



DELHI DEVELOPMENT AUTHORITY
(An Autonomous Body under Ministry of Housing and Urban Affairs)
Head Office : Vikas Sadan, INA, New Delhi-110023



Reference: Recruitment Advertisement No 01/2019/Rectt. Cell/Pers./DDA

NOTICE

DIRECT RECRUITMENT 2019: Skill Test for the post of Stenographer Grade 'D'

DDA had conducted Computer Based Examination (Stage-I) for the post of Stenographer Grade 'D' on 28.03.2019 at designated centres.

It is for information of all the shortlisted candidates for the post of Stenographer Grade 'D' Skill Test that DDA is opening a link for obtaining medium of Stenography Skill Test w.e.f. 19.06.2019 to 26.06.2019 up to 06:00 PM. The shortlisted candidates are requested to submit their option for medium of Skill Test through the above link only.

Further, Skill test for the above post is scheduled to be held on 17.07.2019. Time and venue of the Skill Test will be intimated in due course of time. The shortlisted candidates for Skill Test will be intimated for downloading of e-Admit Card for Skill Test through SMS/ Email and DDA's website.

The following will be the evaluation criteria of Skill Test:

Stenographer Grade 'D': up to 7% mistakes for UR and up to 10% mistakes for all reserved category candidates.

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

- Every omission of a word or figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- 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).
- Every addition of a word or figure or a group of words or figures not occurring in the passage.

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

- 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.
- Using singular for plural noun and vice versa.
- 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 ARE NOT BE PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.

Further, ***the key layout and font for Hindi Typing /Transcription will be in Mangal and for English Typing/ Transcription will be in Times New Roman. The matter will have to be transcribed on Computer only. The Transcription time is as follows:***

English: 50 Minutes

Hindi: 65 Minutes

No request for change in date & time of Skill Test shall be entertained.

However, owing to circumstances beyond its control, DDA reserves its right to change the date, time and venue of the examination without any prior notice.

Please stay in touch with DDA's Official website i.e. www.dda.org.in for latest update.

**Sd/-
Commissioner (Personnel)**

Dated:14.06.2019