

निदेशक (प्रशासकी) वि.वि.प्रो.

अयरी नं. 3990 दिल्ली विकास प्राधिकरण
प्रशिक्षण विभाग
सो-1/316, तृतीय तल, विकास सदन,
आई.एन.ए., नई दिल्ली-110023
दूरभाष नं. 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/0001/2022/F1-AD(TRAINING DEPTT.)/35

Dated:- 11.03.2025

To,

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

Sub: Training Programme for applicants/SSAs for Limited Departmental Competitive Examination for the post of Assistant Section Officer (ASO).

This is in continuation to this office letter dt. 06.03.2025 on the subject cited above. In this regard, it is submitted that Due to the celebration of International Women's day on 07.03.2025 in DDA Vikas Sadan, the auction hall of D-Block was not available. Therefore, the training program for the SSAs for LDCE for the post of ASO on 07.03.2025 has been postponed and the new date for the said lectures will be 13.03.2025. The details is as under:-

Sr. No.	Subject	Date and Time	Faculty
1.	General Hindi e) Writing a paragraph, Note, or letter on the Official subject. f) Making précis of a given official paragraph. g) Translation of a paragraph from English to Hindi and Hindi to English and 10 words in each English and Hindi h) Testing the ability of the candidate to write correct English/Hindi in day-to-day	13.03.2025 (Revised Date) 11:00 AM to 1:30 PM	Sh. Parvesh Tyagi, AD (OL) (Retd.), DDA Mob. 9810954952
2.	Official definitions, abbreviations, and delegation of various types of powers to the officers of the DDA viz administrative, financial, management and disposal of properties.	13.03.2025 (Revised Date) 02:30 PM to 5:00 PM	Sh. Rajinder Singh, AO (Retd.), DDA Mob: 8126772141

The venue of the above said Training Schedule will be Auction Hall, Ground Floor, D-Block, Vikas Sadan.

You are further requested to inform the participants regarding the schedule of the Training Programme.

11/3/25

(Raman Khanna)

Dy. Director (Training)

Copy for kind information to:

1. PS to Commissioner (Pers. & Trg.)
2. PS to Director (Training)
3. Dy. Director (Sys.) with the request to make arrangements for Computer Literacy Programme & upload the schedule on DDA's website (Personnel>Training).
4. Exec. Engineer, SMD-4 for booking of Auction Hall, Ground Floor, D-Block for above mentioned dates of Training Schedule
5. Faculty concerned with a request to deliver lectures to the participants on the dates mentioned.

11/3/25

Dy. Director (Training)

