

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT (BRANCH-III)**  
**5<sup>th</sup> LEVEL, 'B' WING, DELHI SECRETARIAT,**  
**I.P. ESTATE: ESTATE, NEW DELHI-110002**  
**(<http://services.delhigovt.nic.in>)**

F.3(1)/2021/PF/S-III/ 2538-2543

Dated: 07/11/2022

**Subject: Bio-metric and Photograph verification of newly recommended candidates for the post of Stenographers and Junior Assistants- reg.**

Madam/Sir,

The undersigned is directed to refer to the subject cited above in r/o candidates selected under post codes: 02/17, 20/18 and 21/18 and to intimate that the process of bio-metric verification of the candidates (mismatched in earlier verification drive/absent in earlier verification drive/fresh candidates after joining of service) is scheduled to be held on **11.11.2022 at 10:00AM onwards**. The copy of schedule is enclosed.

Accordingly, the Appointing Authorities i.e. the HoDs concerned are requested to:

1. Promptly communicate the schedule of Biometric verification to their candidate(s) and strictly ensure the presence of all the concerned candidates (mismatched in earlier verification drive (if any)/absent in earlier verification drive/fresh candidates after joining of service) for Biometric and photograph verification scheduled to be held on 11.11.2022 at 10:00 AM, **as this is the final opportunity being provided to such candidates. In case biometric verification of any candidate(s) is not conducted on the above schedule, the responsibility shall solely rest with the concerned HOD.**
2. As requested by DSSSB, the concerned departments are requested to depute a Nodal Officer not below the rank of Grade-I/S.O. for the above mentioned schedule to ensure the identity of candidates and ensure presence of the candidate(s) for verification along with key documents of candidate(s) such as (i) Service Book (ii) Appointment Offer (iii) Police Verification Report (iv) Medical Report (v) Govt. ID proof (Aadhar, Election Card, Driving License, Passport).
3. Ensure that their Department adhere to the Standard Operating Procedure (SOP) dated 30.07.2021 available on website as issued by DSSSB regarding conduct of Biometric and Photograph Verification of nominated candidates and any clarification(s) in this regard may be sought from DSSSB. As per SOP, the senior officers of the user departments are often required for taking final call about verification of candidates and for deciding on suspicious cases. A proforma needs to be handed over to DSSSB/ its agencies in case of candidates whose Bio metric/ photograph verification fails and their physical finger prints need to be obtained for further investigation. The verification report with the recommendation regarding matching/ non- matching of finger prints, photographs or face recognition will be forwarded by DSSSB to Appointing Authorities for taking final decision.



4. General Administration Department is requested to arrange the Auditorium at the Secretariat on 11.11.2022, 10.00 A.M. and other logistic support including photocopy machines, two fully functional computers with attached printers and uninterrupted internet access. It may also be requested to provide security arrangement to the venue.
5. Care Taking Branch of Services Department is requested to ensure the entry of candidates who do not possess the office ID cards in Secretariat as per the given schedule and arrange for refreshments of the officials involved.
6. Co-ordination Branch of Services Department is requested to upload the schedule on the official website of Services Department.

The bio-metric verification schedule and SOP dated 30.07.2021 issued by DSSSB are available on the official website of Services Department for ready reference.

This issues with the approval of Competent Authority.

Encl: As above.

Yours faithfully,



(BHAIRAB DUTT)

DY. SECRETARY (SERVICES)

Dated: 07/11/2022

F.3(1)/2021/PF/S-III/ 2538- 2543

Copy to the following for information and further necessary action:

