



दिल्ली विकास प्राधिकरण/ **DELHI DEVELOPMENT AUTHORITY**

कार्मिक शाखा1-/ **PERSONNEL BRANCH-1**

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3709

Date:

17/12/25

NOTICE

The 'RRs Review Committee', constituted by the orders of the Competent Authority, was reviewed the RRs of Stenographic Cadre of DDA. The modified RRs were approved by the Authority vide Resolution Item No. 69/2015 dated 24.04.2015. The draft RRs with the approval of Authority is placed on the website for 30 days for inviting comments from the stakeholders which may be submitted to this office as per directions of Ministry. The proposal for modification of RRs will be finalized after taking into consideration the comments received from the stakeholders. The comments received after 30 days of publication will not be entertained.

Encl:- As above

V. K. Kushwaha
16.12.25

(V. K. Kushwaha)
Director (Pers.)-I

Copy to: -

1. Commissioner (Pers), DDA for information.
2. DDA Website

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RECRUITMENT REGULATIONS FOR THE POST OF STENOGRAPHER GRADE-II IN DELHI DEVELOPMENT AUTHORITY

Sl. No.	Standard format / Col. of RRS.	Provisions in the existing RRS of DDA	Proposed Modifications in the RRS of DDA	Remarks / Reasons for such modifications
1.	Name of Post	STENOGRAPHER Grade 'D'	Stenographer Grade-II	As per DOPT guideline
2.	No. of Post	153(subject to variation from time to time)	153(subject to variation dependent on work load)	
3.	Classification	Group 'C'	No Change	
4.	Pay Band & Grade Pay / Pay Scale	Rs. 4000-100-6000/-	Pay Band-1 i.e. Rs.5200-20200/- with Grade Pay of Rs: 2400/-	The pay scale has been modified in accordance with the recommendations of 6 th Central Pay Commission as adopted by DDA vide Resolution No. 20/2009 dated 03.06.2009 circulated vide E.O. No. 1988 dated 06.10.2009.
5.	Whether Selection Post or Non-Selection Post	Non-Selection	Not applicable	The method of Recruitment is Direct Recruitment.
6.	Whether benefits of added years of service admissible under Rule-30 of the Central Civil Services (Pension) Rules, 1972.	Not applicable	No Change	
7.	Age limit for direct recruits	18-30 year	Between 18-27 years (Relaxable for Govt. employees in accordance with the orders or instructions issued by Central Govt.)	As per DOPT's Model R.R.

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	Educational and other qualifications required for direct recruits.	(1) Senior Secondary Certificates or equivalent required for direct recruits from a recognized Board/University. (2) Proficiency in Shorthand and Typing, having at least a speed of 80 w.p.m. in Shorthand and 40 w.p.m. in typing. <u>Desirable:</u> Preference to be given to such persons who have acquired diploma in Office Management & Secretarial Practice from any recognized institution.	(1) 12 th Class pass or equivalent from recognized Board/University. (2) Skill Test Norms: Dictation-10 mins at the speed of 80 w.p.m. Transcription- 10 mins 50 mts. (English) 65 mts. (Hindi) (On Computer) <u>Desirable:</u> Preference to be given to such persons who have acquired diploma in Office Management & Secretarial Practice from any recognized institution.	
9.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees and deputationists?	Not applicable.	No Change	
10.	Period of probation, if any.	Two years	No Change	
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	Through direct recruitments	100% through direct recruitments	

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12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made.	Not applicable	No Change	
13.	If a DPC exists, what is its composition.	Level DPC for Group 'C' officers (1) Director(P) - Chairman (2) Jt/Dy CAO - Member (3) Jt/DD(P)-3 - Member (4) Representative of SC/ST - Member to be nominated by V.C.D.D.A. (5) Jt/DD(CR) - Member Secy.	Not applicable	The method of recruitment is Direct recruitment.
14.	Savings	Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the OBCs, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Govt. from time to time in this regard.	No Change	
15.	Disqualification	No person: (a) Who has entered into or contracted a marriage with a person having a spouse living or (b) Who having spouse living has entered into or contracted a	No Change	

