

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (BRNACH-III)  
7<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT,  
I. P. ESTATE, NEW DELHI-110 002  
Website: <http://services.delhi.gov.in>; Ph. No.: 2339-2239; Fax: 2339-2150

Sub: Preparation of reserve panel/waiting list panel in the selection made in direct recruitment.

Please find enclosed a copy of Circular No. F. 16(3)/2007/S-III/1756-1763 dated 02/08/2021 on the subject cited above. You are therefore directed to upload the above said Circular on the official website of Services Department in the appropriate column.



**(Bhairab Dutt)**  
**Deputy Secretary**

✓ The Section Officer (Coordn.), Services Department. Delhi Secretariat, Delhi-

U.O. No. F.16(3)/DSSSB/2007-S.III/ 1770

Date: 04/08/2021

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (BRNACH-III)  
7<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT,  
I. P. ESTATE, NEW DELHI-110 002  
Website: <http://services.delhi.gov.in>; Ph. No.: 2339-2239; Fax: 2339-2150

No.F.16(3)/2007/S-III/1756-1763

Dated: 02/08/2021

CIRCULAR

DSSSB, in accordance with the circular No. F.16(3)/DSSSB/2007-S-III dated 13<sup>th</sup> June, 2019 of Services Department, Government of NCT of Delhi, has been maintaining the Waiting/Reserve Panel for dealing with exigent cases. Such panel is valid for a period of 1(one) year from the date of declaration of main result for filling up of the vacancies arising due to candidates not meeting the eligibility/ RR criteria, being not found fit based on medical report or police verification report, not accepting appointment offer, or not joining the post and the resignation / death cases, etc in terms of GNCTD/ GoI Instructions on the subject.

The current system of waiting/ reserve panel needs improvements for enhancing transparency and efficiency in processing and ensuring optimal outcomes from DSSSB's recruitment examinations. Thus as the waiting panel is currently not notified, it may create some opacity. As such panel is also not shared with the user department along with the main result, this may deprive the user department of opportunity of quickly dealing with exigent cases by substituting candidates from the panel. The current system also consumes a lot of administrative time and efforts, leading, sometimes, to such exigent vacancies not getting filled within one year's validity period. In few cases, such panel remains infructuous as substitution requests are received by DSSSB after the validity period of the waiting panel, leading to litigations with candidates.

In this regard, Hon'ble Lt. Governor, Delhi, has approved the DSSSB's resolution dated 19<sup>th</sup> May, 2021 which sought to comprehensively amend the above policy on Waiting/Reserve Panel. Accordingly, in supersession of the above policy dated 13<sup>th</sup> June, 2019, it has been decided as under :-

1. Against result of each recruitment, the DSSSB will maintain a **reserve panel** which shall be valid for a period of one year from the date of declaration of the main result. All the candidates above minimum qualifying marks in their respective category will be kept in the reserve panel.
2. Out of the reserve panel, DSSSB will prepare the **main result list** of provisional nominations limited to the number of vacancies notified in the DSSSB advertisement and the **waiting panel** limited to 20 % of such vacancies notified in the DSSSB advertisement.
3. DSSSB will notify and also provisionally nominate the waiting panel along with the main result list. Both the lists will be available in public domain.
4. After such notification, DSSSB will share the e-dossiers of all the provisionally nominated candidates in the main result list and those in the waiting panel with the user department.
5. While making offers of appointment, the user department shall diligently examine all the original documents of the candidates and scrutinize the same



based on the eligibility criteria, the RRs, the GNCTD/ GoI guidelines on reservation benefit, etc. The user department shall verify the genuineness of the certificates on education, experience, caste/ EWS, etc) in support of his candidature and the correctness of the information/documents as furnished in the e-dossier vis-à-vis the original documents.

