



# DELHI DEVELOPMENT AUTHORITY

## PERSONNEL BRANCH - III [F.1(23)/06/PB-III] Recruitment of Stenographers Grade 'D' (Hindi)

Delhi Development Authority invites applications from General / SC / ST / OBC / PH candidates for filling up posts of Stenographers (Hindi) grade 'D'.

Name of Post	Pay Scale	Number of Vacancies				
		Stenographer (Hindi) Grade 'D'	Rs. 5200-20200/- with Grade Pay of Rs. 2400/-	UR : 19	ST* : Nil	SC* : 05
		Total : 37				

### Educational Qualifications :

- 12th Class or equivalent qualification from a recognized Board / University.
- A speed of 80 w.p.m. in Hindi Shorthand and 35 w.p.m. in Hindi typing only on computer.

### Desirable :

- Basic knowledge in Computer Operation.
- Diploma in Office Management & Secretarial Practice from any recognized institution.

### Age limit

18-27 yrs. However, age relaxation for reserved categories will be applicable as per Government of India standing rules.

### Examination Fees :

Examination fee of Rs. 100/- (Rupees one hundred only) for General and OBC category candidates is payable in the form of **Demand Draft** drawn in favour of **Delhi Development Authority** payable at New Delhi.

Application Form and other related information may be downloaded from DDA website [www.dda.org.in](http://www.dda.org.in). The application received without required requisite qualifications shall summarily be rejected without notice.

### General Conditions :

- Candidates working in Govt./Semi Govt./Autonomous Bodies/Public Sector Undertakings should apply through proper channel.
- Travelling allowance shall be admissible to SC/ST/PH candidates as per rules.
- The fulfillment of educational and other qualifications alone will not entitle a candidate to be called for written test.
- The crucial date for determining age will be the closing date of receipt of the application.
- Applications received after the expiry of the date will not be entertained under any circumstances.
- Relaxation in age for Govt. employees upto 5 yrs. in accordance with the Govt. guidelines.
- General / OBC candidates may also submit a Demand Draft / Pay Order for Rs. 100/- only in favour of Delhi Development Authority payable at New Delhi. No fee is chargeable from SC/ST candidates.
- The application must be submitted in the prescribed pro forma and signed by the candidate.
- Incomplete application or applications without prescribed fee are liable to be rejected straightway.
- The number of vacancies is subject to change and the decision of the appointing authority in this regard would be final. Candidates may submit their applications on plain paper strictly in the following prescribed pro forma giving age, educational qualification, etc. accompanied with attested copies of certificates, three passport size photographs (only duly pasted and attested on the application form), certificate confirming SC / ST / OBC / PH status, as the case may be, from the appropriate authority. Applications complete in all respect should be sent so as to reach the Dy. Director(P)-III DDA, B-Block, 3rd Floor, Room No. 316, Vikas Sadan, New Delhi-110023 latest by 30-01-2012.

### Note :

- DDA reserves the right to increase or decrease the number of posts as per its requirement, at any point of time.
- Reservation of posts for PH candidates will be as per Government of India rules.
- Visit DDA website : [www.dda.org.in](http://www.dda.org.in) for all related queries and details regarding above test.

COMMISSIONER (PERSONNEL)

### PRO FORMA

#### APPLICATION FOR THE POST OF STENOGRAPHER (Hindi) GRADE 'D'

<ol style="list-style-type: none"> <li>Name (in block letters) _____</li> <li>Father's / Husband's Name _____</li> <li>Date of Birth (in Christian era) _____</li> <li>Postal Address _____</li> <li>Educational Qualification _____</li> <li>Professional Qualification _____</li> <li>Category to which the candidate belongs (SC/ST/OBC/PH) _____ (Attach the attested copy of the certificate)</li> <li>Demand Draft No. _____ dated _____ drawn on _____</li> <li>Experience, if any _____</li> <li>Name &amp; Address of the present employer, if employed _____</li> <li>Any other information, which the candidate would like to furnish _____</li> <li>Telephone No. Res. _____ Office _____ Mobile _____</li> </ol>	<div style="border: 1px solid black; padding: 5px;">           Photograph (To be attested by a Gazetted Officer, etc.)         </div>
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### DECLARATION

I \_\_\_\_\_ hereby declare that the particulars given above are true to the best of my knowledge and belief and nothing has been concealed / suppressed. I further undertake that if at any time, it was found to have concealed / suppressed any material information that I had at any time before or after selection, my candidature / selection shall be liable to be summarily terminated without any further notice and compensation. I shall be bound by the decision of the competent authority of the DDA in this regard.

Place :

Date :

SIGNATURE OF THE CANDIDATE

**“Visit DDA website ‘dda.org.in’ or dial 39898911”**