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		marriage with any person. Shall be eligible for appointment to any of the said post. Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.		
16.	Power to Relax	Where the Chairman, Delhi Development Authority, is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons or posts.	No Change	

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RECRUITMENT REGULATIONS FOR THE POST OF STENOGRAPHER GRADE-I IN DELHI DEVELOPMENT AUTHORITY

Sl. No.	Standard format / Col. of RRS.	Provisions in the existing RRS of DDA	Proposed Modifications in the RRs of DDA	Remarks / Reasons for such modifications.
1.	Name of Post	SENIOR STENOGRAPHER (Changed as Sr. Stenographer Gr. 'C'/PA in the agenda item No. 49/2007 dt: 31.05.07 vide E.O. No.949 dt: 17.07.07	Stenographer Grade-I	As per DOPT guideline
2.	No. of Post	274(subject to variation from time to time)	274(subject to variation dependent on work load)	
3.	Classification	Group 'C'	Group 'B' (Non Gazatted)	Classification Changed as per DOPT's instructions dt. 09/04/2009.
4.	Pay Band & Grade Pay / Pay Scale	Rs. 5500-175-9000/-	Pay Band-2 i.e. Rs.9300-34800/- with Grade Pay of Rs: 4600/-	The pay scale has been modified in accordance with the recommendations of 6 th Central Pay Commission as adopted by DDA vide Resolution No. 20/2009 dated 03.06.2009 circulated vide E.O. No. 1988 dated 06/10/2009 read with EO. No. 821 dt: 07/05/2010 issued by Commissioner-(P), DDA.
5.	Whether Selection Post or Non-Selection Post	Selection	No Change	

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	Whether benefits of added years of service admissible under Rule-30 of the Central Civil Services (Pension) Rules, 1972.	Not applicable	No Change	
7.	Age limit for direct recruits	Not applicable	No Change	
8.	Educational and other qualifications required for direct recruits.	Not applicable	No Change	
9.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees and deputationists?	Not applicable	No Change	
10.	Period of probation, if any.	Not applicable	Two years	Since the promotion is not in the same group.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.	(i) 50% by promotion. (ii) 50% through departmental examination.	(i) 75% by promotion through seniority. (ii) 25% through departmental limited competitive examinations.	To avoid stagnation in the cadre of stenographer, committee decided 75% by promotion and 25% through departmental limited competitive examination.

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12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made.	(i) 50% by way of promotion from stenographers with five years of service. (ii) 50% through departmental examination from stenographers with three years of service. (i) 75% by way of promotion from stenographers Grade-II with 15 years of regular service in the grade. (ii) 25% through departmental limited competitive examinations from stenographers with 10 years of regular service having the speed in Shorthand/Typing 100/40 w.p.m., on computer. <u>Dictation:</u> 10 minutes dictation at the speed of 100 w.p.m. <u>Transcription:</u> 40 minutes (English) 55 minutes (Hindi)	Length of service criteria as per OM dated 24.03.09 of DQPT.
13.	If a DPC exists, what is its composition.	Level DPC for Group 'C' officers. (1) Director(P) - Chairman (2) Jt/Dy CAO - Member (3) Jt/DD(P)-3 - Member (4) Representative of SC/ST - Member to be nominated by V.C.D.D.A. (5) Jt/DD(CR) - Member Secy.	Sr. Level DPC for Group 'B' officers as notified by DDA from time to time. The Composition of the DPC is notified by DDA separately and its constitution may also change from time to time. Hence only level of the DPC has been mentioned so that the RRs may not need any modification with the change in constitution of the DPC.