6. The waiting list sent by DSSSB will be utilized by the user department, being the Cadre Controlling/Appointing Authority, only to deal with the exigent cases of
  - a. the candidates not meeting the eligibility/ RR criteria,
  - b. the candidates found medically unfit or having adverse police verification report,
  - c. the candidates not accepting appointment offer,
  - d. the candidates not joining the post and
  - e. the resignation / death cases, etc.
7. The user department, at its own level, will utilize the waiting list only after exhausting the main list and after affording sufficient opportunity to the selected candidates as per the extant guidelines issued by GNCTD/ GoI. After this, the offer of appointment of such candidate from the main list should be first cancelled and then the candidate from the waiting list will be considered by the user department for offer of appointment by strictly following the merit based ranking and as per the extant guidelines issued by GNCTD/ GoI and the clauses as mentioned in Point No. 1 to 19 of the model result notice (attached).
8. While operating the waiting panel, the user department shall strictly follow instructions as contained in DOP&T OM No. 36012/2/96-Estt.(Res) dated 02/07/1997, 36011/1/98-Estt.(Res) dated 01/07/1998 & 43011/4/2018-Estt.(Res) dated 04/04/2018 regarding shifting of candidates from respective categories to the un-reserved category.
9. The candidates in the waiting panel or the balance reserve panel will have no claim or right for appointment per se against the vacancies notified for the recruitment. They can get the appointment only in the event any vacancy arises as a result of selected candidates from the main result list not joining the employment for the reasons as stated above within one year of validity of waiting panel. Such vacancies shall be filled up strictly according to the merit based rankings in the waiting panel. Further, no candidates from the waiting panel will be considered against any future/other vacancies.
10. If the waiting panel is also exhausted due to the exigent cases, then the user department will intimate DSSSB along with the returned and cancelled dossiers and the complete status report on utilization of the main list and the waiting panel. The user department should indicate the reason for cancelling the candidature of each candidate whose dossier is being returned. If such returned dossiers and the complete status report are received in DSSSB within the validity period of one year, DSSSB will recommend the candidates from the reserve panel as per the extant guidelines issued by GNCTD/ GoI.
11. The appointments from the waiting panel and the reserve panel should be restricted to the extent of the vacancies advertised by DSSSB. The validity of the waiting panel and the reserve panel shall be deemed to expire as soon as the number of vacancies advertised are filled up or after one year from the date of declaration of the main result, whichever is earlier. Any vacancy arising, thereafter, due to any reasons shall not be filled out of the relevant waiting list.

12. The user department must exercise strict discipline in implementing this delegated authority to avoid instances of denial of employment to the selected candidates, arbitrarily choosing candidates from the waiting panel, using the waiting panel after the time limit, or perpetrating the waiting panel for filling up of additional vacancies beyond the advertized vacancies.
13. In the cases where results of candidates are withheld due to directions of Courts, the Board may forward the details of such petitioner candidates in a separate sealed envelope to the user department with direction to open the same only after decision/finalization of court case. The Board will forward e-dossiers of such candidates to user department with remarks that "**The candidature of the candidate is withheld in compliance with the direction of the court.**" The user department may decide such cases subject to outcome of the Court Case.
14. A model Result Notice in accordance with the above laid down waiting panel policy is enclosed with this circular for ready reference.
15. This waiting panel policy shall become operational with immediate effect.

This issues with the prior approval of the Competent Authority.

  
(BHAIRAB DUTT)  
Dy Secretary (Services)

No.F. 16(3)/2007/S-III/ 1756-1763

Dated: 02/08/2024

Copy to :-

1. Secretary to Hon'ble Lt. Governor, Government of NCT of Delhi.
2. Secretary to Hon'ble CM, Government of NCT of Delhi
3. Secretaries to Hon'ble Ministers, Government of NCT of Delhi
4. Staff Officer to Chief Secretary, Government of NCT of Delhi.
5. All Addl. Chief Secretaries, Government of NCT of Delhi
6. Chairman, DSSSB, Government of NCT of Delhi.
7. All Principal Secretaries & Secretaries, Government of NCT of Delhi
8. All Head of Departments/Appointing Authorities/Local/Autonomous Bodies, Government of NCT of Delhi.
9. Guard File.

  
(BHAIRAB DUTT)  
Dy Secretary (Services)



(MODEL RESULT NOTICE)



GOVERNMENT OF NCT OF DELHI  
DELHI SUBORDINATE SERVICES SELECTION BOARD  
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-92

