



F7(318)2021/Misc-matter/PB-III/JSA / 2710

Date: 15/12/2025

CIRCULAR NO: 124 - 2025

All the newly-recruited Junior Secretariat Assistant (JSAs) are directed to submit the self-attested copies of the following documents downloaded from DigiLocker to Personnel Branch-III:

- i. Class X/Matriculation Mark Sheet & Passing Certificate
  - ii. Class XII Mark Sheet & Passing Certificate
  - iii. Graduation Marksheet & Degree certificate
  - iv. SC/ST Certificate (if applicable)
  - v. OBC Certificate (if applicable)
  - vi. EWS Certificate (if applicable)
2. The officials who have already submitted the said documents need not re-submit the same.
3. The DigiLocker copies of the aforementioned documents, or intimation regarding their non-availability, are to be submitted to Personnel Branch-III for initiating the process of service books.

This is issued with the approval of the Competent Authority.

Dy. Director (PB)-III

Copy to: -

1. All the concerned officials.
2. All HODs with the request to bring this Circular in the knowledge of the subordinate staff.
3. PA to Principal Commissioner (Pers.) for information.
4. PA to Commissioner (Pers.) for information.
5. PA to Dir. (P)-I/(P)-II for information.
6. DD (Systems) with the request to upload this Circular on the official website of DDA.
7. AD (PMIS) for information.

*Yoshi*  
16.12.25

AB(S) SN Ramon  
S.N. Der, HODs: System

  
Asst. Director (PB)-III