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	Savings	Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the OBCs, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Govt. from time to time in this regard.	No Change	
15.	Disqualification	No person: (a) Who has entered into or contracted a marriage with a person having a spouse living or (b) Who having spouse living has entered into or contracted a marriage with any person. Shall be eligible for appointment to any of the said post. Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.	No Change	

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	Power to Relax.	Where the Chairman, Delhi Development Authority, is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing relax any of the provisions of these rule with respect to any class or category of persons or posts.	No Change	
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RECRUITMENT REGULATIONS FOR THE POST OF PRIVATE SECRETARY IN DELHI DEVELOPMENT AUTHORITY

S.no	Standard format/Col. Of RRs	Provisions in the existing RRs of DDA	Proposed modifications in the existing RRs of DDA	Remarks/Reasons for such modifications
1.	Name of Post	Private Secretary	No change	
2.	No. of Post	30 (1982) (subject to variation dependent on work load)	122 (subject to variation dependent on work load)	The existing RR indicates the sanctioned strength as 30. Subsequently during the year 2000 the posts of Personal Assistant were merged with the Private Secretary and the strength was increased to 88. However, consequent upon implementation of Cadre Review Committee Report in DDA vide EO No. 1332 dated 18.06.2010, the re-determined strength has been taken as 122. Hence, there is an increase of 34 posts of the grade.
3.	Classification	Group 'B'	No change	
4.	Pay Band & Grade Pay/Pay Scale	Rs. 2000-60-2300-EB-75-3200-100-3500 (revised to 6500-10500/-)	(1) P.B.2 Rs. 9300-34800 with Grade pay of Rs. 4800/- (2) Non-Functional Scale/Pay Band-PB-3 i.e. Rs. 15600-39100/- with Grade Pay of Rs. 5400/- (on completion of 04 years regular service in the grade, subject to vigilance Clearance.	(1) The pay scale has been modified in accordance with the recommendations of 6 th Central Pay Commission as adopted by DDA vide Resolution No. 20/2009 dated 03.06.2009 circulated vide E.O. No. 1988 dated 06.10.2009. (2) The Non-Functional Scale is

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					admissible to the incumbents on completion of 04 years of regular service in the grade subject to vigilance Clearance. Hence, indicated in the proposed modifications.
5.	Whether Selection post or Non-Selection post.	Selection		No Change	
6.	Whether benefit of added years of service admissible under Rule-30 of CCS (Pension) Rules, 1972	Not applicable		No Change	
7.	Age limit for direct recruits.	Not applicable		No Change	
8.	Educational and other qualifications required for direct recruits.	Not applicable		No Change	
9.	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees and deputationists.	Not applicable		No Change	
10.	Period of probation, if any	Two years		Not applicable	Since the promotion is in the same group
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption & percentage of the posts to be filled by various methods.	By promotion failing which by deputation		No Change	

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12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made.	<u>Promotion:</u> From Senior Stenographers with 6 years of service in the grade. <u>Deputation:</u> From such of the Officers holding analogous post in Central/State Govt.	<u>Promotion:</u> From amongst Stenographer Grade I with 2 years of regular service in the grade. <u>Deputation:</u> From such of the officers holding analogous post on regular basis in the parent cadre/department under Central/State Govt. /Public Sector undertaking/Autonomous bodies.	The 02 years qualifying service for promotion is required from grade pay Rs. 4,600/- to 4,800/- as per DoPT O.M. AB 14017/61/2008-Estt. (RR) dated 24.03.2009.
13.	If a DPC exists what is its composition.	Group 'B' DPC	Sr. Level DPC for Group 'B' officers as notified by DDA from time to time.	The Composition of the DPC is notified by DDA separately and its constitution may also change from time to time. Hence only level of the DPC has been mentioned so that the RRs may not need any

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14.	Saving	Nothing in these regulations shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Govt. / Delhi Development Authority from time to time in this regard.	No change	
15.	Disqualification	No person who has entered into or Contract a second marriage when his/her spouse is alive	No person: (a) Who has entered into or contracted a marriage with a person having a spouse living or (b) Who having spouse living has entered into or contracted a marriage with any person. Shall be eligible for appointment to any of the said post. Provided that the Central Govt./Delhi Development Authority may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.	(2)

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16.	Power to Relax	When the chairman is of the opinion that it is necessary or expedient so to do, he may by order, for reasons to be recorded in writing relax any of the provisions of these regulations in respect of any class or category of persons or posts.	No Change		
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