No. F. 1(417)/CC-/DSSSB/2020/

Dated: -

RESULT NOTICE NO.  
STENOGRAPHER, GRADE-III (POST CODE 01/21)  
IN \_\_\_\_\_ DEPARTMENT, GNCT OF DELHI

**MAIN RESULT**

1. The DSSSB vide its Advertisement No. 02/18 with closing date 13/08/2018 and subsequent corrigendum dated 19/07/2018, Addendum dated 07/09/2019 and corrigendum to addendum dated 10/12/2019 had advertised 256 vacancies (UR-91, OBC-101, SC-24, ST-40 including OH-05, HH-04, VH-09, Multiple Disability-01, EXSM-17 and SP-06) for the post of STENOGRAPHER, GRADE-III in \_\_\_\_\_ Department, GNCT Of Delhi under Post Code 01/21. Board Conducted Tier-I written examination for recruitment in respect of this post on 04/12/2019 and 08/01/2120.
2. On qualifying the Written Examination, vide Notice No. 885 dated 07/03/2020, the DSSSB has shortlisted 1947 candidates for appearing in Skill Test/Shorthand Test and Typing Test for the post of Stenographer, Grade-III under Post Code 01/21. The Skill Test was conducted on 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, February, 2021 and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> and on 25<sup>th</sup> (for VH) March, 2021 (Total 26 days) wherein out of 1947 candidates, 1294 candidates appeared for the test. In the Skill Test conducted, out of 1294 candidates only 425 candidates could qualify. The result of skill test was declared vide notice no. 1129 dated 20/04/2021.
3. In evaluation of the shorthand skill test answer sheets of candidates, the Board has considered/condoned up to 7% mistakes for UR category candidates and up to 10% mistakes for all reserved category candidates, as qualified with a speed of 80 w.p.m.
4. Those reserved category candidates who were shortlisted in UR Category as per clause 7 of notice no. 885 dated 07/03/2020, for appearing in Skill Test, availing relaxation of mistakes/percentage of errors up to 10%, have been be considered in their respective category.
5. As per RR of the Post the candidate was to Qualify 40 w.p.m. in Typewriting in English or 35 w.p.m. in Typewriting in Hindi, as well.
6. On the basis of written Examination Tier-I held from 04/12/2019 and 08/01/2120 and being qualified in Skill Test held on 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>,

22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, February, 2021 and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> and on 25<sup>th</sup> (for VH) March, 2021 (Total 26 days) and having been found provisionally eligible as per documents uploaded in support of Educational Qualification, Age, etc. in accordance with the advertisement no. 02/2018 and RRs for the Post of STENOGRAPHER, GRADE-III under Post Code 01/21 in \_\_\_\_\_ Department, the following Candidates are hereby provisionally nominated as per their merit, according to roll nos. of written examination of the candidates:-

**UR Category:-73**

00000000001	00000000002	00000000003	00000000004	00000000005
00000000006	00000000007	00000000008	00000000009	00000000010
00000000011	00000000012	00000000013	00000000014	00000000015
00000000016	00000000017	00000000018	00000000019	00000000020
00000000021	00000000022	00000000023	00000000024	00000000025
00000000026	00000000027	00000000028	00000000029	00000000030
00000000031	00000000032	00000000033	00000000034	00000000035
00000000036	00000000037	00000000038	00000000039	00000000040
00000000041	00000000042	00000000043	00000000044	00000000045
00000000046	00000000047	00000000048	00000000049	00000000050
00000000051	00000000052	00000000053	00000000054	00000000055
00000000056	00000000057	00000000058	00000000059	00000000060
00000000061	00000000062	00000000063	00000000064	00000000065
00000000066	00000000067	00000000068	00000000069	00000000070
00000000071	00000000072	00000000073		

**OBC Category:-85**

00000000074	00000000075	00000000076	00000000077	00000000078
00000000079	00000000080	00000000081	00000000082	00000000083
00000000084	00000000085	00000000086	00000000087	00000000088
00000000089	00000000090	00000000091	00000000092	00000000093
00000000094	00000000095	00000000096	00000000097	00000000098
00000000099	00000000100	00000000101	00000000102	00000000103
00000000104	00000000105	00000000106	00000000107	00000000108
00000000109	00000000110	00000000111	00000000112	00000000113
00000000114	00000000115	00000000116	00000000117	00000000118
00000000119	00000000120	00000000121	00000000122	00000000123
00000000124	00000000125	00000000126	00000000127	00000000128
00000000129	00000000130	00000000131	00000000132	00000000133
00000000134	00000000135	00000000136	00000000137	00000000138
00000000139	00000000140	00000000141	00000000142	00000000143
00000000144	00000000145	00000000146	00000000147	00000000148
00000000149	00000000150	00000000151	00000000152	00000000153
00000000154	00000000155	00000000156	00000000157	00000000158



**SC Category:- 22**

00000000159	00000000160	00000000161	00000000162	00000000163
00000000164	00000000165	00000000166	00000000167	00000000168
00000000169	00000000170	00000000171	00000000172	00000000173
00000000174	00000000175	00000000176	00000000177	00000000178
00000000179	00000000180			

