00 A.M.	01:00 P.M.	-	
2.	Paper-I Stenography Skill Test (Duration-5 minutes at the speed of 100 w.p.m. for English/Hindi)	20.06.2025 (Friday)	10:00 A.M.	12:00 Noon	2:30 P.M.	C-1/317 (Computer Training Room), 3d Floor, Vikas Sadan, INA.
	Paper-II Typing Speed Test (Duration-10 minutes at the speed of 40/35 w.p.m. in English/Hindi)		11:00 A.M.	01:00 P.M.	3:30 P.M.	

2. The revised details of examination is as under:-

S. No.	Paper
1.	Paper-I Stenography Skill Test (Duration-5 minutes at the speed of 100w.p.m. for Hindi) Transcription Time-27 minutes and 30 seconds

3. The rest of the details of Exam circulated vide Circular no. 29/2025 dated 29.05.2025 will remain unchanged.

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4. The details regarding evaluation criteria of the Stenography Skill Test is mentioned in Annexure-A.

5. The eligible candidates are directed to give their preference of Skill Medium (English/Hindi) for both Stenography Skill Test and Typing Speed Test for the LDE-2025.

6. The eligible candidates are also directed to collect their admit card from Personnel Branch-III, Room No. 316, 3rd Floor, Vikas Sadan, New Delhi on 17.06.2025 (A/N)


(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 dates.
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 dates as per schedule and to upload the circular on DDA website.
8. Dy. Director (Welfare), DDA, with a request to make necessary arrangements for refreshment, Lunch, etc. at the exam venue on the days of the examination.
9. Dy. Director (Vig.)-I/Reservation Cell, DDA,
10. 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 and uninterrupted power supply in the Room No. C-1/317, 3d Floor, Vikas Sadan, INA.
11. 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. 19.06.2025 and 20.06.2025) and necessary arrangements of drinking water.
12. Chief Security Officer, with the request to depute security personnel not below the rank of Assistant Security Officer and two Security Guards, for frisking of candidates and ensuring necessary security arrangements, etc.
13. Notice Boards, Vikas Sadan/Vikas Minar, etc.


Asstt. Director (PB)-III

Evaluation criteria for Stenography Skill Test (English/Hindi) for the post of Stenographer Grade-C/PA

1. FULL MISTAKES: The following mistakes are treated as full mistakes: -

- i. Every omission of a word or figure including omission of a definite or indefinite article.
- ii. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- iii. Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other words(s)/ figure(s).
- iv. Every addition of a word or figure or a group of words or figures not occurring in the passage.

2. HALF MISTAKES: The following are treated as Half mistakes: -

- a) Mis-spelling, including transposition of letters in a word and also omission of a letter or letters from a word. However, mis-spelling of proper nouns and unfamiliar names are ignored.
- b) Using singular for plural noun and vice versa.
- c) Wrong use of capital or small letters at the beginning of the sentence.

NOTE:

- More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- CANDIDATES WILL NOT BE PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- The Keyboard Layout of English will be available in English (US) only and font will be Times New Roman.