



DELHI DEVELOPMENT AUTHORITY
(PERSONNEL BRANCH-III)
Room No. B-316, Vikas Sadan, INA, New Delhi-23

No. F1(04)2016/PB-III/Asstt./ 133

Date: 20/01/2022

CIRCULAR NO: 02

Sub: Limited Departmental Competitive Examination for the post of Assistant Section Officer (ASO)-2022.

In Continuation of this office Circular No. 44/2021 dated 22.11.2021, all the eligible candidates as mentioned at Annexure-A (copy enclosed) are directed to attend the training/coaching programme for Paper I & II through online mode (Google Meet platform) **from 24.01.2022 to 28.01.2022** as per the schedule mentioned in Annexure-B i.e. the training department letter No. PERS/TRG/0001/2022/F1/-AD(TRAINING DEPTT.)/17 dated 12.01.2022 (copy enclosed).

All the eligible candidates are hereby directed to intimate directly to Training department regarding discrepancy, if any, found in their Contact no. or E-mail id.

Training schedule for computer literacy will be issued separately.

Encl.: As above.


(Indresh Kumar)
Dy. Director (P)-III

Copy to:-

1. All Branch officers of candidates mentioned in Annexure-A to bring the circular to the notice of the eligible candidates working under them.
2. Dy. Director (Systems) to arrange the computer training accordingly and to upload the same on DDA Website.
3. Dy. Director (Trg.) w.r.t. to letter No.PERS/TRG/0001/2022/F1/-AD(TRAINING DEPTT.)/17 dated 12.01.2022.
4. PS to Commissioner (P)/Director (P)-II.
5. Notice Board.


Asstt. Director (P)-III

240/c-

Annexure - A

LIST OF ELIGIBLE SENIOR SECRETARIAT ASSISTANTS (SSAs) FOR LIMITED DEPARTMENTAL EXAMINATION FOR THE YEAR 2022 FOR PROMOTION TO THE POST OF ASSISTANT SECTION OFFICER (ASO)