**ST Category:- 21**

00000000181	00000000182	00000000183	00000000184	00000000185
00000000186	00000000187	00000000188	00000000189	00000000190
00000000191	00000000192	00000000193	00000000194	00000000195
00000000196	00000000197	00000000198	00000000199	00000000200
00000000201				

**EXSM Category:- 01 (UR)**

00000000202
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**PH(OH) Category:- 02 (UR)**

00000000203	00000000204
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**PH(VH) Category:- 01 (UR)**

00000000205
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**Sports Category:- 02 (UR)**

00000000206	00000000207
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**PH(HH) Category:- 01 (UR)**

00000000208
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**Multiple Disability Category:- 01 (UR)**

00000000209
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7. The User Department, i.e., \_\_\_\_\_ Department is requested to thoroughly examine the sports field and sports person certificates provided by the above candidates from different associations/federations etc., in the light of para A (IV), (V) and Para H of DoPT O.M. F. No. 14034/01/2113-Estt. (D) Dated 3rd October, 2013 regarding consolidated instructions on incentives for Sports Persons in Government of India before issuance of any appointment letter. If any candidate does not fulfill the eligibility criteria with regard to sports person category his/her e-dossier may be returned after cancellation of his/her candidature at your level.

8. The candidature of 02 OBC candidates having Roll Nos. 00000000226 and 00000000227 are not considered in OBC category as the candidate is not eligible to seek the reservation benefits under OBC category in Delhi being OBC outsider.
9. The candidature of 08 OBC (other state) candidates having roll nos. 00000000232, 00000000233, 00000000234, 00000000235, 00000000236, 00000000237, 00000000238 00000000239 are hereby rejected in post code 01/21, since all these 08 candidates either were shortlisted for skill test as OBC category candidates or had availed benefits of reserved categories candidates and were treated as Qualified considering percentage of error (dictation/shorthand) i.e., upto 10%.
10. The candidature of candidate having roll no. 00000000228 is hereby kept pending in OBC Category under post code 01/21, Stenographer Gr. III for further scrutiny of representation of the candidate.
11. The candidature of candidate under PH(VH) category having roll no. 00000000229 is hereby kept pending in post code 01/21, Stenographer Gr. III for further scrutiny of the genuineness of the candidature of the said candidate.
12. The selection of the above 209 candidates (UR-73, OBC-85, SC-22, ST-21, EXSM-01, OH-02, VH-01, HH-1, MD-1 and Sports-02) shall be further subject to thorough verification of the candidature of the candidate by the User Department including the identity of the candidate.
13. The Selection of the above 209 candidates (UR-73, OBC-85, SC-22, ST-21, EXSM-01, OH-02, VH-01, HH-1, MD-1 and Sports-02) shall further be subject to genuineness of the documents on the basis of which they have claimed to have fulfilled all the eligibility conditions as prescribed in the RRs and terms and conditions of the advertisement inviting application and subject to thorough verification of their identity with reference to their photographs, signature/handwriting, etc. on the application form, admission certificate, etc. The Candidature of the above candidates are liable to be cancelled by the user department also, in case the candidates are found not to be fulfilling the terms and conditions of the advertisement inviting applications for the said post code. The Competent Authority of the Department concerned shall issue the appointment letter to the candidates after being satisfied about their eligibility as down in the recruitment rules and after verification of the correctness of the information furnished in the application form and the documents related to Educational Qualification, Age and other essential certificates.
14. The User Department shall also check the eligibility of the reservation benefit, if any. Further, if applicable, the User Department i.e. Services Department shall verify the genuineness of the caste certificate furnished by the candidate prior to issuing offer of appointment to the candidates. The Competent Authority of the User Department shall arrange to verify the correctness of the



