



**DELHI DEVELOPMENT AUTHORITY**  
**PERSONNEL BRANCH-III**  
**VIKAS SADAN, I.N.A., NEW DELHI-110023**

*Advertisement No. 09/2025/Rectt. Cell/Pers./DDA*

**SCHEDULE OF DOCUMENT VERIFICATION FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT – 24)**

DDA had published the merit wise provisional select list (result) for the post of JUNIOR\_SECRETARIAT ASSISTANT (Post Code- 24) under Direct Recruitment 2025 on 06.04.2026. In continuation to that, the schedule of document verification is as under:

Post	Date of document verification	Reporting Time	Candidates	Venue
JUNIOR SECRETARIAT ASSISTANT (Post Code-24)	28.04.2026 (Tuesday)	10:00 AM	Sl.No.01 to 60	Siri Fort Sports Complex, August Kranti Marg, New Delhi – 110049
	29.04.2026(Wednesday)	10:00 AM	Sl.No.61 to 120	
	30.04.2026(Thursday)	10:00 AM	Sl.No.121 to 147	

**Note:**

- i) The above date of document verification is final. However, owing to circumstances beyond control, DDA reserves its right to change the schedule of document verification.
- ii) No request for change in date and time shall be entertained. Non-appearance will lead to cancellation of candidature.
- iii) In case any candidate has any other examination / interview coinciding with above scheduled dates, he/she may write an email request on [mukesh.wasson2054@dda.gov.in](mailto:mukesh.wasson2054@dda.gov.in) to interchange his/her document verification among the above scheduled dates for his/her document verification. Such requests shall be acceded to within the rights of DDA.
- iv) The Documents to bring on the date of Document Verification is listed in the **Annexure** attached herewith.
- v) If a candidate does not produce any of the documents mentioned in the Annexure in original (along with their self-attested copies) which are required for determining eligibility for the documents verification in question (as applicable), he/she will not be further admitted for another documents verification under any circumstances whatsoever and no second opportunity will be granted for documents verification.
- vi) Any change in present postal address should be communicated to this office by candidate at once, showing his/her Roll No., name of the examination and the post applied for and the changed address.

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vii) The candidature of shortlisted candidates is **Provisional**. They must, therefore, ensure that they fulfill all the conditions of eligibility laid down in the recruitment Notification / Advertisement. If at any stage it is found that they do not fulfill any of the conditions of eligibility, **their candidature will be cancelled and no appeal against such cancellation will be entertained**. The fact that they have been called for document verification does not confer any right to be treated as eligible in all aspects for appointment or to be considered for document verification. To avoid any disappointment at a later stage, they are advised to recheck whether they meet all the eligibility criteria laid down on the crucial date prescribed for the post/examination in question.

viii) As per Ministry of Human Resource Development Notification dated 10.06.2015 published in the Gazette of India, all the degrees/diplomas/certificates including technical education degrees/diplomas awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission, failing which the candidature for the post in question shall be liable to be rejected at any stage, even after final selection/nomination to the post.

**Canvassing in any form by or on behalf of a candidate will be disqualification to the stated post.**

**Please stay in touch with DDA's Official website i.e. [www.dda.gov.in](http://www.dda.gov.in) for latest update.**

**Date: 23-04-2026**

**Sd/-  
Commissioner (P)**

## ANNEXURE

**You should bring the following documents, in original and one set of self-attested photocopies of the same, for verification and record respectively:**

1. System generated printout of application with candidate's scanned photograph and signature.
2. Fee payment receipt in support of depositing the prescribed fee, as applicable.
3. Certificate & Marks-sheet of Secondary School Examination in which date of birth of the candidate is indicated.
4. Certificate & Marks-sheet of Senior Secondary School Examination.
5. Degrees & Certificates of all educational and professional/higher qualifications, along with marks-sheets of all years/semesters.
6. Certificate of SC/ST/OBC/EWS/Ex-Servicemen, as the case may be, issued by the concerned Competent Authority as per format given in Recruitment Notification (if applicable).
  - o Date of issue of OBC (Non-Creamy) certificate and EWS certificate must be between **01.04.2025 to 05.11.2025** (inclusive of both dates).
7. Employment Certificate, if you are an existing employee of DDA or anywhere in service.
  - o Candidates already employed with Govt. Departments/PSU/Autonomous Bodies will have to produce a 'No Objection Certificate (NOC)' from the employer at the time of joining service, if offered appointment.
8. Disability Certificate (showing the type & percentage of disability) issued by the concerned Competent Authority as per specimen available at DDA's website.
9. At least two identity proofs such as Aadhaar Card, Voter ID Card, Passport, Driving License etc.
10. Aadhaar Card; if not issued, then registration slip for Aadhaar.
11. All other documents, as per details given in the advertisement and/or call letter.
12. In case a candidate does not appear for verification of documents/identity along with original documents, he/she shall not be eligible for appointment and his/her candidature shall be rejected forthwith. Neither any request for change in date of documents verification shall be entertained nor second opportunity shall be provided for verification of documents/identity in that case.
13. Two passport size latest photographs.
  - o The photograph should not be more than one month old.

**Sd/-  
Commissioner (Personnel)**

**NOTE: "MOBILE PHONES AND ANY OTHER COMMUNICATION DEVICE(S) ARE BANNED IN THE CAMPUS OF THE DOCUMENT VERIFICATION HALL/PREMISES". THEREFORE, CANDIDATES ARE STRICTLY ADVISED NOT TO BRING THE ABOVE ITEM(S).**