

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT (BRNACH-III)**  
**5<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT,**  
**I. P. ESTATE, NEW DELHI-110 002**

F.16(3)(k)/DSSSB/2025/E-office/S-III/1312

Dated: 03/09/2025

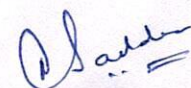
**OFFICE MEMORANDUM**

**Subject: To streamline the process of issuing advertisements by DSSSB for the User Departments of GNCTD.**

It has been observed that requisitions submitted by various User Departments/Local Bodies/Autonomous Bodies under GNCTD to DSSSB for direct recruitment in respect of Group 'B' (Non-Gazetted) and Group 'C' posts often contain discrepancies despite the availability of the prescribed checklist (Annexure-E). Common discrepancies noticed include incorrect details regarding suitability of PwBD candidates, age relaxations, educational qualifications etc. These shortcomings led to seeking clarifications repeatedly, delay in issuance of advertisements, completion of recruitment processes.

2. In order to address these issues and ensure timely finalization of requisitions, it has been decided by the Competent Authority that the following procedure shall be adhered to by all Departments/Agencies concerned in GNCTD with immediate effect:

- i. Each User Department shall designate a Nodal Officer, not below the rank of Head of Office / Deputy Secretary / Administrative Officer or equivalent, duly authorized by the Competent Authority.
- ii. The Nodal Officer shall ensure that the requisition submitted is accompanied by the relevant copy of Recruitment Rules (RRs) of the post concerned, duly filled & signed Certificates required (Annexure A to D) and the requisition fulfills all the points prescribed vide DSSSB's Checklist (Annexure-E).
- iii. The Nodal Officer shall coordinate all requisition-related activities with DSSSB and schedule a visit to the DSSSB Helpdesk (P&P Branch) after getting prior appointment via email at dspandp1@gmail.com for preliminary scrutiny of the proposal.
- iv. The DSSSB Helpdesk, under the supervision of Deputy Secretary (P&P), shall conduct a thorough preliminary scrutiny of the requisition and supporting documents in order to verify accuracy of all records.
- v. If any discrepancies or shortcomings are noticed during the preliminary scrutiny, the requisition shall be returned to the concerned Nodal Officer along with the detailed observations for necessary rectification and resubmission.
- vi. If the requisition is found complete and accurate, DSSSB shall issue an acknowledgment (Annexure-F) to the User Department

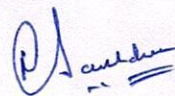




confirming acceptance.

- vii. After receipt of the acknowledgement from DSSSB, the Nodal Officer shall upload the online requisition on the OARS Portal using the Department's official login credentials, including assistance if any, needed from the DSSSB Helpdesk.
  - viii. The Nodal Officer shall take print-out of the online requisition submitted through the OARS Portal, countersign all the relevant documents, and submit the duly signed hard copies to the P&P Branch, DSSSB within 3 working days for official record and further processing.
3. If any discrepancies are identified at a later stage (either by DSSSB or the User Department), they shall be addressed promptly through the concerned Nodal Officer, who shall provide the requisite clarifications or rectify the issues within the stipulated time frame and ensure smooth continuation of the recruitment process.
4. All necessary certificates (Certificates A to D) and the requisite checklist (Annexure E) are enclosed for ready reference and compliance. All User Departments, Autonomous Bodies, Local Bodies, and Boards under GNCTD are hereby directed to strictly adhere to this revised procedure in order to avoid delays in the recruitment process.
5. This issues with the approval of the Chief Secretary.

Encl: Annexure 'A' to 'F'



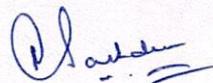
**DY. SECRETARY (SERVICES)**

F.16(3)(k)/DSSSB/2025/E-office/S-III/1312

Dated: 03/09/2025

Copy to :-

1. All the Additional Chief Secretaries/ Administrative Secretaries/ HoDs of departments/ Local Bodies/ Autonomous Bodies under GNCT of Delhi.
2. The SO to Chief Secretary, Government of NCT of Delhi.
3. PS to the Pr. Secretary (Services), GNCTD.
4. PA to the Spl. Secretary (Services), GNCTD.
5. The Chairman, DSSSB, Government of NCT of Delhi.
6. The Section Officer (Co-ordination Branch), Services Department with the request to upload the Office Memorandum on the official website of the Services Department.



