

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./2497

Date 26/11/2025

CIRCULAR NO.-120/2025

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, it is notified that the Typing Speed Test will be conducted in Soni Typing Tutor Software. There are only 03 Hindi Typing Keyboard layout (i.e., Remington Gail, Inscript & Remington CBI). The Typing Speed Test duration is 10 minutes at the speed of 35 w.p.m. in English or 30 w.p.m. in Hindi.

2. The Date, venue and other details of Examination will be issued in due course of time.


26/11/25

Dy. Director (P) - III

Copy to

1. All Department Heads.
2. OSD to VC.
3. PS to VC/EM/FM.
4. PS to Pr. Commissioner/Secy./All Commissioners/CVO/CLA.
5. All Branch Officers of the Authority with the request to bring this circular to the notice of the Group "C" Regular employees working under them.
6. Dy. Director (System) with the request to upload the same on DDA website.
7. Notice Board, Vikas Sadan/Vikas Minar.
8. Reservation Cell.


26/11/25

Asstt. Director (P) - III