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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (III)
7TH LEVEL, B WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110 113.**

(Website: <http://services.delhigovt.nic.in>; Ph.No.: 23392239; Fax No.:23392150)

No.F.14(3)/2/2018/TT/S-III/173

Dated:- 17/07/2018

To
The All Head of offices,
Govt. of NCT of Delhi
Delhi/New Delhi

Office of the Section Officer (S-III/VCD)
Dept. of Social Welfare
Govt. of NCT of Delhi

19 JUL 2018

Dy. No... 3205

1456/DIA
24/7/18

Sub: Schedule of Typewriting/Shorthand Test (Hindi/English) for the year 2018.

Sir/Madam,

With reference to the subject cited above, Directorate of Training and Technical Education, GNCT of Delhi vide their letter No. F. 20(66)/53/Trg.(E)/2018/157 dated 10/07/2018 have forwarded Schedule of Typewriting / Shorthand Test(Hindi / English) for the year 2018 which is scheduled as under :-

S.No.	Date of Type/Shorthand (English/Hindi) for 2016	Venue of the Examination	Commencement Time
1.	28.07.2018 (Saturday)	Government ITI H.J. Bhabha, Mayur Vihar, Phase-1, Delhi-110091	9.30 A.M.
2.	24.11.2018 (Saturday)	Will be informed before due date	

Dy. No. 1456/DIA
24/7/18

Further, it is requested to forward the application forms of the officials to this department, if any, appointed on compassionate grounds/promoted/absorbed/ redeployed etc. to the post of Grade-IV (DASS)/Junior Assistant & Stenographer **by 23.07.2018 positively**, so that their names may be forwarded to the Department of Training and Technical Education well in time.

The application form may also be obtained from the website of Services Department.

DD
(admn)

1714
20-7-18

Yours faithfully,

[Signature]
17/07

SECTION OFFICER (S-III)

No.F.14(3)/2/2018/TT/S-III/173

Dated:- 17/07/2018

Copy to the Section Officer (Co-ord.), Services Department with the request to upload this letter on the official website of Services Department.

[Handwritten notes]

[Signature]
17/07

SECTION OFFICER (S-III)

MS - Monika
[Signature]

[Signature]

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Name of the forwarding Department
with office address

1.	Registration No.		Photograph of the candidate duly attested by the forwarding authority
2.	Name of the Candidate (in Block letters)		
3.	Father's/Husband's Name		
4.	Date of Birth		
5.	Designation {Grade-IV (DASS)/ Steno Grade-III}		
6.	Date of appointment in present grade		
7.	Mode of Recruitment		
8.	Shorthand/Typing Medium		
9.	Residential Address with Contact No.		

Signature of the Candidate

(Signature of the forwarding authority)
with Office Seal

(For Office use only to be retained by the Institute)

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with office address

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