

GOVERNMENT OF NCT OF DELHI
Planning Department
(Cadre Controlling Unit)
Level-6, 'B'-Wing, Delhi Sachivalaya, New Delhi-110002

F.No.9(18)/2020/CC/Plg./ 1692-1698

Dated: 12/02/2021

ORDER No. 10 /2021

On the recommendations of Delhi Subordinate Services Selection Board (DSSSB), Government of NCT of Delhi, Chief Secretary, Government of NCT of Delhi is pleased to nominate the following candidates for appointment to a temporary post of **Statistical Assistant, Group-B, Non-Gazetted** in the Pay Scale of Level-6 in the Pay Matrix {Rs. 9300-34800, Grade Pay - 4200/- (Pre-revised)} plus usual allowances as admissible under the rules in the Departments mentioned against each:-

Sl.No.	Name	DOB	Roll No.	Gender	Category	Proposed Department	Remarks
1	Pankaj Meena	01-09-1993	11132200110	M	ST	Aruna Asaf Ali Government Hospital	
2	Rahul	19-07-1991	12322201296	M	OBC	Education	
3	Hariom Singh	10-03-1994	11112200003	M	SC	FCS	
4	Robin Verma	15-04-1986	11172200005	M	OBC	DES	Selected under PH-VH (UR)
5	Sneh Lata	24-08-1991	12322201750	F	SC	Guru Gobind Singh Government Hospital	

The e-dossiers of the above candidates are being forwarded in the e-appointment module to the respective departments. The following instructions/guidelines may be observed while issuing offer of appointment/appointment letters:-

1. THE APPOINTMENTS ARE TO BE MADE ONLY AGAINST LONG TERM VACANCIES. THE TERM 'ADHOC' SHOULD NOT BE USED EITHER IN THE OFFER OF APPOINTMENT OR IN THE APPOINTMENT LETTER/ORDER. IN CASE SUFFICIENT



NUMBER OF VACANT POSTS ARE NOT AVAILABLE, THE SAME MAY BE INFORMED TO PLANNING DEPARTMENT IMMEDIATELY.

2. **It is informed that upon receiving of e-dossiers from DSSSB, the correctness of the information/ documents of the candidates as furnished in the application form and e-dossiers vis-à-vis the original documents has been verified by the Cadre Controlling Unit, Planning Department. Departments are therefore not required to call the candidate again for document verification, and can issue Offer of Appointment straightaway**
3. The offer of appointment should be sent only by **Registered Post**. If letters are returned by the Postal Authority undelivered, the letters along with envelopes containing remarks, by the postal authorities should be retained for your record. In such cases a copy of the offer of appointment should be sent to the permanent address of the candidates, if it is different from that of the initial mailing address. The dossiers of such candidates should be returned to Planning Department only if the second letter is also returned undelivered.
4. The offer of appointment of the candidates nominated through this letter should be issued within 10 days from the date of receipt of this letter failing which the dossier(s) should be returned to Planning Department forthwith stating the reasons for not sending the offer of appointment to the candidate(s).
5. Where the offer of appointment has been sent to the nominated candidate within a period of 10 days and it has been declined by him/her, the dossier should be returned to this office adding a reply received from the candidate in the dossier.
6. In case where the offer of appointment has been sent to the candidate within a period of 10 days and the candidate has sought extension of time of joining the post, the same may be granted upto a period not exceeding 6 months reckoned from the date of initial offer of appointment. Thereafter, the offer of appointment would be deemed to have lapsed.
7. At least three weeks time from the date of issue of the offer of appointment should be given to candidates to respond to the offer of appointment.
8. In case candidate declines the offer of appointment, fails to report for duty or there is no response from him/her, even after reminder(s) (through registered post), the offer of appointment should formally be cancelled and the candidate informed accordingly. The dossiers of such candidate may thereafter be returned to the Planning Department after placing therein a copy of the offer of appointment, subsequent reminder(s) and the memorandum of cancellation of the offer of appointment for onward transmission to Delhi Subordinate Services Selection Board, Govt. of NCT of Delhi.



