

CIRCULAR NO.- 89 /2025

A Departmental Competitive Examination to fill up 119 posts of J.S.A (UR-87, SC-20, ST-12 & PwBD-04) in PB – I of Rs 5200-20200 with Grade Pay Rs. 1900/- revised to level 2 in the pay matrix 7<sup>th</sup> as per 2 CPC under 15% Test Quota is proposed to be held in last week of November (Tentative). The result will be prepared on the basis of merit maintaining the inter-se-seniority among the qualified candidates.

All Group “C” regular employees (working in GP-1800 in Pay Band-I as per 6<sup>th</sup> CPC) having 02 years of regular service in the grade with minimum qualification of 12<sup>th</sup> Class Pass or equivalent from recognized Board or University as on 01.01.2025 are eligible to appear in the written examination for the post of JSA. Those eligible employees who desire to appear in the said examination, may submit their application through their concerned Branch Officer verifying the details given in the Performa as mentioned in **Annexure-I** along with three recent passport size photograph (one photograph duly attested by concerned DDO/Branch Officer to be pasted on the application and two photographs unattested). The attested copy of certificate of physically handicapped/caste certificate is also required to be submitted as applicable. Applications are to be sent to the Assistant Director (P)-III, DDA, B-Block, 3<sup>rd</sup> Floor, Room No. 316, INA, Vikas Sadan, New Delhi latest by **27.10.2025**.

Applications having incomplete particulars or received after the due date shall not be entertained.

The schedule of training will be notified separately. Syllabus for the said exam is also enclosed as **Annexure-II**.

Minimum qualifying marks for General Category candidates is 45. The SC/ST/PwBD candidates will be eligible for relaxation of 5 marks (i.e. 5% of 100 marks).

Only those candidates who qualifies the typing test will be eligible for promotion to the post of JSA.



**Dy. Director (P) – III**

Encl : Annexure – I  
Annexure-II

Copy to

1. All Department Heads.
2. OSD to VC
3. PS to VC/EM/FM
4. PS to Pr. Commissioner/Secy./All Commissioners/CVO/CLA
5. All Branch Officers of the Authority with the request to bring this circular to the notice of the Group "C" Regular employees working under them and to forward their application latest by 27.10.2025.
6. Dy. Director (System) with the request to upload the same on DDA website.
7. Notice Board, Vikas Sadan/Vikas Minar.
8. Reservation Cell

  
**Asstt. Director (P) -III**

**Annexure-I**

Paste recent  
passport size  
photograph duly  
attested

Size : 3.5 x 4.7

**APPLICATION FORM FOR LIMITED DEPARTMENT COMPETITIVE  
EXAMINATION-2025 FOR THE POST OF JUNIOR SECRETARIAT  
ASSISTANT**

Sl. No.	Personal Particulars	To be filled up by candidate in the own handwriting
1.	Name in Block letters	
2.	Designation	
3.	Father/Husband's Name	
4.	Date of Birth/Retirement	
5.	Date of initial appointment in DDA and post	
6.	Date of joining as Group 'C' (previously Group 'D') Regular employee in DDA and total Service as Group 'C' employee as on 01.01.2025	
7.	Present pay band with grade pay	
8.	Present Place of posting with date	
9.	Educational Qualifications	
10.	Present residential address	
11.	Contact No.	
12.	Category (whether SC/ST/OBC) (If yes, attach self-attested copy of certificate)	
13.	Impression of left Thumb	
14.	Details of pending disciplinary/ criminal cases/suspension, if any	

Place: New Delhi

Date:

(Signature of the official)

Name & Designation \_\_\_\_\_

**COUNTER SIGNATURE OF THE CONTROLLING OFFICER FORWARDING APPLICATION**

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)

*Handwritten signature*  
26/9/25

**SYLLABUS FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION-  
2025 FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT**

**MAX MARKS:100**

**TIME: 2.30 HOURS**

**Paper-I**

**Part-I**

General English

Question will be designed to test the candidates 'Knowledge of English, Grammar and Composition and generally their power to understand and ability to write correct English. The paper may include Precis Writing, Drafting, Comprehension, correct use of words, short essay on any topic etc.

**Part-II**

General Knowledge

Question will be aimed at testing the candidates general awareness of 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 every day 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 question on salient features of the Constitution of India, Indian Economics and Social problems, etc.

**Part-III**

General Hindi

Candidates will be expected to write a short Essay in Hindi on one of the specified subject. The passage for summary of Precis may also be set.

**Note:-**

"The questions on General English shall be answered in English only. The questions on General Hindi shall be answered in Hindi only. The questions on General Knowledge may be answered in English or Hindi".

**Paper-II**

**Typing Test**

A typing 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/9000KDPH on an average of 5 key depressions for each word).

*Unkey*