



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092
TELEPHONE - 22370237

ADVERTISEMENT NUMBER 02/2010

OPENING DATE FOR RECEIPT OF APPLICATIONS: 12/07/2010.	CLOSING DATE FOR RECEIPT OF APPLICATIONS 30/07/2010. (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications)
RECEIPT OF APPLICATION IN PERSON: THE COUNTERS FOR RECEIVING OF APPLICATION WILL BE OPENED ON ALL THE WORKING DAYS FROM 10:00 A.M. TO 05:00 P.M. THE COUNTER WILL BE CLOSED ON SATURDAYS, SUNDAYS & GAZETTED HOLIDAYS.	
PLACE FOR SUBMISSION OF APPLICATION IN PERSON: APPLICATION RECEIVING COUNTER, OFFICE OF DSSSB, FC-18, INSTITUTIONAL AREA KARKAR DOOMA, DELHI-110092.	
APPLICATIONS RECEIVED THROUGH POST OFFICE: SHOULD ALSO REACH THE OFFICE OF THE BOARD AS PER THE CLOSING DATE AND TIME, MENTIONED ABOVE. THE BOARD IS NOT RESPONSIBLE FOR ANY POSTAL DELAY.	
APPLICATION FORM MUST BE ACCOMPANIED WITH: A CROSSED INDIAN POSTAL ORDER (IPO) OF Rs. 100/- (PER APPLICATION) FOR GROUP 'B' POSTS AND Rs.50/- (PER APPLICATION) FOR GROUP 'C' POSTS, IN FAVOUR OF THE SECRETARY, DSSSB, WHICH IS NON-REFUNDABLE ALONGWITH ALL THE EDUCATIONAL/PROFESSIONAL/ EXPERIENCE AND CASTE DOCUMENTS.	
APPLICATION FORM No 01/02/03 (AS PRINTED IN EMPLOYMENT NEWS/WEBSITE OF DSSSB) SHOULD BE COPIED ON A GOOD QUALITY (70 GSM) A-3/LEGAL WHITE PHOTOSTAT PAPER AS PER PRESCRIBED FORMAT.	

Applications are hereby invited from eligible candidates for recruitment to various posts in the Department under Government of NCT of Delhi, its autonomous bodies and Delhi Public Library. The details regarding name of the post(s), post code, Department, number of vacancies, educational qualifications (as per Recruitment Rules provided by the user department), experience required, pay scale, age limit etc. are at Section A of this Advertisement. However, the applicants are required to go through the detailed advertisement for section 'B' Scheme of Examination; for Section 'C' General instructions & procedure for submission of application form and for Section 'D' Prescribed Application form. The candidates can also see the complete advertisement in DSSSB website i.e. www.dsssb.delhigovt.nic.in.

IMPORTANT: It is brought to the notice of all prospective applicants that the following specifications are to be strictly followed while submitting the application form:

- (1) Prescribe Application form shall be filled: Form 01 for the examination of the posts of PGT/TGT/Assistant Teacher(Nursery); Form 02 for the Combined examination of the various posts of Librarian and Form 03 for the Combined examination of the various posts of Library Clerk/Assistant.
- (2) (a) COLOUR Passport size clear photograph
(b) It should be in SHARP FOCUS
(c) Black and white and blurred photographs will not be acceptable and are liable for rejection.
- (3) OBC candidates seeking benefit of reservation should submit OBC certificate issued by the competent authority of Government of NCT of Delhi alongwith Duly filled Annexure I.
- (4) The vacancies in the advertisement, earmarked for different reserve categories i.e. SC/OBC, are as per the requisition of the user department. It is clarified for the prospective candidates of SC/OBC categories, that reservation benefits in these categories for the vacancies shall be admissible as per judgement dated 04/08/2009 of Hon'ble Supreme Court of India as passed in Civil Appeal No. 5092/09 (arising out of SLP Civil No. 24327 of 2005) – Subhash Chander & Ors. Vs Delhi Subordinate Services Selection Board and Ors. with WP(C) No. 507 of 2006- Sarv Rural & Urban Welfare Society Vs. Union of India & Ors and the related instructions of the Government. All prospective candidates are advised to check their eligibility regarding admissibility of benefit of reservation accordingly. In view of Judgment dated 04/08/2009 of Hon'ble Supreme Court of India and in absence of Presidential notification under Article 342 of the Constitution of

India declaring any tribe to be a ST in the UT of Delhi vacancies under ST category are not being advertised.

The combined examination will be conducted in respect of posts: Librarian & Library clerk/Assistant, the applicants for these posts are directed to apply only in prescribed application Form no. 02 and 03 respectively only, as available in website/Employment News. The applicants for other posts should apply on separate application forms as per Form no 01.

Superceding, all earlier notification, DSSSB will conduct a combined Preliminary Examination and Main Examination in one go. The total duration for said combined examination will be of 03 (hours). The Preliminary examination of 01(one) hour duration shall be followed by the Main Examination of 02 (two) hours duration.

Section – A

For post codes – 19/10 to 50/10 candidates can apply for one subject/ post code only of PGT

Post Code 19/10-50/10 POST GRADUATE TEACHER in Directorate of Education

PGT (Commerce) Male Post Code 19/10 Total 18 (UR 09, SC 04, OBC 05); **PGT (Commerce) Female** Post Code 20/10 Total 17 (UR 09, SC 03, OBC 05); **PGT (English) Male** Post Code 21/10 Total 25 (UR 14, SC 04,OBC 07 including OH 01,VH 01); **PGT (English) Female** Post Code 22/10 Total 21 (UR 10, SC 05, OBC 06 including OH 01, VH 01); **PGT (Hindi) Male** Post Code 23/10 Total 15 (UR 09, SC 02, OBC 04); **PGT (Hindi) Female** Post Code 24/10 Total 23 (UR 13, SC 04, OBC 06 including OH 01, VH 01); **PGT (History) Male** Post Code 25/10 Total 18 (UR 09, SC 03, OBC 06 including OH 01); **PGT (History) Female** Post Code 26/10 Total 13 (UR 07, SC 02, OBC 04); **PGT (Maths) Male** Post Code 27/10 Total 18 (UR 11, SC 02, OBC 05 including VH 01); **PGT (Maths) Female** Post Code 28/10 Total 18 (UR 10, SC 03, OBC 05); **PGT (Political Science) Male** Post Code 29/10 Total 20 (UR 11, SC 03, OBC 06 including VH 01); **PGT (Political Science) Female** Post Code 30/10 Total 15 (UR 08, SC 02, OBC 05); **PGT (Economics) Male** Post Code 31/10 Total 19 (UR 10, SC 03, OBC 06 including VH 01); **PGT (Economics) Female** Post Code 32/10 Total 11 (UR 06, SC 02, OBC 03 including OH 01); **PGT (Sanskrit) Male** Post Code 33/10 Total 06 (UR 03, SC 01,OBC 02); **PGT (Sanskrit) Female** Post Code 34/10 Total 19 (UR 10, SC 03, OBC 06); **PGT (Chemistry) Male** Post Code 35/10 Total 11 (UR 06, SC 02, OBC 03); **PGT (Chemistry) Female** Post Code 36/10 Total 08 (UR 05, OBC 03); **PGT (Physics) Male** Post Code 37/10 Total 12 (UR 06, SC 03, OBC 03); **PGT (Physics) Female** Post Code 38/10 Total 02 (UR 02); **PGT (Biology) Male** Post Code 39/10 Total 09 (UR 05, SC 01,OBC 03); **PGT (Biology) Female** Post Code 40/10 Total 11 (UR 06, SC 01, OBC 04); **PGT (Geography) Male** Post Code 41/10 Total 01 (UR 01); **PGT (Geography) Female** Post Code 42/10 Total 08 (UR 05, SC 01, OBC 02); **PGT (Agriculture) Male** Post Code 43/10 Total 02 (UR 02); **PGT (Agriculture) Female** Post Code 44/10 Total 01 (UR 01); **PGT (Horticulture) Male** Post Code 45/10 Total 01 (UR 01); **PGT (Engineering Drawing) Male** Post Code 46/10 Total 04 (UR 04); **PGT (Engineering Drawing) Female** Post Code 47/10 Total 01 (UR 01); **PGT (Music) Female** Post Code 48/10 Total 01 (UR 01); **PGT (Sociology) Female** Post Code 49/10 Total 01 (UR 01); **PGT (Home Science) Female** Post Code 50/10 Total 22 (UR 10, SC 05, OBC 07 including OH 01)

