

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. F.6(13)2019/PB-III/JSA/Exam/Pt./2558

Date: 3/12/2025

CIRCULAR NO.-121/2025

Sub: Limited Departmental Competitive Examination for the post of Junior Secretariat Assistant.

In continuation to this office circular no. 89/2025 dated 26.09.2025, all applicants (as mentioned in Annexure-A) are directed to attend the training programme for Paper-I of the LDCE, on 05.12.2025 & 08.12.2025 at Auction Hall, Ground Floor, D-Block, Vikas Sadan as per the Training Schedule mentioned at Annexure-B i.e., the Training Department letter dated 03.12.2025.

2. All eligible candidates are also directed to intimate the Training Department/PB-III regarding discrepancy, if any, found in their contact no.

Encls.:- Annexure-A & Annexure-B.


Dy. Director (P) - III

Copy to

1. All Branch Officers of the Authority with the request to bring this circular to the notice of the employees working under them.
2. Dy. Director, System/PMIS with a request to upload the same on DDA Website.
3. PS to Commissioner (Pers.)/ Director(P)-I.
4. Notice Board, Vikas Sadan/Vikas Minar.


Asstt. Director (P) - III

S. No.	Name	Father's/ Husband's Name	Designation	Present place of posting	Residential Address	Contact no.
1	Shubham Bhatt	Lt. Sh. Sachinder Prasad Bhatt	MTS (R)	PC-102, PM-UDAY	Plot no.- C-345, 1st floor, Left side, Vipin Garden, New Delhi-110059	9582165109
2	Phoolchand	Lt. Sh. Nanak	Mali (R)	Hort. Div.-I	H. 16/412, Sangam Vihar, New Delhi-110080	9319526186
3	Manoj Kumar	Lakhpatt Singh	Mali (R)	Hort. Div.-I	H.no. 65, Mata Mohalla, Tekhand Okhla Phase-I, New Delhi-110020	9818889831
4	Sadanand Vishwanath	Babulal	Mali (R)	Hort. Div. Dwk	A-90, Sector-3, Phase-3, JJ Colony Dwarka, New Delhi-110078.	7982969064
5	Manish Sharma	Jai Bhagwan	Mali (R)	Hort. Div.-7	Village-Gijhore, Noida, Gautam Buddh Nagar, UP-201301	8130471081
6	Vinod Rawal	Kiranpal	Mali (R)	Hort. Div.-7	Ghodi Bachheda, Gautam Buddh Nagar, UP-201310	9711129247
7	Gaurav Nagar	Jagpal Singh	Mali (R)	Hort. Div.-7	Village-Chachula, Post-Dankaur, Distt.-Gautam Buddh Nagar, UP-203201	9675340709
8	Praveen Kumar	Rajender Singh	Mali (R)	Hort. Div.-7	A-35, Defence Colony, Bhopra, Sahibabad, Ghaziabad, UP-201005	9654924404
9	Shahnwaz Khan	Guljar Khan	Mali (R)	Hort. Div.-9	A-38, Gali no. 1/7 Chaman Park, Indra Vihar, Gokal Puri, Delhi-94	8750579850
10	Manisha	W/o Sh. Sandeep	MTS	DMD-5	Village- Girawar, Distt.- Jhajjar, Haryana-124103	9671056530
11	Narender Singh	Chander Pal	Mali (R)	Hort. Div.-9	D-64, Gharoli Extn., Mayur Vihar Phase-3, Delhi	8929089970

12	Ravinder Kumar	Ram Nayak	Mali (R)	Hort. Div.-4	F 138 A Jawahar Park, Khanpur, New Delhi-110062	8920804871 7532999131
13	Rakesh Singh Chauhan	Gopal Singh	Mali (R)	Hort. Div.-4	Boys Hostel No. 1, Mess no. 1, 1st Floor, AIIMS, New Delhi-110029	9599058518
14	Gaurav Saroha	Subodh	Mali (R)	Hort. Div.-8	H. No.-127, 3rd Floor, Pkt.-4, Sec-22, Rohini, New Delhi-110086	7701883006
15	Mohan Bahadur	Madan Bahadur	Mali (R)	EE (Vig.)-III	DDA Staff Quarter No.-11/12, Chirag Enclave, New Delhi-110048	9810734703
16	Jai singh	Ram Singh	Mali	Hort. Div.-7	H. no. 139, St. No. 2 Khureji Khas Delhi-51	8447911072
17	Atul Kumar	Vijay Kumar	Security Guard	DMD-II	889, LIG Flats, Hastal Road, Vikas Puri-110018	9873839698
18	Sumit Kumar	Rajvir Singh	MTS	Legal	B-65, Pink Apartment, Paschim Vihar-110063	9999899308
19	Pankaj	Krishan Kumar	Mali (R)	Hort. Div.-5	VPO-Kheri (Maham), Rohtak, Haryana-124112	9034838950
20	Rajesh Kumar Mahto	Shivnath Mahto	Mali (R)	Hort. Div.-4	B-424 Indira Kalyan Vihar, Industrial Area, Okhla Ph.-1, New Delhi-20	7042063748
21	Sagar Bansal	Nanak Chand	Security Guard	Parliament & Coordination	Village Dundahera PO & Tehsil- Khekra, Distt. Baghpat, UP-250101	7417972302 9720155646
22	Sonu	Mahavir Singh	Security Guard	Security Cell	L-174, Shakurpur, Delhi-110034	9971455583
23	Ratan Singh Mishra	Chander Prakash Mishra	Mali (R)	Hort. Div.-6	A 198, Chhattarpur, Birla Farm House, Delhi	8076427201
24	Ankit Malik	Jaiveer Singh	Security Guard	Security Cell	Naipura Loni Ghaziabad, UP-201102	8595505673

