

DY. DIRECTOR (SYSTEMS)-VII
DIARY No. 684
DATE... 30/06/2026

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. F1(13)2018/PB-III/T.T/JSA/ 3004

Date: 29/6/2026

CIRCULAR No. 46 - 2026

In continuation to this office Circular No. 28/2026 dated 08.05.2026 regarding conduct of type-writing test on computer for those Junior Secretariat Assistants who have not qualified type-writing test in Hindi/English at the prescribed speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word) respectively.

2. All such JSAs who have not passed the Type-writing test so far are directed to mandatorily appear in the said type-writing test.
3. It is also notified that the Type-writing test has been tentatively scheduled on 13.07.2026 (10:00 A.M. onwards) at Computer Training Room of DDA situated in C-1/317, Third Floor, Vikas Sadan.
4. The typing test will be conducted in Soni Typing-Tutor Software.

This is issued with the approval of the Competent Authority.

Handwritten signature
29/6/26
(Pushap Lata Handa)
Dy. Director/PB-III

Copy forwarded to:

1. All Sections Heads/Divisional Heads for bringing it to the notice of the officials working under them.
2. DD(Systems) with request to upload the same on DDA's website.
3. Notice Board.

Handwritten signature
1/7/26

Handwritten signature
Sr. Secy, Systems

Handwritten signature
29/6/26
Asst. Director/PB-III