

2. FEE PAYABLE & MODE OF PAYMENT

- (i) The examination fee is Rs.100/- and the cost of OMR application form is Rs. 10/-. Candidates have to pay Rs. 110/- in cash at the centres at the time of purchasing OMR application form.
- (ii) Applicants belonging to SC/ST/PH/EXSM will be exempted from payment of fees. However they have to pay cost of OMR application form of Rs. 10/- at the time of obtaining this form. The candidates seeking benefit of fee concession shall produce the duly attested copies of relevant certificates in support of their claim at the time of verification of documents.

3. MODE OF SELECTION: The selection shall be made through **One Tier** (objective type/MCQ) examination as given below.

Examination Scheme (Post code 01/13 to 23/13)

DSSSB will conduct One Tier Examination (Objective Type/MCQ) of 02 hour duration. The Test Components of objective Examination (In Section A and Section B) along with their number of questions and time disposition is given below:

One Tier Examination (Objective Type/MCQ)

For Post Code 01/13 to 23/13

SECTION	TEST COMPONENTS	DURATION: 02 hour*	
		NUMBER OF QUESTIONS	MARKS
A.(i)	General Awareness	20	20
(ii)	General Intelligence and Reasoning Ability	20	20
(iii)	Arithmetical & Numerical Ability	20	20
(iv)	Test of Hindi Language & Comprehension	20	20
(v)	Test of English Language & Comprehension	20	20
B.	Objective type multiple choice questions <u>on the subject concerned</u> as per the Qualification Prescribed for the post.	100	100
Total		200	200*

*Negative marking will be applicable and deduction of 0.25 marks will be made for each MCQ wrong answer.

* 40 minutes extra time shall be given to all Visually Handicapped candidates in addition to the normal time allowed of 02 hours in post which are identified suitable for VH category.

Note:

1. The Examination questions will be bilingual in Hindi & English except for the Languages which would be in the concerned language only.
2. There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in the examinations conducted by DSSSB.
3. The DSSSB reserves the right to cancel/withdraw any question/questions from the Test.
4. The dates of examination will be notified subsequently. The examinations will be held at various centers in Delhi only.
5. The Board has full discretion to fix minimum qualifying marks for selection in different categories i.e. UR/SC/ST/OBC/PH/EXSM in order to achieve qualitative selection and to recruit the best talent available.
6. The Board makes provisional selection of the candidates on the basis of information and documents/certificates provided by the candidate in his/her application form and recommends the same to the indenting department. Further the Appointing Authority i.e. the indenting department verifies and satisfies itself about the authenticity of documents/certificates and eligibility as per the Recruitment Rules before finally appointing the candidate(s). Therefore, the provisional selection of a candidate confers him/her no right of appointment unless the Appointing Authority is satisfied after such inquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.
7. In case of combined examination for more than one related posts the preference order of the posts by the candidate will be obtained in relevant column either in OMR sheet on the day of examination or at a later stage and that will be considered accordingly subject to the availability of the vacancy.
8. If there are two or more candidates in the same category having equal marks in the examination the candidate older in age will get preference. In case of further tie candidate having higher marks in Section "A" of the test shall be preferred.
9. The Board does not maintain/operate any reserve list in selection.
10. The Board may shortlist the candidates for written examination on the basis of marks in qualifying exam in case there is large number of candidates.
11. In case of Combined Examination of common post, the result of earlier post code shall be processed first.

4. SYLLABUS:

Section-A :

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions etc.

(ii) General Intelligence & Reasoning Ability : The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Arthmetical & Numerical Ability : The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc. of 10th level.

(iv) & (v) Hindi Language & Comprehension and English Language & Comprehension: In addition to the testing of candidate's understanding and comprehension of the English and Hindi Languages, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered.

SECTION B:

(i) Post specific subject related questions: Objective Type Multiple Choice Questions on the subject concerned as per the qualification prescribed in the Recruitment Rules for the post.

