

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OFFICE OF THE COMMISSIONER (LABOUR): ADMINISTRATION BRANCH  
5 SHAM NATH MARG, DELHI-110054

Email: admn-labour@delhi.gov.in

Ph. No. : 011-23963334

F.1/31/1086/LC/Estt./2021/ 4348-4352

Date: 29/10/2021

**CIRCULAR**

Please find attached herewith circular dated 27.10.2021 issued by the DSSSB regarding the biometric and photograph verification of the newly recommended Junior Assistants and Stenographers against the post code 02/17, 20/18 & 21/18.

In this regard, all the officials as per Annexure-1 & 2 are directed to report for the biometric and photograph verification at the **Auditorium, Delhi Secretariat on 16.11.2021 at 1:00 PM** without fail. The officials must carry a valid photo identity proof like Aadhar card, Passport, Election ID, Driving Licence & PAN card along with their Office I-Card. Those Officials who have not yet applied for the office I-card must apply for the same in the attached proforma with in 2 days of issue of this circular. The officials must maintain decorum at all times during and after the verification. Non-compliance of this order will be viewed seriously.

This is issued with prior approval of the Commissioner(Labour).

Encl: As above



(ANITA RANA)

DY LABOUR COMMISSIONER(ADMN)/HOO

F.1/31/1086/LC/Estt./2021/ 4348-4352

Date: 29/10/2021

Copy for information and necessary action to:-

1. PS to Commissioner(Labour), Labour Department, GNCTD.
2. PA to Addl. LC, Labour Department, GNCTD.
3. All Branch Incharges/District Incharges with the directions to bring it to the notice of all the officials under their control and relieve the said officials for verification on 16.11.2021.
4. System Analyst with the request to upload this order on the website of the Department.
5. Guard File



DY LABOUR COMMISSIONER(ADMN)/HOO

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (III)  
7<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI- 110002**

(Website: <http://services.delhiqovt.nic.in>, Ph. No. 23392239)

F.3(1)/2021/PF/S-III/CD No.: 081662004/2465-2469 Dated: 27/10/2021

**Subject: Bio-metric and Photograph verification of newly recommended candidates for the post of Stenographers and Junior Assistants- reg.**

Madam/ Sir

The undersigned is directed to refer to the subject cited above in r/o candidates selected under post codes: 02/17, 20/18 and 21/18 and to intimate that the process of bio-metric verification of the candidates is scheduled to be held from 9<sup>th</sup> to 18<sup>th</sup> November 2021. The copy of schedule is enclosed.

Accordingly, the Appointing Authorities i.e. the HoDs concerned are requested to undertake the following for ensuring the success of the process:

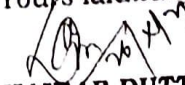
- A. Depute a Nodal Officer, not below the rank of Dy. Secretary or equivalent and intimate the details thereof to DSSSB (e-mail ID: [exambranchdsssb@gmail.com](mailto:exambranchdsssb@gmail.com)) under intimation to this office (e-mail ID: [supt3services.delhi@nic.in](mailto:supt3services.delhi@nic.in))
- B. Communicate the schedule to respective candidates and ensure their presence for verification as per the said schedule;
- C. Depute minimum of two Officers, well versed with the appointment procedure, with additional officer/official for every 40 candidates;
- D. Ensure availability of the key documents of candidates-(i) Service Book; (ii) Offer of Appointment; (iii) Police verification report; (iv) Medical Report; (v) Any Government Identity to be carried by the candidates while appearing for the Bio-metric verification i.e. Aadhaar Card, Passport, Election ID, Driving License and PAN Card;
- E. Ensure proper service of intimations to candidates for ensuring their presence and to follow the SoP for biometric verification so that doubtful cases, if any, are dealt accordingly.

It is also pertinent to note that as per SoP, the senior officers of the user departments are often required for taking final call about verification of candidates and for deciding on suspicious cases. A performa needs to be handed over to DSSSB/ its agencies in case of candidates whose Bio-metric/ photograph verification fails and their physical finger prints need to be obtained for further investigation. The verification report with the recommendation regarding matching/ non- matching of finger prints, photographs or face recognition will be forwarded by DSSSB to Appointing Authorities for taking final decision.

