

DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-III
ROOM NO. 316, 3RD FLOOR, B-BLOCK, VIKAS SADAN
INA, NEW DELHI-110023.

No. F.1(13)18/PB-III/ TT/ JSA/ 738

Dated: 26-03-2021

CIRCULAR NO. 13

Vide Circular No.100 dated 02.12.2020, a type-writing test on computer was held on 18.02.2021 for those Junior Secretariat Assistant who have not qualified type-writing test in Hindi/English. However, due to administrative reasons, the said type-test could not be conducted for all candidates as scheduled and was scrapped completely. The said typing test on computer is now **rescheduled on 07.04.2021** from 10 AM onwards in the Computer Training Room No. 317, C-1, 3rd Floor, Vikas Sadan, INA, New Delhi- 110023 as per the following schedule:

Date	Batch No.	Roll No.	From	To
07.04.2021	1	01 to 12	10:00 AM	10:30 AM
07.04.2021	2	13 to 24	10:30 AM	11:00 AM
07.04.2021	3	25 to 36	11:30 AM	12:00 Noon
07.04.2021	4	37 to 48	12:00 Noon	12:30 PM
07.04.2021	5	49 to 60	12:30 PM	01:00 PM
07.04.2021	6	61 to 72	01:00 PM	01:30 PM
07.04.2021	7	73 to 84	02:30 PM	03:00 PM
07.04.2021	8	85 to 96	03:00 PM	03:30 PM
07.04.2021	9	97 to 105	03:30 PM	04:00 PM

All such JSAs who have not passed the type-writing test so far have to compulsorily qualify the said type test as stipulated in the appointment/promotion orders read with this office circular No. 100 dated 02.12.2020 as reproduced hereinafter. A tentative list of such candidates is enclosed as Annexure 'A'. Sl. No. mentioned in the list as per Annexure 'A' denotes the Roll No. of the concerned JSA for appearing in the said type-test.

All the JSAs (whose names are mentioned in Annexure "A") are required to bring the prescribed "Application Form" (Annexure- 'B') duly attested and forwarded by the respective controlling/branch officer. The latest photo of the applicant must be firmly affixed on the application form and attested across by the Controlling/Branch Officer. This application form should be submitted to PB-III latest by 05.04.2021 failing which the candidate may not be allowed to take the said examination.

All JSAs who have not passed type writing test/ appearing first time are hereby intimated that as per Notification dated 08.11.2010 of Ministry of Personnel, Public Grievances & Pension (Department of personnel & Training), G.S.R.902(E), the relevant provisions in respect of passing of mandatory typing test on promotion as approved by the Competent Authority stipulate as under:

1. For Group 'D' officials who shall appear first time, we may adopt said regulation namely lower division grade Limited Departmental Competitive Examination for Group 'D' Staff regulation 2010, mutatis mutandis.
2. JSAs, Who have passed the written examination of Limited Departmental Competitive Examination but could not pass the typing test even after the lapse of more than two years, may be given last opportunity to pass typing test, failing which they shall be reverted to their substantive post i.e. Group 'D'.

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3. JSAs who may not pass typing test during probation period of two years but may attain the age of 45 years, may be given exemption from passing of typing test as per DoPT O.M. No. 14020/2/91-Estt. (D) dated 29.09.1992 and subsequent OM No. 14020/1/2014 Estt. (D) dated 22.04.2015.
4. JSAs who may neither pass typing test nor attain the age of 45 years during probation period of two years, shall be reverted to their substantive post i.e. Group 'D'.

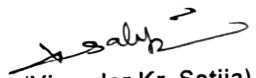
Thus all JSAs are already aware that their appointment as JSA is subject to passing a typing test at the speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 05 key depressions for each word) within two years as prescribed in notification vide GSR 901(E) dated 08.11.2010.

It may be noted that it is the last opportunity specifically for those who have already qualified Limited Departmental Competitive Examination for the post of JSA but have not cleared type test even after lapse of two years from the date of such promotion failing which they shall be reverted to their substantive post i.e. Group 'D'.

The JSA who has not qualified the typing test on computer and his name is not appearing in the Annexure-A, may submit application form in the prescribed manner, as aforesaid, latest by 05.04.2021.