Essential Qualifications: for PGT (excluding Engineering Drawing/Music/Home Science)

1. Master's Degree (or its equivalent Oriental Degree in the case of PGT Sanskrit/Hindi) in the subject concerned from any recognized University.

2. Degree/Diploma in Training/Education "Qualifications mentioned at S.No. 2 above relaxable in the case of candidates:

(i) having obtained Ph. D Degree in the subject concerned from a recognized University/Institution; or

(ii) having obtained First Division in Higher Secondary, Degree and Post Graduate Examination with the mandatory condition that the candidate will acquire the B.Ed./B.T. qualification within a period not exceeding three years from the date of his joining the service.

Desirable: 3 years, experience of teaching in a College/Higher Secondary School/High School in the subject concerned.

for PGT (Home Science)

Essential: (i) M.Sc. (Home Science) from a recognized University.

OR

(ii) B.Sc. (Home Science) B.Ed. from a recognized University provided the teacher has satisfactorily pursued a condensed course a Home Science through three consecutive summer institutes one year evening course.

For PGT (Engineering Drawing): Any one of the following: i) Master's Degree in Drawing & Painting with a recognised diploma/certificate of minimum one year's duration provided the person has studied Geometrical & Mechanical Drawing in his course.

ii) Graduate in Engineering (preferably Mechanical) from a recognized University or Institute established by law or equivalent degree.

iii) Graduate in Architecture from a recognised University or Institute established by the law provided he had offered Geometrical & Mechanical Drawings as one of the subjects in Higher Secondary for equivalent course.

iv) B.Tech. Education Degree from Regional College of Education.

v) Graduate from a recognized University with one of the following possessing Drawing Teachers Diploma/Certificate provided he has studied Geometrical & Mechanical

Drawing in the Graduation and /or Drawing Teacher Diploma /Certificate: a) Three year's full time Diploma course (or five years part-time of the Art Department of the erstwhile Delhi Polytechnic) provided he had taken up the Refresher Course in the Delhi Polytechnic, Delhi. b) Four years Art Master's Course from the Government School of Arts, Chandigarh, Punjab. c) Holder of Diploma in Mechanical Engineering (3 years course) from any State Board or Technical Education.

For PGT (Music): M.A. (Music) or M.(Music) of any recognized University. OR Sangeet Alankar (M.Music) from All India Gandharva Mahavidyalaya Mandal, Mumbai 08 Years OR Sangeet Kovid (M.Music) Indira Kala Sangeet Vishwavidyalaya, Kheragarh 08 years. OR Sangeet Praveen (M.Music) the Prayag Sangeet Samiti, Allahabad 08 years. OR Sangeet Nipun (M.Music) the Bhatkhande Sangeet Vidyapeeth, Lucknow 07 years OR Any degree which may be considered recognized by the body constituted by the University concerned. For the teachers recruited before 31st March, 1974. (Class II)

1. Higher Secondary with any of the following: (i) Sangeet Visharad Examination of the Gandharva Mahavidyalaya Mandal, Mumbai. (ii) Sangeet Vid Examination of the Indira Kala Sangeet Vishwavidyalaya Kheragarh (M.P.) (iii) The Sangeet Prabhakar Examination of the Prayag Sangeet Samiti (Academy of Music) Allahbad. (iv) Sangeet Visharad Examination of Bhatkhande Sangeet Vidyapeeth, Lucknow (previously Morris College of Hindustani Music, Lucknow). (v)* Final Examination of the Madhava Sangeet Mahavidyalaya, Lashkar, Gwalior. (vi)* Highest Examination of Baroda State School of Music. (vii)*The final examination of Shankar Ghandharwa Vidhyalaya, Gwalior. (viii)* Sangeet Ratna Diploma awarded by the Director, Deptt. of Education, M.P. OR* The new diploma/degree awarded by the concerned Institutions/agencies in lieu thereof.

II. In addition to the above at least 10 years experience of teaching music to higher Secondary Classes in the number School of Board.

Pay Scale: Rs. 9300-34800 + GP 4800 Group: Group- 'B', Non Gazzetted,

Probation Period: 02 years **Age Limit:** Below 36 years relaxable for SC 05 years, OBC 03 years, PH 10 years, PH & SC 15 years, PH& OBC 13 years & Departmental Candidates 05 years)

(R.No. DE-2(8)(172)/E-II/10/1318 dated 25-01-10, DE-2(8)(172)/E-II/10/2845 dated 05-03-10 and R.No. DE-2(8)(172)/E-II/2010/5533 dated 26-04-2010)

For post code – 51/10 to 67/10 candidates can apply for one subject/post code only of TGT

Post Code 51/10 to 67/10

**TRAINED GRADUATE TEACHER
in Directorate of Education**

TGT (English) Male Post Code 51/10 Total 35 (UR 19, SC 06, OBC 10 including OH 01); **TGT (English) Female** Post Code 52/10 Total 36 (UR 20, SC 06, OBC 10 including VH 01); **TGT (Hindi) Male** Post Code 53/10 Total 27 (UR 14, SC 05, OBC 08 including VH 01); **TGT (Hindi) Female** Post Code 54/10 Total 29 (UR 15, SC 05, OBC 09); **TGT (Maths) Male** Post Code 55/10 Total 16 (UR 09, SC 02, OBC 05 including HH 01); **TGT (Maths) Female** Post Code 56/10 Total 17 (UR 09, SC 03, OBC 05 including OH 01); **TGT (Natural Science) Male** Post Code 57/10 Total 27 (UR 15, SC 04, OBC 08 including HH 01); **TGT (Natural Science) Female** Post Code 58/10 Total 27 (UR 15, SC 04, OBC 08 including OH 01); **TGT (Social Science) Male** Post Code 59/10 Total 38 (UR 21, SC 06, OBC 11 including VH 01); **TGT (Social Science) Female** Post Code 60/10 Total 39 (UR 22, SC 06, OBC 11 including VH 01); **TGT (Sanskrit) Male** Post Code 61/10 Total 19 (UR 10, SC 03, OBC 06 including OH 01); **TGT (Sanskrit) Female** Post Code 62/10 Total 21 (UR 11, SC 04, OBC 06 including HH 01); **TGT (Punjabi) Male** Post Code 63/10 Total 02 (UR 02); **TGT (Punjabi) Female** Post Code 64/10 Total 02 (UR 02); **TGT (Urdu) Male** Post Code 65/10 Total 02 (UR 02); **TGT (Urdu) Female** Post Code 66/10 Total 03 (UR 02, OBC 01); **DOMESTIC SCIENCE TEACHER** Post Code 67/10 Total 63 (UR 35, OBC 18, SC 10 including OH(OL,OA) 01, VH(LV) 01).

