



DELHI DEVELOPMENT AUTHORITY

PERSONNEL BRANCH – III

Room No. 316, Third Floor, B-Block, Vikas Sadan, INA, New Delhi-110023.

No. F.6 (13)2019/PB-III/JSA/Exam/1480

Dated: 12/10/2020

CIRCULAR NO: 85

A Departmental Competitive Examination to fill up 17 posts of J.S.A (UR-08 & ST-09) in PB-I of Rs.5200 – 20200 with Grade Pay Rs. 1900/- revised to Level 2 in the pay matrix as per 7<sup>th</sup> CPC under 15% Test Quota is proposed to be held shortly. The result will be prepared on the basis of merit maintaining the inter-se-seniority among the qualified candidates.

All Group 'C' regular employees (working in GP-1800 in Pay Band-I as per 6<sup>th</sup> CPC ) having 02 years of regular service in the grade with minimum qualification of 12<sup>th</sup> Class Pass or equivalent from recognized Board or University as on **01.08.2020** are eligible to appear in the written examination for the post of JSA. Those eligible employees who desire to appear in the said examination, may submit their application through their concerned Branch Officer verifying the details given in the Performa as mentioned in **Annexure-I** along with three recent passport size photograph (one photograph duly attested by concerned DDO/Branch Officer to be pasted on the application and two photographs unattested). The attested copy of certificate of physically handicapped/caste certificate is also required to be submitted as applicable. Applications are to be sent to the Assistant Director (P)-III, DDA, B-Block, 3<sup>rd</sup> Floor, Room No. 316, INA, Vikas Sadan, New Delhi **latest by 13.11.2020**.

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

The schedule of coaching class will be notified separately. Syllabus for the said exam is also enclosed as **Annexure-II**.

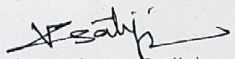
Minimum qualifying marks for General Category candidates is 45. The ST candidates will be eligible for relaxation of 5 marks (i.e. 5% of 100 marks).

The successful candidates shall have to pass the Typing Test on computer at a speed of 35 w.p.m. in English or 30 w.p.m. in Hindi (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word) or Hindi typing test within a period of one year from the date of appointment, failing which no annual increments shall be allowed to them until they have passed the said test.

The candidate who do not pass the said type-writing test within the period of probation of two years shall be liable to be reverted to their substantive appointment or temporary posts held by them before their appointment to Junior Secretariat Assistant(JSA).

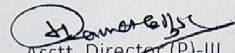
Schedule for typing test will be notified.

Encl:- Annexure-I  
Annexure-II

  
(Virender Kr. Satija)  
Dy. Director (P)-III

Copy to:-

1. All Departmental Heads.
2. OSD to VC.
3. PS to VC/EM/FM.
4. PS to Pr. Commissioner/Secy./All Commissioners/CVO/CLA.
5. All Branch Officers of the Authority with the request to bring this circular to the notice of the Group 'C' Regular employees working under them and to forward their application **latest by 13.11.2020**.
6. Dy. Director (System) with the request to upload the same on DDA website.
7. Notice Board, Vikas Sadan/Vikas Minar.
8. Reservation Cell.

  
Asstt. Director (P)-III

**APPLICATION FORM FOR LDCE-2020 FOR THE POST OF JSA**  
**DELHI DEVELOPMENT AUTHORITY**

**Annexure-I**

Paste recent  
coloured passport  
size photograph duly  
attested

Size : 4.5 x 3.5

Sl. No	Personal Particulars	To be filled up by candidate in the own handwriting
1.	Name in Block Letters	
2.	Father/Husband's Name	
3.	Date of Birth/Retirement	
4.	Date of initial appointment in DDA & Post	
5.	Date of joining as Group 'C' (previously Group 'D') Regular employee in DDA and total Service as Group 'C' employee <b>as on 01.08.2020</b>	
7.	Present pay band with grade pay	
8.	Present Place of posting with date	
9.	Educational Qualifications	
10.	Present residential address	
11.	Contact No	
12.	Category (whether SC/ST/OBC/Gen) (If yes, attached self attested copy of certificate)	
13.	Detail of pending disciplinary/criminal cases/suspension, if any	
13.	Left Thumb Impression	

Place: New Delhi

Date :

(Signature of the official)

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

**COUNTER SIGNATURE OF THE CONTROLLING OFFICER FORWARDING APPLICATION**

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

Place : New Delhi

Date :

(Signature of Branch Officer with Office Seal)

SYLLABUS FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION  
FOR THE POST OF JSA IN DDA

MAX MARKS: 100

TIME: 2.30 HOURS

Paper-I

Part-I

General English

Question will be designed to test the candidates' knowledge of English, Grammar and Composition and generally their power to understand and ability to write correct English. The paper may include Précis Writing, Drafting, Comprehension, correct use of words, short essay on any topic etc.

Part-II

General Knowledge

Question will be aimed at testing the candidates' general awareness of environment around him/her and its application to society. Questions will also be designed to test the knowledge on current events and of such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. It may also include question on salient features of the Constitution of India, Indian Economics and Social problems, etc.

Part-III

General Hindi

Candidates will be expected to write a short Essay in Hindi on one of the specified subject. The passage for summary of Précis may also be set.

Note:-

The questions on General English shall be answered in English only. The questions on General Hindi shall be answered in Hindi only. The questions on General Knowledge may be answered in English or Hindi.