Enclosure:-

1. Annexure 'A'
2. Annexure- 'B'


(Virender Kr. Satija)
Dy. Director/PB-III

Copy forwarded to:

1. PS to VC/ EM/ FM, DDA
2. PS to all Pr. Commissioners, Commissioner-Cum- Secretary and Commissioners, DDA.
3. All Departmental Heads of DDA.
4. All Branch Officers of the DDA - with the request to bring the circular to the notice of concerned employees working under them and direct them to appear in the said test.
5. Director (Training) DDA with the request to instruct their subordinate to make necessary arrangement.
6. DD(System) with the request to upload the same on DDA's Website and for making necessary arrangement for conducting impartial typing test by ensuring that the printer lying the Computer Training Cell is not connected with any network / LAN.
7. Notice Board, Vikas Sadan & Vikas Minar, DDA


Asstt. Director/ PB-III

ANNEXURE-'A'

Tentative List of the JSAs who have not qualified Type Test.

S.No.	Name of the Official (Sh./Smt./Ms.)	Father's/Husband's Name (Sh.)	As per record Present Place of Posting	Date of Joining
1.	Akash Chaudhary	Ved Prakash	Welfare Section	30.12.2019
2.	Angad Prasad Yadav	Ishwardin Yadav	PB-III	24-05-2019
3.	Anil Kumar	Ram Ashish Rai	A.O (Housing) South Zone	30.12.2019
4.	Anil kumar	Sh. Uday Bhan	SWD – 8	01-03-2017
5.	Anil Sharma	Kul Prasad	PB-I	30.12.2019
6.	Anuj Kumar	Sh. Zile Singh	RPD-7	10-03-2015
7.	Asha Rani	Ranjan Kumar Pati	HCC-1	24.12.2020
8.	Bhagwan Singh	Sh. Balwan Singh	Damage Section	01-03-2017
9.	Bhushan Sharma	Tek Chand Sharma	HD-IV (Shaikh Sarai)	30.12.2019
10.	Deepak	Dharampal	DD/LAB(Housing)	30.12.2019
11.	Deepak Kumar	Kamal Singh	NL-1	30.12.2019
12.	Deepak Kumar	Sh. Manmohan	SA&GR	10-03-2015
13.	Desh Raj	Sh. Sheo Chand	LD Coord.	10-03-2015
14.	Devender Singh	Sh. Desh Raj	CE(HQ)	28-10-2016
15.	Dharam Pal Meena	Sh. Hanuman Prasad	SE (vig.)-I	27-08-2012
16.	Dilip Kumar Nair	Indukaladharan Nair	Hort. Divn.-10	30.12.2019
17.	Dinesh Kumar	Sh. Mange Ram	ND – 8	01-03-2017
18.	Dinesh Kumar Beniwal	Sh. Shree Bhagwan	RPD – 4	10-03-2015
19.	Dinesh Singh	Late Sh. Gaje Singh	Director(IL)	26-12-2018
20.	Dipak Nayak	Sh. Dulal Nayak	Electrical Division-4	10-03-2015
21.	Gagan Deep	Ravi Kumar	DD (P&C)	30.12.2019
22.	Harender Bhati	Arjun Singh	AO Estt.(Gazz.)	30.12.2019
23.	Harender Khari	Pheri Lal	Hort. Divn.7	30.12.2019
24.	Harsh Kumar	Lt. Sh. Mangi Lal	PB-IV	01-03-2013
25.	Himanshu Mittal	sh. Madan Gopal	Kathputli colony project	01-03-2017
26.	Ishwar Sharma	Balraj Sharma	Hort. Div-02	20-05-2019
27.	Janeshwar Prasad	Rantej	Elect. Div-01	24-05-2019
28.	Joginder Singh	Sh. Jai Prakash	EE (HQ) CPM/Project Zone-II, Narela	01-03-2017
29.	Jony Jakhar	Lt. Sh. Balwan Beldar	ELD-5	20.11.2020
30.	Kamal	Madan Lal	PC (H)	20-05-2019
31.	Kamal Kumar Shama	Bijender Pal Sharma	SLO (LM)	30.12.2019
32.	Kartik Sharma	Pradeep Sharma	UC Cell	30.12.2019
33.	Kaushalya	Sh. Pradeep Kumar	Land Pooling	12.11.2020
34.	Khurram	Ansar Hussain	PB-V	30.12.2019
35.	Kuldeep	Sh. Jai Singh	RPD – 7	01-03-2017
36.	Kumme Ram Meena	Sh. Ram Kishan Meena	AVO(Admn.)	28-01-2013
37.	Lalit Kumar	Raj Kumar	Medical Cell-I	30.12.2019
38.	Lalit Kumar	Sh. Bijender Kumar	LD(Coord.)	01-03-2017
39.	Lokesh	Jagdeesh Singh	OSB	30.12.2019
40.	Manish Kumar	Ram Niwas	Commr. (Land Pooling)	30.12.2019