Essential qualification: For TGT English, Maths, Social Science, Natural Science: A Bachelor's Degree (Honours/Pass) or equivalent from a recognised University having secured 45% marks in aggregate, in two school subjects of which atleast one out of the following should have been at the elective level: 1. English, 2. Mathematics, 3. Natural/Physical Science, 4. Social Science.

Note: Main subjects for TGT (Natural Science/Phy. Science) shall be Physics, Chemistry, Biology, Botany and Zoology.

Social Science: History / Political Science / Economics / Business Studies / Sociology / Geography / Psychology.

Provided further that the requirement as to minimum of 45% marks in the aggregate at graduation level shall be relaxable in case of (a) candidates who pass a Post Graduate qualification in any of the teaching subjects listed above (b) belonging to

SC/ST (c) Physically handicapped candidates;
(II) Degree/Diploma in Training Education or SAV certificate.
(III) Working knowledge of Hindi.

Provided that Assistant Teacher (from MCD/Dte. of Education) and lab. Assistants shall not be required to have received 45% marks in aggregate in Bachelor's Degree (Pass/Honours) or equivalent.

N.B. "The candidate should have studied the subject concerned as mentioned in the R/Rs in all parts/years of graduation. The elective word may also include main subject as practiced in different Universities".

For TGT (MIL) Hindi, Sanskrit, Punjabi & Urdu.

(i) B.A. (Honours) in one of the Modern Indian Languages (MIL) concerned or BA with MIL concerned as one of the Elective subjects from a recognised University having 45% marks in aggregate with one additional language at Degree level.

OR Equivalent Oriental Degree in MIL concerned from a recognised University having 45% marks in aggregate. OR (For appointment as Hindi Teachers only) Sahitya Rattan of Hindi Sahitya Sammelan Prayag having secured atleast 45% marks in aggregate with English in Matriculation provided further that the requirement as to the minimum of 45 % marks in the aggregate shall be relaxable in the case of (a) candidate who posses a Post Graduate Qualification in MIL concerned from a recognised University (b) candidates belonging to SC/ST (c) Physically handicapped candidates.

(ii) Degree/Diploma in teaching OR Senior Anglo Vernacular Certificate.

(iii) Knowledge of Hindi is essential.

N.B. "The candidate should have studied the subject concerned as mentioned in the R/Rs in all parts/years of graduation. The elective word may also include main subject as practiced in different Universities".

Pay Scale: Rs 9300-34800 + GP 4600 **Group:** B, Non gazetted, **Probation Period:** 02 years

Age Limit: Below 32 years relaxable for SC 05 years, OBC 03 years, PH 10 years, PH&SC 15 years, PH&OBC 13 years, relaxable in case of Govt servants of Delhi Admn upto 40 years (for SC employees upto 45 years), and upto 42 years in case of female candidates.

For DOMESTIC SCIENCE TEACHER (Post Code 67/10):

Essential Qualifications: a. Graduation from recognized university with Diploma in Home Science from a recognized Institute b. B Sc (Home Science) with Degree/Diploma in Training/Education.

Pay Scale: Rs 9300-34800 +GP 4600/- Pre revised **Group:** B, Non Gazzetted, **Probation Period:** 02 years

Age Limit: below 32 years relaxable for SC/ OBC/ PH and in case of widows,deserted wives, Govt servants & those teaching in the university, as per prevailing GOI order/Guidelines

(R.No. (DE.3(31)/DR/E-III/Notification/20108155-56 dated 26-04-2010, DE.4(13)90R/E-IV/2006/5434 dated 03/03/10)

Post Code 68/10 ASSISTANT TEACHER (NURSERY) FEMALE in MCD

Number of Vacancies: 381 (UR 208, OBC 111, SC 62 including OH 15)

Essential Qualifications: i) Senior Secondary (10+2) or intermediate or its equivalent with 45 % marks from a recognized board. ii) Two year Diploma/ Certificate course in Nursery Teacher Training or BEd(Nursery) from a recognized institution or its equivalent. Desirable : (i) Knowledge of Hindi (ii) Experience as a Nursery Teacher(as per NCTE regulation 2001).

Pay Scale: Rs 9300-34800 + GP 4200 **Group:** B, Non Gazetted, **Probation Period:** 02 years

Age Limit: 32 years relaxable for SC 5 years, OBC 3 years, PH 10 years, PH&SC 15 years, PH&OBC 13 years, Departmental candidates/Govt employees 05 years the age relaxation as admissible to such Govt. Servants as are working in posts which are in the same line or allied cadre 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 the post(s) recruitment to which has been advertised)

(Rno D/DEO/TRC/10/68 date 03-05-10)

COMBINED EXAMINATION OF THE VARIOUS POSTS OF LIBRARIAN UNDER POST CODE 69 /10 TO 72/10

Post Code 69/10 LIBRARIAN in Directorate of Education,

Number of Vacancies: 15 (UR 08, OBC 05,SC 02 including PH(OH) 01)

Essential Qualifications: (i) Degree from a recognised University or equivalent. (ii) Bachelor's degree or equivalent Diploma in Library Science from a recognized University/Institute or equivalent. (iii) Experience of two years in Library/ Computerization of a library or one year certificate in Computer application from a recognized institute or equivalent.

Pay Scale: Rs. 5500-9000/- (Pre-revised) **Group:** B, Non Gazetted/ Non Ministerial, **Probation Period:** 2 years **Age Limit:** Not exceeding 32 years relaxable for SC 5 years, OBC 3 years, PH 10 years, PH & SC 15 years, PH & OBC 13 years, Departmental Candidates/Government Servant 05 years.
(DE.4(9)(73)(LIB) /E IV/17729 dated 29-07-2009)

Post Code 70/10

**LIBRARY & INFORMATION ASSISTANT in
Delhi Public Library**

Number of Vacancies: 01 (SC 01)

Essential Qualifications: 1. Degree of a recognized University or equivalent.
2. Degree in Library Science from a recognized University/Institution or equivalent.

Desirable 1. Professional experience in Public Library System. 2. Experience in Computer application.

