

No. F1(09)05/PB-III/Pt./ 785

Date 24/2/2026

CIRCULAR NO.: 12 /2026

Sub: Limited Departmental Competitive Examination-2025 for the post of Welfare/Personnel Inspector.

In continuation to this office Circular No. 116/2025 dt. 19.11.2025 on the subject mentioned above, the following is notified:

TRAINING SCHEDULE

All applicants as per Annexure-I are directed to attend the training programme for LDCE-2025 as appended:

- (i) **Part-II of Paper-II and Paper –III** from 24.02.2026 to 27.02.2026 & 02.03.2026 as per the training schedule mentioned at Annexure-II i.e. the Systems Department Letter dt. 23.02.2026.
- (ii) **The Schedule for Paper I and Part-I of Paper II** shall be intimated shortly.

QUALIFYING CRITERIA

- (i) As per the scheme of the examination, the syllabus for paper-I, Paper-II and Paper-III having total marks of all the papers i.e. 200 instead of 250 as the provision of interview was dispensed and the same was adopted in earlier examinations (Annexure-III).
- (ii) The candidate is required to secure 40% marks in each of the three papers and the aggregate marks should not be less than 45%.
- (iii) The SC/ST candidates will be eligible for relaxation of 10 marks. The relaxation will not only cover the aggregate pass marks to be obtained but also marks of individual papers. In any case, relaxation of marks will not exceed 10 marks.

All eligible candidates are directed to intimate the Training Department/PB-III regarding discrepancy, if any, found in their details.

This is issued with the Approval of Competent Authority.

Encl.: Annexure-I, II & III.


(Pushap Lata Handa)
Dy. Director (PB)-III

Copy to:

1. P.S. to Pr. Commissioner (Pers.)/Commissioner (Pers.)/Director (P)-I, DDA.
2. All concerned Branch Officers of the Authority with the request to bring the Circular to the notice of the eligible employees working under them.
3. Dy. Director (Systems), DDA, with a request to upload the same on DDA website. i.e.dda.gov.in as under:
About us → Organisation → Personnel → Promotion/Dept. Exams → Promotions by LDCE → Exam Circular
4. Notice Boards, Vikas Sadan/Vikas Minar, etc.


(Pushap Lata Handa)
Dy. Director (PB)-III

ANNEXURE-I

LIST OF 04 CANDIDTATES DIRECTED TO ATTEND THE TRAINING FOR THE LDCE-2025 FOR THE POST OF WELFARE INSPECTOR					
S.No.	Name	Father/Husband Name	UID	Designation	Place of posting
1	Ashish Kumar	Lt. Sh. Ramesh Babu	331090	SSA	Land Disposal (Coordination)
2	Rauf Ahmed	Lt. Sh. Amir Ahmed	512065	SSA	HCD-10/DDA
3	Rishab	Sh. Om Pal Singh	332056	SSA	SE/NCC-1, Jhandewalan
4	Manisha Srivastava	Sh. Prashant Saxena	406281	SSA	Security Cell



DELHI DEVELOPMENT AUTHORITY

[O/o DD(S)-IV, SYSTEMS DEPARTMENT,
VIKAS SADAN, NEW DELHI-110023]

Phone:24698564/24661110,

E-mail: ddsystems3@dda.org.in;

Dy. No. 1565
Date 24/02/2026
PB-III

File Subject: SYS/DDS3/0001/2024/F3/CTDE-O/o DD(SYSTEMS III)/ Date: 23-02-2026
Computer No: 77674

Physical File No. F1(2)2009/CC/Part/

Subject: Training of applicants for LDCE-2025 for the post of Welfare/Personnel Inspector

Reference:

1. F1(09)05/PB-III/508 dated 12.02.2026 & Circular No. 116/2025 dated 19.11.2025

This has the reference of F1(09)05/PB-III/508 dated 12.02.2026 regarding availability of Training Hall for Training of applicants for LDCE-2025 for the post of Welfare/Personnel Inspector, received in Systems Department.

Accordingly, the schedule for conducting Training of applicants for LDCE-2025 for the post of Welfare/Personnel Inspector is as under:

Batch (1)		Timings for all days: 10:00 AM - 5:30 PM	
Date	Subject	Faculty	
24.02.2026	Fundamental of computers	Sh. Tapesh Kumar Shukla, AD(Systems)	
25.02.2026	Introduction of MS Word (With advanced concepts)	Smt. Archana Mathur, Programmer	
26.02.2026	MS Excel	Sh. Deepak K. Jha, AD(Systems)	
27.02.2026	MS PowerPoint	Sh. Madan, Programmer	
02.03.2026	E-Governance: e-Office, DDA Mobile App/Software etc. pertaining to office working.	Smt. Archana Arora, DD(Systems)	

Note: Candidates willing to attend training with their laptop may contact Personnel/Training Department for the necessary approval in the matter.

This is being issued in consultation with Commissioner(Systems).

[Signature]
23/02/2026

Dr. J.K. Pandey
DD (System)-IV

[Signature]
23/02/2026
Deepak Solanki
AD(Min./System)

To,

1. DD(Training)
2. All above faculty members

Copy for kind info. to:

1. Commissioner(Systems)
2. Director(Systems), Director(PB)-I, Director(Training)
3. DD(PB)-III, DD(Systems)-I,II,III,V,VI

4. Sh. Navegh, EO TL for e-office training on 22/2/26.

[Signature]
DD/P-III

[Signature]
23/2/26

[Signature]
Mukesh
24/2/26
DD/W2

Director (Pers.) H
Duty No. 933
Date 23.02.2026

-418/c-

Annexure-II

SYLLABUS FOR THE TEST OF WELFARE/PERSONNEL INSPECTORS**PAPER-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.
(will be conducted separately)

(25 marks)

ELIGIBILITY FOR INTERVIEW

Maximum Marks 50

Those candidates who qualify the written test as well computer test with 40% in each paper and 45% aggregate will be eligible for Interview.