No. F.55(208)/Exam/DSSSB/2020/9788-9860   Date: 30/07/21

OFFICE MEMORANDUM

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

DSSSB undertakes recruitments to Group "B" (Non-Gazetted) and Group "C" posts under Government of National Capital Territory of Delhi (GNCTD), MCD, NDMC and the autonomous bodies of GNCTD. While doing so, DSSSB strives to ensure transparent and merit based selection based on written examination (Tier I / II) and Skill tests or physical endurance test as per the RR requirements.

2.   Before provisionally nominating the selected candidates to the user departments, a preliminary scrutiny of the photocopies of the documents submitted by such candidates is also undertaken by DSSSB as per the RRs, eligibility requirements, and other inputs of the user department. Once the e-dossier of selected candidate is sent by DSSSB, the user department then undertakes its processes regarding the offer of appointment to such candidates, including their medical examination, character verification, identity verification, and scrutiny of original documentation, etc. for ensuring that such candidates meet all the requirements as per the RR of the post and the standing orders of GNCTD/ DoPT, GoI.

3.   Over the past years, DSSSB has taken steps to enhance integrity of examinations and eliminate impersonation in the recruitment process by undertaking several reforms. In this direction, DSSSB has started sharing the copy of admit card, signature, photograph, and the hand-wrtiting sample (in English and Hindi) of the candidate with the user department along with the e-dossier. In this direction, the Board has started collecting the biometric data (finger prints and/ or facial recognition) and photograph of the candidates when they appear for DSSSB examinations.

4.   DSSSB is committed to support and facilitate the user departments in establishing the genuineness and verification of identity of the nominated candidates. **Hence the Board has now approved sharing of biometric and photographic data of the candidates appearing in examinations with the user departments for such facilitation. The use of such biometric data will certainly help the user departments in ensuring accuracy and efficiency in their verification processes, leading to faster deployment of nominated and verified candidates.**

5. It must be noted that the role of DSSSB is limited to that of a facilitator only, while the authority and responsibility of actual identity verification, scrutiny and final decision on appointment lies with the user department, by virtue of being the employer, in terms of the instructions of DoPT, GOI. While discharging this role, the user departments will continue to be guided by the Conduct Rules and extant guidelines of GNCTD/ DoPT, GoI. In view of above, the following steps will be followed by DSSSB for such facilitation of the user departments :-

Step a : Deciding to conduct Biometric and Photograph Verification

The user department may approach DSSSB with request to faciliatate Biometric and Photograph Verification of nominated candidate(s), in addition to its own verification, for enhancing accuracy and integrity of the its administrative process. In rare cases, DSSSB may initiate such process based on prima facie inputs about fraud/ impersonation.

Step b : Communicating with the user department

While concurring with such request of the user department to conduct Biometric and Photograph Verification for a particular recruitment, DSSSB will expect the User Department to organize such verification in mission mode. Hence DSSSB will require the following information from the User Department :-

1. Schedule of verification drive with
    a. List of locations where nominated candidates will be called in batches (minimum 50 candidates at each location)
    b. Dates on which verification is sought by the User Department
    c. The list of candidates being called at various venue/ dates, with their names, roll numbers, name of post, and post code etc.
2. Name and contact details of Nodal Officer for further communication. For large recruitments (DoE, MCD, etc), list of Zonal incharge/ Nodal Officer be provided.
3. Name and contact details of Coordinating officers for each location / date of verification drive.
4. The user department should provide confirmation about
    a. availability of logistics infrastructure, IT support, and physical security at each venue and date when verification is to be done.
    b. availability of the dossiers sent by DSSSB at each location
    c. deployment of senior officers for taking final call about verification of candidate and for deciding on suspicious cases.

Step c : Communicating by DSSSB to EdCIL and the User Department

When the list of candidates is received from the User Department, the same list would be shared by DSSSB with its support agencies (EdCIL) for working out schedule for conducting the

Biometric and Photograph Verification. Once the schedule is finalized, same can be communicated to User Department.All other necessary modalities, like obtaining permission for relevant data of desired Post Code may also be worked out by EdCIL according to the Schedule once finalized.

Step d : Conduct of Biometric and Photograph Verification by User Department

The user department should convene the nominated candidates in batches at the venues with their documents. The user department utilize the facilitation services of DSSSB agencies for undertaking Biometric and Photograph Verification. For this, the provision of logistics infrastructure, IT support, and physical security will be essential at each venue. Similarly, the user department should ensure availability of the dossiers with its nodal officer (s) at each location. Senior officers of the department are often required for taking final call about verification of candidate and for deciding on suspicious cases. A performa needs to be handed over to DSSSB / its agencies in case of candidates whose Biometric verification fails and their physical finger print needs to be obtained for further investigation.
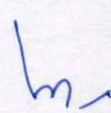
Step e : Deploying representatives from DSSSB & Support Agencies at all venues

Board shall depute an officer who shall work as link officer between its support agency and the User Department, whose name and contact details will be shared with the nodal officer (s).

Step f : Verification report

Verification report with the recommendation regarding matching/ non matching of finger prints, photograph or face recognition shall be forwarded by DSSSB to User department for taking final decision. The user department should undertake further scrutiny about identity and verification of original documents of the candidates. Final decision regarding genuineness of the nominated candidates shall be taken by User department.

This issues with prior approval of the Competent Authority.

Deputy Secretary (Exam)
DSSSB

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

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Deputy Secretary (Exam)
DSSSB