5. ELIGIBILITY CRITERIA:

1. The candidate must be citizen of India.
2. The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on the closing date of submission of application.

6. RESERVATION BENEFITS

(i) Reservation benefits will be available to the SC/ST/OBC/Physically Handicapped & other special category candidates in accordance with the instructions / orders / circulars issued from time to time by the Govt. of Delhi. The reservation benefits under SC/STs shall be admissible as per judgment dated **12/09/2012 of Hon'ble High Court of Delhi as passed in No. 5390/2010, CM No. 20815/2010 – Deepak Kumar and Ors Vs District and Sessions Judge, Delhi and Ors.** as per which SC/ST candidates of other States /U.Ts. shall also be eligible for reservation benefit. However this shall be further subject to policy decision of Govt. of Delhi for SC/ST migrants of other States.

(ii) Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, **must be in possession of relevant certificates issued to them on or before the closing date by the competent/notified authority (in prescribed format)** otherwise their claim for SC/ST/OBC/Physically Handicapped/Ex-Servicemen & other special category will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies, if eligible otherwise.

(iii) The OBC candidates must be in possession of filled prescribed **Annexure I**, along with his/her caste certificate issued by Govt. of Delhi only.

7. AGE RELAXATION:

S.NO.	CATEGORIES	EXTENT OF AGE CONCESSION
1.	Scheduled Caste and Scheduled Tribes	05 years
2.	Other Backward Class	03 years
3.	Persons with disabilities	10 years
4.	SC/ST Persons with disabilities	15 years
5.	OBC Persons with disabilities	13 years
6.	Departmental candidate with atleast three years service in Central Govt. / Govt. of Delhi.	Upto 05 years for Group 'B' posts (which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post.) Upto 40 years of age (45 years for SC/ST) for Group 'C' post.
7.	Meritorious Sports Persons	Upto 05 years (10 years for SC/ST and 08 years for OBC candidates)
8.	Ex-Serviceman (For Group "C" Posts)	Military services plus three years. 06 years and 08 years for OBC and SC / ST candidates respectively.

- I. Any specific age relaxation provided in the Recruitment Rules for posts of MCDs, NDMC and Autonomous Bodies of Government of Delhi shall be applicable in respect of those particular posts.
- II. In Recruitment Rules of the posts of MCDs, NDMC and Autonomous bodies of Government of Delhi; wherever it is mentioned that age relaxation shall be given as per Government of India instruction, the age relaxation given here-in-above shall be applicable.

8. HOW TO APPLY

- i) The candidate must apply in the prescribed OMR application form available at DSSSB and DC (Revenue) offices at North-East, North, North West, West, South & South West
- ii) No document should be attached with the OMR application. The OMR application form should not be folded or stapled. In case, the OMR form is folded/stapled or any document is attached, the application shall be rejected
- iii) The application form should be filled up using Blue/Black ball pen only.
- iv) The candidate must write his/her Name, Father's/Husband's name and Date of Birth as it appears in the Matriculation/Secondary Certificate or equivalent. If the candidate has changed his/her name after matriculation, his/her father's name, her husband's name, necessary documentary proof/affidavit issued by a First Class Magistrate should be furnished at the time of verification of documents.
- v) Recent passport size coloured photographs (front face) with light background as per specification should be pasted on application form.
- vi) All columns must be filled. **No column should be left blank, instead it should be marked "NA" wherever not applicable.** Incomplete or illegible or incorrectly filled or unsigned application form will be summarily rejected. Candidate must sign in the running script, not in block letters in the same language.
- vii) Candidate must sign in running script and put his/her left thumb ink impression in relevant columns of application form which must be clearly visible.

