



No. PERS/PIII/0030/2025/F2/-AD(I)-(P)-III/ 2838

Date: 29/12/2025

CIRCULAR NO.: 126/2025

A Limited Departmental Examination (LDE) to fill up 81 posts {UR-64, SC-10, ST-07, PwBD-3 (VH-1, HH-1, OH-1, Others-0)} 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 7th CPC), is proposed to be held in Delhi Development Authority.

2. The Stenographers Grade-D, who have completed 03 (three) years' service as per crucial date of eligibility i.e. 01.01.2026, are eligible to appear in the aforesaid LDE for the post of Stenographer Grade-C/PA. The Stenographer Grade-D who wish to appear in the said exam, may submit his/her application through their concerned Branch Officer, who will verify the details given in the Performa as mentioned at Annexure-II, 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).

3. The SC/ST/PwBD applicants should also submit the attested photocopy of caste/PwBD certificate.

4. Applications should be submitted to the office of Assistant Director (P)-III, DDA, B-Block, 3rd Floor, Room No.-316, INA, Vikas Sadan, New Delhi, latest by 05:00 PM on 28.01.2026. Applications having incomplete particulars or received after the due date and time shall not be entertained.

5. 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.

6. The detail of the exam is as under:-

Sl. No.	Paper
1	Paper-I Stenography Skill Test (Duration- 5 minutes at the speed of 100 w.p.m. for English/Hindi) Transcription time for English-20 minutes Transcription time for Hindi-27 minutes 30 seconds
2	Paper-II Typing Speed Test (Duration-10 minutes at the speed of 40/35 w.p.m. for English/Hindi resp.)

(Signature)

Cont. at Page-2

7. The Typing Speed Test will be conducted as per the CGL/CHSL module in **Soni Typing Tutor** software. There are only 03 Hindi Typing Keyboard layout (i.e. Remington Gail, In script & Remington CBI).
8. The details regarding evaluation criteria, accuracy etc. of the Skill Test (i.e. shorthand and the Typing speed test are mentioned in Annexure-I).
9. The date and venue of Examination and other instructions will be issued in due course of time.
10. This is issued with the approval of competent authority.

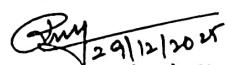
Encls.: - Annexure-I and Annexure-II



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 28.01.2026.**
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.



29/12/2025

Asstt. Director (PB)-III

**Evaluation criteria for Stenography Skill Test (English/Hindi) 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:

- 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.
- CANDIDATES WILL NOT BE PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- 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. The PwBD candidate will be eligible for relaxation as per DoPT OM dt. 17th May, 2022.



Annexure-II

APPLICATION FORM FOR DEPARTMENTAL EXAMINATION (2026)
FOR THE POST OF STENOGRAPHER GRADE – C/PA

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

<u>Sl. No.</u>	<u>Personal Particulars</u>
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 per crucial date i.e.01.01.2026)
7.	Present pay with Grade pay/Level in pay matrix as per 7 th 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)