

DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH - III
B-316, B-Block, 3rd Floor,
INA Vikas Sadan, New Delhi - 110023



दिल्ली विकास प्राधिकरण
कार्यिक विभाग
बी-316, बी-ब्लॉक, तृतीय तल
आई.एन.ए. विकास सदन, नई दिल्ली - 110023

निवेदन (पत्राचार) दि. 17/01/23

3304
20/1/23

No. F1(09)05/PB-III/93

Date: 17/01/2023

CIRCULAR NO.: 03/2023

Sub: Limited Departmental Competitive Examination for the post of Welfare/Personnel Inspector in PB-2 with Grade Pay of Rs. 4600/- (Level-7 in Pay Matrix as per 7th CPC).

In continuation to this office Circular No. 06/2022 dated 10.02.2022, it is notified that the Limited Departmental Competitive Examination for the post of Welfare/Personnel Inspector in the Pay Band-2 of Rs. 9300-34800/- with Grade Pay of Rs. 4600/- (Level 7 in Pay Matrix as per 7th CPC) will be held as per schedule given below:-

S. No.	Detail of Paper/ Venue	Date	Time	Duration of Exam
1.	Paper-III Computer Practical Test Venue: Computer Training Room, Room No. 317, C-1 Block, 3 rd Floor, Vikas Sadan, INA, New Delhi - 110023	17.02.2023 (Friday)	10:30 AM	30 Minutes
2.	Paper-I (Theoretical) Venue: Training Hall, Room No. 318, C-1 Block, 3 rd Floor, Vikas Sadan, INA, New Delhi - 110023	23.02.2023 (Thursday)	09:30 AM to 11:30 AM	2 Hours
3.	Paper-II (Theoretical) Venue: Training Hall, Room No. 318, C-1 Block, 3 rd Floor, Vikas Sadan, INA, New Delhi - 110023	23.02.2023 (Thursday)	12:00 Noon to 02:00 PM	2 Hours

The eligible candidates are directed to collect their admit card from Personnel Branch-III, Room No. 316, 3rd Floor, Vikas Sadan, New Delhi, from 12.02.2023 onwards.

Copy to:

1. All Branch Officers of the Authority with the request to bring the Circular to the notice of the eligible employees working under them.
2. Dy. Director (Trg.), DDA, with a request to make arrangements in Computer Training Room, C-1/317, 3rd Floor, Vikas Sadan, INA, for conducting the Computer Practical Exam, and in Training Hall, Room No. 318, C-1 Block, 3rd Floor, Vikas Sadan, INA, for conducting Paper-I & Paper-II, for the post of Welfare/Personnel Inspector on aforementioned dates.
3. Dy. Director (Systems), DDA, with a request to hold the Computer Practical Test for the post of Welfare/Personnel Inspector on 17.02.2023 as per schedule provided and to upload this circular on DDA's website.
4. P.S. to Commissioner (Pers.) along with the copy of syllabus with the request to get the question papers set and appoint evaluators to evaluate answer sheets for Limited Departmental Competitive Examination for the post of Welfare/Personnel Inspector scheduled to be held on 23.02.2023 (Thursday).
5. P.S. to Director (P-II).
6. EE/Elect. Division-11, with a request to ensure the proper functioning of CCTV cameras in and outside exam venue on the days of the examination.
7. Chief Security Officer, with the similar request and to make necessary arrangement of security personnel.
8. Notice Boards.

(Pankaj Kumar Bhagat)
Dy. Director (PB)-III

Asstt. Director (PB)-III

(1)

SYLLABUS FOR THE TEST OF WELFARE/PERSONNEL INSPECTORSPAPER-I

Time : 2 Hours

Maximum Marks 100

PART-I1. Service Regulations 50 Marks

(a) DDA (Salaries, Allowances & Conditions of Service) Regulation, 1961 now DDA (Conduct Disciplinary & Appeal) Regulations, 1999 Classification Control and Appeal Rules, Leave Rules, Pension Rules etc.

(b) Questions on general subjects viz advances, compassionate appointments, union and consultative machinery, reservations for SC/ST, Physically Handicapped, OBCs, Staff Quarters and other establishment and administrative matters.

PART-II2. General English/Hindi 50 Marks

(a) Writing a paragraph, Note or a letter on the official subject.

(b) Making précis of a given official paragraph.

(c) Translation of a paragraph from English to Hindi and Hindi to English and 10 words in each English and Hindi.

(d) Testing ability of the candidate to write correct English/Hindi in day to day official work.

PAPER-II

Time: 2 Hours

Maximum Marks 75

Part -I 50 Marks)1. General awareness/General Knowledge

The paper will consist of questions on current events including Culture, History, Politics, Elections, Geography, Sports etc.

Part -II (25 Marks)Computer Literacy Test.

- Simple test on Computer Literacy consisting of objective questions (theoretical)

PAPER-III

- Half an hour computer practical test. (25 marks)
(will be conducted separately)

Annexure-I

**APPLICATION FORM FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF WELFARE/PERSONNEL INSPECTOR IN
DELHI DEVELOPMENT AUTHORITY**

Paste recent
passport size
photograph duly
attested

Size: 3.5 x 4.7

Sl. No	Personal Particulars	
1.	Name in Block Letters (as per service book)	
2.	Designation/UID	
3.	Father/Husband's Name	
4.	Date of Birth/due date of Retirement	
5.	Date of initial appointment in DDA/Post	
6.	Present Pay Band with Grade pay/Level in pay matrix as per 7 th CPC, being drawn and date from which being drawn	
7.	Present Place of posting with date	
8.	Educational Qualifications	
9.	Present Residential Address	
10.	Contact No.	
11.	Category (whether belongs to SC/ ST) (If yes, attached self attested copy of certificate)	
12.	Impression of left Thumb	
13.	Details of pending disciplinary/criminal cases/suspension, if any.	

Place: New Delhi

Date:

(Signature of the official)

Name & Designation _____

COUNTERSIGNED BY THE CONTROLLING OFFICER

Certified that the above information is correct as per records. Forwarded for further necessary action please.

Place: New Delhi

Date:

Signature of Branch Officer with office seal