1. The HoDs concerned, GNCTD.
2. The Secretary, DSSSB, FC-18, Institutional Area, Karkardooma, Delhi- 110092- with the request to nominate a Nodal Officer, not below the rank of Dy. Secretary to monitor the verification process carried out by EDCIL (India) Ltd.
3. The Dy. Secretary (GAD), GNCTD- With the request to arrange the Auditorium on 11.11.2022 at 10.00 a.m. onwards, security arrangements at the venue and other logistical support including photocopy machine, two fully functional computers with attached printers and uninterrupted internet access.
4. Section Officer (Care-Taking Branch), Services Department, GNCTD With the request to arrange the entry of the EdCIL employees and the candidates who do not possess the office ID cards in Secretariat as per the given schedule and arrange for refreshments of the officials involved.
5. The Section Officer (Co-ordination), Services Department, GNCTD With the direction to upload the Letter on the official website under section titled 'What's New'.
6. Guard File



(BHAIRAB DUTT)

DY. SECRETARY (SERVICES)

**Regarding Biometric & Photograph verification for the post code 02/17, 20/18 & 21/18****From :** exambranchdsssb@gmail.com

Fri, Oct 28, 2022 05:01 PM

**Subject :** Regarding Biometric & Photograph verification for the post code 02/17, 20/18 & 21/18

1 attachment

**To :** US Gaikwad <ugaikwad@edcil.co.in>, Vikas Sehrawat <vikassehrawat@edcil.co.in>, Himanshu Gupta <diredu@nic.in>, Ranjana Deshwal <dirtte.delhi@nic.in>, assttdeeone@gmail.com, Ashish Madhaorao More <secservices@nic.in>, eoadmndelhi@gmail.com, Sh. Vijendra Singh Rawat <jdplg@nic.in>, Punit KumarSeth <pseth@edcil.co.in>

Please find attached herewith the schedule for the Biometric Verification for pending Candidates to be organized at Delhi Secretariat on 11.11.2022 10:00 AM. This is for your kind information and necessary action/arrangement please.

Regards  
Dy. Secretary (Exam)  
:DSSSB

— 1275-82 dt. 28.10.2022.pdf  
975 KB

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GOVERNMENT OF NCT OF DELHI  
DELHI SUBORDINATE SERVICES SELECTION BOARD  
FC-18, INSTITUTIONAL AREA, KARKARDOOMA,  
DELHI-110092, TELEPHONE - 22370100

F.55(273)/DSSSB/Exam/2021/1275-82

Dated: 28/11/2022

To,

Deputy Secretary (Services),  
Services Department (III),  
5<sup>th</sup>-Level, 'B'-Wing, Delhi Secretariat,  
New Delhi - 110002.

**Subject: Regarding Bio-metric & photograph verification for the post codes- 02/17, 20/18 & 21/18.**

Sir,

This is in response to your letter dated 25/10/2022 vide which it is assured that necessary assistance will be provided in terms of co-ordination with allocate departments, availability of Venue at Secretariat and other logistic support, if any will be provided by Services Department regarding Bio-metric verification in r/o Nominated and joined candidates in Post Codes - 02/17, 02/18 & 21/18 in Services Department.

In this regard it is to inform that Exam Branch; DSSSB received some representation directly from the departments where the candidates of post codes- 02/17, 20/18 & 21/18 are physically posted. Now Competent Authority has accorded the proposal that the Biometric verification of all candidates of post codes mentioned above may be conducted at Delhi Secretariat on 11/11/2022, 10:00 AM.

The brief details of the candidates whose biometric verification (Mismatched in earlier verification drive/ Absent in earlier verification drive/ Fresh Candidates after joining of Service) is to be done at once on above mentioned schedule is as given below:-

