

DY. DIRECTOR (SYSTEMS)-VII

DIARY No. 1108

DATE 21/09/2026

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. F6(03)2019/PB-III/SSA Exam/Part/ 3985

Date: 18/9/2026

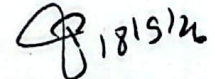
CIRCULAR NO. 79/2026

Sub.: Training of applicants for Limited Departmental Examination-2026 for the post of Senior Secretariat Assistant (SSA).

In continuation to Circular No. 55/2026 dated 16.07.2026, all applicants (as mentioned in Annexure-A) are directed to attend the training programme for all papers of the LDE, as from 21.09.2026 to 24.09.2026 at C-1/318, 3rd Floor, Vikas Sadan as per the Training Schedule (mentioned at Annexure-B) i.e. the Training Department letter dated 18.09.2026.

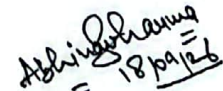
2. All eligible candidates are also directed to intimate the Training Department/PB-III regarding discrepancy, if any, found in their contact no.

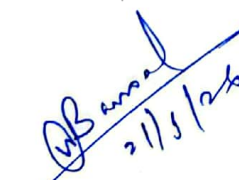
Encl: Annexure-A & Annexure-B.


Dy. Director (PB)-III
(L.O.)

Copy to:-

1. PS to Commissioner(Pers.) for information.
2. PS to Director(P)-I for information.
3. All Branch Officers of the Authority with request to bring this Circular to the notice of the employees working under them.
4. Dy. Director(Systems)/(PMIS) with a request to upload the same on DDA website.
5. Dy. Director(Training)
6. Notice Boards.


Asst. Director(PB)-III
(L.O.)


21/9/26

21/9/26
SN. Dev, Engineer

DETAILS OF APPLICANTS/JSAs FOR LIMITED DEPARTMENTAL EXAMINATION FOR THE POST OF SSA

S.NO.	NAME	S/W/D/O	PLACE OF POSTING	CONTACT NO.
1	ANIL KUMAR	LT. RAM ASHISH RAI	SR. AO/ESTT./GAZT.	9871585592
2	DILIP KUMAR NAIR	LT. SH. INDUKALADHARAN NAIR	SR. AO/CONTINGENCY	9555466066
3	KAMAL	LT. SH. MADAN LAL	CLA/LD	9990787971
4	KHURRAM	LATE SH. ANSAR HUSSAIN	MEDICAL CARD SECTION	9810573969
5	MANISHA KUKRETI	SH. PRAVESH KUKRETI	LAND POOLING, PITAMPURA	7042928899 7011552219
6	MANOJ KAUSHIK	LT. SH. SUBHASH KAUSHIK	HD-IV	9716224901
7	MOHIT KUMAR	SH. GANGA PRASAD	R & D MAIN BRANCH	9971598181
8	MUKESH KUMAR JHA	LT. SH. VINOD JHA	HCD-01	7982078126
9	NEELAM SINGH	SH. PIYUSH SINGH	SA & GR	8840900712
10	NIKESH KUMAR	LT. SWAMINATH SINGH	CASH MAIN	9811144378
11	POOJA PALIWAL	LT. SH. B.D. PALIWAL	EE(VIGILANCE-1 & 3)	9717722304
12	RAHUL KUMAR SHARMA	LT SH. DAVENDER SHARMA	LIG/HOUSING	9958245271
13	RAJNEESH KUMAR	LT. SH. RAM KUMAR RANA	CAU/DWARKA	9871930726
14	RAKESH KUMAR	LT. SH. MAHENDRA SINGH	DD(PLG.)MPMR-I	9536361024

15	RAM KUMAR	LT. SH. BALBIR SINGH	DY. DIR(DIGITIZATION CELL)	8860758991
16	RAVINDER SINGH	LT. SH. SWAROOP SINGH	COMMUNICATIONS DEPTT.	8700847399
17	SACHIN KUMAR	LT. KRISHAN PAL SINGH	ADD. COMMISSIONER (L S)	9213509311
18	SUNIL	LT. SH. LEELARAM	O/O CE/EZ	9910204757
19	SUNIL KUMAR	LT. SH. RATTAN SINGH	EE/DMD-II	9718204097
20	SURESH KUMAR	LT. SH. SURAJ PAL	MEDICAL CELL	9891205148
21	USHA	LT. SH. KHUSHAL SINGH	PB-V	9910800235
22	VIJAY LAXMI	LT. SH. SURESH KUMAR	UNDER POSTING PB-III	9255047828
23	VIKAS	LT. SH. AZAD SINGH	LAB/ROHINI	9467170252
24	VISHAL SHARMA	LT. PRAMOD KUMAR SHARMA	P & C BRANCH	9899287195
25	VIVEK	SH. OM PRAKASH	ACCOUNTS GENERAL HOUSING	9910057551
26	YOGESH KUMAR SHARMA	LT. SH. KRISHANDUTT SHARMA	HCD-8	7982309298

दिल्लीविकासप्राधिकरण
प्रशिक्षणविभाग
सी-1/316, तृतीयतल, विकाससदन,
आई.एन.ए., नईदिल्ली-110023
दूरभाषन. 011-2466-1545/1582/1505



DELHI DEVELOPMENT AUTHORITY
TRAINING DEPARTMENT
C-1/316, 3RD FLOOR, VIKAS SADAN
INA, NEW DELHI-110023
Ph. No. 011-2466-1545/1582/1505

No. PERS/TRG/0004/2023/F1/-AD(TRAINING DEPTT.)/585

Dated: 18/09/2026

To,

The Dy. Director (PB)-III
B-Block, 3rd Floor, Vikas Sadan
INA, New Delhi 110023

Sub: Training Programme for applicants/JSAs for Limited Departmental Competitive Examination-2026 for the post of Senior Secretariat Assistant (SSA).

