

**DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-III**

CIRCULAR NO: 46

A Limited Departmental Competitive Examination to fill up 14 posts of Welfare/Personnel Inspector (UR-12, SC-02, ST-00) in the PB-2 of Rs. 9300-34800/- with Grade Pay of Rs. 4600/- (Level 7 in Pay Matrix as per 7th CPC) is proposed to be held in Delhi Development Authority. The examination will consist of a written examination.

The officials working in DDA in the Pay Band-1 of Rs. 5200-20200/- with the Grade Pay of Rs. 2400/- (Level 4 in Pay Matrix as per 7th CPC) and above with 3 years of regular service in the grade and not above 45 years of age on **01.07.2019** in the respective grade are eligible to appear in the written test for the post of Welfare/Personnel Inspector. Those who desire to appear in the said test may submit their applications through their concerned Branch Officers giving their particulars in the Performa attached at **Annexure-I** along with 3 passport size photographs (one photograph duly attested and pasted on the application). The applications are to be sent to the Assistant Director (PB)-III, B-Block, 3rd Floor, Room No. B-316, Vikas Sadan, INA, New Delhi latest by **07.10.2019**.

Applications not containing the complete particulars as per Annexure-I attached or received after the due date, shall not be entertained.

All eligible candidates will be informed separately about the coaching classes/computer training, if any, proposed to be held on the subject containing in the syllabus (Annexure-II).

The SC/ST candidate will be eligible for relaxation of 10 marks (i.e. 5% of 200 marks). This relaxation will not only cover the aggregate pass marks to be obtained but also cover marks of individual paper. In any case relaxation of marks will not exceed 10 marks.

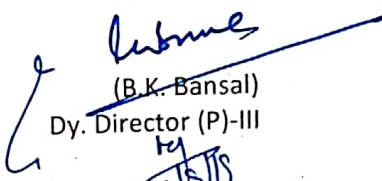
The inter-se-seniority of the selected candidates will be decided on the basis of merit (marks in written examination).

Encls:

1. Annexure-I
2. Annexure-II

No. F.1(9)05/PB-III/ 2153

1. All Departmental Heads, DDA
2. O.S.D. to V.C. DDA
3. P.S. to VC/EM/FM, DDA
4. P.S. to Pr. Commissioner/Secretary/All Commissioners/CVO/CLA/All Chief Engineer/DDA
5. Secretary Sports Complex, DDA
6. 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 latest by **07.10.2019**.
7. Dy. Director (System) to upload the same on DDA Website.
8. Notice Board, Vikas Sadan/Vikas Minar/DDA
9. SC/ST Association/Organization, DDA
10. AD (PIMS), DDA


(B.K. Bansal)
Dy. Director (P)-III

Dated: 09/09/19
25/11/19


Asstt. Director (P)-III

APPLICATION FORM FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF WELFARE/PERSONNEL INSPECTOR
DELHI DEVELOPMENT AUTHORITY

Paste recent
passport size
photograph in
Red background
duly attested
Size: 3.5 x 4.7

<u>Sl. No</u>	<u>Personal Particulars</u>	
1.	Name in Block Letters	
2.	Post/Designation	
3.	Father/Husband's Name	
4.	Date of Birth/Retirement	
5.	Date of initial appointment in DDA	
6.	Date of present pay band with Grade pay	
7.	Present Place of posting with date	
8.	Educational Qualification	
9.	Present residential address	
10.	Contact No	
11.	Category (whether belongs to SC/ ST/PH)	
12.	Impression of left Thumb	

Place: New Delhi

(Signature of the official)

Date:

COUNTERSIGNED BY THE CONTROLLING OFFICER

Place : New Delhi

Date :

SYLLABUS FOR THE TEST OF WELFARE/PERSONNEL INSPECTORS**PAPER-I**

Time : 2 Hours

Maximum Marks 100

PART-I1. Service Regulations

50 Marks

(a) DDA (Salaries, Allowances & Conditions of Service) Regulation, 1961 now DDA (Conduct Disciplinary & Appeal) Regulations, 1999 Classification Control and Appeal Rules, Leave Rules, Pension Rules etc.

(b) Questions on general subjects viz advances, compassionate appointments, union and consultative machinery, reservations for SC/ST, Physically Handicapped, OBCs, Staff Quarters and other establishment and administrative matters.

PART-II2. General English/Hindi

50 Marks

(a) Writing a paragraph, Note or a letter on the official subject.

(b) Making précis of a given official paragraph.

(c) Translation of a paragraph from English to Hindi and Hindi to English and 10 words in each English and Hindi.

(d) Testing ability of the candidate to write correct English/Hindi in day to day official work.

PAPER-II

Time: 2 Hours

Maximum Marks 75

Part -I

(50 Marks)

1. General awareness/General Knowledge.

The paper will consist of questions on current events including Culture, History, Politics, Elections, Geography, Sports etc.

Part -II

(25 Marks)

Computer Literacy Test.

- Simple test on computer literacy consisting of objective questions (theoretical)

PAPER-III

- Half an hour computer practical test.
(will be conducted separately)

(25 marks)