Sr. No.	Sty. No.	UID	Name of the officials (Sh./ Smt.)	Father's Name/ Husband's Name	D.O.B./ DOR	Dt. Of initial Appointment in DDA	D.O.J. as SSA (Total Service as SSA as on 01.01.2022)	Present pay with Grade pay/ Level in pay matrix as per 7th CPC, being drawn and date from which being drawn	Present Place of Posting with date	Educational Qualification	Contact No. & E-mail	Category SC/ST/OBC
1	3155	406254	Kapil Garg	Omprakash Gupta	D.O.B.- 22.04.1988 DOR- 30.04.2048	27.08.2010	30.10.2018 3 years 2 months	Pay Band Rs 5200-20200 GP-2400, Level-4, Present pay Rs-27900/-	Commissioner (Land Pooling) (11.08.2020)	B.Com	9891223135 kiddishkapil@gmail.com	General
2	3149	406255	Vishal Shokeen	Gianender Singh	D.O.B.- 15.10.1984 DOR- 31.10.2044	24.08.2010	30.10.2018 3 years 2 months	Pay Band Rs 5200-20200 GP-2400, Level-4, Present pay Rs-27900/-	PC-101, Pitampura, PMUDAY (06.08.2020)	M.B.A	9971308822 E-mail- 15octshivam@gmail.com	General
3	3160	406249	Satish Kumar	Bishan Dass Sharma	D.O.B.- 19.11.1985 DOR- 30.11.2045	31.08.2010	30.10.2018 3 years 2 months and 2 days	Pay Band Rs 5200-20200 GP-2400, Level-4, Present pay Rs-27900/-	Rohini (A/Cs) (25.02.2019)	Master in Public Administration	7503478300 E-mail- sety9659@gmail.com	General
4	3170	205182	Satpal	Balbir Singh	D.O.B.- 01.01.1973 DOR- 31.12.2032	01.09.2010	30.10.2018 3 years 2 months and 2 days	Pay Band- 5200-20200/-, Grade Pay 2400/- (6th CPC)	PB-I (17.08.2020)	12th	9871841349 8595213511 E-mail- satpal4104@rediffmail.com	SC
5	3164	404202	Saurabh Kumar	Tejpal Singh	D.O.B.- 30.05.1985 DOR- 31.05.2045	01.09.2010	30.10.2018 3 years 2 months and 2 days	Pay Band Rs 5200-20200 GP-2400, Level-4, Present pay Rs-27900/- w.e.f-01.07.2021	PB-V (17.07.2017)	M.A (Public Administration)	9999668608 E-mail- skduhoon@gmail.com	General
6	3168	8015071	Kundan Singh	Sukhdev Singh	D.O.B.- 12.06.1978 DOR- 30.06.2038	09.03.2009	14.11.2018 3 years 2 months	Level-4 as per 7th CPC Rs. 28700/- Grade pay Rs. 2400/-	Hort. Div-8 (17.03.2021)	M.A (Sociology)	9911928378 E-mail- ks546887@gmail.com	ST
7	3153	406245	Parveen Kum	Pratap Singh	D.O.B.- 08.01.1982 DOR- 31.01.2042	27.08.2010	30.10.2018 3 years 2 months and 2 days	5200-20200/-, Grade Pay 2400/- Pay Drawn-27900 Level-4 Jan-2021	AO/Estt/NG-III (16.10.2019)	B.Com (Pass)	9810767589 E-mail- parveenkumar82pihal@gmail.com	SC
8	3144	407395	Kishori Lal	Nikka Ram	D.O.B.- 18.01.1984 DOR- 31.01.2044	24.03.2009	30.10.2018 3 years 2 months and 2 days	5200-20200/-, Grade Pay 2400/- Pay Drawn-27900 Level-4.	Personnel Branch-II (15.10.2019)	12th	8285907668 E-mail- kishor.kapoor93@gmail.com	ST
9	3163	406252	Megh Raj	Prem Bahadur	D.O.B.- 02.08.1981 DOR- 31.08.2041	01.09.2010	30.10.2018 3 years 2 months	Present pay Rs-27900/- (G.P. Rs-2400/-)/(L-4) w.e.f- 30.10.2018	O/o Consultant (Pers. & Vig.) (23.07.2021)	MBA (Finance) M.Sc. (Computer Science)	9211948123 E-mail- mraj9211@gmail.com	General
10	3165	406233	Pardeep Kumar	Axma Dutt	D.O.B.- 04.02.1980 DOR- 29.02.2040	03.09.2010	30.10.2018 3 years 2 months	Present pay Rs-27900/- w.e.f- 30.10.2018	Pr.Commissioner (Pers. Hort & L5) (11.05.2016)	Graduation	9968420864 E-mail- pardeepparashar1980@gmail.com	General
11	3151	503187	Santosh Kumar Jha	Daya Kant Jha	D.O.B.- 16.01.1978 DOR- 31.01.2038	27.08.2010	30.10.2018 3 years 2 months 2 days	Pay Band Rs 5200-20200 GP-2400, Level-4, Present pay Rs-27900/- w.e.f- January 2021	Vigilance (ACB) (16.01.2017)	Graduate Postgraduate diploma in Computer application (DOEACC 'A' Level) from DOEACC.	9891347462 7011723401 E-mail- san.pink401@gmail.com	General
12	3154	212334	Bharat Bhushan Chaudhary	Tara Chand	D.O.B.- 15.04.1982 DOR- 30.04.2042	27.08.2010	30.10.2018 3 years 2 months 2 days	Pay Band Rs 5200-20200 GP-2400, Level-4, Present pay Rs-27900/-	SA & GR (06.09.2019)	B.A	8287910954 E-mail- chaudharybharatg82@gmail.com	General
13	3156	506106	Amit Kumar	Ram Kumar	D.O.B.- 22.03.1981 DOR- 31.03.2041	30.08.2010	30.10.2018 3 years 2 months 2 days	Pay Band Rs 5200-20200 GP-2400, Level-4, Present pay Rs-27900/- w.e.f- July 2021	S.E/R.C.C-3 (Rohini) (23.03.2021)	B.A. PGDCA	9034137937 E-mail- amitsotia2020@rediffmail.com	General