Please refer to your letter No. F6(03)2019/PB-III/SSAExam/Part/3789 dt, 09.09.2026 regarding Training Program for 26 applicants of the Limited Departmental Examination-2026 for the post of Senior Secretariat Assistant (SSA).

2. In this regard, the Training Department has prepared a Training Schedule (theoretical) for the applicants as per the syllabus attached to the above-said letter. The details of the Training Schedule are as under:-

S. No.	Subject	Date & Time	Name of the Faculty
1.	General Question on DDA i.e. its history, objectives functions etc hierarchy and organization.	21.09.2026 10: 00 AM to 01:00 PM	Sh. Harish Chand Sharma Dy. Director (PMAY) Mob-7042361509 E-mail: Harishshr70@gmail.com
2.	General Question on functioning of the Housing Department, Lands Department, Land Management Department etc.	21.09.2026 02:00 PM to 05:00 PM	Sh. Harish Chand Sharma Dy. Director (PMAY) Mob-7042361509 E-mail: Harishshr70@gmail.com
	Self Study Time	21.09.2026 05:00 PM to 06.00 PM	
3.	General Question relating to service/conduct rules, Calculation of leave, reservation, benefits for SC/ST/OBC, retirement benefits, disciplinary proceedings/rules.	22.09.2026 10: 00 AM to 01:00 PM	Sh. Rohit Mathur, Dy. Director, DDA Mob: 9990141182 Email: rohit.mathur2050@gov.in
4.	General English • Test of Drafting/Noting Skills • Writing a paragraph, note latter on any official subject. • Précis writing of an official note and suggesting alternative proposals for decision making. • Choosing the correct/appropriate word, translation of a paragraph from English to Hindi or vice-	22.09.2026 02:00 PM to 05:00 PM	Sh. Rohit Mathur, Dy. Director, DDA Mob: 9990141182 Email: rohit.mathur2050@gov.in

	versa • Writing ability by correcting a given paragraph, sentence formation, correct usage, pair of words etc.		
	Self Study Time	22.09.2026 05:00 PM to 06.00 PM	Self Study Time
5.	Simple Arithmetic question with calculation of interest, area, ratios, averages, percentages etc.	23.09.2026 10: 00 AM to 01:00 PM	Sh. Sudhir Kumar, Asstt. Section Officer, DDA Mob.- 8860249126
6.	General Hindi • Test of Drafting/Noting Skills • Writing a paragraph, note latter on any official subject. • Précis writing of an official note and suggesting alternative proposals for decision making. • Choosing the correct/appropriate word, translation of a paragraph from English to Hindi or vice-versa • Writing ability by correcting a given paragraph, sentence formation, correct usage, pair of words etc.	23.09.2026 02:00 PM to 05:00 PM	Sh. Inder Kumar Sharma, (External Faculty) Mob. 8376909647
	Self Study Time	23.09.2026 05:00 PM to 06.00 PM	
7.	General Knowledge, General awareness and General Knowledge of current events.	24.09.2026 10: 00 AM to 01:00 PM	Sh. Pawan Kumar Sr. Translator Mob-9813126465 E-mail: Pawansr77@gmail.com
8.	Preventive Vigilance	24.09.2026 02:00 PM to 04:00 PM	Sh. Ashwani Kumar Bhalla, Dy. Director (Retd.) Mob.- 9818897974
	Self Study Time	24.09.2026 04:00 PM to 06.00 PM	
9.	Computer Literacy	Date will be decided by Dy. Director (Sys.)	Faculty will be decided by Dy. Director (Sys.)

The venue of the above-mentioned Training Schedule will be the C-1/318, third floor, C-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) / L.S.

Copy to:

1. Commissioner (Pers. & Trg.) for information only.
2. Director (Trg.), for information only.
3. Dy. Director (System), with the request to make arrangements for Computer Literacy Programme and inform directly to DD (PB)-III and a copy to this office.
4. Chief Security Officers: With the request to allow the vehicle of Guest Faculty(s) to park the vehicle in the officers parking of Vikas Sadan for the above-mentioned date.
5. Dy. Director (Welfare), to arrange the refreshments and lunch for the 26 participants & Faculty on the said dates.
6. Concerned Faculty(s) with the request to deliver lectures to the participants as per the dates mentioned in the Training Schedule.

P Agarwal
17/09/26
Asst. Director (Training)