



No. F1(04)2012/Test/Pt.II/PB-III/Steno/Vol.II /1853

Date:-26/12/2023

CIRCULAR NO.: 93 /2023

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

In continuation to this office Circular No. 52/2023 dated 04.05.2023 and Circular No. 91/2023 dated 12.12.2023, 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 as per schedule given below:-

S. No.	Paper	Date	Time		Examination Venue
			Batch-1	Batch-2	
1.	<u>Paper-I</u> Stenography Skill Test (Duration – 5 minutes at the speed of 100 w.p.m. for English) Transcription Time – 20 minutes	28.12.2023 (Thursday)	10:00 A.M.	11:00 A.M.	Computer Training Room, C-1/317, 3 rd Floor, Vikas Sadan, INA, New Delhi.
2.	<u>Paper-II</u> Typing Speed Test (Duration – 10 minutes at the speed of 40 w.p.m. for English)	28.12.2023 (Thursday)	12:00 Noon	12:30 P.M.	

2. The eligible candidates are directed to collect their admit card from Personnel Branch-III, Room No. 316, 3rd Floor, Vikas Sadan, New Delhi, on 26.12.2023 at 05:00 P.M.


(Parmod Kumar)
Dy. Director (PB)-III

Copy to:

1. All HOD's, DDA,
2. OSD to VC DDA,
3. PS to Commissioner (Pers.)/Director (P)-II, DDA,
4. All Branch Officers of the Authority with the request to bring the Circular to the notice of the eligible employees working under them.
5. Dy. Director (Trg.), DDA, with a request to make required arrangements in Computer Training Room, C-1/317, and Training Hall, C-1/318, 3rd 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.
6. 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.
7. Dy. Director (Vig.)-I/Reservation Cell, DDA,
8. 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.
9. 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, in the forenoon of 27.12.2023 and of the corridors on 28.12.2023 before 09:00 A.M.

10. Chief Security Officer, DDA, with the request to ensure necessary security arrangement and deputing security personnel not below the rank of Assistant Security Officer for frisking of candidates, etc.
11. Examiner/Evaluator, through E-Mail and mobile phone,
12. Notice Boards, Vikas Sadan/Vikas Minar, etc.


26/12/2023
Asstt. Director (PB)-III