

**DELHI DEVELOPMENT AUTHORITY**  
**PERSONNEL BRANCH-III**  
**B-316, Vikas Sadan, INA, New Delhi - 110023**

निदेशक (प्रशासकी) वि.वि.प्रा.  
डायरी नं. 1234  
दिनांक 08/08/22

No. F.1 (4)2012/Test/Pt-II/PB-III/Steno/1690

Date: 08.08.2022

**CIRCULAR NO: 50/2022**

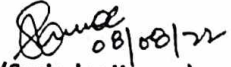
**Sub.: Limited Departmental Examination for the post of Stenographer Grade C/PA.**

In continuation to this office Circular No. 45/2022 dated 22.07.2022, it is notified that the re-scheduled date for the Limited Departmental Examination for the post of Stenographer Grade- C/PA, in the PB-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 as under:-

S. No.	Paper	Date	Time	Examination Venue
1.	Skill Test (Dictation Time- 5 minutes at the speed of 100 w.p.m. for English Transcription Time – 20 minutes)	10.08.2022 (Wednesday)	12:00 Noon	Room No. 317, C-1 Block, Vikas Sadan, New Delhi-110023
2.	Typing Speed Test ( Duration- 10 minutes at the speed of 40 w.p.m. for English)	10.08.2022 (Wednesday)	01:00 PM	

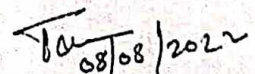
Further details regarding the duration, accuracy etc. of the above tests are given in Annexure-A overleaf.

The eligible candidates are directed to collect their Admit Card from Personnel Branch-III, Room No. 316, 3<sup>rd</sup> Floor, Vikas Sadan, New Delhi today positively.

  
(Surinder Kumar)  
Dy. Director (P) – III

Copy to:

1. All Branch Officers of the Authority with the request to bring the Circular to the notice of the eligible employees working under them.
2. Director (Systems), DDA; with a request to kindly arrange to make necessary arrangements for conduct of the Typing Test for the post of Stenographer Grade C/PA to be held on 10.08.2022 as per schedule provided. Also, the Circular may be uploaded on DDA's website.
3. Dy. Director (Trg.), DDA with a request to make arrangement in Computer Training Cell, C-1/317, 3<sup>rd</sup> Floor, Vikas Sadan, INA for conduct of Skill Test and Typing Test for the post of Stenographer Grade C/PA to be held on 10.08.2022 and confirm the same.
4. S. to Commissioner (Pers.)/Director (P) – II.
5. EE/Elect. Division-11, with a request to ensure the proper functioning of CCTV cameras in and outside exam venue on the day of the examination.
6. Chief Security Officer, with the similar request and to make necessary arrangement of security personnel.
7. Asst. Director(P)-III; to ensure that the Circular along with Admit Card etc. is received by the candidates today itself. They may also be intimated telephonically.
8. Notice Boards.

  
Asstt. Director (P)-III

For immediate  
MR BC for  
08/08/22

Sh. Nalin Joshi (DD)