

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,  
GOVT. OF NCT OF DELHI  
1st FLOOR, MAHARANA PRATAP  
ISBT BUILDING, KASHMERE GATE, DELHI- 110006  
(ADMINISTRATION BRANCH)

No. F. 01(66)/WCD/Admn./(Misc)/2021/

118084-87

Dated:

11 2 NOV 2021

CIRCULAR

It is hereby informed all the DDO/HOO of Department of Women and Child Development, GNCTD, Kashmere Gate, Delhi that Bio-Metric and Photograph verification of newly recommended candidates for the post of Stenographers and Junior Assistants to be held on 16-11-2021 (Tuesday) time 9.30 AM to 5.30 PM. (Post Code: 02/17 and 20/18 Junior Assistant/ Gr-IV (DASS) and Post Code 21/18 Stenographers.

Accordingly, all the concerned DDO/HOO of DWCD are hereby informed that be present in the Delhi Secretariat, IP Estate, Ground Floor for ensuring the success of the process with ensure availability of the following key documents:

- (i) Service Book
- (ii) Dossier
- (iii) Offer of Appointment
- (iv) Police Verification report
- (v) Medical Report
- (vi) 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;

If any query regarding the Bio-Metric and Photograph verification DDO/HOO may contact the Department's Nodal Officer Sh. Jogender Singh (Dy. Director).Admn. Branch, HQ, DWCD, Kashmere Gate, Delhi.



(Arvind Prakash)  
SO. (Admn.)

To

1. All DDO/ HOO, Department of Women and Child Development, GNCTD.

No. F. 01(66)/WCD/Admn./(Misc)/2021/

118084-87

Dated:

12 NOV 2021

Copy to:

1. PS to Director, DWCD, Kashmere Gate, Delhi.
2. Concerned Officials (List enclosed).
3. Data Processing Assistant, WCD for uploading on website of the Dept.

2443/DD/A  
07/11/21

Office of the Secretary  
Dept. of Personnel and Admin. Development  
Govt. of NCT of Delhi  
28 OCT 2021 100/A  
Dy. No. 1392

**SERVICES DEPARTMENT (III)**  
**7<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT,**  
**I.P. ESTATE, NEW DELHI- 110002**  
(Website: <http://services.delhigovt.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,  
/A A A

Secretary (W/O)  
an office trans

Spl. Secy cum  
Director (W/O)

[Signature]


DD (Admin)  
[Signature]

Spl (A)  
3-11-21  
ms Subhash



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

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S. No.	Name of Department
1	Directorate Of Education
2	Department Of Food, Supplies & Consumer Affairs
3	Transport Department
4	Department Of Trade & Taxes
5	Divisional Commissioner Office
6	Directorate Of Training & Technical Education
7	Department Of Women & Child Development
8	Labour Department
9	Irrigation & Flood Control Department
10	Central Jail
11	Principal Accounts Office
12	Directorate Of National Cadet Corps
13	General Administration Department
14	Directorate Of Health Services
15	Department Of Social Welfare
16	Directorate Of Civil Defence
17	Directorate Of Agricultural Marketing
18	Maulana Azad Medical College
19	Drugs Control
20	Department Of Excise
21	Directorate Of Family Welfare
22	Weights & Measurement
23	A&U Tibbia College & Hospital
24	Ambedkar Nagar Hospital
25	Delhi Commission For Women
26	Department Of Food & Safety
27	Directorate Of Higher Education
28	Planning Department
29	Employment
30	L.G. Secretariat
31	Urban Development
32	GTB Hospital
33	Industries
34	Lokayukta
35	Prosecution
36	Forensic Science Laboratory
37	Rural Development
38	Forests & Wild Life
39	Guru Nanak Eye
40	Health And Family Welfare
41	Information & Publicity
42	Land And Building Deptt.
43	Lok Nayak Hospital
44	Welfare For SC/ST/OBC & Minorities
45	Chief Electoral Office