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41.	Manish Kumar	Lt. Sh. Azad Singh	DMD-07	05-03-2013
42.	Manisha Kukreti	Parvesh Kukreti	DD/COD (Damage)	30.12.2019
43.	Manmohan Singh	Sh. Om Parkash	A.O Medical-I	01-03-2017
44.	Manoj Kaushik	Lt. Sh. Subhash Chander	LIG/HOUSING	19.11.2020
45.	Manoj Kumar	Sh. Jagdish Kumar	PB-I	02-01-2019
46.	Manoj Kumar	sh. Ranbir Singh	Panel Recovery Wing	01-03-2017
47.	Manoj Kumar Shekhar	Sh. Anand Singh	Dir. (LC)	10-03-2015
48.	Meena Rawat	Sh. Balam Singh	medical cell	20.11.2020
49.	Mukesh Chand Meena	Sh. Omkar Meena	AVO-III	05-03-2013
50.	Mukesh Kuma Jha	Vinod Jha	EE/EMD-4	30.12.2019
51.	Naresh Chand	Lt. Sh. Suraj Bhan	EE. ED-5	01-03-2013
52.	Neelam Singh	Pyiush Singh	AO(Rohini)	30.12.2019
53.	Nikesh Kumar	Swami Nath Singh	LAB(ROHINI)	02-08-2019
54.	Nirmal Gupta	Lt. Sunil Kumar Gupta	AE-II/EMD-6	27.11.2020
55.	Pankaj	Sh. Radhey Shyam	Sr. AO (PE)	01-03-2013
56.	pankaj belwal	Lt. Sh. Keshav Dutt Belwal	Arch. Coord.	10.12.2020
57.	Pankaj Kumar Singh	Ram Phal Singh	AAO(NG)-IV	30.12.2019
58.	Pardeep Kumar	Sh. Ranveer Singh	Sr. Architec (Socio-Culture)/HUPW	01-03-2017
59.	Parvesh Kumar	Balbir Singh	RMD-02	30.12.2019
60.	Pooja Paliwal	B.D. Paliwal	AO(F&E)	30.12.2019
61.	Pramod Kumar	Krishan Pal	SLO (Admin.) Fee Bill	30.12.2019
62.	Praveen Mouriya	Sh. D. R. Mouriya	CE (HQ)	10-03-2015
63.	Pushpa Kumari	Lt. Sh. Amar Singh	DD/Institutional Land	29.11.2020
64.	Rahul	Dharam Singh	Director (LC)	30.12.2019
65.	Rahul Dahiya	Lt. Sh. Jagbir Singh	DD(LM)Rohini	17.02.2021
66.	Rahul Kumar Sharma	Devendra Kumar Sharma	Co-operative society	30.12.2019
67.	Rahul Ray	Lt. Sh. Subhash Ray	EHS Branch	01-03-2013
68.	Raj kumar	Lt. Sh. Udal Singh	EE(VIG)-VII	15.12.2020
69.	Rajender Singh	Bahadur Singh	Damage(LM)	30.12.2019
70.	Rajesh	Sh. Kirpal Singh	NG-III	10-03-2015
71.	Rajesh Kumar	Sh. Harl Chand	CE (Rohini)	01-03-2017
72.	Rajesh Kumar	Sh. Kamal Singh	Dy. CAO(F&E)	01-03-2017
73.	Rajesh Sharma	Lt. Sh. Ram Kumar	DCC-1(CC-2)	01-03-2013
74.	Rajneesh Kumar	Ram Kumar Rana	Hort. Duvn.8	30.12.2019
75.	Rakesh Kumar	Mahender Singh	NL-II	17-07-2019
76.	Rakesh Kumar	Lt. Sh. Ram Kanwar Shad	Director(Sports Wing)	01-03-2013
77.	Ram Kumar	Balbir Singh	PC (Hort.)	30.12.2019
78.	Ramneek Kumar	Hari Mohan	R&D (Main)	20-05-2019
79.	Ravinder Singh	Swaroop Singh	PR Cell	24-05-2019
80.	Rohit Yadav	Ram Niwas Yadav	Commr. (P)	30.12.2019
81.	Sachin Oberoi	Gulshan Kumar	LAB (Residential)	24-05-2019
82.	Sachin Tomer	Satyavir Singh	SLO(LD)	24-05-2019
83.	Sandeep	Shri Niwas	SE(HQ) Rohini	30.12.2019
84.	Sandeep	Sh. Satbir	SLO (LD)	10-03-2015

