



DELHI DEVELOPMENT AUTHORITY
Personnel Branch-III
Room No. 316, B-Block, 3rd Floor,
Vikas Sadan, INA, New Delhi-110023

CIRCULAR NO: 70/2020

11/5/2020

Subject: Limited departmental competitive examination, 2020 for the post of Welfare/Personnel Inspector in PB-2 with Grade Pay of Rs.4600/-.

A Limited Departmental Competitive Examination, 2020 to fill up 14 posts of Welfare/Personnel Inspector (UR-12, SC-02) 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 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 50 years of age for un-reserved category and 55 years for reserved category as on 01.01.2020 as one time relaxation in age approved by Hon'ble LG, Delhi are eligible to appear in the written test for the post of Welfare/Personnel Inspector. Those who are eligible and are desirous to appear in the said LDCE, 2020 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 should be pasted duly attested by branch officer on the application form). The applications should reach the office of the Assistant Director (PB)-III, B-Block, 3rd Floor, Room No. B-316, Vikas Sadan, INA, New Delhi latest by 5.00 pm on 31.05.2020.

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 20 marks. This relaxation will not only cover the aggregate pass marks to be obtained but also cover marks of individual papers. In any case, relaxation of marks will not exceed 20 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/677

1. All HoDs, DDA
2. Commissioner & O.S.D. to V.C.
3. P.S. to VC/EM/FM
4. PS to CVO
5. PS to Pr. Commr.(P)/Commr.(P)/CCS
6. Secretaries, Sports Complexes
7. 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 31.05.2020.
8. Dy. Director (Systems) to upload the same on DDA Website.
9. Dy. Director (Welfare)/PB-IV/Vig-1
10. Notice Boards, Vikas Sadan/Vikas Minar/DDA

(D.K. Gupta)

Dy. Director (P)-III

Dated: 11/5/2020

Asst. Director (P)-III

**APPLICATION FORM FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION-2020
FOR THE POST OF WELFARE/PERSONNEL INSPECTOR IN
DELHI DEVELOPMENT AUTHORITY**

Paste recent
passport size
photograph duly
attested

Size: 3.5 x 4.7

Sl. No	Personal Particulars	
1.	Name in Block Letters (as per service book)	
2.	Designation	
3.	Father/Husband's Name	
4.	Date of Birth/due date of Retirement	
5.	Date of initial appointment in DDA/post	
6.	present pay band with Grade pay/Level in pay matrix as per 7 th CPC, being drawn and date from which being drawn	
7.	Present Place of posting with date	
8.	Educational Qualifications	
9.	Present residential address	
10.	Contact No.	
11.	Category (whether belongs to SC/ ST) (If yes, attached self attested copy of certificate)	
12.	Impression of left Thumb	
13.	Details of pending disciplinary/criminal cases/suspension, if any.	

Place: New Delhi

(Signature of the official)
Name & Designation _____

Date:

COUNTERSIGNED BY 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 THE TEST OF WELFARE/PERSONNEL INSPECTORS**PAPER-I**

Time : 2 Hours

Maximum Marks 100

PART-I

1. 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-II

2. 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. (25 marks)
(will be conducted separately)