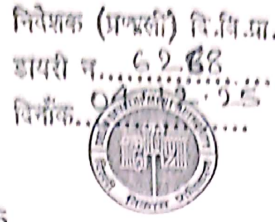


C दिल्ली विकास प्राधिकरण  
प्रशिक्षण विभाग  
सी-1/316, तृतीय तल, विकास सदन,  
आई.एन.ए., नई दिल्ली-110023  
दूरभाष न. 011-2466-1545/1582/1505



DELHI DEVELOPMENT AUTHORITY  
TRAINING DEPARTMENT  
C-1/316, 3<sup>rd</sup> 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, 3<sup>rd</sup> Floor, Vikas Sadan  
INA, New Delhi 110023

**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:-

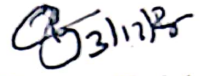
Sr. No.	Subject	Date and Time	Faculty
1.	<b>Paper:- General Hindi</b> Candidates will be expected to write a short Essay in Hindi on one of the specified subjects. The passage for the summary of the Precis may also be set.	05.12.2025 10:00 AM to 1:00 PM	Sh. Inder Kumar Sharma (Ex-Consultant) Mob. 9868527462
2.	<b>Paper:- General English</b> 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 <b>Precis Writing, Drafting, Comprehension, correct use of words, a short essay on any topic, etc.</b>	05.12.2025 02:00 PM to 5:00 PM	Sh. Rohit Mathur, Dy. Director, DDA Mob: 9990141182
3.	<b>Paper:- General Knowledge</b> 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.

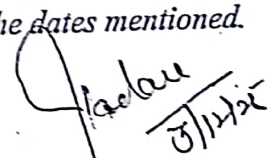
You are further requested to inform the participants regarding the schedule of the Training Programme.

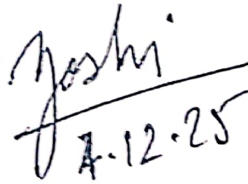
This is issued with the approval of the Competent Authority.

  
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)

  
7.12.25

DD(S) IV

Mr Dax