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85.	Sandeep Sharma	Sh. Mahender Sharma	DD (Trg.)	10-03-2015
86.	Sarita	D/o Sh. Anangpal Mathur W/O virender kumar	CC-14	01-03-2017
87.	Satish Kumar	Sh. Jagdish Chander	Dy. Director(Reception) Vikas Minar	10-03-2015
88.	Shailender Kumar	Lt. Sh. Rohtas	Director(System)	01-03-2013
89.	Son Pal	Sh. Devender Kumar	Sr. AO(Estt.)Housing	01-03-2017
90.	Sonu	Lt. Sh. Satpal	Dy. CAU (Rohini)	30.12.2019
91.	Sumitra	Bhupinder Singh	Hort. Divn.5	30.12.2019
92.	Sunil	Leela Ram	Library	30.12.2019
93.	Sunil Kumar	Rattan Singh	Sub-Division-I (Hort.), Dwarka	30.12.2019
94.	Suresh Kumar	Suraj Pal	Housing Accounts (Dwarka)	14-08-2019
95.	Usha	Khushal Singh	LAB (Janta) H	14-08-2019
96.	Vijay Kumar	Sh. Shiv Charan	CE (Rohini)	01-03-2017
97.	Vijay Sharma	Sh. Ram Singh	R&D(System)	01-03-2017
98.	Vikas	Azad Singh	WD-7	30.12.2019
99.	Vikas Dagar	Sh. Ram Pal Singh	LPC	10-Mar-15
100.	Virender Kumar Yadav	Late Sabhajeet Yadav	PB-I	30.12.2019
101.	Virendra Kumar	Sh. Bhagmal Singh	Sr. Arch.(DUHF/Urban Parks)HUPW	10-03-2015
102.	Vishal Bharadwaj	Lt. S.B. Bharadwaj	Kathputli colony Project office	02.12.2020
103.	Vishal Vats	Lt. Sh. Shyam Sunder Sharma	LD(Coord.)	03.12.2020
104.	Vivek	Lt. Sh. Om Prakash	AO(Estt.) NG-II	15.12.2020
105.	yogesh kumar Sharma	Lt. Sh. Krishan Dutt	DVO-5	18.11.2020

Annexure- 'B'**Delhi Development Authority
Application for appearing in Type-Test**

Paste photo
duly attested
by the
controlling
officer

1	Name (In Block Letter)		
2	Father's / Husband's Name		
3	Designation		
4	Date of Birth		
5	Date of appointment as JSA		
6	Section/ Division in which working		
7	Telephone No./ Mobile No.		
8	Language of Typing opted for test (English/Hindi)		

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4. JSAS who may neither pass typing test nor attain the age of 45 years during probation period of two years, shall be reverted to their substantive post i.e. Group 'D'.

(Signature of applicant)

(Signature of
Controlling Officer/Branch
Officer with stamp)