

**GOVERNMENT OF NCT OF DELHI**  
**Planning Department**  
**(Cadre Controlling Unit)**  
**6<sup>th</sup> Level, 'B'-Wing, Delhi Sachivalaya,**  
**I.P. Estate, New Delhi-110002**  
**Email: - planning.ccu.delhi@gmail.com**

**F.No.9 (19)/2024/CC/PLG./PF-II 8906-8915**

**Dated: 08/09/2025**

**ORDER No.31/2025**

On the recommendations of Delhi Subordinate Services Selection Board (DSSSB), Government of NCT of Delhi for the post code 60/23, the Chief Secretary, Government of NCT of Delhi is pleased to nominate the following candidates for appointment to the post of **Statistical Assistant** in the Pay Scale of Level-6 in the Pay Matrix plus usual allowances as admissible under the rules in the Departments mentioned against each candidate:-

S. No	Dossier No.	Name of Candidate	Father name (Sh./Smt./Ms.)	D.O.B	Category	Proposed Department
1.	89525060	NANDINI AGRAWAL	LAKSHMAN PRASAD GUPTA	21-02-2001	UR	PLANNING DEPARTMENT
2.	81907195	NITESH KUMAR	WAZIR SINGH	15-10-1995	UR	LABOUR DEPARTMENT
3.	92233978	SANITA	NARENDRA PAL GOSWAMI	11.09.1991	OBC	LOK NAYAK HOSPITAL
4.	13407380	MUKEEM	MANVAR ALI	04-05-1992	UR	DEPARTMENT OF TRADE AND TAXES
5.	24429412	PREMJIT KUMAR	AJIT TIWARI	06-04-1999	EWS	DC (EAST)

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

1. The authenticity of the nominated candidate may be checked on the basis of the photograph pasted in his/her application form in the enclosed dossier and the signature appended by the candidate in the application form/admit card etc.
2. In case the Appointing Authority is still not satisfied with the identity / credentials of the nominated candidate viz. either point 1 of the nomination letter or otherwise, then biometric verification of such candidates can be done at the premises of the User Department for which the Board will facilitate for the same. The User Department may fix date and time for bio-metric verification of such candidates under intimation to DSSSB.

D/S - Kumar ✓

3. The appointments are to be made only against long term vacancies. The term 'ad hoc' 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.

4. 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. However, the user department is also 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/EWS etc.

5. The offer of appointment should be sent only by **Registered Post**. If letters is returned by the postal authorities 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 dossier of such candidates should be returned to Planning Department only if the second letter is also returned undelivered.

6. The offer of appointment of the candidates nominated through this letter should be issued within one month 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).

7. Where the offer of appointment has been sent to the nominated candidate within a period of 30 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

8. In case where the offer of appointment has been sent to the candidate within a period of 30 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.

9. 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.

10. In case candidate declines the offer of appointment, or fails to report for duty or there is no response from him/ her, even after reminder (through registered post), the offer of appointment should formally be cancelled and the candidate informed accordingly, the dossiers of such a candidate may thereafter be returned to the Planning Department after placing therein a copy of each of the offer of appointment, subsequent reminder and the memorandum of cancellation of the offer of appointment for onward transmission to Delhi Subordinate Services Selection Board, Govt. of NCT of Delhi.

11. 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.

*Dipsin Kumar*

12. The essential educational qualifications for the post are 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.

13. 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 he/she joins service.
- vi) The other conditions of service will be governed by the relevant rules and orders in force from time to time.

14. 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.

*Jyoti Kumar*

15. 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 and other instructions/ guidelines issued from time to time.

16. It is stated that the User Department shall verify the genuineness of the caste certificate furnished by the candidates vis-a-vis the credentials of the candidate and also 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 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 the caste certificate.

17. 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.

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. 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.

20. A copy of the appointment letter may be sent to the undersigned.

21. Kindly acknowledge receipt of the same.

22. This issues with the prior approval of Competent Authority.

*Deepak Kumar*  
(Deepak Kumar)

Joint Director (Cadre)

**F.No.9 (19)/2024/CC/PLG./PF-II 8906 - 8915**

**Dated: 08/09/2025**

To,

1. The Commissioner, Department of Trade & Taxes, Vyapar Bhawan, I. P. Estate, New Delhi-110002.

2. The Secretary-cum-Commissioner, Labour Department, 5, Sham Nath Marg, Delhi-110054.
3. The District Magistrate, Office of the District Magistrate, East District, L. M. Bund, Shastri Nagar, Delhi-110031
4. The Deputy Director(Admn.), Planning Department, 4th Level, 'B' wing, Delhi Secretariat, I.P Estate, New Delhi-110002.
5. The Director, Lok Nayak Jai Prakash Hospital, Jawahar Lal Nehru Marg, Delhi.-110002.
6. The Assistant Director, Monitoring Unit, Planning Department with the request to upload the order on website.

Copy for information:

1. The SO to Chief Secretary, 5th Level, 'A' wing, Delhi Secretariat, I.P Estate, New Delhi-110002
2. The PS to Additional Chief Secretary, 4th Level, 'A' wing, Delhi Secretariat, I.P Estate, New Delhi-110002.
3. The PS to Secretary, 4th Level, 'B' wing, Delhi Secretariat, I.P Estate, New Delhi-110002
4. Guard file.

*Deepak Kumar*  
(Deepak Kumar)  
Joint Director (Cadre)

*SM*  
*9/9/25*

*Pl. upload  
on website*

*SAC*