

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/

18084-87

Dated:

12 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.

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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 Deptt.