The detailed bio-metric verification schedule and SoP dated 30.07.2021 issued by DSSSB are available on the official website of Services Department for ready reference.

This issues with the approval of the Competent Authority.

Yours faithfully,

  
(BHAIRAB DUTT)

Copy to the following for information and further necessary action:-

1. The HoDs concerned, GNCTD (as per the list of departments enclosed)
2. The Secretary, DSSSB, FC-18, Institutional Area, Karkardooma, Delhi- 110092- with the request to nominate a Nodal Officer, not below the rank of Dy. Secretary to monitor the verification process carried out by EdCIL (India) Ltd. As per the schedule. The detailed schedule with the names of candidates is enclosed for further necessary action.
3. The Dy. Secretary (GAD), GNCTD- With the request to arrange the Auditorium on 9<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> November 2021, security arrangements at the venue and other logistical support including photocopier machine, two fully functional computers with attached printers and uninterrupted internet access.
4. Section Officer (Care-Taking Branch), Services Department, GNCTD- With the request to arrange the entry of the EdCIL employees and the candidates who do not possess the office ID cards in Secretariat as per the given schedule and arrange for refreshments of the officials involved
5. The Section Officer (Co-ordination), Services Department, GNCTD- With the direction to upload the Letter on the official website under section titled 'What's New'
6. Guard File



