

DELHI DEVELOPMENT AUTHORITY  
PERSONNEL BRANCH – III  
B-316, B-Block, 3<sup>rd</sup> 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./2617

Date: 11/12/2025

CIRCULAR NO.-123/2025

**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 Limited Departmental Competitive Examination for the post of JSA is scheduled to be held as per the following details:-

S. No.	Details of Paper	Date & Venue
1.	Paper-I (Theory)	23.12.2025 & Training Hall, Vikas Sadan.
2.	Paper-II (Typing Test)	19.12.2025 & Training Hall, Vikas Sadan.

2. The Time and Batches for the said examination will be provided on the Admit Card of the all eligible candidates. Admit card will be issued from 16.12.2025 onwards from Personnel Branch-III, Room No. 316, 3<sup>rd</sup> Floor, Vikas Sadan.

3. This is issued with the approval of the Competent Authority.

**Dy. Director (P) – III**

Copy to:-

1. All HOD's, DDA.
2. PS to Commissioner (Pers.).
3. PS to Director (P)-II.
4. All Branch officers of the Authority with the request to bring the Circular to the notice of the eligible employees working under them.
5. Dy. Director (Trg.), DDA, with a request to make required arrangement in Computer Training Room, C-1/317 and Training Hall, C-1/318, 3<sup>rd</sup> Floor, Vikas Sadan for conducting the exam on aforementioned dates.
6. Dy. Director (System), with a request to make required arrangements for conducting the Typing Test for the post of JSA on aforementioned dates and to upload the circular on DDA Website.
7. Dy. Director (Welfare), with a request to make necessary arrangements for refreshment, Lunch etc. at the exam venue on the days of the examination.
8. Dy. Director (Vig.) Admn.-I, with the request to provide the latest VCR status of the eligible candidates with reference to this office even letter no. 2580 dated 09.12.2025.
9. EE/Elect. Div.-11, with the request to ensure proper functioning of CCTV cameras in and outside the exam venue on the day of the examination and uninterrupted power supply at exam venue.
10. EE/SMD-IV, for making necessary arrangements regarding cleanliness and upkeep of Room no. C-1/317 and C-1/318, 3<sup>rd</sup> Floor, Vikas Sadan on the aforementioned dates and necessary arrangements of drinking water.
11. Notice Boards, Vikas Sadan/Vikas Minar.

*Marked*  
*11/11/25*  
**Asstt. Director (P) -III**