9. INVALID APPLICATIONS

The application form with any of the following deficiencies or irregularities will be treated as invalid and summarily rejected:

- a. Application form not in prescribed OMR Format or Application form in Newspaper cutting or submitted before opening date or after closing date.
- b. Post name and Post Code(s) not filled up or incorrectly filled up.
- c. OMR application form not filled up or not filled up as per direction given in the Notice.
- d. Incomplete or illegible or incorrectly filled up applications.
- e. Without passport size coloured photograph (front face) with light background affixed on application form in the space provided. Affixing Black and White/polaroid and blurred photographs. Affixing more than one type of photograph.
- f. Without signature and left hand thumb ink impression in space provided.
- g. The application filled up in other than Blue/Black ball pen.
- h. Signature done in Block/Capital letters in English or in different languages and in different style/mode or any variance in the signature.
- i. The Left thumb ink impression not clearly visible.
- j. Applications not filled in by candidate in his/her own handwriting.
- k. Under/over aged candidates.
- l. Not having the requisite qualifications as on closing date.
- m. More than one application for the post by the same candidate for the same post.
- n. Applications of more than one candidate or more than one post code sent in one envelope.
- o. Application from a candidate debarred from appearing in the Exam by the DSSSB/SSC for life time or for a particular period.
- p. Any other irregularity

NOTE: No claim for re-consideration of the rejected cases on the grounds specified above will be entertained.

Original documents/ certificates are to be produced along with self attested copies at the time of verification of documents only.

Submission of application:

The applications should be sent to Secretary, Delhi Subordinate Services Selection Board, FC-18, Institutional Area, Karkardooma, Delhi-92 so as to reach him on or before the prescribed last date.

10. GENERAL INSTRUCTION FOR CANDIDATES

- (i) The vacancies advertised are provisional and liable to vary. In case the vacancy position is reduced to any number or even nil by the user department, Board is not liable to compensate the applicant for any consequential damage/ loss. The vacancies in equivalent/ comparable posts can also be filled up through this advertisement.

- (ii) The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- (iii) The Board reserves the right to cancel a part of or entire process of examination or a part of it due to administrative reason(s) and in case of unfair means, cheating or other irregularities/malpractice noticed by the Board. The Board also reserves the right to cancel or set up a new examination centre and divert the candidates to appear at that examination centre if required.
- (iv) The Board reserves the right to cancel any centre of exam and ask the candidates of that centre to appear at another centre. The Board also reserves the right to direct candidates of any centre to some other centre to take the exam. No request for change in date, time and centre of exam will be accepted under any circumstances.
- (v) The candidature of the candidate to the written Examination is entirely provisional and subject to the outcome of any direction/ decision/ order/ pronouncement of any Court of Law and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
- (vi) Reporting time for the candidates at the examination centre on the day of examination will start 1½ hours before commencement of examination and shall close ½ an hour before the commencement of examination. No candidate will be allowed to enter the Examination Centre after closing time. The candidates will be allowed to fill up his/her identity particulars on OMR sheet/answer script 15 minutes before the commencement of the examination. Filling up of Wrong/Incorrect particulars and cuttings/overwriting in OMR answer sheet shall invite cancellation of candidature.
- (vii) The OMR Sheet/Question Booklet is to be handed over to the invigilator after completion of Examination as mentioned in the OMR Sheet.
- (viii) The candidates should scrupulously follow the instructions given by the Centre Superintendent, Invigilators and all examination functionaries at every stage of exam. If a candidate violates the instructions, his/her candidature will be cancelled.
- (ix) The candidate will sign and put his/her left thumb ink impression on the Admit Card at the prescribed space in the presence of invigilator & thereafter the invigilator will also sign on the Admit Card at the prescribed space. The candidate is also required to sign and put his/her left thumb ink impression on the attendance sheet and OMR Sheet in the presence of Invigilator. The Invigilator shall also sign on the same at the prescribed space. The admit card shall be collected by the Invigilator before/after completion of Examination.
- (x) The OMR answer sheet will be collected by the invigilator immediately after expiry of 02 hours time for Examination and hand it over to the Centre Superintendent.
- (xi) After the examination is over, the candidate should hand over the OMR Sheet Booklet to the Invigilator before leaving the room. Any candidate who do not return the OMR Booklet or is found attempting to take the OMR Sheet outside the examination hall or pass on the Question Booklet to someone else inside the examination hall will be disqualified and the Board may take further appropriate action against him/her as per rules.
- (xii) The DSSSB reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancies is provisional and subject to change (increase or decrease).
- (xiii) Abbreviation used are denoted as under:
UR-Unreserved (General), SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes, PH-Physically Handicapped, OH-Orthopedically Handicapped, HH-Hearing Handicapped, BL- Both Legs, OA- One Arm, OL- One Leg, OAL- One Arm & One Leg.
- (xiv) The educational qualification, age, experience and other eligibility conditions against the post shall be determined as on the closing date of submission of application.
- (xv) Use of Calculator, Laptop, Palmtop, Other Digital Instrument/ Mobile/ Cell phone, Pager etc. is/ are not allowed. In case any candidate is found to possess the same in examination center, he/ she will be debarred from the examination and legal proceedings can also be initiated.
- (xvi) In case any discrepancies among the English, Hindi, Urdu and Punjabi version of advertisement/ information, the English version will be treated as final.