Pay Scale: Rs. 9300-34800 + GP Rs. 4200/- **Group:** Professional "C", **Probation Period:** 02 years **Age Limit:** 27 years relaxable for SC/ST 05 years, and govt. employee/departmental candidates upto 40 years
(RnoA.12034/01/2008-Estt./3848 dated 13/01/2010)

Post Code 71/10

**LIBRARY & INFORMATION ASSISTANT (TECH) BRAILLE
in Delhi Public Library**

Number of Vacancies: 01 (OBC 01)

Essential Qualifications: 1. Graduate from a recognized university or Institution.
2. Knowledge of Bharti and English Braille as evidenced by test

Desirable 1. Degree in Library Science from a recognized University/Institution or equivalent. 2. Professional experience in the line

Pay Scale: Rs. 9300-34800 + GP Rs. 4200/- **Group:** Professional Group C, **Probation Period:** 02 years **Age Limit:** 27 years relaxable for OBC 3 years and govt. employee/departmental candidates upto 40 years
(RnoA.12034/01/2008-Estt./3848 dated 13/01/2010.)

Post Code 72/10

**LIBRARY ASSISTANT(GRADE III) IN
INSTITUTE OF HUMAN BEHAVIOUR AND ALLIED SCIENCES**

Number of Vacancies : 03(UR 02,OBC 01)

Essential Qualifications: (i) B.Sc. Degree or equivalent.(2)Bachelor's Degree or equivalent in Library Science from a recognized University or Institute.

Desirable: a) Two years' experience of acquisition of books, periodicals and documentation work in a library of standing or repute,(b) Knowledge of computer,(c) Typing speed of 30 words per minute.

Pay Scale: Rs 9300-34800/- + GP 4200/-; **Group:** C Non Gazetted, Non Minis.; **Probation Period;** 02 years;

Age Limit: 18-30 years relaxable for OBC 3 years, Departmental Candidates –10 years.

(R.No.2/335/2008/Estt./IHBAS/3364 dated 12-04-2010)

**COMBINED EXAMINATION OF VARIOUS POSTS OF LIBRARY CLERK/ASSISTANT
UNDER POST CODE 73/10 TO 74/10**

Post Code: 73/10

**TECHNICAL ASSISTANT (Library Science)
Directorate of Training & Technical Education, GNCT of Delhi**

Number of Vacancies: 01(OBC 01)

Essential Qualifications: 1. Matriculate or equivalent from recognized board. 2. Diploma minimum of 02 years of regular durations in the relevant trade awarded by the State Board of Technical Education/Recognized University

Desirable: Knowledge of computer application.

Pay Scale: Rs. 5200-20200/- +GP Rs. 2400/-; **Group:** C, Non-Gazetted, Non-Ministerial

Probation Period: 02 years

Age Limit: 18-27 years relaxable for Govt. Servants/SC/ST/OBC as per instructions issued by the Govt. of India from time to time.

Rno DE/3/71/DR/E-III/Not/2009/1260 dated 21/01/2010.)

Post Code: 74/10

LIBRARY CLERK in Delhi Public Library.

Number of Vacancies: 21 (UR 02,SC 12, OBC 07)

Essential Qualifications: 1. Matriculation or equivalent from a recognized Board/institution. 2. Certificate in Library Science from a recognized institution.

Pay Scale: Rs. 5200-20200 + GP Rs. 1900/- **Group:** Professional Group "C",

Probation Period: 2 years **Age Limit:** 27 years relaxable for SC/ST 05 years, OBC 03 years and govt. employee/departmental candidates upto 40 years.

(Rno A.12034/01/2008-Estt./3848 dated 13/01/2010.)

NOTE :

- (1) Candidates must read the detailed instructions to candidates in Section A, B and C of the advertisement before filing up PART I and PART II of form. He/She must fill the form strictly according to the instructions.
- (2) Candidate must ensure that No column is left blank or wrongly filled in either Part I or Part II of the form as the information furnished therein would be used in recruitment process. Applications Form not filled correctly, completely and as per the instructions in both Part I and Part II are liable to be rejected and the onus of such rejection would be on the candidate himself/herself. The Board will not entertain any claim for candidature after such rejection.
- (3) Candidates are required to submit legible attested copies of the following documents along with the application form (any information contained in the attached certificates shall not be considered unless it is claimed in the application form)
 - (i) Matriculation/Secondary certificate or equivalent in support of their declaration of age.
 - (ii) Degree or Diploma or other certificates in support of their claim of educational qualifications and copies of ALL YEAR WISE mark sheets from Matriculation onwards.
 - (iii) Experience certificates wherever applicable
 - (iv) Caste/Category/ Disability Certificate (as prescribed in Rule of FR/SR) on the prescribed form, issued by the competent authorities, if claiming benefit under any of the above categories.
 - (v) Two recent passport size coloured photographs (front face) as per specification in Section-A, out of which one should be pasted (Not stapled or tagged) on the space provided in the application form. The second copy of the same photograph should be attested by a Gazetted Officer and be attached carefully with the application form for the purpose of identification of the candidate at any stage of recruitment. Any variation in the photographs may lead to rejection of his/her candidature.
 - (vi) One self addressed post card duly affixed with Rs. 6/- postage stamps for acknowledgement of the application. The candidate must write: name of the post, Advertisement Number and Post Code Number of the post applied for on the post card.
- (4) The number of vacancies reserved for various categories has been notified in the advertisement on the basis of requisitions furnished by the Indenting Departments. OBC CANDIDATES seeking benefit of reservation should submit OBC certificate issued by the Competent Authority of Government of NCT of Delhi. Candidates seeking reservation as OBC have to submit a declaration in the prescribed format (annexure– I), that he/she does not belong to the creamy layer on the crucial date in addition to the community certificate(OBC). Unless otherwise specified, the closing date for receipt of applications for the post is to be treated as crucial date.
- (5) 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).The selected candidate can be nominated in any department of Govt. of NCT of Delhi or autonomous/local body.
- (6) Abbreviations used are denoted as under : UR-Un-Reserved (General), SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, PH,-Physically Handicapped, OH-Orthopaedically Handicapped, B-Blind, LV-Low vision, VI-Visually Impaired, VH-Visually Handicapped, HH-Hearing Handicapped, BL-Both Leg, OA-One Arm, OL-One Leg, OAL-One Arm and One Leg EXSM-Ex-Servicemen, SP-Sportsperson, N.A.-Not Applicable, GOI-Govt of India.
- (7) The Educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
- (8) Applications received before the opening date or after closing date or NOT in prescribed format SHALL NOT BE entertained by the Board and shall be summarily rejected without any further notice to the candidate.
- (9) Use of Calculator/Palmtop/Laptop/Other Digital Instrument/ Mobile/Cell Phone/Pager etc is/are not allowed. In case any candidate found to possess the same, he/she will be debarred from the examination and legal proceedings can also be initiated.

(10) The Signature of the candidate must invariably in running script and the left thumb ink impression given by him/her should be clearly visible.

(11) In case of any discrepancy among the English, Hindi, Urdu and Punjabi versions of the advertisement/information, the English version will be treated as final.

NOTE: Application form must be sent in the prescribe format given in the Employment News which can also be downloaded from our website www.dsssb.delhigovt.nic.in. Applications sent in any other format are liable TO BE REJECTED.

