

DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-III

No: F6(3)2018/PB-III/SSAExam/Pt./1350

Dated: 13/08/18

CIRCULAR NO: 22


In Continuation to this office Circular No. 20 dated 24.05.2018, all the eligible candidates as mentioned at Annexure-A are directed to attend the training/coaching programme for Paper I & II in Conference Hall, B-Block, Ground Floor, Vikas Sadan, INA, New Delhi-110023 as per time schedule given in Annexure-B. Training schedule for computer literacy will be intimated later.

Encl: As above

Asstt. Director (P)-III

Copy To:-

1. All Departmental Heads of DDA.
2. All branch officers of the Authority with the request to bring the circular to the notice of the eligible employees working under them.
3. Director (P)-II, DDA for information pl.
4. Dy. Director (Trg.), DDA for information pl.
5. Dy. Director (system) to arrange the computer training accordingly and to upload the same on DDA Web Site.
6. P.S. to EM/FM/VC, DDA
7. P.S. to all Pr. Commissioner /Pr. Commissioner-cum-Secretary/ all Commissioners/CVO, DDA.
8. Notice Board.


13/08/18
Asstt. Director (P)-II



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
प्रशिक्षण संस्थान
TRAINING INSTITUTE
सी-1/316, तृतीय तल, विकास सदन,
C-1/316, 3RD FLOOR, VIKAS SADAN
आई.एन.ए., नई दिल्ली-110023
I.N.A., NEW DELHI-110023

अवधि 5588
दिनांक 13-8-18

No. F.1(20)/18/Trg./DDA

376

Dated:

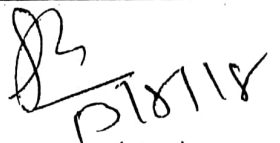
13/8/18

Subject: Training Programme to the participant for departmental Examination for the post of UDC(SSA)

The Competent Authority has approved training programme for 80 LDC (JSA) who are appearing in the Departmental Test for promotion to UDC (SSA) to be conducted in the Conference Hall, B-Block, Ground Floor, Vikas Sadan, INA, New Delhi as per schedule given below.

Sl.No	Subject	Date & Time	Name of the Faculty
1	History, Objectives, Functions, Hierarchy and Organization General Question of DDA History General Question of DDA Organization And Hierarchy	16/08/2018 10.30 A.M. to 5.30 P.M. (With Tea Break and Lunch)	Sh. Rajinder Singh, Account Officer, NZ(Housing)
2	Functioning of the Housing Department, Lands Department and Land Management	17/08/2018 10.30 A.M. to 5.30 P.M. (With Tea Break and Lunch)	Sh. Harish Kumar Sharma, Asstt. Director(CR)
3	Service regulations DDA Service/Conduct Rules/Calculation of leave/Reservation/Benefits for SC/ST/OBC/Retirement benefits/Disciplinary proceedings/Rules	20/08/2018 10.30 A.M. to 5.30 P.M. (With Tea Break and Lunch)	Sh. Harish Kumar Sharma, Asstt. Director(CR)
4	General English a) Writing a paragraph, Note/Letter on any official subject b) Precis Writing of an official note and suggesting alternative proposal for decision making c) Writing ability, by correcting a given paragraph, sentence formation, correct usage, pair of words etc. General Awareness/General Knowledge of Current Events	21/08/2018 10.30 A.M. to 1.30 P.M. (With Tea Break and Lunch) 3 P.M. to 5.30 P.M. (With tea break)	Sh. Rajinder Singh, Account Officer(NZ)

5	General Hindi a) Hindi to English translation b) Choosing the correct/appropriate word, translation of a paragraph from English to Hindi Vice Versa. & General Awareness/General Knowledge of Current Events	23/08/2018 10.30 A.M. to 1.30 P.M. (With Tea Break and Lunch) 3 P.M. to 5.30 P.M. (With tea break)	Sh. P.K.Tyagi Asstt. Director (OL)
6	Computer Literacy	Date will be decided by Dy. Director (System)	Faculty to be decided by Dy. Director(Sys.)


 Dy. Director (Trg.)

Copy to:-

1. Dy. Dir. (P)-III with the request to direct all the participants to attend the training programme.
2. Sh. Rajinder Singh, A.O. (North Zone)
3. Sh. Harish Kumar Sharma A.D. (CR)
4. Sh. Sunil Vij, Dy. Director (OL)

Dy. Director (Trg.)