**(BHAIRAB DUTT)**  
**DEPUTY SECRETARY**

| Day                    | S. No.                 | Name of Department                              | Junior Assistant (Batch 02/17 and 20/18) | Stenographer (Batch 21/18) | Tentative Numbers (02/17, 20/18, 21/18) | Time Slot for verification                               |
|------------------------|------------------------|---|--|----------------------------|---|--|
| 09.11.2021 (Tuesday)   | 1                      | Directorate Of Education                        | 150                                      | 33                         | 183                                     | 09:30-11:30 = 60<br>12:30-02:30 = 60<br>03:30-05:30 = 63 |
| 11.11.2021 (Thursday)  | 2                      | Department Of Food, Supplies & Consumer Affairs | 84                                       | 12                         | 96                                      | 09:30-11:30 = 50<br>12:30-02:30 = 50<br>03:30-05:30 = 48 |
|                        | 3                      | Transport Department                            | 47                                       | 5                          | 52                                      |  |
| 12.11.2021 (Friday)    | 4                      | Department Of Trade & Taxes                     | 84                                       | 49                         | 133                                     | 09:30-11:30 = 75<br>12:30-02:30 = 75<br>03:30-05:30 = 76 |
|                        | 5                      | Divisional Commissioner Office                  | 85                                       | 8                          | 93                                      |  |
| 16.11.2021 (Tuesday)   | 6                      | Directorate Of Training & Technical Education   | 34                                       | 3                          | 37                                      | 09:30-11:30 = 54<br>12:30-02:30 = 55<br>03:30-05:30 = 55 |
|                        | 7                      | Department Of Women & Child Development         | 40                                       | 13                         | 53                                      |  |
|                        | 8                      | Labour Department                               | 32                                       | 19                         | 51                                      |  |
|                        | 9                      | Irrigation & Flood Control Department           | 22                                       | 1                          | 23                                      |  |
| 17.11.2021 (Wednesday) | 10                     | Central Jail                                    | 18                                       |                            | 18                                      | 09:30-11:30 = 48<br>12:30-02:30 = 49<br>03:30-05:30 = 49 |
|                        | 11                     | Principal Accounts Office                       | 11                                       | 1                          | 12                                      |  |
|                        | 12                     | Directorate Of National Cadet Corps             | 10                                       |                            | 10                                      |  |
|                        | 13                     | General Administration Department               | 9  |                            | 9                                       |  |
|                        | 14                     | Directorate Of Health Services                  | 10                                       | 5                          | 15                                      |  |
|                        | 15                     | Department Of Social Welfare                    | 3  | 4                          | 7                                       |  |
|                        | 16                     | Directorate Of Civil Defence                    | 1  |                            | 1                                       |  |
|                        | 17                     | Directorate Of Agricultural Marketing           | 1  |                            | 1                                       |  |
|                        | 18                     | Maulana Azad Medical College                    | 2  | 1                          | 3                                       |  |
|                        | 19                     | Drugs Control                                   | 2  | 1                          | 3                                       |  |
|                        | 20                     | Department Of Excise                            | 2  | 3                          | 5                                       |  |
|                        | 21                     | Directorate Of Family Welfare                   | 2  |                            | 2                                       |  |
|                        | 22                     | Weights & Measurement                           | 2  |                            | 2                                       |  |
|                        | 23                     | A&U Tibbia College & Hospital                   | 1  |                            | 1                                       |  |
|                        | 24                     | Ambedkar Nagar Hospital                         | 1  |                            | 1                                       |  |
|                        | 25                     | Delhi Commission For Women                      | 1  |                            | 1                                       |  |
|                        | 26                     | Department Of Food & Safety                     | 1  | 6                          | 7                                       |  |
|                        | 27                     | Directorate Of Higher Education                 |  | 1                          | 1                                       |  |
|                        | 28                     | Planning Department                             | 1  | 2                          | 3                                       |  |
|                        | 29                     | Employment                                      |  | 5                          | 5                                       |  |
|                        | 30                     | L.G. Secretariat                                |  | 5                          | 5                                       |  |
|                        | 31                     | Urban Development                               |  | 5                          | 5                                       |  |
|                        | 32                     | GTB Hospital                                    |  | 3                          | 3                                       |  |
|                        | 33                     | Industries                                      |  | 4                          | 4                                       |  |
|                        | 34                     | Lokayukta                                       |  | 3                          | 3                                       |  |
|                        | 35                     | Prosecution                                     |  | 3                          | 3                                       |  |
|                        | 36                     | Forensic Science Laboratory                     |  | 2                          | 2                                       |  |
|                        | 37                     | Rural Development                               |  | 3                          | 3                                       |  |
|                        | 38                     | Forests & Wild Life                             |  | 1                          | 1                                       |  |
|                        | 39                     | Guru Nanak Eye Centre                           |  | 1                          | 1                                       |  |
|                        | 40                     | Health And Family Welfare                       |  | 1                          | 1                                       |  |
|                        | 41                     | Information & Publicity                         |  | 1                          | 1                                       |  |
|                        | 42                     | Land And Building Deptt.                        |  | 1                          | 1                                       |  |
|                        | 43                     | Lok Nayak Hospital                              |  | 1                          | 1                                       |  |
|                        | 44                     | Welfare For SC/ST/OBC & Minorities              |  | 1                          | 1                                       |  |
| 45                     | Chief Electoral Office |   | 4  | 4                          |   |  |
| 18.11.2021 (Thursday)  | <b>MOP UP</b>          |   |  |                            |   |  |

List of Junior Assistant(Post code 02/17 & 20/18) for biometric and photograph verification on 16/11/2021 at Auditorium, Delhi Secretariat.

| S. No. | Name                 | Roll No.    |
|--------|----------------------|-------------|
| 1.     | SWETA SEHRAWAT       | 12330220387 |
| 2.     | SANDEEP CHHILLAR     | 12330220680 |
| 3.     | SANJANA YADAV        | 12330226143 |
| 4.     | DEEPAK MAAN          | 11170200256 |
| 5.     | GAURAV MAAN          | 11170200494 |
| 6.     | AMIT KUMAR           | 12340221392 |
| 7.     | POOJA                | 11120200684 |
| 8.     | ABHISHEK             | 11140200080 |
| 9.     | NISHANT MANN         | 11190201232 |
| 10.    | DEEPANSHU PRAJAPATI  | 11200204487 |
| 11.    | MOHIT KHARB          | 12340209598 |
| 12.    | JITENDRA KUMAR MEENA | 12340213023 |
| 13.    | SAURABH KUMAR        | 11130207427 |
| 14.    | VIKRAM KUMAR JHA     | 11140203073 |
| 15.    | BHAWNA               | 11210202625 |