11. CANCELLATION OF CANDIDATURE

- (i) The candidates applying for the posts should ensure that they fulfill all the eligibility conditions. Merely because a candidate has been allowed to appear in the examination will not be considered as a valid ground for his/her being eligible for the selection. **If on**

verification at any time before or after the written examination or at any stage of recruitment process, it is found that they do not fulfill any of the eligibility conditions, his/her candidature for the post applied for, will be cancelled by the Board/Appointing Authority.

(ii) Candidates are cautioned that they should not furnish any incomplete or false information or indulge in impersonation or submit any document which is defective or fabricated or otherwise commit any act of misconduct in submitting the application forms or during the course of recruitment or fraudulently claim SC/ST/OBC etc. and other benefits. In the event if any such case is detected, the Board/Appointing Authority reserves its right to withdraw/cancel any selection and take legal action against the candidate concerned. The candidate may be permanently or for a specified period **debarred** from taking part in the recruitments conducted by the Board.

(iii) **Candidates are cautioned to fill up their identity particulars on OMR answer sheet of examination carefully. If it is found that the identity particulars of the candidate such as roll number etc and the particulars of the question booklet including question booklet number and question booklet series are wrongly filled or are left blank, his/her OMR answer sheet will not be evaluated and shall invite cancellation of his/her candidature.**

12. A. **Special Instructions to Physically handicapped Candidates:** Physically Handicapped (PH) candidates in upper extremities including orthopaedic disabilities which affect the motor and coordination skills, dyslexic and cerebral palsy persons (hereinafter referred to as PH candidates) who are unable to write themselves (with Physical disabilities not less than 40%) can avail the assistance of a SCRIBE for writing answers on their behalf by following the prescribed procedure.

B **Special Instructions to Visually Handicapped Candidates i.e. Blind (VH) & Partially Blind Candidates (VI):** (a) If any blind (VH) or Partially blind (VI) candidate receives the admit card indicating any category other than VH or VI, as the case may be, the candidate should approach the Board for correction of category in the admit card on the date and time to be announced later. (b) Visually handicapped (VH) candidates (including blind and partially blind persons) with visual disabilities not less than forty percent can avail the assistance of a SCRIBE for writing answers on their behalf.

Common Instructions to Physically Handicapped & Visually Handicapped Candidates i.e. Blind (VH) & Partially Blind Candidates (VI).

