

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/2978

Dated:- 26/11/2019

To

The All the Head of Departments,
Govt. of NCT of Delhi
Delhi/New Delhi

Sub: Schedule of Typewriting/Shorthand Test (Hindi/English) for the year 2019.

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)/2018/382 dated 13/11/2019 has forwarded Schedule of Typewriting/Shorthand Test (Hindi/English) for the year 2019 which is scheduled as under :-

S.No.	Date of Type/Shorthand (English/Hindi) for 2016	Venue of the Examination	Commencement Time
1.	07.12.2019 (Saturday)	Government ITI H.J. Bhabha, Mayur Vihar, Phase-1 Delhi-110091	9.30 A.M.

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 02.12.2019 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.

Yours faithfully,

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

No.F.14(3)/2/2018/TT/S-III/2978

Dated:- 26/11/2019

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

(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

25/11

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)

Name of the forwarding Department _____
with office address _____

1.	Registration No.		Photograph of the candidate duly attested by the forwarding authority
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Signature of the Candidate _____

(Signature of the forwarding authority)
with Office Seal