

DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-III

No. F.6(3)2018/PB-III/SSAExam/Part/864

Dated : 24/5/18

CIRCULAR NO : 20

A Limited Departmental Examination to fill up 303 posts of SSAs (UDCs) {UR-235, SC-45, ST-23} in the pay scale of Rs. (5200 – 20200 with Grade Pay Rs. 2400/-) revised to Level 4 of 7th CPC is proposed to be held shortly in the Authority.


All the JSAs(LDCs) having 5 years regular service in their cadre as on 01.07.2018 are eligible to appear in the written exam for the post of SSA(UDC). Those JSAs(LDCs) who desire to appear in the said exam, may submit their applications through their concerned Branch Officer duly verified 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 sent to the Assistant Director (P)-III, DDA, B-Block, 3rd Floor, Room No -316, INA, Vikas Sadan, New Delhi latest by **06-07-2018**.

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

All eligible candidates shall be informed separately regarding coaching classes/computer training. Syllabus for the said exam is also enclosed as per Annexure-II.

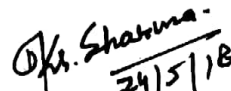
The candidates belonging to SC/ ST category will be eligible for relaxation of 20 marks (i.e 5% of 400 marks). This relaxation will cover not only the pass marks to be given in aggregate but will be inclusive of the pass marks given in each individual paper so that the total number of marks covered by such relaxation will not exceed 20 marks.

Encls :- Annexure-I
Annexure-II


24/5/18
Dy. Director (P)-III

Copy to :-

1. All Departmental Heads, DDA.
2. O.S.D to V.C, DDA.
3. Dy. Director (System) with the request to upload the same on DDA Website.
4. PS to VC/EM/FM, DDA.
5. PS to Pr. Commissioner/Secy/All Commissioners/CVO/CLA.
6. All Branch officers of the Authority with the request to bring this circular to the notice of the employees {JSAs(LDCs)} working under them and to forward their application latest by **06-07-2018**.
7. Notice Board, Vikas Sadan/Vikas Minar.
8. SC/ST Association/Organization, DDA


24/5/18
Asstt. Director (PB)-III

APPLICATION FORM FOR LDE FOR THE POST OF SSA
DELHI DEVELOPMENT AUTHORITY

Annexure-I

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.	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 01.07.18)	
6.	Present pay band with grade pay	
7.	Present Place of posting with date	
8.	Educational Qualifications	
9.	Present residential address	
10.	Contact No	
11.	Category (whether SC/ST/OBC)	
12.	Impression of left Thumb	

Place : New Delhi

(Signature of the official)

Name _____

Father's Name _____

Mobile No. _____

Date :

COUNTER SIGNATURE OF THE CONTROLLING OFFICER FORWARDING APPLICATION

Place : New Delhi

Date :

**SYLLABUS FOR LIMITED DEPARTMENTAL EXAMINATION FOR
PROMOTION TO THE POST OF SSA IN DDA (2018)**

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)

Dr. Shama
24/5/18
ADCP-II

[Signature]
ASOCP-II

[Signature]
DA/SSA-Wy

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).

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).

D. K. Sharma
 24/5/18
 ASOC (P)-II

[Signature]
 ASOC (P)-II

[Signature]
 D. K. Sharma