23/10/22

14	3158	406237	Neeraj Rohilla	Naresh Kumar	D.O.B.- 09.07.1984 DOR- 31.07.2044	30.08.2010	30.10.2018 3 years 2 months 2 days	Pay Band Rs 5200-20200 GP- 2400, Level-4, Present pay Rs- 27900/- w.e.f- July 2021	PC-102, PM- UDAY (Dwarka)	B.A. (Pass)	9250933093 E-mail- neerajrohilla84 @gmail.com	OBC
15	3148	8105068	Surender Solanki	Mahender Singh	D.O.B.- 10.10.1983 DOR- 31.10.2043	24.08.2010	30.10.2018 3 years 2 months	Rs. 27,900/- Pay Band Rs 5200- 20200, GP-2400 (6th CPC) w.e.f- July 2021	Dwarka Project Division-I (SWD-9)	B.E (Information Technology)	9911249911 E-mail- surenderitm@g mail.com	OBC
16	3150	503201	Hari Prakash	Ram Chander	D.O.B.- 13.10.1974 DOR- 31.10.2034	27.08.2010	30.10.2018 3 years 2 months	Pay Band Rs 5200-20200 GP- 2400, Level-4, Present pay Rs- 27900/- w.e.f- July 2021	Hort. Civil Division No-8 (06.11.2019)	M.Sc (IT) B.Ed	8826213574 E-mail- hariji241@gma il.com	General
17	3161	406234	Vikas Dhama	Jaiveer Singh	D.O.B.- 07.06.1986 DOR- 30.06.2046	31.08.2010	30.10.2018 3 years 2 months	Pay Band Rs 5200-20200 GP- 2400, Level-4, Present pay Rs- 27900/- w.e.f- January 2021	PB-IV (22.03.2021)	B.Sc	9350640128 E-mail- vikasdhama811 @gmail.com	General
18	3172	406247	Jaspreet Singh	Amrit Pal Singh	D.O.B.- 02.01.1987 DOR- 31.01.2047	03.09.2010	31.10.2018 3 years and 2 month	Pay Band Rs 5200-20200 GP- 2400, Level-4, Present pay Rs- 27900/- w.e.f- January 2021	Hort. Div No-3 (29.05.2019)	M.C.A	9958847132 E-mail- amandeep88ka ur@gmail.com	SC
19	3147	710243	Sunil Singh Negi	Santan Singh Negi	D.O.B.- 15.07.1980 DOR- 31.07.2040	20.08.2010	31.10.2018 3 years and 2 month	Pay Band Rs 5200-20200 GP- 2400, Level-4, Present pay Rs- 27900/- w.e.f- January 2021	Legal A/c (19.12.2019)	Graduate	9811092981 8178829823 E-mail- sunil27042012 @gmail.com	General
20	3169	206136	Rakesh Kumar	Ram Niwas	D.O.B.- 10.08.1972 DOR- 31.08.2032	01.09.2010	31.10.2018 3 years and 2 month	5200-20200/-, Grade Pay 2400/- Level-4, Basic- 27900/-	Medical Cell-3 (19.08.2020)	12th	9971106610 9899206650 E-mail- kumarrakeshdd a@gmail.com	SC