SECTION – B

Examination Scheme (Post code 19/10 to 74/10)

DSSSB will conduct a combined Part I Preliminary Examination (Objective type) of 01 hour duration and Part II Main Examination (Descriptive type) of 02 hours duration together with a testing duration of 03 hours in one go. The test components of objective type as well as post specific main examination along with number of questions and time disposition is given below:

PART – I	Preliminary examination	Objective Type	01 Hour	100 Marks
PART – II	Main examination	Descriptive Type	02 Hours	200 Marks
Total			03 Hours	

PART-I Preliminary Examination (Objective Type)

SECTION	TEST COMPONENTS	DURATION: 01 hour	
		NUMBER OF QUESTIONS	MARKS
A.	Test of General Awareness, General Intelligence and Reasoning ability	20	20
B	Test of Mathematics	20	20
C	Test of Language Hindi	20	20
	Test of Language English	20	20
D	Post specific subject related objective type	20	20
	TOTAL	100	100

PART – II Main Examination (Descriptive Type)

Part-II Main Examination will consists of Descriptive type Questions of 200 marks to be answered in 02 Hours. There will be 10 questions of 20 marks each with parts/options/choices. (Question will consists of post specific subject(s) and nature of duty/responsibilities of the concerned post(s) which will be of the same level as per the prescribed qualification in the Recruitment Rules of the post concerned).

Note:

1. In Part–I Examination questions will be bilingual in Hindi & English except for the Languages which would be in the concerned language only.
2. In Part-II Main Examination (Descriptive Type), the candidates will have to write the answers in the space provided on the Question-cum-Answer Booklet itself, either in Hindi or in English EXCEPT (i) for the languages examination which would be in the concerned language only i.e. Answer to all question in PART–II Main Examination must be written in post specific relevant language–English / Hindi / Sanskrit / Punjabi / Urdu, and (ii) for Assistant Teacher(Nursery) which would be in Hindi Language only as medium of teaching in the requisitioning department is Hindi. The medium of writing the answers must be specified in the relevant column on the Question-cum-Answer Booklet at the space provided. The candidates will not be given any additional answer sheet.
3. Part-I Preliminary Examination (Objective type) will be of qualifying in nature for short listing the candidates. Final merit list of candidates will be prepared on the basis of performance of short-listed candidates (marks secured) in the Part II Main Examination (Descriptive type) only.
4. The minimum qualifying marks for Preliminary Examination is 40% for General Category candidates and 30% for Reserved Category candidates subject to maximum of 06-10(six to ten) times the number of advertised vacancies as per the availability of eligible candidates.
5. The minimum qualifying marks for Main Examination is 45% for General Category candidates & 35% for Reserved Category candidates.
6. There will be no negative marking for wrong answers.

7. There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in the examinations conducted by DSSSB.

SYLLABUS:

PART – I Preliminary Examination will be as follows:

Section-A : General Awareness, General Intelligence and Reasoning Ability: Questions will be designed to test the ability of the candidate's General Awareness of the environment around him 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 India and its neighboring countries, especially pertaining to History, Polity & Constitution, Sports, Art & Culture, Geography, Economics, General Policy, Everyday Science, Scientific Research, National/International Organizations /Institutions and Current Affairs etc. Question on General Intelligence includes both verbal and non-verbal types, including questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

Section-B : Mathematics: The test of mathematics will include Arithmetical and Numerical Abilities covering Number Systems, Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Tables & Graphs and Questions on Algebra, Commercial Maths, Equations, Trigonometry, Geometry, Statistics, Probability, etc.

Section-C : Language Hindi & Language English: 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-D : Post specific subject related questions: For teaching posts: The questions will be on the concerned Child & Educational Psychology, Educational Technology, Communication Skills, Teaching & Learning processes & related Topics. For Librarian & Library Clerk/Assistant posts: The questions will be on the Library Science, Library Practices and Procedures and related topics.

PART – II Main Examination will be as follows:

The Examination will consist of descriptive type questions of 200 marks to be answered in 02 hours. There will be 10 questions of 20 marks each with parts/options/choices. Question will consists of post specific subject(s) and nature of duty/responsibilities of the concerned post(s) which will be of the same level as per the prescribed qualification in the Recruitment Rules of the post concerned.

TIME OF EXAMINATION:

Duration 03 Hours	
PART –I Preliminary Examination (Objective type)	10.00 A.M. to 11.00 A.M.
And	
PART –II Main Examination (Descriptive type)	11.00 A.M. to 01.00 P.M.

Combined PART I (Preliminary) and Part II (Main) examination will be conducted together in one go. Candidates can appear in only one Subject/Group of post code(s) of their choice out of Part-II Main Examination (Descriptive Type) held on the same day. The Examination schedule of individual post code/ group of post codes will be published in leading newspaper, Employment News and will also be given in DSSSB's Website www.dsssb.delhigovt.nic.in subsequently. **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 in OMR sheet on the day of examination.**

SECTION-C

GENERAL INSTRUCTIONS AND PROCEDURE FOR SUBMISSION OF APPLICATION FORM

- (1) **OPENING & CLOSING DATES, TIME, PLACE FOR SUBMISSION OF APPLICATION:**
- (i) The opening date for receipt of application is 15/06/2010 The closing date is 06/07/2010 Application Receiving Counters will be opened between 10:00 A.M. to 05.00 P.M. on all working days (except Saturday, Sunday & Gazetted Holidays). In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications. Applications received before the opening date or after the closing date **SHALL NOT** be entertained under any circumstances. **Applications sent through post office should also reach DSSSB office of the Board on or before the closing date and time mentioned above. The Board will not be responsible for any postal delay or loss.**
- (ii) The complete application forms (PART I AND PART II) duly filled in along with photocopies of relevant documents/certificates etc duly attested by a Gazetted Officer and the IPO can be delivered personally in the **Application receiving counters at the office of the DSSSB, FC-18, Institutional Area, Karkardooma, Delhi 110092** as per the time prescribed above.
The complete application forms can also be sent by Post, addressed to **The Secretary, Delhi Subordinate Services Selection Board, FC-18, Institutional Area, Karkardooma, Delhi-110092** along with all necessary enclosures and one Post Card bearing postal stamp of Rs.6/- to reach the Board office on or before the closing date and time mentioned above. Candidate must superscribe the Post name and Post code on top of the Envelope while sending the application form.
- (iii) The application forms submitted by the applicants personally will be received by DSSSB at its Application receiving counter. The ID Number for received application submitted by applicant in person will be provided by hand. In case sent through post, a stamped and self addressed post Card should be enclosed, wherein the ID Number would be pasted and the post card will be returned back, if submitted. In case, any applicant does not receive the acknowledgement within 30 days of the last date of receipt of application, the candidate should contact/report at the Reception counter of the Board immediately along with necessary details including Name, Father's Name, Date of Birth, Details of IPO (if applicable), etc. The ID Number allotted should be quoted in all future correspondence.
- (2) **FEE PAYABLE & MODE OF PAYMENT**
- (i) Application Form must be accompanied by a crossed Indian Postal Order (IPO) of Rs.100/- for Group 'B' posts and Rs.50/- for Group 'C' posts in favour of **'The Secretary, Delhi Subordinate Services Selection Board'** payable at Krishna Nagar, Head Post Office, Delhi-110051. No other forms of payment will be accepted by the Board.
- (ii) The Indian Postal Order should have been issued on or after the date of issue of this advertisement in Employment News. Unreserved Category candidates and OBC Category candidates should pay full fee.
- (iii) Applicants belonging to SC/ST/PH/EXSM will be exempted, subject to submission of relevant documentary evidence duly issued by the competent/notified Authorities. The candidates seeking benefits of fee concession should enclose the duly attested copies of relevant certificates in support of their claim.
- (iv) The candidate should write his/her name and address in capital letters at the space provided in IPO.
- (v) Fee once paid will not be refunded under any circumstances.
- (3) **INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM**
- (i) The candidate must apply in the prescribed application form as per the format (PART I & II) given in SECTION- D: Form 01 for the post of PGT/TGT/Assistant Teacher (Nursery), Form 02 for the combined examination of the various posts of Librarian and Form 03 for the combined examination of the various posts of Library Clerk/Assistant, published in the Employment News and also available in the Board's website along with this advertisement. It should be photocopied or typed or computer printed or printed on a good quality (70 GSM) A-3/Legal Size white photostat paper as per prescribed format giving adequate space for each row and column. **Newspaper cutting must not be used as application form.** Application on formats other than the prescribed format for concerned post will be rejected.
- (ii) Application form filled in the format used for previous recruitment or some other advertisement will not be considered. The candidates should note that Application Form will NOT be supplied by the Board's office.
- (iii) The application form should be filled up using Blue/Black ball pen only.
- (iv) Application form may be filled either in Hindi or English. **No other language will be accepted by the Board.**
- (v) 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 attached.
- (vi) Two recent passport size coloured photographs(front face)as per specification in Section-A

