

DELHI DEVELOPMENT AUTHORITY  
PERSONNEL BRANCH – III  
B-316, B-Block, 3<sup>rd</sup> 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(09)05/PB-III/Pt./ 1195

Date: 2 / 3 / 2026

CIRCULAR NO.: 13 / 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, all applicants as per Annexure-I are directed to attend the training programme for LDCE-2025 for **Paper I and Part-I of Paper II**, on 06.03.2026 and 09.03.2026 (10:30 AM to 1:30 PM) & (2:30 PM to 5:30 PM) at C-1/317-318, 3<sup>rd</sup> floor, Vikas Sadan as per the Training Schedule mentioned at Annexure-II i.e Training Department's letter dt. 27.02.2026.

2. 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.**

  
(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](http://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 CANDIDATES 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<br>Srivastava | Sh. Prashant Saxena | 406281 | SSA         | Security Cell                |

ANNEXURE-II

Dy. No. 1788

Date 21/3/26

PB-III

दिल्ली विकास प्राधिकरण

प्रशिक्षण विभाग

सी-1/316, तृतीय तल, विकास सदन,

आई.एन.ए., नई दिल्ली-110023

दूरभाषन. 011-2466-1545/1582/1505



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

No. F1(12)2020-21/Trg./DDA

PERS/TRG/0004/2022/F1/-AD(TRAINING DEPTT.)/355

Dated:- 27/02/2026

To,

The Dy. Director (P)-III  
B-Block, 3<sup>rd</sup> Floor, Vikas Sadan  
INA, New Delhi-110023

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

This has reference to your letter F1(09)05/PB-III/508 dated 12.02.2026 regarding the Training Programme of applicants for Limited Departmental Competitive Examination 2025 of 04 (Four) participants for the post of Welfare/Personnel Inspector.

2. Training Department has prepared the Training Programme to be held at C-1/317-318, 3<sup>rd</sup> Floor, Vikas Sadan for the applicants as per the syllabus enclosed with your above-referred letter, which is as follows:-

| Sr. No. | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date & Time                          | Name of the Faculty                                              |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------------------------------------|
| 1.      | <b>Service Regulations</b><br>a) DDA (Salaries, Allowances and Conditions of Service) Regulation, 1961 now DDA (Conduct Disciplinary and Appeal) Regulation, 1999 Classification Control and Appeal Rules Leave Rules, Pension Rules Etc.<br>b) Question on general subject viz advances, compassionate appointment union and consultative machinery, reservation for SC/ST, Physically Handicapped, OBC's, Staff Quarters and other establishment and administrative matters. | 06.03.2026<br>(10:30 AM to 01:30 PM) | Sh. B.P. Bandhuni,<br>(External Faculty)<br>Mob: 9868458430      |
| 2.      | <b>General Hindi</b><br>a) Writing a paragraph, Note or Letter on the official subject.<br>b) Making precis of a given official paragraph,                                                                                                                                                                                                                                                                                                                                     | 06.03.2026<br>(2:30 PM to 05:30 PM)  | Sh. Indra Kumar Sharma,<br>(External Faculty)<br>Mob: 8376909647 |

Hd  
21/3/26

AD - Muker 21/3/26



|    |                                                                                                                                                                                                                                                                                                                                                                         |                                            |                                                       |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------|
|    | c) Translation of a paragraph from English to Hindi and Hindi to English and 10 words in each English and Hindi.<br>d) testing the ability of the candidate to write correct English/Hindi in day-to-day official work.                                                                                                                                                 |                                            |                                                       |
| 3. | <b>General Awareness/ General Knowledge</b><br>The paper will consist of questions on current events including Culture, History, Politics, Elections, Geography, Sports, etc.                                                                                                                                                                                           | 09.03.2026<br>(10:30 AM to 01:30 PM)       | Sh. Pawan Kumar,<br>Sr. Translator<br>Mob: 9813126465 |
| 4. | <b>General English</b><br>a) Writing a paragraph, Note or Letter on the official subject.<br>b) Making precis of a given official paragraph,<br>c) Translation of a paragraph from English to Hindi and Hindi to English and 10 words in each English and Hindi.<br>d) testing the ability of the candidate to write correct English/Hindi in day-to-day official work. | 09.03.2026<br>(2:30 PM to 05:30 PM)        | Sh. Pawan Kumar,<br>Sr. Translator<br>Mob: 9813126465 |
| 5. | <b>Computer Literacy Training</b>                                                                                                                                                                                                                                                                                                                                       | 24.02.2026 to 02.03.2026 by Systems Deptt. | Faculty was decided by the Systems Deptt.             |

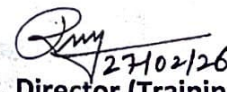
3. You are further requested to direct the participants to attend the Training Programme accordingly.

This is issued with the approval of the competent authority.

  
27/2/26  
Dy. Director (Training)

Copy for kind information to

1. Commissioner (Pers. & Trg.) for the information of latter.
2. PS to Director (Trg.).
3. Dy. Director (System).
4. Dy. Director (Welfare), to arrange the refreshments and lunch for the 04 participants & Faculty on the said dates.
5. Faculty Concerned with the request to deliver lectures to the participants as per the dates mentioned in the Training Schedule.
6. AD (PMIS), DDA.
7. Guard File.

  
27/02/26  
Asstt. Director (Training)