



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

No.F1(13)2018/PB-III/T.T/JSA/2491

Dated: 29/10/2019

CIRCULAR No. 50

A type-writing test on computer is proposed to be held for those Junior Secretariat Assistants who have not qualified type-writing test in Hindi/English at the prescribed speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word) respectively.

All such JSAs who have not passed so far the Type-writing test may submit their applications through their Branch Officers along with the Passport size photograph i.e. one duly attested by the Branch Head, to the Asstt. Director, Personnel Branch-III Room No. 316, 'B' Block, 3rd Floor, Vikas Sadan, INA, New Delhi, **latest by 15.11.2019**. Typing test is being conducted on 25.11.2019.

All JSAs who have not passed type writing test/ appearing first time are hereby intimated that as per Notification dated 08.11.2010 of Ministry of Personnel, Public Grievances & Pension (Department of Personnel & Training), G.S.R. 902(E), the relevant provisions in respect of passing of mandatory typing test on promotion as approved by Competent Authority stipulate as under:-

1. For Group "D" officials who shall appear first time, we may adopt said regulation namely Lower Division Grade limited Departmental Competitive Examination for Group 'D' staff Regulation 2010, mutatis mutandis.
2. JSAs, who have passed the written examination of Limited Departmental Competitive Examination but could not pass the Typing Test even after lapse of more than two years, may be given last opportunity to pass typing test, failing which they shall be reverted to their substantive post i.e. Group 'D'.
3. JSAs, who may not pass Typing Test during probation period of two years but may attain the age of 45 years, may be given exemption from passing of typing test as per DoPT O.M. no. 14020/2/91-Estt.(D) dated 29.09.1992 and subsequent OM No. 14020/1/2014-Estt.(D) dated 22.04.2015
4. JSAs, who may neither pass Typing Test nor attain the age of 45 years during probation period of two years, shall be reverted to their substantive post i.e. Group 'D'.

Thus all JSAs are made aware that their appointment as JSA is subject to passing type-writing test in English/Hindi at the speed of 35/30 w.p.m. respectively within the stipulated time. All such JSAs are, therefore, advised to clear the Typewriting test by appearing in the test. It may be noted that as it will be last opportunity specifically for those who have already passed written examination and got promoted but not cleared type test even after lapse of two years, non appearance in type test will invite reversion to their substantive post i.e. Group 'D'. **Incomplete Application/applications received after 15.11.2019 shall not be entertained.**

A list of 70 such JSAs who have not yet passed the typing test is attached.

(B.K. Bansal)

Dy. Director/PB-III

Copy forwarded to:

1. All Sections Heads/Divisional Heads for bringing it to the notice of the officials working under them.
2. DD (System) with the request to upload the same on DDA's website.
3. Notice Board.



DELHI DEVELOPMENT AUTHORITY
Personnel Branch-III

Paste photo duly
attested by the
Controlling Officer

Application For Appearing In Type-Test

1	Name (in BLOCK LETTER)	
2	Father's/ Husband's Name	
3	Designation	
4	Date of Birth	
5	Date of appointment as JSA	
6	Section, Division in which presently working	
7	Telephone/Mobile No.	
8	Language of Typing opted for test (Hindi & English)	

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4. JSAs, who may neither pass Typing Test nor attain the age of 45 years during probation period of two years, shall be reverted to their substantive post i.e. Group 'D'.

(Signature of applicant)