21	3157	205183	Joginder Singh	Sohan Lal	D.O.B.- 23.01.1984 DOR- 31.01.2044	30.08.2010	30.10.2018 3 years 2 months	5200-20200/-, Grade Pay 2400/- Level-4, Drawn- 27900/-	Janta (Housing) Allotment (06.03.2020)	12th	870061450Q E-mail- Jstawar96@gm ail.com	SC
22	3159	406250	Vinay Kumar	Bhoo Dutt Sharma	D.O.B.- 27.02.1985 DOR- 28.02.2045	31.08.2010	19.12.2018 (3 years 13 days)	Rs. 27,900/- (Level-4)	Janta (Housing) Branch	B.A (Pass)	9968862680 E-mail- vaibhav201320 09@gmail.com	General
23	3162	205181	Chhatar Pal	Ram Singh	D.O.B.- 01.10.1973 DOR- 30.09.2033	01.09.2010	30.10.2018 3 years 2 months	25500-81,100) G.P.-2400, Basic- 27900/- Level-4	Pension Cell-II (24.08.2020)	Graduate	9310219631 E-mail- chhatarpal58@ gmail.com	SC
24	3152	506100	Brij Mohan	Khem chand	D.O.B.- 04.12.1979 DOR- 31.12.2039	27.08.2010	30.10.2018 3 years 2 months 2 days	Pay Band Rs 5200-20200 GP- 2400/- (6th CPC)	S&S-II/LM (04.11.2019)	B.A. (Pass)	9971696621 E-mail- mbrij1690@gm ail.com	SC
25	3167	1007200	Satish Kumar	Ratan Singh	D.O.B.- 15.08.1983 DOR- 31.08.2043	06.09.2010	30.10.2018 3 years 2 months 2 days	Pay Band Rs 5200- 20200+2400/- (7th CPC) Rs.27900+Allowa nces	Land Pooling Cell-I (19.08.2020)	B.Com (P) PGDAOM, PGDT 'O' Level	8285787860 7065722723 E-mail- skratansingh@ gmail.com	SC
26	3171	5216	Mrs. Raj Rani Singhal	Ashok Kumar Singhal	D.O.B.- 15.06.1969 DOR- 30.06.2029	03.09.2010	30.10.2018 3 years 2 months 2 days	Pay Band Rs 5200- 20200+2400/- (6th CPC)	PM-UDAY Cell (HQ) (02.12.2020)	B.A. Pass B.Ed	9871869554 E-mail- singhalrajrani6 9@gmail.com	SC
27	3166	710227	Rajender	Attar Singh	D.O.B.- 01.07.1983 DOR- 30.06.2043	03.09.2010	30.10.2018 3 years 2 months 2 days	5200-20200/-, 27900 Grade Pay- 2400/-Level-4	RTI	M.Com	9891233907 E-mail- 7irajbhati@gm ail.com	General
28	3146	211117	Jeeten	Ram Kishore	D.O.B.- 27.11.1987 DOR- 30.11.2047	15.02.2008	30.10.2018 3 years 2 months 2 days	5200-20200/-, 29600 Grade Pay- 2400/-Level-4	Commercial Estate	B.Com	9015150630 E-mail- jietensingh@g mail.com	General