**DY. SECRETARY (SERVICES)**



**Annexure-A**

**CERTIFICATE (PWD)**

It is certified that the requirements of "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016" [regarding compliance with provisions of the PwD (Equal Opportunities, Protection of Rights and full participation) Act, 1995] which has become effective from 19th day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at point no. .... of cycle no. .... of 100 point reservation roster out of which number of vacancies are reserved for persons with disabilities.

It is also certified that post of ..... is identified suitable for the following sub categories of Person with Benchmark Disability (PwBD) as per notification of Ministry of Social Justice and Empowerment notification dated 04.01.2021 and 24.08.2022: -

- a) -----
- b) -----
- c)-----
- d)-----
- e) -----

**Name of HOD**

**Sign & Stamped**

**50**

**Name of Department**



Annexure-B

**CERTIFICATE (CONTRACTUAL)**

It is certified that the post of ..... (..... vacancy) is/are vacant and at present ..... Contractual employee(s)/guest teacher(s) is/are also working against said post.

Name of HOD

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Sign & Stamped

Name of Department



**CERTIFICATE (HOD) ( GROUP – C POST)**

This is certified that the vacancy position for the post of "....." Against the Direct Recruitment Quota forwarded by the Department in requisition includes all vacancies including those arising against a post. Such post has been duly treated as "Vacant" and included in the vacancy position against the respective DR quota. Further, it is also certified that this requisition also includes post vacant/created due to resignation, death, promotion, creation of posts and anticipated retirement upto the end of calendar year.

Further, it is informed that vertical reservation to the EWS category and horizontal reservation to the PwBD, ExSM and Meritorious Sportsperson has been granted in accordance with the guidelines / OM's / Orders issued by DoPT from time to time.

Name of HOD

Sign &amp; Stamped

Name of Department



Annexure-D

**CERTIFICATE (HOD) ( GROUP – B POST)**

This is certified that the vacancy position for the post of “.....” Against the Direct Recruitment Quota forwarded by the Department in requisition includes all vacancies including those arising against a post. Such post has been duly treated as “Vacant” and included in the vacancy position against the respective DR quota. Further, it is also certified that this requisition also includes post vacant/created due to resignation, death, promotion, creation of posts and anticipated retirement upto the end of calendar year.

Further, it is informed that vertical reservation to the EWS category and horizontal reservation to the PwBD has been granted in accordance with the guidelines / OM's / Orders issued by DoPT from time to time.

Name of HOD

Sign & Stamped

Name of Department



## CheckList

## DELHI SUBORDINATE SERVICES SELECTION BOARD

S.No.	Description	Item No.	Yes / No
1	Whether the requisition has been submitted in the prescribed proforma?		
2	Whether all pages of requisition have been signed & Stamped in original showing the name, designation and telephone Number of the requisitioning Authority?		
3	Whether the Requisitioning Authority is empowered by the Competent Authority/Administrative Department, to place the Requisition with the DSSSB directly?		
4	If Yes, whether the relevant document/ order has been enclosed?		
5	Whether brief particulars of the post have been given in the required format about designation, pay scale & total Emoluments (excluding HRA & CCA), Group & Service Cadre and total number of posts sanctioned (permanent and temporary) have been indicated as per Recruitment Rules?		
6	Whether the existing vacancies and anticipated vacancies upto one year from the date of requisition have been included as per MHA OM No.9/21/68-RPS dated 10/06/1969 read with OM. No. 23/38/69-Estt (B) dated 13/03/1969 and subsequent amendments/instructions thereto/there under?		
7	Whether the reservation for SC, ST and OBC has been worked out on the basis of post-based roster as per DOPT OM No 36012/2/96-Estt.(Res) dated 02/07/1997 and subsequent amendments/instructions thereto / thereunder?		
8	Whether the requirements of the persons with disability (Equal Opportunities, Protection of Rights and Full Participation) RPWD Act, 2016 and the policy relating to reservation for persons with disability has been taken care of while sending the requisition?		
9	Whether the suitability and reservation for PH has been considered/worked out on the basis of DOPT OM No 36035-Estt(Res) dated 29/12/2005 (Notification No.16-70/2004DD dated 18/01/2007, 15/03/2007 supersedes the Notification No 16-25/99N.I dated 31/05/2001 referred in the DOPT OM No 36035/8/2003-Estt.(Res) dated 26/04/2006, No 36035/10/2006-Estt.(Res) Desk dated 12/12/2006, DOPT OM No 36035/2/2012-Estt(Res) dated 29/02/2012, OM No 36035/02/2017-Estt(Res) dated 15/01/2018, the Right of Persons with Disabilities Act, 2016 and subsequent amendments/ instructions thereto/thereunder?		
10	Whether a certificate in accordance with DOPT OM No 36035/02/2017-Estt(Res) dated 15/01/2018, the right of persons with disabilities Act, 2016 is attached?		
11	Whether the details of court cases/litigation/ decisions have been mentioned along with its impact, if any?		
12	Whether complete details regarding Recruitment Rules/ Service Rules viz notification/review etc. have been mentioned completely?		
13	Whether certified copy of notified Recruitment Rules/Service Rules have been enclosed?		
14	Whether the vacancies to be filled are covered under direct recruitment quota as per the notified Recruitment Rules?		



