



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092
Website: www.dsssb.delhigovt.nic.in.

No. F.4 (134)/P&P/2013/DSSSB/

Date: 25/06/2013

VACANCY NOTICE
ADVERTISEMENT NO. 2/13

Online Applications are invited on Online Application Registration System (OARS) for recruitment to the following posts. The opening date, closing date of application and post-wise break-up of vacancies is as under:-

Part I

Opening Date of Application : 26/06/2013							
Closing Date of Application: 25/07/2013							
Last Date for Depositing Fees through SBI Challan: 26/07/2013							
POST CODE	NAME OF THE POST	NAME OF DEPARTMENT	VACANCIES				
			UR	OBC	SC	ST	TOTAL
24/13	Laboratory Asstt. (Physics)	FSL	03	-	-	-	03
25/13	Laboratory Asstt. (Ballistics)	FSL	03	-	-	-	03
26/13	Laboratory Asstt. (Photo)	FSL	02	-	-	-	02
27/13	Laboratory Asstt. (HRD/ Quality Control)	FSL	01	-	-	-	01
28/13	Sr. Scientific Asstt. (Chemistry)	FSL	02	-	-	-	02
29/13	Sr. Scientific Asstt. (Biology)	FSL	02	01	-	-	03
30/13	Armourer	FSL	01	-	-	-	01
31/13	Scientific Assistant (Biology)	FSL	01	01	-	-	02
32/13	Scientific Assistant (Document)	FSL	01	01	-	-	02
33/13	Scientific Assistant ((Chemistry)	FSL	03	02	01	-	06
34/13	Scientific Assistant (Physics)	FSL	01	-	-	-	01
35/13	Laboratory Asstt. (Finger Printing)	FSL	01	-	-	-	01

Part II

Opening Date of Application : 03/07/2013							
Closing Date of Application: 02/08/2013							
Last Date for Depositing Fees through SBI Challan: 03/08/2013							
POST CODE	NAME OF THE POST	NAME OF DEPARTMENT	VACANCIES				
			UR	OBC	SC	ST	TOTAL
36/13	Matron (Female)	Delhi Prisons	41	22	12	06	81
37/13	Warder (Male)	Delhi Prisons	268	142	79	39	528
38/13	Assistant Superintendent	Delhi Prisons	19	09	05	02	35

The candidates willing to apply for the above posts are advised to visit Board's website www.dsssb.delhigovt.nic.in for further details regarding pay scale, eligibility criteria, application fee, instructions etc.

Candidates must apply online through the website <http://dsssonline.nic.in> The closing date for submission of online Application of posts in Part-I is upto 23.59 Hrs on dated-25/07/2013 & Closing date of Posts in Part-II is upto 23.59 Hrs. on dated-02/08/2013 after which the link will be disabled. The last date of depositing fees through SBI challan shall be 26/07/2013 & 03/08/2013 respectively.

Applications received through any other mode would not be accepted and summarily rejected.

Sd/-
Deputy Secretary (P&P)



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

ADVERTISEMENT NUMBER 2 /13

ONLINE APPLICATIONS ARE INVITED FOR FOLLOWING POSTS UNDER GOVT. OF NCT OF DELHI

Part-I

Opening Date of Application : 26/06/2013 Closing Date of Application: 25/07/2013 Last Date for Depositing Fees through SBI Challan: 26/07/2013				
POST CODE	POST	DEPARTMENT	CLASSIFICATION	GRADE PAY(GP) Rs.
24/13	Laboratory Asstt. (Physics)	Forensic Science Laboratory	Group C	2400/-
25/13	Laboratory Asstt. (Ballistic)	Forensic Science Laboratory	Group C	2400/-
26/13	Laboratory Asstt. (Photo)	Forensic Science Laboratory	Group C	2400/-
27/13	Laboratory Asstt. (HRD / Quality control)	Forensic Science Laboratory	Group C	2400/-
28/13	Sr. Scientific Assistant (Chemistry)	Forensic Science Laboratory	Group B	4200/-
29/13	Sr. Scientific Assistant (Biology)	Forensic Science Laboratory	Group B	4200/-
30/13	Armourer	Forensic Science Laboratory	Group C	2000/-
31/13	Scientific Assistant (Biology)	Forensic Science Laboratory	Group C	2800/-
32/13	Scientific Assistant (Document)	Forensic Science Laboratory	Group C	2800/-
33/13	Scientific Assistant (Chemistry)	Forensic Science Laboratory	Group C	2800/-
34/13	Scientific Assistant (Physics)	Forensic Science Laboratory	Group C	2800/-
35/13	Laboratory Asstt. (Finger Printing)	Forensic Science Laboratory	Group C	2400/-
Part- II				
Opening Date of Application : 03/07/2013 Closing Date of Application: 02/08/2013 Last Date for Depositing Fees through SBI Challan: 03/08/2013				
POST CODE	POST	DEPARTMENT	CLASSIFICATION	GRADE PAY(GP) Rs.
36/13	Matron (Female)	Delhi Prisons	Group C	1900/-
37/13	Warder (Male)	Delhi Prisons	Group C	1900/-
38/13	Assistant Superintendent	Delhi Prisons	Group C	2800/-

