



GOVERNMENT OF NCT OF DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
(P & P Branch)
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092

F.No.(108)P&P/DSSSB/2023#DocumentNumber# Date-#ApprovedDate#

ORDER 4135-41

03/11/25

In pursuance of the Office Memorandum dated 03.09.2025 issued by the Services Department for streamlining the advertisement process followed by DSSSB, and to ensure smooth and seamless processing of requisitions received in DSSSB, a dedicated Helpdesk is hereby constituted comprising of following officers/officials in P&P branch:

Sl No.	Name	Designation	Branch
1	Sh. Javed Alam Khan	Deputy Secretary	P&P
2	Sh. Sushil Kumar	Section Officer	P&P
3	Sh. Shashi Kant	Section Officer	Result Branch
4	Sh. M. L. Pushkar	Section Officer	Exam Branch
5	Sh. Atul Kumar Bhardwaj	Assistant Section Officer	P&P
6	Sh. Aditya Kumar	Senior Assistant	P&P
7	Sh. Jatin	Senior Assistant	P&P

The Helpdesk will be responsible to provide appointments through email (dspandp1@gmail.com) to authorized representatives of User Departments to visit DSSSB, conduct preliminary scrutiny of requisitions and related documents submitted by designated Nodal Officers, assist them in accurately uploading complete requisitions on the OARS portal, provide acknowledgment upon requisition found in order or return the requisitions for rectification, if any shortcomings are found during scrutiny. The detailed record in prescribed format shall be maintained by Helpdesk Team for record keeping of giving appointments/requisitions scrutinized.

This issues with the prior approval of Competent Authority.

Secretary, DSSSB

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Copy for Information to: - 4135-41 03/11/25

1. P.S. to Chairperson, DSSSB.
2. P.S. to Member, DSSSB.
3. P.S. to Secretary, DSSSB.
4. P.S. to Addl. Secretary, DSSSB
5. P.S. to COE, DSSSB
6. All Deputy Secretaries, DSSSB
7. All officers/officials nominated for Helpdesk

Secretary