- (vii) 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 or unsigned application form will be summarily rejected. Candidate must sign in the running script, not in block letters in the same language.
- (viii) Candidate must sign in running script and put his left thumb ink impression in relevant columns of Part I of application form which must be clearly visible.
- (ix) In column no 4 of part I of application form the candidate must tick in the relevant box(s) to which category/community he/she belongs. PH candidate should ensure to mention there % of permanent disability and detail regarding whether scribe is required at the examination centre in the relevant column of Part II of the application form.
- (x) No traveling allowance or other expenses in connection with the submission of application and appearing in the examination will be paid to the candidates.

(4) ELIGIBILITY CONDITIONS

- (i) The candidate must be a citizen of India.
- (ii) The educational qualifications, age, experience etc. as stipulated in SECTION-A shall be determined as on the closing date of receipt of applications.
- (iii) A candidate must be in good mental and physical health and free from any physical defect, (except wherever specific relaxation has been made) likely to interfere with the efficient discharge of duties. Only such candidates as are likely to be considered for appointment will be medically examined. A candidate after such medical examination as may be prescribed by the competent authority, if found not to satisfy the requirements for the post(s), will not be appointed.
- (iv) In respect of above mentioned posts, the requirement and the category as given above, in the advertisement shall be determined and selections be made in accordance with the instructions/orders issued from time to time by the Competent/Notified Authorities.

NOTE: No candidate will be admitted to the examination unless he/she holds Admit Card issued from the DSSSB. **No photocopy of the Admit Card will be allowed.**

(5) RESERVATION BENEFITS

- (i) Reservation benefits will be available to the SC/OBC/Physically Handicapped/Ex-Servicemen & other special category candidates in accordance with the instructions / orders / circulars, issued from time to time by the Competent/Notified Authorities. The reservation benefits for the vacancies shall be admissible as per judgment 04-08-2009 of Hon'ble Supreme Court of India as passed in Civil Appeal No. 5092/09 (arising out of SLP Civil No. 24327 of 2005)–Subhash Chander & Ors vs DSSSB and ors with WP(C) No 507 of 2006-Sarv Rural & Urban Welfare Society vs Union of India & Ors.
- (ii) Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, **must submit duly attested copies of relevant certificates issued by competent/notified authority (in prescribed format) along with their application form,** otherwise, their claim for SC/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 submit duly filled prescribed **Annexure I**, along with his/her caste certificate.

(6) AGE RELAXATION

Candidates belonging to SC category are eligible for age relaxation up to a maximum of 05 years and candidates belonging to OBC up to a maximum of 03 years. Candidates belonging to categories such as Ex-Servicemen, Physically Handicapped, Government Employees and other special categories are eligible for age relaxation as per the orders of the Government of India issued from time to time. Applicants claiming age relaxation should enclose photo copies of necessary documents in support of such claim duly attested by a Gazetted Officer. Age relaxation is not applicable to candidates belonging to reserved category applying against UR posts.

(7) DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM

- (a) All candidates must attach the following documents along with the Application Form:
 - (i) Indian Postal order for the requisite amount. (IPO of Rs. 100/- for Group 'B' post and Rs.50/- for Group 'C' post).
 - (ii) One self addressed postcard bearing postal stamp of Rs.6/- is to be attached for issue of acknowledgment of the application form to the candidate. Candidate must write advertisement number, name of the post and post code number on the post card. An ID number will be issued by the board on this post card indicating the acknowledgement of the application form. Candidate may note that no separate acknowledgment other than this card will be sent to them.
- (b) All candidates must attach attested photo copies duly **attested by Gazetted Officer of the following documents along with the Application Form:**
 - (i) Two recent passport size coloured photographs (front face) out of which one should be pasted (not stapled or tagged) on the space provided in the application form. The second copy of the **same photograph** should be attested by the Gazetted Officer and be attached carefully with the application form for the purpose of identification of the candidate at any stage of recruitment.
 - (ii) Matriculation/Secondary certificate or equivalent in support of their declaration of age.
 - (iii) Degree or Diploma or other certificates in support of claim of educational qualifications (**copies of ALL THE YEARWISE MARKS-SHEET**) from Matriculation onwards, experience, age-relaxation etc.

- (iv) Community/Category Certificate/Physically Handicapped/ Ex-Serviceman Certificate/ Government Employee Certificate (as mentioned at NOTE 1(iv) of Section–A) issued by notified/competent authorities, if benefit is claimed under any of the above categories. Annexure I in case of OBC candidate that he/she does not belong to the creamy layer on the crucial date, in addition to the OBC community certificate.
- (v) In case of Govt/departmental employee, an undertaking from the candidates indicating that they have informed in writing to their Head of Office/Department that they have applied for the Examination along with a copy of the application submitted to the Head of Office/Department. Application received after closing date even if forwarded by the department well in advance, will be summarily rejected.
- (vi) Candidate claiming the reservation/relaxation under meritorious sports person in the field of Games/Sports recognised by the Government of India for such purpose provided they satisfy all other conditions prescribed by Government from time to time. The candidate should enclose the certificate(s) issued by the competent authority in the prescribed proforma by GOI.
- (vii) In case of Widow, Death Certificate of her husband together with the affidavit that she has not remarried since.
- (viii) In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment/ decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an affidavit in respect of divorced women that she have not remarried since.
- (ix) In case of Ex-servicemen, they should submit certificate as per the prescribed Appendix 2 and Appendix 3 of reservation to Ex servicemen orders by GOI, regarding completion of prescribed period of appointment and prescribed undertaking respectively.

NOTE :

- (i) **If the above documents are not submitted along with the application, his/her candidature for the concerned post will be cancelled. If at any stage of selection/recruitment process the application is found to be incomplete, or required documents are not attached, his/her candidature for concerned post will be cancelled.**
- (ii) Candidates are advised in their own interest to retain a photocopy of their application form for their record.
- (iii) No documents will be accepted by the Board after submission of Application Form by the candidate and no subsequent request for its change will be considered or granted.

