



CIRCULAR NO: 48 /2023

Sub: Limited Departmental Examination-2023 for the post of Sr. Secretariat Assistant (SSA)

A Limited Departmental Examination to fill up 133 posts of SSAs (erstwhile UDCs) {UR-124 SC-01, ST-08, PwBD-05} in the PB-I of Rs.5200-20200 with Grade Pay Rs. 2400/-revised to Level 4 in the pay matrix as per 7th CPC is proposed to be held shortly in the Authority.

The JSAs (erstwhile LDCs) who have rendered 5 years of regular service as on **01.01.2023** are eligible to appear in the written exam for the post of SSA (erstwhile UDC). The eligible JSAs may submit applications through their concerned Branch Officer verifying the details given in the Pro forma mentioned at Annexure-I along with three recent passport size photographs (one photograph duly attested by the concerned DDO/Branch Officer to be pasted on the application and two photographs unattested). The attested copy of Caste Certificate and Disability Certificate are required to be submitted, wherever applicable. Applications are to be submitted to the Assistant Director (P)-III, DDA, B-Block, 3rd Floor, Room No -316, INA, Vikas Sadan, and New Delhi **latest by 05:00 PM on 15.05.2023**.

The JSAs who have not qualified the typing test are not eligible for the said examination.

Applications having incomplete particulars or received after due date shall not be entertained.

The eligible applicants shall be informed separately regarding coaching classes/computer training. Syllabus for the said exam is also enclosed as per Annexure-II.

As per scheme of the examination, the candidate is required to secure 40 % marks in each of the three papers. However, the aggregate marks should not be less than 45% i.e., 180 marks. As far as SC, ST & PwBD candidates are concerned, the relaxation of overall 20 marks including paper-wise/aggregate relaxation is permissible. This relaxation will cover not only the pass marks to be given in aggregate but also will be inclusive of the pass marks given in each individual paper so that the total number of marks covered by such relaxation do not exceed 20 marks.

Encls :- Annexure-I
Annexure-II

No. PERS/PIII/0003/2023/-AD(PB-III/570

Copy to: -

1. All HoDs, DDA
2. Commissioner & O.S.D. to V.C.
3. P.S. to VC/EM/FM/CVO
4. PS to Pr. Commr.(P)/Commr. Cum Secy./All Commissioners/CLA
5. 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 15.05.2023**.
6. Dy. Director (Systems) to upload the same on DDA Website.
7. SC/ST Association/Organization.
8. Notice Boards, Vikas Sadan/Vikas Minar etc.

Dy. Director (P)-III

Dated: 21/04/2023 ^{nt etc} 21/04/23

Asstt. Director (P)-III

Annexure-I

**APPLICATION FORM FOR LDE-2023 FOR THE POST OF SSA
DELHI DEVELOPMENT AUTHORITY**

Paste recent passport
size duly attested by
branch officer
Size : 3.5 x 4.7

<u>Sl. No</u>	<u>Personal Particulars</u>	
1.	Name in Block Letters	
2.	Father/Husband's Name	
3.	Date of Birth/Retirement	
4.	Date of initial appointment in DDA	
5.	Date of joining as JSA(LDC) in DDA (Total Service as JSA as on 01.01.23)	
6.	Status of typing test (Passed / Not passed / Exempted)	
7.	Present pay with Grade pay/Level in pay matrix as per 7th CPC, being drawn and date from which being drawn.	
8.	Present Place of posting with date	
9.	Educational Qualifications	
10.	Present residential address	
11.	Contact No.	
12.	Category (whether SC/ST/OBC) (if yes, attach self-attested copy of certificate)	
13.	Whether Persons with Benchmark Disability (PwBD) (if yes, attach self- attested copy of certificate)	
14.	Details of pending disciplinary/ criminal cases/suspension, if any	
15.	Impression of left Thumb	

Place: New Delhi

Date:

(Signature of the official)

Name & Designation _____

COUNTER SIGNATURE OF 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 the Branch Officer with office seal)

**SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION
TO THE POST OF SSA IN DDA (2023)**

PAPER –I

MAX MARKS: 150

Time : 2 Hours

(Part-I) (100 Marks)

1. General questions on DDA i.e., its history, objectives, functions etc, hierarchy and Organization.

(Five questions (10 marks for each) to be attempted out of eight).

2. General questions on Functioning of the Housing Department, Lands Department, Land Management Department, etc.

(Five questions (10 marks for each) to be attempted out of eight).

(Part –II) (50 Marks)

1. General questions relating to service/conduct rules, calculation of leave, reservation, benefits for SC/ST/OBC, retirement benefits, disciplinary proceedings/rules.

(15 x 2 = 30)

2. Test of drafting/noting skills.

(20 Marks)

PAPER-II

Time : 3.00 Hours

(PART-I)

(100 MARKS)

1. General English/ Hindi and general knowledge :-
 - a) Writing a paragraph, Note / letter on any official subject.
 - b) Précis writing of an official note and suggesting alternative proposals for decision making.
 - c) Choosing the correct/appropriate word, translation of a paragraph from English to Hindi or vice-versa.
 - d) Writing ability, by correcting a given paragraph, sentence formation, correct usage, pair of words etc.

(Four questions of 25 marks each = $4 \times 25 = 100$)

(PART-II)

(50 MARKS)

1. General awareness and General Knowledge of current events.

(25 objective type questions of two marks each = $25 \times 2 = 50$)

(PART-III)

(50 Marks)

1. Simple Arithmetic questions with calculation of interest, area, ratio, averages, percentage etc.

(Five questions to be attempted out of eight = $5 \times 10 = 50$)

(PART-IV)

(25 Marks)

Computer Literacy Test.

1. Half an hour simple test on Computer literacy consisting of objective questions (theoretical).

Computer Practical Test.

(25 Marks)

1. Half an hour computer practical test.

(will be conducted separately)

(10 days training of one hour per day will be arranged for the candidates by Director (System).