S. No.	Representation Received from	Post Code	Candidate Name	Roll No	Requested for
1	Dy. Secy., Services	21/18	Kishan Kumar Srivastava	-	Biometric verification as candidate was Absent in earlier verification drive
2	Jt. Director(Admn) Dte. of Edu.	02/17 & 20/18	Vikas	12330219743	Biometric verification as candidates were Absent 02 times in earlier verification drive
			Ashish Dahiya	11140102555	
3	Dy. Secy., Services	02/17	Rupesh kumar Meena	12340201996	Re-verification after Mismatch in earlier Biometric verification Drive
		21/18	Deepak Shishwal	12360104177	
4	Dy. Director, Edu., (E-I)	2/17 & 20/18	Amit Kumar Dahiya	12340214636	Re-verification after Mismatch in earlier Biometric verification Drive
5	D.D., Admn, DTTE	02/17	Janamejay Kumar Singh	12290114644	Re-verification after Mismatch in earlier Biometric verification Drive
	D.D., Admn, DTTE	02/17	Himanshu	11260200319	Fresh Biometric verification of candidate after joining service
			Sumeer Khan	12330221276	
6	Dy. Secy., UD/Admn	21/18	Abhishek Kumar Singh	12370105686	Fresh Biometric verification of candidate after joining service
7	Dy. Secy., Services	21/18	Shekhar Kumar	1990001131	Fresh Biometric verification of candidate after joining service
8	Dy. Secy., Admn, DSSSB	21/18	Neeraj Chauhan	11190100465	Fresh Biometric verification of candidate after joining service
9	Asst. C.E.O.(Admn)	02/17	Jyoti Rani	-	Fresh Biometric verification of candidates after joining service
		02/17	Necti	-	
		02/17	Ravi Shankar	-	
10	A.D., Admn, Planning Department	21/18	Garima Gupta	11210100005	Fresh Biometric verification of candidates after joining planning dept.
		20/18	Priya Kumari	11260102927	
		02/17	Shubham Kumar	11180202998	

In addition to above, the candidates pertains to these post codes whose biometric verification is pending with services depts. may also be organized at Delhi Secretariat on 11/11/2022, 10:00 AM.

28/11/22


In view of above Services Department is requested to inform the concerned candidates with the direction to strictly report for the Biometric and Photographic verification as per the schedule mentioned above, as this is the final opportunity being provided to such candidates alongwith. Candidates may be directed to take the following documents to establish their identity:-

- a. Service book.
- b. Appointment Offer.
- c. Police verification report.
- d. Medical report.

e. Government ID proof (Aadhar, Election card, Driving License, Passport).  
In addition to the above Service Department & their Inline Department (who requested for verification of candidates & where the candidates are posted physically) may also be requested to appoint a Nodal Officer not below the rank of Grade-I/S.O. for the above mentioned biometric schedule to ensure the identity of candidates that they are the same person working in their department.

This issues with the prior approval of the Competent Authority.

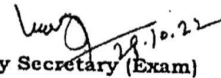
Yours faithfully

  
Deputy Secretary (Exam)  
:DSSSB

F.55(273)/DSSSB/Exam/2021/1275-82

Dated: 28/10/2022

1. Jt. Director(Admn) Dte. of Edu. in reference of letter no.F.DE.1(7)/A/E-1/339/2020/Part-II/5024-25 w.r.t. Sr. No. 2 to take necessary action at their end.
2. Dy. Director, Edu., (E-I) in reference of letter no. F.DE.1(7)/A/E-1/339/2020/Part-II/8218-22 w.r.t. Sr. No. 4 to take necessary action at their end.
3. D.D., Admn, DTTE in reference of letter no. No.F.3(11)/2021/TTE/E-IV/Misc/7643 w.r.t. Sr. No. 5 to take necessary action at their end.
4. Dy. Secy., UD/Admn in reference of letter no. F.No.7(1076)/UD/Admn./2016/Pt.file/1820-22 w.r.t. Sr. No. 6 to take necessary action at their end.
5. Dy. Secy., Admn, DSSSB in reference of letter no. F.5(45)2016/DSSSB/Admn/2020 w.r.t. Sr. No. 6 to take necessary action at their end.
6. Asst. C.E.O.(Admn), O/o Chief Electoral Officer in reference of letter no. F.CEO/Admn/106(25)/Rectt./JA/2021/16894-895 w.r.t. Sr. No. 9 to take necessary action at their end.
7. A.D., Admn, Planning Department in reference of letter no. F.1(332)/Plg./Estt/Dass Grade-IV/appointment/2021/3779-3780 w.r.t. Sr. No. 10 to take necessary action at their end.

  
Deputy Secretary (Exam)  
:DSSSB