-237/c-

(1)

Annexure - B

पत्रक संख्या-3/P.B.-III

डायरी संख्या / Diary No. 521

दिनांक / Date 12/1/22



DELHI DEVELOPMENT AUTHORITY
(TRAINING DEPARTMENT)

C-1/316, 3rd FLOOR, VIKAS SADAN, INA, NEW DELHI
PH. No. 24661505 & 1545/1582

No. PERS/TRG/0001/2022/F1/-AD (TRAINING DEPTT.)/17

Dated:- 12/1/22

To,

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

12/1/22
Dy. BSA
ASO

Sub: Training Programme for applicants/SSAs for Limited Departmental Competitive Examination-2022 for the post of Assistant Section Officer (ASO).

Sir,

Please refer to your letter No. F1(04)2016/PB-III/Asstt./Pt./54 dt, 06.01.2022 regarding Training Programme for 29 (Twenty-Nine) applicants for the post of Assistant Section Officer (ASO).

In this regard, Training Department has prepared Training Programme for the applicants as per the syllabus attached with the above said letter and the details of the Training Programme are given below:-

Sr. No.	Subject	Date and Time	Faculty
1.	Principles and procedures of Management and Disposal of land under the control of DDA e) Acquisition of Land. f) Protection of Land. g) Management of Land. h) Disposal of Land.	24.01.2022 11:00 A.M. to 01:00P.M.	Sh. Anil Chikkara, Naib-Tehsildar Mob: 8800656699 anil.chh876@dda.gov.in
2.	Management of Housing Estate in DDA c) Type of Housing scheme and flats in DDA. d) Procedure for disposal of built-up flats.	24.01.2022 03:00 P.M. to 05:00P.M.	Sh. B. M. Thareja Retd. Director (Housing), DDA Mob: 8800094924 bmthareja@gmail.com
3	Lease Hold & Free Hold c) Procedure for execution of lease-deed in respect of flats and plots, mutation, transfer, gift and action and procedure for violation of lease terms. d) Procedure for conversion of residential properties from lease-hold to free-hold.	25.01.2022 11:00 A.M. to 01:00P.M.	Sh. B. M. Thareja Retd. Director (Housing), DDA Mob: 8800094924 bmthareja@gmail.com
4	Official definitions, abbreviations and delegation of various types of powers to the officers of the DDA viz administrative, financial, management and disposal of properties.	25.01.2022 03:00 P.M. to 05:00P.M.	Sh. Harish Chand Sharma, Dy. Director (IL/LD) Mob: 7042361509 Email ID: harishshr70@gmail.com
5	Service Regulations c) The Delhi Development Authority Conduct Disciplinary and Appeal Regulation, 1999. Classification control and appeal rules, leave rules, pension rules etc. d) Questions on general subjects viz; advances, reservations for SC/ST, Physically handicapped, O.B.C.s, Staff Quarters and other establishment and administrative matters.	27.01.2022 11:00 A.M. to 01:00P.M.	Sh. Harish Chand Sharma, Dy. Director (IL/LD) Mob: 7042361509 Email ID: harishshr70@gmail.com

Contd...2/-



6	General English e) Writing paragraph, Note or a letter on the Official subject. f) Making précis of a given officials paragraph. g) Translation of a paragraph English to Hindi and Hindi to English and 10 words in each English and Hindi h) Testing ability of the candidate to write correct English/Hindi in day to day	27.01.2022 03:00 P.M. to 05:00P.M.	Sh. Pawan Kumar, Sr. Translator Mob: 9813126465 pawansr77@gmail.com
7	General Hindi e) Writing paragraph, Note or a letter on the Official subject. f) Making précis of a given officials paragraph. g) Translation of a paragraph English to Hindi and Hindi to English and 10 words in each English and Hindi h) Testing ability of the candidate to write correct English/Hindi in day to day	28.01.2022 11:00 A.M. to 01:00P.M.	Sh. Indra Kumar Sharma Consultant (Hindi) Mob: 8376909647 sharmaindra@yahoo.com
8	General Awareness/ General Knowledge Question on current events including culture, history, politics, elections, geography, sports etc.	28.01.2022 03:00 P.M. to 05:00P.M.	Sh. Pawan Kumar, Sr. Translator Mob: 9813126465 pawansr77@gmail.com
9	Computer Literacy	Date will be decided by Dy. Director (S.s.)	Faculty to be decided by Dy. Director (Sys.)

Keeping in view the current situation of pandemic and the guideline from DDMA, the Training Programme will be organised through Online Mode only (through Google Meet Platform). You are, therefore, requested to send valid Email Ids of all the applicants to this office so that the link for the lectures may be sent accordingly.

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.

(Manjeet Ranga)
12/01/2022

(Manjeet Ranga)
Asstt. Director (Training)

Copy for kind information to:

1. PS to Commissioner (Pers. & Trg.)
2. Director (Training)
3. Dy. Director (Sys.) with the request to make arrangements/schedule for the Computer Literacy Programme and inform this office accordingly.
4. Faculty concerned with a request to deliver lectures to the participants as per schedule through Online Means (Google Platform).
5. AD (PMIS), DDA
6. Guard file.

Asstt. Director (Training)