M

25	Manoj Kumar	Raghubir Singh	Security Guard	Security Cell	H. no.- 2661 Ward-2, Mehrauli, New Delhi- 110030	9582199500
26	Pradeep Singh	Gabbar Singh	MTS	NMD-2	A-75, Pradhan Enclave, Burari, Delhi-110084	9315878472
27	Bablu Kasana	Jagat Singh	MTS	Hort. Div.-9	H. no. 120, Sharffurdinpur Jawli Ghaziabad, UP-201102	9953740030
28	Rahul Kumar	Ompal Singh	Mali (R)	Hort. Div.-9	H. no 498, Village Khiwai, Distt. Meerut, UP- 250244	9650467603
29	Deepak	Nanak Chand	Mali (R)	Hort. Div.-1	H. no. 165 Khajurka Palwal Haryana-121102	9896952391
30	Jai Kumar Sharma	Satbir Singh	MTS	SA/HUPW Dwarka	VPO-Phausaur, Tehsil- Badli, Distt. Jhajjar, Haryana-124105	79888333748
31	Ravinder Kumar	Lakhmi Chand	Security Guard	NPD-7	Vill- Mandori, PO Mandora	9541487049
32	Devender Kumar	Jaikishan	Security Guard	NPD-7	VPO- Badkhalsa, Distt. Sonapat	9560654415
33	Ghanshyam	Sher Singh	Security Guard	RPD-2	52/1 Libaspur Road, Samaypur Delhi-42	9910526460
34	Virender Kumar	Rame	Security Guard	NPD-1	H. no. 69, Village Dariyapur Kalan, Delhi-39	9136400657
35	Ramesh Kumar	Siya Ram	MTS	RPD-2	N-11 Sharma Colony Phase-2 Budh Vihar, North west Delhi- 110086	9899704604
36	Yogesh Pal	Baljeet Singh	Security Guard	HCD-6	H-26 Vijay Vihar Phase-1 Rohini, Delhi-110085	9654749280
37	Himanshu	Bijender	Mali (R)	Hort. Div.-5	Village-Sahuwa, Tehsil & Distt.- Charkhi Dadri, Haryana	8053455300
38	Somender Rawat	Lalit Mohan	Mali (R)	Hort. Div.-5	H. no.- 7, Roop Vihar, Nawada Ext., Delhi- 110095	9560649873
39	Sandeep Kumar	Lekhram Masotia	MTS (R)	Coordination Unit/ HUPW	Laxmi Nagar, Gali no. 8, Modi Nagar, UP- 201204	7983037370

M

40	Sachin Kumar	Satendra Pal Singh	MTS	Landscape	CR-270, Lalita Park Laxmi Nagar, New Delhi-110092	9719575278
41	Ujjval Kumar Rana	Baljeet Singh	Security Guard	NPD-1	H. No. 369, Village Ghevra Near Khara Kuwa, New Delhi-110081	9716000725
42	Dharmender Kumar	Kude Ram	Mali (R)	Hort. Div.-IV	Village-Bandhwari, Distt.-Gurgaon, Haryana-122001	9899441080 7428785116
43	Hamraj	Trivender Singh	MTS (R)	PC (P)	VPO- Mandona, Jafrabad, Distt.-Bulandshahr, UP	8800318842
44	Raj Kumar	Mani Ram	MTS	Director/CL	Sadarapur, Sec-45, Noida	9871793809
45	Sarita	W/o Rohit	MTS	PC-102, PM-UDAY	H. No.-209, PO-Kundal, Sonipat, Haryana-131402	9899217343
46	Amit Kumar	Charan Singh	Security Guard	Security Cell	Village Katha Distt. Baghpat, UP	9027958734
47	Ankush Singh	Jay Prakash Singh	Mali (R)	Hort. Div.- VII	RC-79, Anil Vihar, Khora Colony, Ghaziabad, UP	7503876969
48	Mahesh Kumar	Maman Singh	Mali (R)	Hort. Div.- 8	H. No.-72, Veena Enclave Extn. Nangloi. New Delhi-41	9873871918 9821498624
49	Akash Gupta	Anand Prasad Gupta	MTS (R)	LAB (Rohini)	RZ-34 A Guru Nagar, Najafgarh, New Delhi-110043	7982374487 9650875368
50	Rajkumar	Prithvi Singh	Security Guard	Security Cell	H. no. 15 Gali no. 1 Vikas Nagar, Loni Ghaziabad-201102	9968171442
51	Deepak Kaushik	Mahesh Pal Kaushik	MTS (R)	Landscape Yamuna North	Vill. Mavikalan, Tehsil- Khera, Distt.- Baghpat, UP-250609	9536915418
52	Deepa	Tejpal Yadav	MTS	AO/ Estt. Gaz.	H. no. 1931, G. No.-11, Nathu Colony, Nathu Pura, Burari, Delhi-110084	8287057609
53	Ramjani Ali	Mumtaj Ali	Security Guard	NMD-3	WP-354, Ashok Vihar, Wazirpur, New Delhi-110052	9899046007