|     |                    |             |
|-----|--------------------|-------------|
| 16. | PUSHPENDER         | 11220201605 |
| 17. | RAM KHILARI        | 11290201698 |
| 18. | SAPNA KUMARI MEENA | 12330201741 |
| 19. | VIKRAM KANT        | 12330213282 |
| 20. | SURAJ KUMAR SHAH   | 12330222375 |
| 21. | AKSHIT VIJAYRAN    | 11180203588 |
| 22. | JAYESH             | 11240202339 |
| 23. | ANURAG KUMAR MEENA | 11270200586 |
| 24. | PAWAN KUMAR        | 11310200448 |
| 25. | BABLESH MEENA      | 12330205015 |
| 26. | SACHIN             | 12340202699 |
| 27. | RAJU KUMAR SHARMA  | 12340219388 |
| 28. | SUMIT              | 11150203336 |
| 29. | DAULAT RAM MEENA   | 12340207091 |
| 30. | MADHUKAR SHARMA    | 12340212163 |
| 31. | RAHUL KUMAR        | 12340226623 |
| 32. | MANISH KUMAR       | 12300113273 |

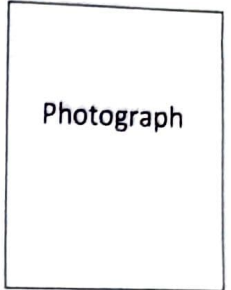
List of Stenographers(Post code 21/18) for biometric and photograph verification on  
16/11/2021 at Auditorium, Delhi Secretariat.

| SN | Roll No  | Name             | Date of Birth |
|----|----------|------------------|---------------|
| 1  | 55825038 | Sakshi Jain      | 7/27/1998     |
| 2  | 20767741 | AARZOO           | 1/19/1999     |
| 3  | 37591480 | POOJA YADAV      | 10/29/1994    |
| 4  | 21898721 | JYOTI KUSHWAHA   | 8/31/1991     |
| 5  | 14079964 | REEYA            | 05-08-2000    |
| 6  | 54280950 | ASHISH BHARDWAJ  | 8/21/1997     |
| 7  | 31072799 | VARSHA           | 11/23/1999    |
| 8  | 39164594 | RAMKESH MEENA    | 08-06-1995    |
| 9  | 88360082 | SHUBHAM SINGH    | 3/13/1997     |
| 10 | 81447472 | MANISH KUMAR     | 3/14/1999     |
| 11 | 67472124 | Amit Kumar Dubey | 9/20/1994     |
| 12 | 78422685 | Sneha Meena      | 05-09-1995    |
| 13 | 95426812 | NEHA RANI        | 07-02-1993    |
| 14 | 69236986 | DEEPANSHU        | 07-07-1997    |
| 15 | 90850577 | Prabhleen Kaur   | 09-05-1993    |
| 16 | 58612125 | PRARTHNA PANDEY  | 3/26/1998     |
| 17 | 87346529 | Shalu Goswami    | 01-10-1997    |
| 18 | 62555100 | DHARMENDER       | 04-06-1994    |
| 19 | 64989468 | GANESH RAI       | 6/23/1996     |

# PROFORMA FOR ISSUANCE OF OFFICE IDENTITY CARD

PERSONAL DETAILS TO BE DULY FILLED-UP BY THE REGULAR OFFICIAL/OFFICER CONCERNED

Sl. No



- i. Name of the Officer/Official (In Block letter) : .....
- ii. Father' s Name : .....
- iii. Designation : .....
- iv. Date of Birth : .....
- v. Residential Address : .....
- vi. Blood Group : .....
- vii. Mobile No. : .....
- viii. Place of Posting : .....
- ix. Date of Issue : .....

**SIGNATURE OF OFFICER/OFFICIAL**

**TO BE VERIFIED BY THE DISTRICT/BRANCH INCHARGE**

SIGNATURE WITH OFFICER STAMP

To,

Dy. Labour Commissioner  
Care Taking Branch.  
5-Shamnath Marg, Delhi