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दिल्ली विकास प्राधिकरण (कार्मिक शाखा)-III बी-316, तीसरी मंजिल, विकास सदन, आईएनए, नई दिल्ली 110023 फ़ोन नंबर 011-24661188/1189		DELHI DEVELOPMENT AUTHORITY (PERSONNEL BRANCH)-III B/316, 3 rd FLOOR, VIKAS SADAN, INA, NEW DELHI 110023 Ph No. 011-24661188/1189
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PERS/PIII/0004/2024/FS/-AD(PB-III)|1458

Date: 29/11/2024

CIRCULAR NO: 49/2024

A Limited Departmental Competitive Examination (LDCE) for promotion from Senior Secretariat Assistant(SSA) to Assistant Section Officer(ASO) in the Level-7 of pay matrix as per 7th CPC (Grade Pay of Rs. 4600/-) (PB-2 of Rs. 9300 – 34800) is proposed to be held shortly.

2. The Senior Secretariat Assistants (SSAs/UDCs) having completed 03 years' regular service as on 01.01.2023, 01.01.2024 and 01.01.2025 are eligible to appear in the written exam for the post of Assistant Section officer.
4. The Applications should be forwarded through proper channel to the office of Dy. Director (P)-III, DDA, B-Block, 3rd Floor, Room No-316, INA, Vikas Sadan, New Delhi latest by 05:00 PM on 24.12.2024 as per the following guidelines: -
 - a. The complete filled Application Form duly forwarded through his/her concerned Branch Officer who will verify the details given in the Pro-forma (**Annexure-I**).
 - b. Three recent colour passport size photographs (one photograph pasted on form duly attested by the concerned Controlling Officer and two photographs unattested).
 - c. The SC/ST applicant should also submit the self-attested photocopy of the caste certificate.
 - d. The PwBD applicant should also submit the self-attested photocopy of the certificate.
 - e. Applications having incomplete particulars or received after the due date and time shall not be entertained.
5. The schedule of Pre-Promotional Training/Computer Training will be notified separately. The syllabus for the above exam is enclosed herewith (**Annexure-II**).
6. SC/ST candidate will be eligible for relaxation of 20 marks. This relaxation will cover not only the passing marks to be given in aggregate but will be inclusive of the passing marks given in each individual paper so that the total number of marks covered by such relaxation shall not exceed 20 marks.
7. The PwBD candidate will be eligible for the same relaxation as applicable for the SC/ST candidate.
8. This may be treated as Notice of the Limited Departmental Competitive Examination for the post of Assistant Section Officer and the date of the said examination will be intimated later on a short notice.
9. Further, this examination will be conducted along with the LDCE already notified vide Circular No. 45/2024 dated 25.10.2024 as One Exam. The SSAs who are eligible as per Circular No. 45/2024 and have already submitted their applications, need not to re-submit their applications.

10. Some key points regarding LDCE: -

- A. **Declaration of results** - A common result will be declared for all the candidates. Further, year-wise merit lists for the separate crucial dates of eligibility (01.07.2022, 01.01.2023, 01.01.2024 and 01.01.2025) i.e. four separate merit lists will be declared.
- B. **Calculation of vacancies** - The vacancies for the LDCE (with crucial date 01.07.2022) notified vide Circular No. 45/2024 dated 25.10.2024 has now been revised and is **175** **{(UR-136, SC-26, ST-13) including PwBD-7(VH-2, HH-2, OH-2, others-1)}**. The aforesaid vacancies will be filled with successful Candidates who were eligible till July, 2022. The remaining vacancies will then be carried forward for filling up with successful candidates who were eligible in 01.01.2023 and so on.
- C. **Seniority List** - The successful candidates will be placed in the seniority list as per the marks obtained by them in their respective year-wise merit list. The successful candidates who were eligible as on 01.07.2022 will be placed above the successful candidates who were eligible as on 01.01.2023 and so on..
- D. Further, no separate examination will be conducted for the unsuccessful candidates in the year 2025. All unsuccessful candidates(s) will be eligible for the LDCE-2026 and onwards.

11. This notification is being issued as an addendum to the Circular no. 45/2024 dt. 25.10.2024.

Note: - The SSAs (Candidates) should clearly understand that this is a competitive and not a qualifying examination. The number of SSAs to be included in Select List/Merit List on the result of the examination is entirely within the competence of the Authority to decide. No candidate will therefore have any claim for inclusion in the Select List/Merit List on the basis of his/her performance in this Examination as a matter of right.

Encls.: - Annexure-1, Annexure-II.

Manish
29/11/2024
(Manish Kumar Singh)
Dy. Director (P)-III

Copy to: -

1. All HoDs, DDA
2. O.S.D. to Vice-Chairman, DDA
3. P.S. to VC/EM/FM
4. PS to Pr. Commr. (P)/Commr. Cum Secy./ CVO/CLA/All Commissioners
5. 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 5.00 PM on 24.12.2024.
6. Dy. Director (Systems) is requested to upload the same on DDA's Website & Notice-Board of E-office.
7. SC/ST Association/Organization.
8. Notice Boards, Vikas Sadan/Vikas Minar/E-office Notice Board etc.

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29/11/2024
Asstt. Director (P)-III

Annexure-I

APPLICATION FORM FOR LIMITED DEPARTMENT COMPETITIVE EXAMINATION-2023, 2024 and 2025 FROM THE POST OF SENIOR SECRETARIAT ASSISTANT TO THE POST OF ASSISTANT SECTION OFFICER

Paste recent
passport size
photograph duly
attested
Size : 3.5 x 4.7

Sl. No.	Personal Particulars	
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 SSA(UDC) in DDA	
7.	Eligible as on	___/___/20___
8.	Present pay with Grade pay/Level in pay matrix as per 7 th CPC, being drawn and date from which being drawn	
9.	Present Place of posting with date	
10.	Educational Qualifications	
11.	Present residential address	
12.	Contact No.	
13.	Category (whether SC/ST/OBC) (If yes, attach self-attested copy of certificate)	
14.	Impression of left Thumb	
15.	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

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)