(8) 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 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. Both parts (Part I and Part II) of 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) affixed on application form in the space provided. Affixing Black and White 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 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. Less or without fee/IPO, in case the candidate is NOT exempted from paying the fee.
- k. Without detailed particulars of Examination fees not filled in relevant column of Application form.
- l. Applications not filled in English or Hindi or not filled by candidate in his/her own handwriting.
- m. Under/over aged candidates.
- n. Not having the requisite qualifications as on closing date.
- o. More than one application for the post by the same candidate for the same post.
- p. Applications of more than one candidate or more than one post code sent in one envelope.
- q. Without proper certificate, in case of SC/OBC/EXSM/PH/other special categories candidates. Such Certificate not issued from the competent authority on proper format/proforma under his signature, name and designation of office seal.
- r. Without attestation of Gazetted Officer on any of Xerox copy(ies) of certificate.
- s. Without General Declaration by all candidates/Declaration by OBC candidate, if applicable.
- t. Non submission of CLEAR and LEGIBLE certificates/documents with the application form.
- u. Application from a candidate debarred from appearing in the Exam by the DSSSB/SSC for life time or for a particular period.
- v. Any other irregularity

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

(9) MODE OF SELECTION

- (i) The selection shall be made by the Board by way of written examination(s), the dates of which will be notified subsequently. The examinations will be held at various centers in Delhi only.
- (ii) Wherever Combined Part-I (Objective type) and Part-II (Descriptive type) are held together, Part-I (objective type) examination will be of qualifying nature for short listing the candidates. The part-II question-cum-answer booklets (descriptive type) of only those candidates who have been short listed in Part-I examination, will be evaluated. Final merit list of candidates will be prepared on the basis of performance of candidates (marks secured) in the Part-II (descriptive type) Examination only.
- (iii) The Board has full discretion to fix minimum qualifying marks for selection of posts for different categories i.e. UR/SC/OBC/PH/EXSM in order to achieve qualitative selection and to recruit the best talent available.
- (iv) There will be separate selection list for all the posts wherever applicable.
- (v) 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 recommend 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 respect for appointment to the post.
- (vi) 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 in OMR sheet on the day of examination and will be considered accordingly subject to the availability of the vacancy.
- (vii) If there are candidates having same marks in the examination the candidate older in age gets preference.
- (viii) The Board does not maintain/operate any reserve list in selection.

(10) 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 at 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 case 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 Part I examination carefully. If it is found that the identity particulars of the candidate such as roll number etc and the particular of the question booklet including question booklet number and question booklet series are wrongly filled, his/her OMR answer sheet will not be evaluated and shall invite cancellation of his/her candidature.**

(11) GENERAL INSTRUCTIONS FOR CANDIDATES

1. 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. More vacancies in equivalent/ comparable posts may also be filled through this advertisement.
2. The Admit Card will be issued on the basis of information furnished by the candidate in his/her application form. The DSSSB is not verifying/scrutinizing application form initially but it is done at the final stage of selection, therefore mere appearance at the examination does not entitle him/her to any claim for the post. The candidature will be treated as debarred ab-initio in case he/she does not fulfill the eligibility criteria. Candidates should satisfy himself/herself before applying for the post and appearing in the examination regarding the possession of the required qualifications, age and caste etc. as stipulated for the post to avoid future implications.
3. Only one Admit Card for combined Preliminary and Main Examination shall be dispatched to all the eligible candidates. The Board is not responsible for any postal

delay/loss. If any candidate does not receive the admit card by the date specified in examination schedule, he/she may collect the Duplicate Admit Card from the Office of the Board, Reception Counter, FC-18, Institutional Area, Near Railway Reservation Centre, Karkardooma, Delhi – 110092 on the date and time to be announced later. The candidate who comes to collect the Duplicate Admit Card must bring with him/her the Acknowledgement Slip and/or any other proof of submitting the application form as well as proof of his/her identity in original such as driving licence, PAN card, Voter I.D. along with a photocopy to be submitted to Board. If any of the dates on which duplicate admit card is being issued happens to be a public holiday, the counters would be opened on the next day also.

4. If any candidate appearing for the above examination finds that his/her name, reservation category, post name, post code, photo is missing or incorrect in his/her Admit Card, he/she should get it rectified by visiting the office of the Board on the date and time to be announced later for issue of duplicate admit cards. The Board does not make corrections of Admit Cards, if sent by Post. Any modification in the admit card at the examination center will not be allowed.
5. If a candidate receives more than one Admit Card for same post code, he/she should contact the office of the Board and get a single Admit Card issued. No later request after the dates (to be announced later) will be entertained. Therefore the candidates are advised to come to the office of the Board on the dates and time to be announced later for issue of duplicate admit cards.
6. The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
7. The Board reserves the right to cancel a part of or entire process of examination 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.
8. 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.
9. 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.
10. Reporting time for the Candidates at the examination centre on the day of examination is between 08:30 A.M. to 09:30 A.M. Entry to the Examination Centre will be closed at 09:30 A.M. No candidate will be allowed to enter the Examination Centre after 09:30 A.M. The candidates will be allowed to fill up his/her identity particular on OMR sheets 10 minutes before the commencement of the examination. Wrong decoding of particular in OMR answer sheet shall invite cancellation of candidature.
11. In combined Part – I (Preliminary Examination) and Part – II (Main Examination) OMR Sheet & Part I Question Booklet, Question-Cum-Answer Booklet are to be surrendered to the Invigilator after completion of Examination.
12. 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.
13. The candidate will sign and put left thumb ink impression on Admit Card at prescribed space in the presence of invigilator & thereafter invigilator will sign the Admit Card. The candidate is also required sign and to put left thumb ink impression on the attendance sheet and OMR and Question cum Answer Booklet of Part-II (Main Examination) in the presence of Invigilator. The Invigilator shall also sign on the admit card at prescribed space. The admit card shall be collected by Invigilator before/after completion of Examination.
14. The OMR answer sheet will be collected by the invigilator immediately after expiry of 01 hours time for Part I (Preliminary Examination) and handed over to Centre Superintendent.
15. The candidate will be allowed to open the seal of Part II (Main Examination) only after expiry of 01 hour of Part I (Preliminary Examination). Part II (Examination) will be of 02 hour duration.
16. If any candidate does not appear in Part-I (Preliminary Examination) of combined examination, he/she will not be allowed to appear in Part-II (Main Examination).
17. After the examination is over, the candidate should hand over the Question Booklet to the Invigilator before leaving the room. Any candidate who do not return the Question Booklet or is found attempting to take the Question Booklet 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.
18. Special Instructions to Physically Handicapped & Visually Handicapped Candidates i.e. Blind (VH) & Partially Blind Candidates (VI).
 - A. **Special Instructions to Physically handicapped Candidates:** Physically Handicapped (PH) candidates in upper extremities including orthopedic 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 replies on their behalf.

