



Govt. of India, Ministry of Defence
Directorate General, Defence Estates
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File No. 142/5/ADM/DE/HT/2022 (FMS-70863)

Dated: 19 Aug, 2025

To,

The Principal Director,
Defence Estates, Ministry of Defence,
Central/Eastern/Northern/Southern/Western/South-Western Command
Lucknow/Kolkata/Jammu/Pune/Chandigarh/Jaipur.

**Subject:: RECRUITMENT OF HINDI TYPIST (HT) IN DEFENCE ESTATES
ORGANISATION - REG**

The list of candidates qualified for the post of Hindi Typist (HT) based on SSC Selection Post Phase XI/2023 Examination, as received from SSC, has been approved by the Competent Authority (i.e. DG, DE) for issuing offer of appointment letter after carrying out necessary pre-appointment formalities. Pursuant to approval of the said list, the following 02 candidates are allocated to the following stations against existing vacancies:-

Sl. No.	Name of the candidate	Roll No.	Category Selected	Station of Posting	Remarks
1	SACHIN KAUSHAL	1312008032	EWS	DTE. DE, WC, CHANDIGARH	A vacancy of HT is transferred from DEO, Ambala to Dte. DE, WC, Chandigarh.
2	SHAHROKH KHAN	1312017601	OBC	DEO, BAREILLY	Against an existing vacancy.

2. In this regard, it is informed that pre- appointment formalities such as document verification etc of the candidates concerned may please be undertaken immediately after obtaining their willingness to join the Organisation as HT. Appointment letters may be issued to the candidate concerned if, they are found eligible in all respect while carrying out pre-appointment formalities/ Document Verification. Accordingly, details of offer of appointment to be issued to the candidate concerned may be forwarded to this Dte. Gen. at the earliest for onward submission of the same to MoD for uploading on MR portal.

2.1. It is further informed that this time preliminary document verification has been carried out by this Dte. Gen. based on limited data / information available that time, therefore, there is a need to be more vigilant while carrying out necessary documents verification of the recommended candidates. Accordingly, it is requested that the Appointing Authorities in Dtes

(i.e. PDDE concerned) may verify the following particulars/documents (prescribed in the Notice of examination) of each of the candidate(s) comprehensively prior to issuing offer of appointment:-

- (a) Name of candidate/father's name/mother's name filled in the application form should be as per matriculation certificate. In case of minor variations, if the genuineness of the candidate is verified, appropriate affidavit may be taken from the candidate. In case of claim of change in name after matriculation, additional documents mentioned at the relevant para of the Notice of Examination may be taken.
- (b) Date of birth filled in the application form must be as per matriculation certificate. In case of any mismatch, candidature will be rejected.
- (c) Essential qualification as on the crucial date. The result of exams by passing of which the candidates claim to possess requisite educational qualification must have been declared by the Institute/University by the specified date. Mere processing of the result by the University/Institute by the cut-off date does not fulfill the EQ requirement. Candidature of candidates not fulfilling the EQ requirement as on the crucial date will be rejected.
- (d) In case of candidates possessing degrees/diploma/certificates awarded through Open and Distance Learning mode of education, the appointing authority may verify approval given to the University by the Distance Education Bureau, University Grants Commission for the relevant period. The candidates possessing equivalent educational qualification, shall also produce Certificate to that effect issued by competent authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the Appointing Authority.
- (e) Age relaxation claimed by candidate(s), if any.
- (f) SC/ST/OBC/EWS/ESM/PwD certificate issued by the Competent Authority, if applicable.
- (g) In respect of OBC candidate(s), the extant guidelines regarding creamy layer status may be followed strictly. Certificate showing only the community as per State list must not be accepted. In case of Female OBC candidates, OBC certificate should be issued as Daughter of i.e. carrying her father's name.
- (h) In case of any issue with regard to SC/ST/OBC certificate, instructions contained in DoPT OM 36011/1/2012-Estt.(Res.) dated 08.10.2015 may be followed.
- (J) In case of EWS candidate, it must be ensured that he/she possesses the Income & Asset certificate valid for the relevant financial year in accordance with the DoP&T OM No. 36039/1/2019-Estt.(Res.) dated 31.01.2019.
- (k) In case of ESM, the status of 'Ex-Serviceman' must have been acquired within the stipulated period of one year from the closing date of receipt of applications. Cases of Ex-Servicemen having already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing the benefits of reservation given to Ex-Servicemen must be dealt as per instructions contained in the OM No. 36034/1/2014-Estt.(Res.) dated 14.08.2014 issued by DoP&T. Undertaking/certificate

as per relevant annexure to the Notice of Examination is to be taken from the candidate.

(l) In case of candidates with Benchmark Disabilities (PwBD) relevant Disability Certificate must be checked. It must also be ensured that the PwBD sub-category i.e. OH/HH/VH/PwBD-Other filled in the application form is as per their certificate of disability issued by the competent authority, failing which their candidature shall be cancelled. No change of PwBD sub-category is allowed as per provisions of the Notice of Examination. It may be noted that type of disability/disabilities (such as OA, OL, BL, Dw, MI, SLD etc.), as indicated in the Notification No 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned by the competent authority issuing the certificate. It should be checked whether the post is identified suitable for the disability of the candidate as per the Notice of Examination and subsequent corrigenda/addenda.

(m) In case of PwBD candidate, it must also be checked whether the facility of Compensatory time has been availed as per the list enclosed. If availed, it must be checked whether the facility of Compensatory time has been availed in accordance with the provisions mentioned in the Notice of Examination and requisite supporting documents must also be checked.

(n) Candidate's result, rank category etc, may be verified with the result available on the Commission's website and the list enclosed.

(o) Photo affixed and Signature & LTI obtained as also Handwriting on Admission Certificate (Commission's copy) and documents obtained at different stages of examination should be prima-facie verified by the appointing authority with the particulars of candidate(s) concerned.

(p) Photograph of the candidate captured at the time of Computer Based Examination (all Tiers/Stages) and/or Skill Test (if applicable) have been provided in the candidate's dossier. These photographs should be matched with each other as well as with the candidate who appears for document verification and with the candidate who is offered the appointment by the appointing authority.

(q) If Appointing Authority after verification of certificates of EQs/caste/category (PwBD), etc., of the recommended candidates finds that any claim made in the application is not sustained by certificates/ documents at the time of document verification or at any stage, the candidature of such candidates is liable to be cancelled.

(r) However, the candidates may be given appropriate time (1 week) to produce/rectify the certificate(s)/document(s) before taking a final decision on the candidature of the candidate concerned.

(s) In addition, pre-appointment formalities such as Character and Antecedent verification & Medical examination, etc. of the candidate(s) may also be completed as per extant rules and regulations of the Government.

4. The original dossiers of the above named candidates allocated to various offices for appointment as Hindi Typist (HT) are being forwarded to the concerned Directorate(s)/offices for taking further necessary action at their end.

5. This issues with approval of the competent authority i.e. DG, DE.



[Amit Kumar]

Dy. Director General (Admin)
for Director General, Defence Estates

Copy for information to:-

- (i) Director, NIDEM,
Delhi Cantt. - 110 010
- (ii) DEOs/ADEOs concerned
- (iii) PCDA/CDA concerned

W.r. to above, it is requested to plan training programme for the newly recruited HTs under intimation to this Dte. Gen.