



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
ADMINISTRATION BRANCH**

MAHARANA PRATAP ISBT BUILDING, KASHMERE GATE, DELHI-06

F. No. 01(66)/WCD/Admn/Misc/2021/ 571-12

Dated: 5/8/24

CIRCULAR

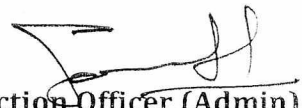
Sub: Regarding schedule of Typewriting Test for the Year 2024 in respect of the officials (who were appointed on compassionate grounds or promoted to the post of Junior Assistant and are to appear in typewriting test).

Attention of all concerned HOOs are invited to the letter No. 14(3)/1/2023/TT/S-III/1143-1144 dated 24.07.2024 (**copy enclosed**) received from Services Department (III), Government of NCT of Delhi, on the subject cited above, vide which it has been informed that the typewriting test has been scheduled by Directorate of Training and Technical Education, Government of NCT of Delhi on the following upcoming dates:-

1. **10th August, 2024 (Saturday)**
2. **23rd November, 2024 (Saturday)**

Therefore, all concerned HOOs are requested to forward duly-completed & signed application form in the prescribed format (**copy enclosed**) in respect of the officials (who were appointed on compassionate grounds or promoted to the post of Junior Assistant and are to appear in typewriting test), to the Admn. Branch (WCD-HQ) by today itself i.e. **05.08.2024 by 06:00 PM** without any delay, for further transmission to the Services Department (III), Government of NCT of Delhi.

Encl: as above.


Section Officer (Admin)

F. No. 01(66)/WCD/Admn/Misc/2021/ 571-12

Dated: 5/8/24

Copy to:-

1. PS to Director, Department of Women and Child Development, GNCTD for information.
2. All concerned HOOs of Department of Women and Child Development, GNCTD for further necessary action.
- ✓ 3. DD (IT cell) with the request to upload the Circular on the official website of DWCD.
4. Guard file.


Section Officer (Admin)

2821c

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (III)
5TH LEVEL, B WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002.

(Website: <http://services.delhigovt.nic.in>; Ph.No.: 23392239; Fax No.:23392150)

No.F.14(3)/1/2023/TT/S-III/ 1143-1144

Dated:- 24.07.24.

To

The All Head of Departments,
Govt. of NCT of Delhi
Delhi/ New Delhi

Sub: Regarding schedule of Typewriting Test for the Year 2024.

Sir/Madam,

With reference to the subject cited above, I am directed to inform that the typewriting test has been scheduled by Directorate of Training and Technical Education, GNCT of Delhi vide their letter No. F.20(66) Trg. (E)/ Type Test/53/2024/CD-033760942/225 dated 10.07.2024 (copy enclosed) on following upcoming dates:

Sl. No.	Date	Day
1	10 th August 2024	Saturday
2	23 rd November 2024	Saturday

Further, it is requested to forward the application forms of the officials to this department, if any, appointed on Compassionate grounds or promoted to the post of Jr. Assistant and are to appear in typewriting test by 31.07.2024 positively, so that their names may be forwarded to the department of Training and Technical Education well in time.

The application form may also be obtained from the website of Services Department.

Yours faithfully,

Encl:- As above.


(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

No.F.14(3)/1/2023/TT/S-III/ 1143-1144

Dated:- 24.07.24.

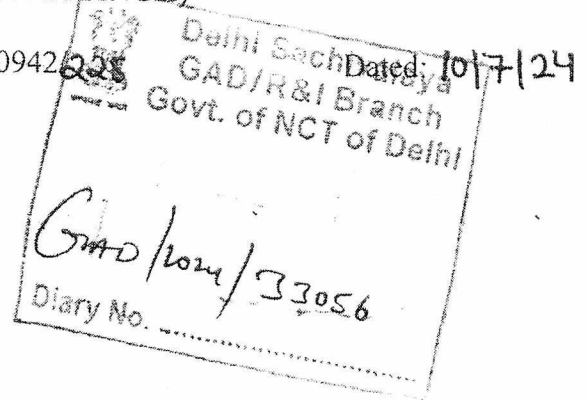
1. Copy forwarded to the Section Officer (Co-ord branch), Services Department with the request to upload this letter on the official website of Services Department.


(BHAIRAB DUTT)
DEPUTY SECRETARY (SERVICES)

29/10/24 216/c

GOVERNMENT OF NCT DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAM PURA, DELHI-110034.
(EXAMINATION BRANCH)

F.20 (66) Trg.(E)/TypeTest/53/2024/CD-033760942



To,

The Section Officer (S-III)
Services Department,
Govt. of NCT of Delhi
5th Level, B Wing, Delhi Secretariat
I.P. Estate, New Delhi-110 113

Sub: Reg. Schedule of type writing test in r/o Gr.IV (GNCTDSS)/Jr. Assistant

Sir,

With reference to letter No.F.14(3)/1/2023/TT/S-III/0817333192/861 dated 11.06.2024 on the subject cited above, the type test/shorthand skill test will be conducted 02 times in the year 2024 as per details below:-


- A. 10th August 2024 (Saturday)
- B. 23rd November 2024 (Saturday)

Hence, it is requested to kindly forward the details of staff that are going to appear in the exam for further necessary action in this regard.

Mr. Harish

14/7/24

Pl put up


(Rajiva Malik)
Dy. Director (Training)

2701

Name of the forwarding Department

with office address

1.	Registration No.	
2.	Name of the Candidate (in Block letters)	
3.	Father's/Husband's Name	
4.	Date of Birth	
5.	Designation	
6.	Date of appointment in present grade	
7.	Mode of Recruitment	
8.	Typing Medium	
9.	Residential Address with Contact No.	

Photograph of the candidate duly attested by the forwarding authority

Signature of the Candidate

(Signature of the forwarding authority)
with Office Seal

(For Office use only-to be retained by the Institute)

Name of the forwarding Department

with office address

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2.	Name of the Candidate (in Block letters)	
3.	Father's/Husband's Name	
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Signature of the Candidate

(Signature of the forwarding authority)
with Office Seal