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 to 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, as the case may be, the candidate should approach to the board for correction of category in the admit card on the dates & 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 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 with minor change in the proforma of VH by changing VH to PH.
- (e) The declaration of the scribe and the declaration of the VH/PH Candidate duly attested by the 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 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 dates & 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 colored photograph duly attested.
- (g) The declaration of the scribe and the declaration of the Blind Candidate duly attested by the 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) 60 minutes extra time (20 minutes for Part I examination and 40 minutes for Part II examination) shall be given in addition to the normal time allowed of 03 hours to all the VH/PH candidates only with permission to use the facility of scribe duly verified by DSSSB.

(12) 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:

- (i) Obtaining support for or canvassing his/her candidature by any means or;
- (ii) Impersonating or;
- (iii) Procuring impersonation by any person or;
- (iv) Submitting fabricated documents or documents which have been tampered with or;
- (v) Making statements which are incorrect or false or suppressing material/information or;
- (vi) Resorting to any other irregular or improper means in connection with his candidature for the examination or;

- (vii) Misbehaving in any other manner in the examination hall or ;
- (viii) 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 ;
- (ix) Writing irrelevant matter including obscene language or pornographic matter, in the script(s) or;
- (x) Taking away the Question Booklet/Answer Sheet with him/her from the examination hall or passing it on to unauthorised person during the conduct of the examination or ;
- (xi) Harassing or doing bodily harm to the staff employed by the Board for the conduct of these examination or ;
- (xii) Violation of any of the instructions issued to candidates along with their Admit Card permitting them to take examination or ;
- (xiii) 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 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.

(13) 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.

(14) COURT'S JURISDICTION

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

NOTE:

- (i) Ex-Servicemen who have already secured regular appointment under the Central Government/State Government/Autonomous and Local Bodies/PSUs shall not be eligible for the benefit of the reservation in Group 'C' & 'D' posts on the civil side. However, the benefit of relaxation shall be allowed to those Ex-Servicemen who have been re-employed by private companies, Local and Autonomous Bodies, PSU's and Government Offices purely on casual/contract/temporary/adhoc basis and who can be removed from such services at any time by their employer.
- (ii) The application form can also be downloaded from the Board's website: www.dsssb.delhigovt.nic.in
- (iii) **In case of any discrepancy among the English, Hindi, Urdu and Punjabi versions of the advertisement/information, the English version will be treated as final.**
- (iv) **Candidates are advised to submit their application forms well in time and they should not wait for the last date of submission of application form.**

<u>Annexure - I</u>				
<u>FORM OF DECLARATION/UNDERTAKING TO BE SUMITTED BY THE OBC CANDIDATE [IN ADDITION TO THE COMMUNITY CERTIFICATE(OBC)]</u>				
<p>I, _____ Son/Daughter of Shri _____ resident of Village/town/city _____ district _____ State _____ hereby declare that I belong to the _____ Community which is recognized as a backward class by the Government of India for the purpose of reservation in Services admission in Central Govt. institutions as per orders contained in the Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated -8/09/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 08/09/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004-Estt.(Res.) dated 14/10/2008.</p>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>Place:</u></td> <td style="text-align: right; border-top: 1px solid black;"><i>(Signature of the Candidate)</i></td> </tr> <tr> <td><u>Date:</u></td> <td style="text-align: right; border-top: 1px solid black;"><i>(Name of the Candidate)</i></td> </tr> </table>	<u>Place:</u>	<i>(Signature of the Candidate)</i>	<u>Date:</u>	<i>(Name of the Candidate)</i>
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PART -II

1 (a) HAVE YOU APPLIED, PREVIOUSLY, FOR ANY POST TO THE DSSSB
(TICK MARK '✓' IN THE BOX) YES NO

(b) IF YES, PLEASE MENTION DETAILS THEREOF
POST CODE ROLL NO. POST CODE ROLL NO.

2. (a) WHETHER DEBARRED IN ANY EARLIER EXAMINATION BY DSSSB OR ANY RECRUITING BOARD?
(TICK MARK '✓' IN BOX) YES NO

(b) IF YES, GIVE DETAILS -(I) POST CODE, (II) ROLL NUMBER, (III) DATE OF DEBARMENT, (IV) PERIOD FOR WHICH DEBARRED

3. PLACE OF BIRTH

VILL.	DISTT.	STATE

4. NATIONALITY _____

5. DETAILS OF EXSM /SPORTSPERSON/WIDOW/DIVORSEE/JUDICIALLY SEPERATED WOMEN

(a) (If you are Ex-servicemen, Please specify your)
(i) Date of appointment in Armed Force: (iii) Length of service in Armed Force:
(ii) Date of Discharge from service : (iv) Your last unit/council along with rank:
Note EXSM candidate should invariable enclose certificate and undertaking as prescribed in Annexure 2 & 3 of GOI DOPT OM No 36034/2/91-Estt (SCT) dated 03/04/91
(b) Particular(s) in case of Sportsperson/Widow/Divorcee/ judicially separated women (Strike off whichever is not applicable)

6.(a) OPTION FOR MEDIUM OF LANGUAGE IN DESCRIPTIVE EXAM(PART-II) : English/Hindi (Strike off whichever is not applicable)

(b) OPTION FOR MEDIUM OF SKILL TEST (If Applicable) : English/Hindi (Strike off whichever is not applicable)

7. (a) WHETHER GOVERNMENT EMPLOYEE HOLDING CIVIL POST (TICK MARK '✓' IN THE BOX) YES NO

(b) IF YES, SINCE WHEN DATE MONTH YEAR

8. IF PHYSICALLY CHALLENGED, PLEASE INDICATE WHETHER SCRIBE IS REQUIRED AT THE EXAMINATION CENTRE.
(TICK MARK '✓' IN THE BOX) YES NO

9. LIST OF DOCUMENTS ATTACHED WITH THE APPLICATION FORM (ONLY DULY ATTESTED COPIES OF RELEVANT DOCUMENTS/ CERTIFICATES).

- | | |
|------------|-------------|
| i) _____ | v) _____ |
| ii) _____ | vi) _____ |
| iii) _____ | vii) _____ |
| iv) _____ | viii) _____ |

10. **DECLARATION:**

- (a) I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and have been filled in **my own handwriting**.
- (b) I also declare that I have submitted only one application for one post code in response to this advertisement.
- (c) I have read all the provisions mentioned in the advertisement/notice of examination carefully as published in the Employment News and I hereby undertake to abide by them.
- (d) I also declared that as per the terms and condition of advertisement I am eligible for the post, and have acquired all educational/professional qualification and experience as on cut off date.
- (e) I have also enclosed duly attested and legible copies of all the relevant documents/certificates.
- (f) I understand that in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the notice or any ineligibility being detected before or after the examination, my candidature/selection/appointment is liable to be cancelled/terminated automatically without any notice to me and action can be taken against me by the DSSSB.
- (g) The information submitted herein shall be treated as final in respect of my candidature for the post applied-for through this application form.
- (h) I also declare that I have informed my Head of Office/Department in writing that I am applying for this post/exam (for GOVERNMENT employees only).

PLACE: _____

DATE : _____

(SIGNATURE OF THE CANDIDATE)

NAME _____

NOTE: ALL THE SIGNATURES ON THE APPLICATION FORM SHOULD BE IN RUNNING SCRIPT (NOT IN BLOCK LETTERS) AND IN THE SAME LANGUAGE AND STYLE.

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