



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

No.F1 (04)2016/PB-III/Asstt. | 2630

Dated: 01/11/19


CIRCULAR NO: 53

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

In Continuation of this office Circular No. 43 dated 06.09.2019, all the eligible candidates as mentioned at Annexure-A (copy enclosed) are directed to attend the training/coaching programme for Paper I & II at Room No.318, C-1, 3rd Floor Vikas Sadan, INA, New Delhi 110023 **on 04.11.2019, 05.11.2019, 07.11.2019, 08.11.2019, 11.11.2019, 13.11.2019, 14.11.2019 and 18.11.2019 from 10:30 AM to 01:30 PM.**

Training schedule for computer literacy will be issued separately.

Encl: As above


(B.K. Bansal)
Dy. Director (P)-III

Copy To:-

1. Dy. Director (system) to arrange the computer training accordingly and to upload the same on DDA Web Site.
2. Dy. Director (Trg.) w.r.t. to letter No. 374 dated 28.10.2019.
3. PS to Commissioner(P)/Director(P)-II.
4. All Eligible Candidates mentioned in Annexure-A.
5. All Branch officer of candidates mentioned in annexure-A to bring the circular to the notice of the eligible candidates working under them of each candidate.
6. Notice Board.


Asstt. Director (P)-III

LIST OF ELIGIBLE SSA, APPLIED FOR THE POST OF ASO

S. No.	Name	Father/Husband Name	D.O.B	D.O.R	Date of initial Appointment in DDA & Post	Date of joining as SSA	Total service of SSA as on (01.07.2019)	Grade Pay	Present Posting	Posted since	Edu. Q.	Present Residential Address	Mobile
1	Chandra Shan Sharma	Lt. Sh. Nand Ram Sharma	01.09.1962	31.08.2022	06.01.1983	01.07.2016	3 years	2800	Esstt. Gazetted		Intermediate 12th pass	61, DDA Staff Quarter, Bersarai, New Delhi-110016	8860299779
2	Pranod Kumar Sharma	Lt. Sh. Binda Singh	20.02.1961	28.02.2021	06.03.1984	01.07.2016	3 years	2800	PB-V	07.10.2019	Matriculation	H.N. 71, Bersarai staff Quarter, Type-II, New Delhi-110016	9911159988
3	Suresh Kumar	Lt. Sh. Ramchander	13.05.1960	31.05.2020	06.01.1983	30.06.2016 21.11.2016	3 years	2800	EA-III to CE(Rohini)	24.06.2019	Higher Secondary	24/3 Near Under pass, Badli, Delhi-110042	9250880327
4	Dev Dayal	Lt. Sh. Shiv Lal	05.02.1963	28.02.2023	19.09.1989	30.06.2016 21.11.2016	3 years	2400	DD(Arch) Coordn./ HUPW	15.07.2016	Graduation	157, Sector-A-90, Pkt-6, Narala, Delhi-110040	8800637547
5	Satbir	Lt. Sh. Madhan	07.05.1964	31.05.2024	08.09.1982	19.01.2015	4 years		L.S.B. Rohini	24.07.2019	B.A pass	127, Double story, Vishal Endave, Raghbir Nagar, New Delhi-110027	8860677454
6	Virendra Kumar	Lt. Sh. Mangat Ram	01.01.1960	31.12.2019	06.01.1983	30.06.2016 21.11.2016	3 years	2800	A.O(Pens)-II		B.A pass	V/3/67, 2nd floor Sec-16, Rohini, Delhi-110085	8826544796

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Amrinder B

Amrinder B



DELHI DEVELOPMENT AUTHORITY
TRAINING INSTITUTE

Annexure B
क्र/कार्यक बाब-3
परी सं 8545
दिनांक. 30/10/19

F. 1(34)2019/Trg./DDA/ 374

Dated 28/10/19

To

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

Sub:- Training Programme for applicants/SSAs for limited Departmental Competitive Examination 2019 for the post of Asstt. Section Officer.

Please refer to your letter No F.1(04)2016/PB-III/Asstt /2416 dated 11.10.2019 regarding Training Programme for 06 applicants the post of Asstt. Section Officer.

In this regard, Training Department has prepared Training Programme for the applicants as per the syllabus provided by you and the details of the Training Programme are given below:-

S. No.	Subject	Date and Time	Name of the Faculty
1	General Hindi. a) Writing a paragraph, note or a letter on the official subject. b) Making précis of a given official paragraph. c) Translation of paragraph from Hindi to English and 10 words (Hindi –English) d) Testing ability of the candidate to write correct English/Hindi in day to day official work.	04.11.2019 10:30 AM to 1:30 PM	Sh. Pawan Kumar, Sr. Translator 9813126465
2	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 paragraph from Hindi to English and 10 words (Hindi –English). d) Testing ability of the candidate to write correct English/Hindi in day to day official work.	05.11.2019 10:30 AM to 1:30 PM	Sh. P. K. Tyagi, Hindi Officer Mob: 9810954952
3	Management of Housing Estate a) Type of Housing Scheme and Flats in DDA. b) Procedure of Disposal of Built	07.11.2019 10:30 AM to 1:30 PM	Sh. Ashok Sharma, (External Faculty) Mob: 9315957092
	Official definitions, abbreviations and delegation of various types of power to the officer of the DDA viz administrative, financial, management and disposal of properties.	08.11.2019 10:30 AM to 1:30 PM	Sh. B. M. Tiwari, Dy. CAO Mob: 9868510977

off-Urgent

Re some letter

3/1/19

urgent 1 day

Contd -2-

(592)

Annexure - 'B'

5	Service Regulations a) The Delhi Development Authority Conduct Disciplinary and Appeal Regulations 1999 and Classifications, Control and Appeal Rules, Leave Rules, Pension Rules, etc. b) Questions on general subjects viz advances reservation for SC/ST physically handicapped, OBCs, staff Quarters and other establishment and administrative matters.	11.11.2019 10:30 AM to 1:30 PM	Sh. B. P. Bandhuni, (External Faculty) Mob: 9868458430
6	Lease Deed & Free Hold. a) Procedure of Execution of lease deed of flats and plots, mutation, transfer, gift and action and procedure for violation of lease terms. b) Procedure for conversion of residential properties from lease hold to free hold.	13.11.2019 10:30 AM to 1:30 PM	Ashok Sharma, (External Faculty) Mob: 9315957092
7	Principles and Procedure 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	14.11.2019 10:30 AM to 1:30 PM	Sh. Rajinder Prasad, (External Faculty) Mob: 9212643978
8	General Awareness/General Knowledge. Question on current events including culture, history politics, elections, geography sports etc.	18.11.2019 10:30 AM to 1:30 PM	Sh. Pawan Kumar, Sr. Translator 9813126465
9	Computer Literacy	Date will be decided by Dy. Director (System)	Faculty to be decided by Dy. Director (System)

You are therefore requested to inform the participants regarding the Training Programme.

(S. N. MEENA)
Dy. Director (Trg.)

Copy for kind information to

1. PS to Commissioner (Pers. & Trg.)
2. PS to Director (Pers. & Trg.)
3. Dy. Director (System) with the request to make arrangements for Computer Literacy Programme.
4. Dy. Director (Trg.)-II
5. Faculty Concerned with the request to deliver lectures to the participant on the dates mentioned.
6. PIMS, DDA.
7. Manager, Canteen for making necessary arrangements.
8. Guard File.

(S. N. MEENA)
Dy. Director (Trg.)