



**GOVERNMENT OF NCT OF DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA, KARKARDOOMA,
DELHI - 92**

Phone: 22370100 www.dsssb.delhigovt.nic.in

F. 55(208)/Exam/DSSSB/2020/1132

Dated: 14/9/2022

OFFICE MEMORANDUM

Sub: Standard Operating Procedure for facilitating User Department(s) in performing Biometric and Photograph Verification of nominated candidate(s).

In partial modification of Office Memorandum issued vide F.55(208)/Exam/DSSSB/2020/9788-9800 dated 30.07.2021 regarding Standard Operating Procedure for facilitating User Department(s) in performing Biometric and Photograph Verification of nominated candidate(s), kind attention of all Heads of Departments/Appointing Authorities/Local/Autonomous Bodies, Govt. of NCT of Delhi is drawn to the modified conditions/guidelines for biometric verification for the nominated candidates as under :-

1. In the first place, 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. *After completing the action as mentioned at point no. 1 above, in case the Appointing Authority is still not satisfied with the identity/credentials of the nominated candidate 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 biometric verification of such candidates under intimation to DSSSB.*
3. The Appointing Authority of the User Department should not resort to this facility as mentioned at point no. 2 above in general but only in case the authenticity of the nominated candidate could not be verified/established on the basis of point no. 1 above.

The above conditions have suitably been incorporated at Point No. 1 & 2 of the nomination letter being forwarded by DSSSB to User Department for appropriate necessary actions at the end of Appointing Authority of the User Department.

Contd...2/-

: 2 :

The rest of the contents of the Office Memorandum issued vide F.55(208)/Exam/DSSSB/2020/9788-9800 dated 30.07.2021 shall remain unchanged.

This issues with prior approval of the Competent Authority.

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14.9.2022
Deputy Secretary (Exam)
DSSSB

All Head of Departments/Appointing Authorities/Local/Autonomous Bodies, Govt. of NCT of Delhi.

F. 55(208)/Exam/DSSSB/2020/1132

Dated: 14/9/2022

Copy for kind information to:

1. Secretary to Hon'ble Lt. Governor, GNCT of Delhi.
2. Secretary to Hon'ble CM, GNCT of Delhi.
3. Secretaries to Hon'ble Ministers, GNCT of Delhi
4. Staff Officer to Chief Secretary, GNCT of Delhi.
5. PS to all Addl Chief Secretaries, GNCT of Delhi
6. PS to all Principal Secretaries & Secretaries, GNCT of Delhi
7. PS to Chairman, DSSSB.
8. PS to Member, DSSSB.
9. PA to Secretary, DSSSB.
10. PS to COE, DSSSB.
11. PS to CCA, DSSSB.
12. All Dy. Secretary/Branch-in-charge, DSSSB.

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14-9-2022
Deputy Secretary (Exam)
DSSSB