



F1(09)05/PB-III/Pt. / 1155

Date: 19/09/2024

CIRCULAR NO. 37/2024

Sub: Limited Departmental Competitive Examination-2024 for the post of Welfare/Personnel Inspector .

The Limited Departmental Competitive Examination (LDCE) 2024 to fill up the vacant posts (UR=5, SC=0, ST=0) of Welfare/Personnel Inspector in the PB-2 of Rs. 9300-34800/- with Grade Pay Rs. 4600/- (Level-7 in the Pay Matrix as per 7th CPC) is proposed to be held in Delhi Development Authority.

2. The officials working in DDA in the Pay Band-1 of Rs. 5200-20200/- with the Grade Pay of Rs. 2400/- (Level 4 in Pay Matrix as per 7th CPC) and above with 3 years of regular service as on 01.01.2024 in respective grade and not above 45 years of age on 01.01.2024, are eligible to appear for the LDCE-2024 for the post of Welfare/Personnel Inspector. Those who are eligible and are desirous to appear in the said LDCE-2024 may submit applications through their concerned Controlling Officers (Level of Dy. Director and above), giving their particulars in the Proforma attached at **Annexure-I** along with (02) recent passport size photographs (one photograph duly attested by the concerned Controlling Officer to be pasted on the application). The application should be submitted to the office of the Assistant Director (PB)-III, DDA, B-Block, 3rd Floor, Room No. 316, Vikas Sadan, INA, New Delhi **latest by 05:00 PM 08.10.2024.**

Applications not containing the complete particulars as per Annexure-I attached, or received after due date shall not be entertained.

The eligible candidates will be informed separately about the training programmes, in any, proposed to be held on the subject contained in the syllabus (**Annexure-II**).

The inter-se-seniority of the selected candidates will be decided on the basis of merit i.e. marks obtained in the examination.

Encl.: Annexure-A & Annexure-B.

कार्मिक शाखा

Personnel Branch

Manish
19/09/2024
(Manish Kumar Singh)
Dy. Director (PB)-III

Copy to:

1. All HoDs, DDA.
2. OSD to VC
3. PS to EM/FM/Member (Admin & LM), DDA
4. PS to Pr. Commr.(P)/ Commr.(Pers.)/CCS/CVO, DDA
5. Secretaries, Sports Complexes
6. All Branch officers of the Authority with the request to bring this circular to the notice of the employees working under them and to forward their application so as to reach this office **latest by 05:00 PM on 08.10.2024**
7. Dy. Director (Systems), with a request to upload the same on DDA website.
8. Dy. Director (Welfare)/Vig-I
9. Notice Boards, Vikas Sadan/Vikas Minar, etc.

Manish
19/09/2024
Asstt. Director (PB)-III

Annexure-I

**APPLICATION FORM FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION
FOR THE POST OF WELFARE/PERSONNEL INSPECTOR IN
DELHI DEVELOPMENT AUTHORITY**

Paste recent
passport size
photograph duly
attested

Size: 3.5 x 4.7

Sl. No	Personal Particulars	
1.	Name in Block Letters (as per service book)	
2.	Designation/UID	
3.	Father/Husband's Name	
4.	Date of Birth/due date of Retirement	
5.	Date of initial appointment in DDA/Post	
6.	Present Pay Band with Grade pay/Level in pay matrix as per 7 th CPC, being drawn and date from which being drawn	
7.	Present Place of posting with date	
8.	Educational Qualifications	
9.	Present Residential Address	
10.	Contact No.	
11.	Category (whether belongs to SC/ ST) (If yes, attached self attested copy of certificate)	
12.	Impression of left Thumb	
13.	Details of pending disciplinary/criminal cases/suspension, if any.	

Place: New Delhi

Date:

(Signature of the official)

Name & Designation _____

COUNTERSIGNED BY THE CONTROLLING OFFICER

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

Annexure-II

SYLLABUS FOR THE TEST OF WELFARE/PERSONNEL INSPECTORS

Time : 2 Hours

PAPER-IPART-I

Maximum Marks 100

1 Service Regulations
Marks

50

(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.