- information/documents as furnished in the e-dossier vis-à-vis the original documents. User Department is requested to ascertain the scrutiny/correctness of the same at their own level before issuing the offer of appointment to the provisionally selected candidates. Further, the appointing authority shall verify and satisfy itself about the authenticity of documents/certificates and essential qualification for the post before finally appointing the candidate. The User Department is also requested to rectify/correct, in case, any minor/clerical error/deficiency noticed in the documents of the candidate at their own level.
15. It is stated that the User Department shall verify the genuineness of the caste certificate furnished by the candidate in the light of Notification No. 36012/22-93-Estt. (SCT) dated 08/09/1993 issued by DOPT and other instructions/guidelines issued from time to time by the competent authorities prior to issuance of offer of appointment to the candidate. It is further stated that, prior to appointment, the User Department must satisfy, itself, that the above candidates are fulfilling the necessary criteria as prescribed for entitlement of OBC (Delhi) certificate as specified in various Orders/Guidelines/Circulars including order dated 07/03/2017 issued by Revenue Department, GNCTD after thorough verification of caste certificate.
  16. The User Department shall also get the SC/ST/OBC certificates verified from the issuing authority before his /her appointment. Further, in case of OBC Candidates, it may also be verified that the candidate does not belongs to creamy layer of the schedule of Govt. of India, DOPT O. M. No. 36012/22/93-Estt. (SCT) dated 08/09/1993 O. M. No. 36033/3/2004-Estt. (Res) dated 09/03/2004 and OM No. 36033/3/2004-Estt. (Res) dated 14/10/2008 and OM No. 36033/1/2013-Estt. (Res) dated 27/05/2013 and 13/05/2017.
  17. The Competent Authority of the Department concerned shall issue the appointment letters to the candidates after being satisfied about his/her eligibility as laid down in the Recruitment Rules and after verification of the correctness of the information furnished in the application form and the documents related to education qualification, age and other essential certificates as per Government of India instructions issued in this regards vide MHA OM No. 2/29/54-RPS, 19/11/54.
  18. The User Department shall ensure that the appointment made is in conformity with DoPT guidelines and instructions of Govt. issued from time to time.
  19. The category wise marks scored by the last candidate provisionally nominated in the main list are as under:-

Category	UR	OBC	SC	ST	EXSM	Sports	OH	HH	VH	Multiple Disability
Marks obtained in Written Examination	117.75	102.27	103.64	93.89	87.11	82.53	81.70	81.05	103.15	75.06

20. Mere inclusion of the name of candidate in the result notice does not confer any right upon the candidate over the post unless the appointing authority is satisfied after

such enquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the Post.

### WAITING PANEL LIST

21. Further in accordance with the Services Department Circular No. F.16(3)/DSSSB/2007-S-III/1268, dated 13/06/2019, the Board prepares and maintains waiting/reserve panel and all the candidates above-minimum qualifying marks in their respective categories are kept in the waiting/reserve panel subject to call of e-dossier/verification of documents. The waiting panel is valid for a period of 1 year from the date of declaration of main result for filling up the vacancies arising due to non-acceptance of the offer of appointment, not joining the post after acceptance of appointment, resignation after joining, etc within one year of validity of panel.
22. Now, vide resolution no.\_\_\_\_\_dated \_\_\_\_\_ the Board has decided that out of the waiting/reserve panel comprising all the candidates above minimum qualifying marks, the Board will also notify and nominate candidates to the extent of 20% of notified vacancies as waitlisted candidates in order of merit after scrutiny of their e-dossiers and share it with the User Department with a request to utilize the same in accordance with the Services Department Circular No. F.16 (3)/DSSSB/2007-S-III/1268, dated 13/06/2019 and in conformity with DoPT guidelines and instructions of Govt. of NCT, Delhi issued from time to time and also mentioned from clause 1 to 19 of this result Notice.. Accordingly following candidates, category-wise are hereby nominated as waitlisted candidates

#### **UR- 18 candidates.**

Sr. No.	Roll No. of Written Examination	Waiting Panel
1	00000000240	UR WL-1
2	00000000241	UR WL-2
3	00000000242	UR WL-3
4	00000000243	UR WL-4
5	00000000244	UR WL-5
6	00000000245	UR WL-6
7	00000000246	UR WL-7
8	00000000247	UR WL-8
9	00000000248	UR WL-9
10	00000000249	UR WL-10
11	00000000250	UR WL-11
12	00000000251	UR WL-12
13	00000000252	UR WL-13
14	00000000253	UR WL-14
15	00000000254	UR WL-15
16	00000000255	UR WL-16



17	00000000256	UR WL-17
18	00000000257	UR WL-18

**OBC- 20 candidates.**

Sr. No.	Roll No. of Written Examination	Waiting Panel
1	00000000258	OBC WL-01
2	00000000259	OBC WL-02
3	00000000260	OBC WL-03
4	00000000261	OBC WL-04
5	00000000262	OBC WL-05
6	00000000263	OBC WL-06
7	00000000264	OBC WL-07
8	00000000265	OBC WL-08
9	00000000266	OBC WL-09
10	00000000267	OBC WL-10
11	00000000268	OBC WL-11
12	00000000269	OBC WL-12
13	00000000270	OBC WL-13
14	00000000271	OBC WL-14
15	00000000272	OBC WL-15
16	00000000273	OBC WL-16
17	00000000274	OBC WL-17
18	00000000275	OBC WL-18
19	00000000276	OBC WL-19
20	00000000277	OBC WL-20

