

**DELHI DEVELOPMENT AUTHORITY**  
**PERSONNEL BRANCH-III**

No. F.6(3)2019/PB-III/SSAExam/Part/817

Dated: 25/6/2020

CIRCULAR NO : 74 /2020

**Sub: Limited Departmental Examination-2020 for the post of Sr. Secretariat Assistant(SSA)**

A Limited Departmental Examination to fill up 163 posts of SSAs (erstwhile UDCs) {UR-147, SC-07, ST-09} in the PB-I of Rs.5200-20200 with Grade Pay Rs. 2400/-revised to Level 4 in the pay matrix as per 7<sup>th</sup> CPC is proposed to be held shortly in the Authority.

The JSAs(erstwhile LDCs) who have rendered 5 years of regular service as on **01.08.2020** 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 Performa mentioned at Annexure-I along with three recent passport size photograph (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 is required to be submitted, wherever applicable. Applications are to be submitted to the Assistant Director (P)-III, DDA, B-Block, 3<sup>rd</sup> Floor, Room No -316, INA, Vikas Sadan, New Delhi **latest by 05:00 PM on 31.07.2020.**

**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 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 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

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 31.07.2020.**
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

Asstt. Director (P)-III

**Annexure-I****APPLICATION FORM FOR LDE-2020 FOR THE POST OF SSA  
DELHI DEVELOPMENT AUTHORITY**

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

Sl. No	Personal Particulars	
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 01.08.20)	
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, attached self attested copy of certificate)	
13.	Details of pending disciplinary/ criminal cases/suspension, if any	
14.	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 Branch Officer with office seal)

**SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION**  
**FOR PROMOTION TO THE POST OF SSA IN DDA (2020)**

**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**

**MAX MARKS : 225**

**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).

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**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).