

DY. DIRECTOR (SYSTEMS) VII

DIARY NO. 384

DATE 12-5-2026

DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH - III
B-316, B-Block, 3rd Floor,
INA Vikas Sadan, New Delhi - 110023



दिल्ली विकास प्राधिकरण
कार्मिक शाखा - 3
बी-316, बी-ब्लॉक, तृतीय तल,
आई.एन.ए विकास सदन, नई दिल्ली - 110023

No. F1(13)2018/PB-III/T.T/JSA/2353

Date: 08/05/2026

CIRCULAR No. 28/2026

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 for each word) respectively.

All such JSAs who have not passed the Type-writing test so far may submit their applications through their Branch Officers along with three recent passport size photograph (one photograph duly attested by Concerned DDO/Branch Officer to be pasted on the application and two photographs unattested) to the Dy. Director, Personnel Branch-III Room No. 316, 'B' Block, 3rd Floor, Vikas Sadan, INA, New Delhi, latest by 25.05.2026.

All such JSAs are, therefore, advised to clear the Typewriting test by appearing in the test. Incomplete Application/applications received after 25.05.2026 shall not be entertained. The date, venue and other details of Typing Test will be intimated in due course of time.

This is issued with the approval of the Competent Authority.

Encl: Application form.

Handa
8/5/26
(Pushap Lata Handa)
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(Systems) with request to upload the same on DDA's website.
3. Notice Board.

Bansal
15/5/26
DD(S)

AD(S)

Sharma
15/5/26
Sd. Dev. website. Gymnasium

Mukherjee
8/5/26
Asst. Director/PB-III

APPLICATION FORM FOR TYPE TEST FOR JSAs
DELHI DEVELOPMENT AUTHORITY

Paste recent
passport size
duly attested by
branch officer

Size : 3.5 x 4.7

Sl. No	Personal Particulars	
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	
6.	Mode of Language (English/Hindi)	
7.	Present pay with Grade pay/Level in pay matrix as per 7th CPC, being drawn and date from which being drawn.	
8.	Present Place of posting with date	
9.	Educational Qualifications	
10.	Present residential address	
11.	Contact No.	
12.	Impression of left Thumb	

Place: New Delhi
Date:

(Signature of the official)
Name & Designation _____

COUNTER SIGNATURE OF 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)