9. Upon receiving willingness, Departments are required to get the candidate medically examined. The appointment is subject to finding medically fit on the basis of medical fitness certificate issued by the prescribed authority.
10. The essential educational qualifications for the post is as under:

Essential:

Post Graduate Degree in Statistics / Operational Research / Mathematical Statistics / Applied Statistics or Post Graduate Degree in Economics / Mathematics / Commerce (with Statistics as one of the subject / papers in Post Graduation/ Graduation Level).

Note:- The candidates who have passed Statistics as one of the papers/ subjects including Quantitative Method/ Techniques or Costing & Statistics/ Basic Statistics/ Business Statistics/ Introduction to Statistics etc. at Graduation/ Post-Graduation level are also eligible.

Desirable: Working knowledge of computers.

11. The appointment of these candidates may be made on the following terms and conditions:

- i) The appointment may be made on probation for a period of 2 years subject to verification of candidates' eligibility in all respects like educational qualification, category status and date of birth as furnished in the application. The appointment may be terminated at any time by one month notice given by either side viz. the appointee or the appointing authority without assigning any reason thereof.
- ii) The appointment will be subject to medical fitness and verification of the character & antecedents and verification of caste certificates. In case of candidates who are already in Govt. service, the department may ask for copies of the character and antecedents reports as well as the medical report from their present Department.
- iii) The candidates are required to work in any department of Govt. of NCT of Delhi.
- iv) Submission of declaration about marital status and in the event of his/her having more than one living spouse, his/her appointment will be subject to being exempted from the enforcement of the rules in this behalf.
- v) The upper age limit of the candidate is to be reckoned with reference to the crucial date specified in the notice of the advertisement for the post as per rules and not with reference to the date which she/he joins service.
- vi) The other conditions of service will be governed by the relevant rules and orders in force from time to time.

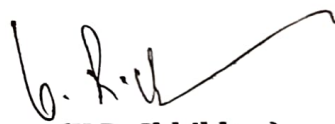
12. The Board has made provisional selection of the candidate(s) on the basis of the information provided by the candidate in his/her application form. The User Department is required to verify and satisfy itself about the admissibility of



reservation benefit and claim in respect of age relaxation. Authenticity of documents including educational qualification/Caste Certificate/Creamy Layer status of OBC, etc. also needs to be verified.

13. The user department shall also get the SC/ST/OBC certificates verified from the issuing authority before his/ her appointment. Further, in case of the 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 O.M. No. 36033/3/2004-Estt. (Res) dated 14.08.2008.
14. It is stated that the User Department i.e. user department shall verify the genuineness of the caste certificate furnished by the candidates in the light of Notification No.36012/22/93-Estt. (SCT) dated 08/27/1993 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 Deptt., GNCTD after thorough verification of the caste certificate.
15. The Candidature of the candidates is liable to be cancelled by the User Department, in case the candidate is found not to be fulfilling the eligibility conditions or due to any other genuine reason.
16. The user department shall ensure that the appointment made is in conformity with DOPT guidelines and instructions of Govt. issued from time to time.
17. A copy of the appointment letter may be sent to the undersigned.
18. In case of non-compliance of any of the above instructions, the entire responsibility shall be of the administrative department, and not the Planning Department/DSSSB.
19. Kindly acknowledge receipt of the same.

This issues with the prior approval of Competent Authority.


(K.R. Chhibber)
Deputy Director (Cadre)

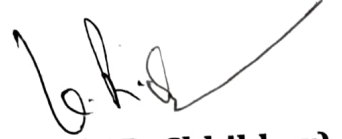
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Dated: 12/02/2021


To,

1. The Commissioner, Food & Civil Supplies Department, Vikas Bhawan, New Delhi-110002

2. The Director, Directorate of Economics and Statistics, GNCTD, Vikas Bhavan-II, Bela Road, Delhi-110054
3. The Director, Directorate of Education, GNCTD, Old Secretariat, Delhi-110054
4. The Medical Superintendent, Guru Gobind Singh Government Hospital, Raghbir Nagar, New Delhi 110027
5. The Medical Superintendent, Aruna Asaf Ali Hospital, 5, Raj Pur Road, Delhi-110054
- ✓ 6. The Monitoring Unit, Planning Department with the request to upload this order on website of Planning Department, Govt. of NCT of Delhi
7. Guard File/Website.



(K.R. Chhibber)
Deputy Director (Cadre)


15/2/2021

Sh. Anish
Pl. Upload on Pky. website.