- (a) For allowing the scribe the candidates will submit Disability Certificate (wherein type of disability and its percentage is mentioned) from competent Medical Board and should have opted for the same in the requisite column of the application form.
- (b) If any VH/PH/VI candidate receives the admit card indicating any category other than VH/PH/VI, as the case may be, the candidate should approach the Board for correction of category in the admit card on the date & time to be announced later for issue of duplicate admit cards.
- (c) VH/PH/VI candidates will have to bring their own scribe (writer) but the educational qualification of the scribe should be one level below the educational qualification prescribed for the post applied for. The educational minimum qualification certificate produced by the scribe should NOT have been issued prior to one year of the date of examination.
- (d) A prescribed proforma "Declaration of the Scribe (Writer)" & "Declaration by the VH/PH candidate" in this regard will be sent to the Visually & PH candidates along with his/her Admit Card. In case of non-receipt of the above proforma, the candidates may collect the same from the Office of the Board on any of the working days on the date and time to be announced later and can also download it from the official website of the Board at www.dsssb.delhigovt.nic.in.
- (e) The declaration of the scribe and the declaration of the VH/PH candidate duly attested by a Gazetted Officer shall be verified/countersigned by a designated officer of the Board at the office of the Board on the date & time to be announced later for issue of duplicate admit cards.
- (f) The VH/PH candidate is required to bring his/her own original Disability Certificate issued by the competent Medical Board along with above mentioned declarations and the following documents of the Scribe at the office of the Board on the date & time to be announced later for issue of duplicate admit cards i.e. (i) Attested copy of the identification proof, (ii) Attested copies of Educational Qualification and (iii) two recently taken passport size coloured photograph duly attested by a Gazetted Officer.
- (g) The declaration of the scribe and the declaration of the VH/PH candidate duly attested by a Gazetted officer shall be verified/countersigned by a designated officer of the Board at the examination centre itself. These candidates should come to the examination centre at least one hour before the normal reporting time for the purpose of verification of all such documents. The candidates are not required to come to the office of the Board for verification purpose.
- (h) 40 minutes extra time shall be given in addition to the normal time allowed of 02 hours to all the VH/PH candidates only with permission to use the facility of scribe duly verified by DSSSB.

13. ACTION AGAINST CANDIDATE FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Board to be guilty of any of the following acts:

- (ii) Obtaining support for or canvassing his/her candidature by any means or;
- (iii) Impersonating or;
- (iv) Procuring impersonation by any person or;
- (v) Submitting fabricated documents or documents which have been tampered with or;
- (vi) Making statements which are incorrect or false or suppressing material/information or;
- (vii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination or;
- (viii) Misbehaving in any other manner in the examination hall or ;
- (ix) Using unfair means in the examination hall. Use of Calculator/Palmtop/Laptop/Other Digital Instrument/Mobile/Cell Phone/Pager or possession thereof by the Candidate after commencement of examination shall also be termed as 'using unfair means' besides violation of Instructions to Candidates or ;
- (x) Writing irrelevant matter including obscene language or pornographic matter, in the script(s) or;
- (xi) Writing Name, Roll Number or putting any kind of identification marks at places other than prescribed in the question cum answer booklet or enclosing any other undesirable paper/material which may reveal/disclose his/her identity.
- (xii) Taking away the OMR Sheet and Question Booklet with him/her from the examination hall or passing it on to unauthorized person during the conduct of the examination or ;
- (xiii) Harassing or doing bodily harm to the staff employed by the Board for the conduct of these examination or ;
- (xiv) Violation of any of the instructions issued to candidates along with their Admit Card permitting them to take examination or ;
- (xv) Attempt to commit or abet, as the case may be, all or any of the acts specified in the above clauses may in addition to rendering himself/herself liable to criminal prosecution be, liable:
 - (a) To be disqualified by the Board from the examination for which he/she is a candidate as also from any other examination/selection of the Board in which he/she might have appeared but the final result/selection has not yet been declared/made and or;
 - (b) To be debarred either permanently or for a specified period which may extend to 10 years by the Board from any examination held or selection made by them and or;
 - (c) To take disciplinary action under appropriate rules if he/she is already in service under Government and or;
 - (d) To take any other appropriate legal action.

14. DECISION OF THE BOARD IS FINAL

The decision of the Delhi Subordinate Services Selection Board in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information /misconduct, mode of selection, conduct of examination(s) and allotment of exam centers, selection and allotment of post/organizations to the selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

15. COURT'S JURISDICTION

Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.