54	Sudhir Kumar	Krishan Pal Singh	Security Guard	EMD-2	F-111, Gali no.-1, Ganga Vihar, Delhi-110094	9971608509
55	Roshan	Gauri Shankar	Mali (R)	Hort. Div.-I	2165, Shiv Mandir, Yamuna Bazar, Delhi- 110006	9818944893

M

दिल्ली विकास प्राधिकरण
प्रशिक्षण विभाग
सी-1/316, तृतीय तल, विकास सदन,
आई.एन.ए., नई दिल्ली-110023
दूरभाष न. 011-2466-1545/1582/1505



DELHI DEVELOPMENT AUTHORITY
TRAINING DEPARTMENT
C-1/316, 3RD FLOOR, VIKAS SADAN
INA, NEW DELHI-110023
Ph. No. 011-2466-1545/1505

No. PERS/TRG/0001/2021/F1/-AD(TRAINING DEPTT.)/ 260

Dated: 3/12/25

To,

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

Dy. No. 8070
Date 03/12/2025
PB-III
Dy. JSA

Sub: Training Programme for the applicants of Limited Departmental Examination 2025 for the post of Junior Secretarial Assistant (JSAs).

Ref: Letter no. F6(13)2019/PB-III/JSA/Exam/Part/2487 dated 25/11/2025 issued by Dy. Director (PB-III).

Please refer to your letter No. F6(13)2019/PB-III/JSA/Exam/Part/2487 dated 25/11/2025 regarding Training Program for 55 applicants of LDE 2025 for the post of JSA.

In this regard, the Training Department has prepared a Training Schedule for the applicants as per the syllabus attached to the above-said letter. The details of the Training Schedule are as under:-

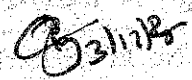
Sr. No.	Subject	Date and Time	Faculty
1.	Paper:- General Hindi Candidates will be expected to write a short Essay in Hindi on one of the specified subjects. The passage for the summary of the Precis may also be set.	05.12.2025 10:00 AM to 1:00 PM	Sh. Inder Kumar Sharma (Ex-Consultant) Mob. 9868527462
2.	Paper:- General English The question will be designed to test the candidates 'knowledge of English, Grammar and Composition and generally their ability to understand and ability to write correct English. The paper may include Precis Writing, Drafting, Comprehension, correct use of words, a short essay on any topic, etc.	05.12.2025 02:00 PM to 5:00 PM	Sh. Rohit Mathur, Dy. Director, DDA Mob: 9990141182
3.	Paper:- General Knowledge The question will be aimed at testing the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test the knowledge on current events and of such matters of everyday observations and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subjects. It may also include questions on salient features of the Constitution of India, Indian Economics and Social Problems, etc.	08.12.2025 10:00 AM to 01:00 AM	Sh. B. P. Bandhuni (Rtd. AO, DDA) Mob: 9868458430

(2)

The venue of the above-mentioned Training Schedule will be the Auction Hall, Ground Floor, D-Block, Vikas Sadan.

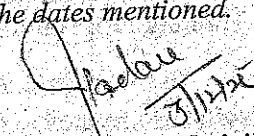
You are further requested to inform the participants regarding the schedule of the Training Programme.

This is issued with the approval of the Competent Authority.


Dy. Director (Training)

Copy for kind information to:

1. PS to Commissioner (Pers. & Trg.)
2. PS to Director (Training)
3. Dy. Director (Sys.) *with the request to make arrangements for the Computer Literacy Programme & Upload the schedule to DDA's website (Personnel>Training).*
4. Exec. Engineer, SMD-4 *for booking of Auction Hall, Ground Floor, D-Block for above mentioned dates of the Training Schedule*
5. Faculty concerned *with a request to deliver lectures to the participants on the dates mentioned.*


Asstt. Director (Training)

M