



No. F.1 (4)2012/Test/Pt-II/PB-III/Steno/ 649

Date: 04/05/2023

**CIRCULAR NO.: 52 /2023**

A Limited Departmental Examination(LDE) to fill up 132 posts {UR-103, SC-19, ST-10, PwBD-5 (VH-2, HH-1, OH-1, Others-1)} for the post of Stenographer Grade-C/PA, in the Pay Band-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600/- (Pre-revised) (Level-7 in the pay matrix as per 7<sup>th</sup> CPC), is proposed to be held in Delhi Development Authority.

The Stenographers Grade-D, who have completed 03 (three) years' service as on **01.01.2023**, are eligible to appear in the aforesaid LDE for the post of Stenographer Grade-C/PA. Those Stenographers Grade-D who wish to appear in the said exam, may submit their applications through their concerned Branch Officer, who will verify the details given in the Performa as mentioned at **Annexure-I**, along with three recent color passport size photographs (one photograph duly attested by the concerned Branch Officer to be pasted on the application and two photographs unattested). The SC/ST applicants should also submit the attested photocopy of caste certificate. Applications should be submitted to the office of Assistant Director (P)-III, DDA, B-Block, 3<sup>rd</sup> Floor, Room No.-316, INA, Vikas Sadan, New Delhi, **latest by 05:00 PM on 25.05.2023**.

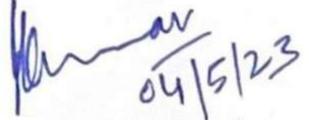
Applications having incomplete particulars or received after the due date and time shall not be entertained.

The Stenographers Grade-D, appearing in aforesaid LDE will be required to clear proficiency test in shorthand with a speed of 100 w.p.m. in English/Hindi and Typing Speed test with a speed of 40 w.p.m. in English or 35 w.p.m. in Hindi only on computer. The Dictation time for the Skill (shorthand) test [English] will be 05 minutes and Transcription time for the same will be 20 minutes. The Typing Speed test will be of 10 minutes' duration.

The details regarding evaluation criteria, accuracy etc. of the Skill Test (i.e. shorthand) and the Typing Speed Test are mentioned in **Annexure-II**.

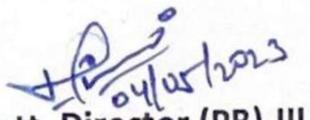
The date of examination shall be notified separately.

**Encls.:** - Annexure-I & Annexure-II.

  
(Parmod Kumar)  
Dy. Director (PB)-III

Copy to: -

1. All HoDs, DDA
2. O.S.D. to V.C., DDA
3. P.S. to EM/FM/Member (Admin & LM), DDA
4. PS to Pr. Commr.(P)/Commr. Cum Secy./All Commissioners/CLA/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 5.00 PM on 25.05.2023**.
7. Dy. Director (Systems) to upload the same on DDA Website.
8. Dy. Director, Vig.-I/Reservation Cell.
9. SC/ST Association/Organization.
10. Notice Boards, Vikas Sadan/Vikas Minar etc.

  
Asstt. Director (PB)-III

**APPLICATION FORM FOR DEPARTMENTAL EXAMINATION (2023)  
FOR THE POST OF STENOGRAPHER GRADE – C/PA**

**Annexure-I**

Paste recent  
passport size  
photograph duly  
attested by the  
Branch Officer  
Size : 3.5 x 4.7

Sl. No.	Personal Particulars	
1.	Name in Block Letters	
2.	Designation	
3.	Father's/Husband's Name	
4.	Date of Birth/Retirement	
5.	Date of initial appointment in DDA and post	
6.	Date of joining as Stenographer Grade -D in DDA & Skill Medium (Total Service as Stenographer Grade - D as on 01.01.2023)	
7.	Present pay with Grade pay/Level in pay matrix as per 7 <sup>th</sup> CPC, being drawn and date from which being drawn	
8.	Present Place of posting with date	
9.	Educational Qualifications	
10.	Present residential address & Permanent residential address	
11.	Contact Details	Land line, if any: Mobile No.: e-mail ID:
12.	Category (whether SC/ST/OBC) (if yes, attached self attested copy of certificate)	
13.	Impression of left thumb	
14.	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)

*Handwritten signature and date: 24/10/2023*

**I. Evaluation criteria for Stenography Skill Test for the post of Stenographer Grade-C/PA**

**1. FULL MISTAKES:** The following mistakes are treated as full mistakes: -

- i. Every omission of a word or figure including omission of a definite or indefinite article.
- ii. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- iii. Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other words(s)/ figure(s).
- iv. Every addition of a word or figure or a group of words or figures not occurring in the passage.

**2. HALF MISTAKES:** The following are treated as Half mistakes: -

- a) Mis-spelling, including transposition of letters in a word and also omission of a letter or letters from a word. However, mis-spelling of proper nouns and unfamiliar names are ignored.
- b) Using singular for plural noun and vice versa.
- c) Wrong use of capital or small letters at the beginning of the sentence.

**NOTE:**

- i. More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- ii. CANDIDATES WILL NOT BE PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- iii. The Keyboard Layout of English will be available in English (US) only and font will be Times New Roman.

**3. RELAXATION:** Upto 5% mistakes for UR candidates and upto 7% mistakes for SC/ST candidates will be ignored.

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**II. Evaluation criteria for the Typing Speed Test (English) for the post of Stenographer Grade-C/PA**

Formula for calculation of Net Speed of Typing:

G.W. = Gross Words (i.e. total words typed)

P.E. = Penalty for errors (Two words will be deducted for every single mistake)

E.C. = Errors committed

Net Speed =  $\frac{G.W.-P.E.}{Time}$

Example: if GW is = 580, EC = 05, the net speed calculation will be  
 $= \frac{GW (580) - PE (2 \times 5)}{Time (10 \text{ minutes})} = \frac{580 - 10}{10} = \frac{570}{10} = 57 \text{ WPM}$

Handwritten signature and date: 04/01/20