15	Whether the Essential and Desirable Qualification details have been worked out in a clear and comprehensive manner in accordance with the notified recruitment rules/service rules?		
16	In case, the above indicate Educational Qualification includes the term "or equivalent", whether the exhaustive list of equivalent Educational Qualifications has been provided.		
17	Whether the Age Limit and Relaxations are as per Notified Recruitment Rules/Service Rules and extant instruction of Govt of India/GNCT of Delhi on the subject?		
18	In case the Age relaxation under any Specific provisions/Special circumstances/ Court orders have been indicated, whether the copies of notes/correspondence/decision obtaining prior concurrence of the Competent Authority has been provided?		
19	Whether the period of probation, place of posting and other details etc are as per notified recruitment rules/service rules and extant instructions of Govt of India on the subject?		
20	Whether duties have been indicated in brief.		
21	Whether information on any other requirement or conditions not covered above has been given, if any?		
22	If direct recruitment was made earlier for identical posts, whether the reference and date of latest communication from the Board has been indicated?		
23	Whether the name, address & telephone number of the Department's Representative with whom the proposal is to be discussed has been indicated?		
24	Whether the clauses which are not applicable have been crossed?		
25	Whether all required relevant certificates have been enclosed along with the requisition?		
26	Whether the name of the Officer not below the level of Secretary concerned, who has approved the requisition, has been indicated?		
27	Whether the requisition has been placed after scrutiny of all Direct Recruitment vacancies and enforcing the reduction as per procedure given in the DoP&T OM No. 2/8/2001-PIC, dated 16/05/2001, if the date of occurrence of vacancies is prior to 31/03/2009?		
28	Whether the reasons of occurrence of vacancies have been indicated in the requisition along with the date of occurrence?		
29	If the vacancies are being requisitioned on temporary basis, whether such vacancies would exist for more than three years as per M/o Home Affairs OM No.F.2/4/67-Estt.(B) dated 08/06/1967 and subsequent amendments/instructions thereto/thereunder?		
30	Whether it has been certified under Note that the details of Court cases, if any, arising after sending the requisition and effect such court cases(s) may have on the requisition sent shall be conveyed to the Board immediately and without fail		
31	In case, the experience qualification is not clear/ambiguous or not quantified or not clearly prescribed the specific area(s) in which the experience is required, whether the same has been redefined explicitly and clearly in consultation with the Board?		



**ACKNOWLEDGEMENT**

The requisition for the post of \_\_\_\_\_ under \_\_\_\_\_ department is received physically from Nodal Officer Sh./Smt./Ms. \_\_\_\_\_. Preliminary scrutiny of the requisition has been carried out and it appears satisfactory for further processing of issuance of advertisement. However, If any discrepancies are identified at a later stage (either by DSSSB or the User Department), they shall be addressed promptly through the concerned Nodal Officer, who shall provide the requisite clarifications through dspandp1@gmail.com or rectify the issues within the stipulated timeframe to ensure smooth continuation of the recruitment process.

Nodal Officer (Help desk)  
P&P Branch, DSSSB

Nodal Officer  
(User Department)  
Department-  
Contact no. &Email-