**SC category: - 05 candidates.**

Sr. No.	Roll No. of Written	Waiting
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	Examination	Panel
1	00000000278	SC WL-1
2	00000000279	SC WL-2
3	00000000280	SC WL-3
4	00000000281	SC WL-4
5	00000000282	SC WL-5

**ST category: - 02 candidates**

00000000283	00000000284
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**EXSM Category: - 01 candidate (UR)**

00000000285
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**PH (OH) Category: - 01 Candidate (UR)**

00000000286
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**PH (VH) Category: - 01 Candidate (UR)**

00000000287
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**Sports Category: - 01 Candidate (UR)**

00000000288
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23. The candidature of 03 OBC (other state) candidates of waiting list panel having roll nos. 00000000289, 00000000290 & 00000000291 are hereby rejected in post code 01/21, since all these 03 candidates were either shortlisted for skill test as OBC category candidates or had availed benefits of reserved categories candidates and were treated as Qualified considering percentage of error (dictation/shorthand) i.e., up to 10%.
24. The candidature of candidate under OBC waiting list Panel having roll no. 00000000292 is hereby kept pending in code 01/21, Stenographer Gr. III for further scrutiny of the genuineness of the candidature of the said candidate.
25. The User Department, being Cadre Controlling/Appointing Authority, shall strictly follow the merit based ranking of the candidate in the main list and the waiting list.
26. The User Department, at its own level, will utilize the Waiting List only after exhausting the main list and after affording sufficient opportunity to the



provisionally nominated candidates as per the extant guidelines issued by the GNCTD/DoPT.

27. The candidates in the Waiting Panel or the Balance Reserve Panel shall have no claim or right for appointment per se against the vacancies notified for the recruitment. They can only get the offer of appointment only in the event any vacancies (category-wise) arising due to non-acceptance of the offer of appointment, not joining the post after acceptance of appointment, resignation after joining, etc within one year of validity of panel.
28. While operating the waiting panel list, the User Department shall strictly follow instructions issued vide DoPT OM No. 36012/2/96-Estt. (Res) dated 02/07/1997, 36011/1/98-Estt. (Res) dated 01/07/1998 and 43011/4/2018-Estt. (Res) dated 04/04/2018 regarding shifting of candidates from respective reserve categories to the un-reserve category.
29. The user department shall operate the waiting panel up to the number of vacancies notified under each category by the DSSSB in its advertisement and not beyond it even by taking any type of relaxation from any authority as it shall rendered the excess appointment void and illegal *Ab initio*.
30. As soon as validity period of the waiting panel expires and/or number of notified vacancies are filled up hence waiting panel becomes redundant, the user depart shall return the cancelled and unutilized dossiers to DSSSB with complete details/statistics forthwith.
31. While every care has been taken in preparing the result, the DSSSB reserves the right to rectify errors and omissions, if any detected at any stage.
32. Wherever the Court has directed to not declare result without leave of the court such cases will be dealt separately, if falling in main result/proposed 20% waiting panel list. The user department shall decide such cases subject to outcome of court case(s).
33. The result is subject to the outcome of the court cases, if any, pending in various courts related to this post.
34. The recruitment process for the Post of STENOGRAPHER, GRADE-III under Post Code 01/21 has been closed. Further, the Wait List panel of the candidates shall be valid up to \_\_\_\_\_.
35. This issues with the prior approval of the Competent Authority.

DEPUTY SECRETARY, DSSSB

No. F. 1(417)/CC-II/DSSSB/2020/

Dated: -

Copy forwarded for information to:

1. Secretary (\_\_\_\_\_), \_\_\_\_\_ Department, GNCTD, Delhi Secretariat, New Delhi-110002.
2. Jt. Secretary to Lt. Governor of Delhi, LG Secretariat, Delhi.

3. OSD to Chief Secretary of Delhi, Delhi Secretariat, Delhi.
4. PS to Chairperson, DSSSB.
5. Sr. PA to COE, DSSSB.
6. PA to Secretary, DSSSB.
7. PA to Consultant-cum-Advisor, DSSSB.
8. Dy. Secretary (P&P).
9. System Analyst, IT Branch with the request to upload on the website of the Board.
10. Reception Office/Notice Board/Guard File.

**DEPUTY SECRETARY, DSSSB**