

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. PERS/PIII/0010/2024/F2/-AD(I)-(P)-III/Part-(1)/1958

Date:- 04/09/2025


CIRCULAR- 75 /2025

Sub: Re-conducting typing speed test of Ms. Neha, Stenographer Grade-D for the post of Stenographer Grade-C/PA.

With the approval of the competent authority, it has been decided to re-conduct Typing Speed Test of Ms. Neha, Stenographer Grade-D for the post of Stenographer Grade-C/PA in Level-7 in Pay Matrix as per 7th CPC (Pay Band-2 with Grade Pay of Rs. 4600/- in 6th CPC). The details of examination are as under: -

S. No.	Paper	Date	Time	Reporting time	Examination Venue
1.	Typing Speed Test (Duration-10 minutes at the speed of 40 w.p.m. in English)	09.09.2025 (Tuesday)	10:30 A.M. onward	10:00 AM	C-1/317, (Computer Training Room) 3 rd Floor, Vikas Sadan, INA.

- The typing speed test will be conducted as per the SSC CGL/CHSL Module in Soni Typing Tutor Software.
- The official is also directed to collect the admit card from Personnel Branch-III, Room No. 316, 3rd Floor, Vikas Sadan, New Delhi on 08.09.2025.


(Raman Khanna)
Dy. Director (PB)-III

Copy to:

- Official concerned
- SE/ECC-2, Vikas Minar.

Copy for kind information to:-

- OSD to VC, DDA,
- PS to Commissioner (Pers.),
- PS to Director (P)-II, DDA,
- Dy. Director (Trg.), DDA, with a request to make required arrangements in Computer Training Room, C-1/317 3rd Floor, Vikas Sadan, INA, for conducting the Typing Speed test on aforementioned date from 09:30 am to 1:30 pm.
- Dy. Director (Systems), DDA with a request to make required arrangements for conducting the typing speed test on aforementioned date and to upload the circular on DDA website.
- Dy. Director (Vig.)-I/Reservation Cell, DDA
- EE/Elect. Division-11, DDA with the request to ensure proper functioning of CCTV cameras in and outside exam venue on the day of the examination.
- Notice Boards, Vikas Sadan/Vikas Minar, etc.


Asstt. Director (PB)-III