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27/05/25

दिल्ली विकास प्राधिकरण
प्रशिक्षण विभाग
सी-1/316, तृतीय तल, विकास सदन,
आई.एन.ए., नई दिल्ली-110023
दूरभाष न. 011-2466-1545/1505



DELHI DEVELOPMENT AUTHORITY
TRAINING DEPARTMENT
C-1/316, 3RD FLOOR, VIKAS SADAN
INA, NEW DELHI-110023
Ph. No. 011-2466-1545/1505

No. PERS/TRG/0001/2022/F1/-AD(TRAINING DEPTT.)/116

Dated:- 26/05/25

To,

The Dy. Director (PB)-III
B-Block, 3rd Floor, Vikas Sadan
INA, New Delhi 110023

Sub: Training Programme for applicants of Limited Departmental Competitive Examination for the post of Assistant Section Officer (ASO).

Please refer to your letter No. PERS/PIII/0004/2024/F8/-AD(PB-III)/362 dt, 16.04.2025 regarding Training Programme for applicants of Limited Departmental Competitive Examination for the post of Assistant Section Officer (ASO).

In this regard, the Training Department has prepared a Training Schedule (theoretical) for the applicants as per the syllabus attached to the above-said letter. The details of the Training Schedule are as under:-

Sr. No.	Subject	Date and Time	Faculty
1.	General Hindi a. Writing a paragraph, Note, or 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 the ability of the candidate to write correct English/Hindi in day-to-day	09.06.2025 10:00 AM to 01:00 PM	Sh. Bhoj Prakash, (External Faculty) Mob. 9868527462
2.	Official definitions, abbreviations, and delegation of various types of powers to the officers of the DDA viz administrative, financial, management and disposal of properties.	09.06.2025 02:00 PM to 05:00 PM	Sh. Rajinder Singh, AO (Retd.), DDA Mob: 8126772141
	Self Study Time	09.06.2025 05:00 PM to 06:00 PM	
3.	Management of Housing Estate in DDA a. Type of Housing scheme and flats in DDA. b. Procedure for disposal of built-up flats.	10.06.2025 10:00 AM to 01:00 PM	Sh. Harish Chand Sharma, Dy. Director, DDA Mob: 7042361509
4.	General English 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 the ability of the candidate to write correct English/Hindi in day to day	10.06.2025 02:00 PM to 05:00 PM	Sh. Rohit Mathur, Dy. Director, DDA Mob: 9990141182
	Self Study Time	10.06.2025 05:00 PM to 06:00 PM	
5.	Lease Hold & Free Hold a. Procedure for execution of lease-deed in respect of flats and plots, mutation, transfer, gift and action and procedure for violation of lease terms.	11.06.2025 10:00 AM to 01:00 PM	Sh. Harish Chand Sharma, Dy. Director, DDA Mob: 7042361509

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	b. Procedure for conversion of residential properties from lease-hold to free-hold.		
6.	Principles and procedures of Management and Disposal of land under the control of DDA a. Acquisition of Land. b. Protection of Land. c. Management of Land. d. Disposal of Land.	11.06.2025 02:00 PM to 05:00 PM	Sh. Rajinder Prasad, (External Faculty) Mob: 9212643978
	Self Study Time	11.06.2025 05:00 PM to 06:00 PM	
7.	General Awareness/ General Knowledge Question on current events including culture, history, politics, elections, geography, sports, etc.	12.06.2025 10:00 AM to 01:00 PM	Sh. Pawan Kumar, Sr. Translator Mob: 9813126465
8.	Service Regulations a. The Delhi Development Authority Conduct Disciplinary and Appeal Regulation, 1999. Classification control and appeal rules, leave rules, pension rules etc. b. Questions on general subjects viz; advances, reservations for SC/ST, Physically handicapped, O.B.C.s, Staff Quarters and other establishment and administrative matters.	12.06.2025 02:00 PM to 05:00 PM	Sh. B. P. Bandhuni (External Faculty) Mob: 9868458430
	Self Study Time	12.06.2025 05:00 PM to 06:00 PM	
9.	Computer Literacy Training	Date to be decided by Dy. Director (Sys.)	Faculty to be decided by Dy. Director (Sys.)

The venue of the above-mentioned Training Schedule will be the **Auction Hall, Ground Floor, D-Block, Vikas Sadan.**

You are further requested to inform the participants regarding the schedule of the Training Programme.

This is issued with the approval of the Competent Authority.

(Amit Kumar Singh)
Dy. Director (Training)

Copy for kind information to:

1. PS to Commissioner (Pers. & Trg.)
2. PS to Director (Training)
3. Dy. Director (Sys.) with the request to make arrangements for the Computer Literacy Programme & Upload the schedule on DDA's website (Personnel>Training).
4. Exec. Engineer, SMD-4 for booking of Auction Hall, Ground Floor, D-Block for above mentioned dates of the Training Schedule.
5. Faculty concerned with a request to deliver lectures to the participants on the above-mentioned dates..

[Signature]
03.06.2025
DPS

[Signature]
26/6/25
Asst. Director (Training)

[Signature]
RIZUAN AMIN, ADCT
3/6/2025
sh. Dev, Website Engineer