

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (III)
7TH LEVEL, B WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002.

(Website: <http://services.delhigovt.nic.in>; Ph.No.: 23392239; Fax No.:23392150)

No.F.14(4)/1/2018/Rectt./S-III/2551

Date:- 18/10/2019

CIRCULAR

Sub: Standard Operating Procedure (SOP) for verification of credentials/ testimonials of the candidates recruited.

In continuation of this departments Circular No. F.14(5)/7/2018/Misc./S-III/794 dated 25.04.2019, all the user departments/appointing authorities are also advised to ensure that at the time of appointment of nominated candidates the following instructions inter alia are also strictly adhere to :-

- i) That in case of difference in the name/spelling of names of candidate/father's name/mother's name, Date of Birth etc. the particulars mentioned in the Matriculation Certificate may be taken into account at the time of appointment/ preparing service records.
- ii) That candidate(s) is/are bonafide candidates(s) on the basis of documents produced by him/them, such as Aadhar Card, PAN Card etc before issuing appointment order.
- iii) The candidate(s) may be asked to get correction made in his/their Caste certificate(s) issued by the concerned authority, if required.
- iv) Before issuing the appointment order, the Appointing Authority may also take an undertaking from the candidate that in the event of information being found false or detected incorrect or incomplete at any stage or any ineligibility being detected after the appointment, his/her candidature/appointment is liable be cancelled/terminated automatically without any notice to and action can be taken against him/her by the department as per rules.


(C.UDAYA KUMAR, IAS)
SPECIAL SECRETARY (SERVICES)

Encls. As above.

All HODs/Pr. Secretary/Secretary,
GNCT of Delhi/Autonomous Bodies/PUSs/Local Bodies