- The details regarding name of the post(s), post code, number of vacancies, educational qualifications, experience required, pay scale, age limit etc. as per the Recruitment Rules provided by the user department are as under:

Post Code: 24/13 No. of Vacancies: 03 (UR-03) Essential Qualification: Bachelor's degree in Physics from recognized University. Desirable: Master's degree in Physics/Forensic Science with Physics as one of the subject at B.Sc. level from recognized University. Pay Scale: Rs. 5200-20200 + Grade Pay- Rs. 2400/- Age Limit: Not exceeding 27 Years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R. No. F.1(56)/FSL/Estt'Pt.file/2011/1548 Dated 14/05/2012.	LABORATORY ASSISTANT (PHYSICS) in FORENSIC SCIENCE LABORATORY
Post Code: 25/13 No. of Vacancies: 03 (UR-03) Essential Qualification: B.Sc. with Physics or Mathematics from a recognized University. Desirable: Master's degree in Physics/Mathematics/Forensic Science with Physics/ Mathematics as one of the subject at B.Sc. level from a recognized University. Pay Scale : Rs. 5200-20200 + Grade Pay- Rs. 2400/- Age Limit: : Not exceeding 27 Years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R. No. F.1(56)/FSL/Estt. Pt. file/2011/1548 dated 14/05/2012.	LABORATORY ASSISTANT (BALLISTICS) in FORENSIC SCIENCE LABORATORY
Post Code: 26/13 No. of Vacancies: 02 (UR-02) Essential Qualification: Graduate Degree preferably in Science from a University / Institution or equivalent. Desirable: Diploma in Photography from a recognized University/ Institution or equivalent. Pay scale: Rs. 5200-20200 + Grade pay Rs. 2400/- Age Limit: 18- 27 Years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R. No. F.1(56)/FSL/Estt. Pt. file/2011/1548 dated 14/05/2012.	LABORATORY ASSISTANT (PHOTO) in FORENSIC SCIENCE LABORATORY
Post Code: 27/13 No. of Vacancies: 01 (UR-01) Essential Qualification: B.Sc with Physics / Chemistry / Botany / Zoology from a recognized University or equivalent. Desirable: Master's degree in Physics /Chemistry /Botany/ Zoology / Forensic Science /Psychology / Biotechnology / Molecular Biology / Genetics /Anthropology / Human Biology / Biochemistry from a recognized University or its equivalent. Pay Scale : Rs. 5200-20200 + Grade pay Rs. 2400/- Age Limit: 18- 27 Years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R. No. F.1 (56)/FSL/Estt. Pt. file/2011/1548 dated 14/05/2012.	LABORATORY ASSISTANT (HRD / QUALITY CONTROL) in FORENSIC SCIENCE LABORATORY
Post Code: 28/13 No. of Vacancies: 02 (UR-02) Essential Qualification: Master's degree in Chemistry or Toxicology or Forensic Science with Chemistry as one of the subject at B.Sc. level from a recognized University or equivalent. Desirable: Doctorate degree in concerned discipline from a recognized University or equivalent. Experience Essential: 2 years research/ analytical experience therein in the relevant field. Pay Scale: Rs. 9300-34800 + Grade pay Rs.4200/- Age Limit: Up to 30 Years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R. No. F.1 (56)/FSL/Estt. Pt. file/2011/414 dated 30/01/2013	SR. SCIENTIFIC ASSISTANT (CHEMISTRY) in FORENSIC SCIENCE LABORATORY
Post Code: 29/13 No. of Vacancies: 03 (UR-02, OBC-01) Essential Qualification: Master's degree in Zoology or Botany or Anthropology or Human Biology or Biochemistry or Microbiology or Genetics or Biotechnology or Molecular Biology or Forensic Science with Zoology or Botany or Forensic Science as one of the subject at B.Sc. level from a recognized University. Desirable: Doctorate degree in concerned discipline from a recognized University or equivalent Experience Essential: 2 years experience in analytical methods/research therein in the relevant field. Pay Scale: Rs 9300-34800 + Grade pay 4200/- Age Limit: Not exceeding 30 Years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department.	SR. SCIENTIFIC ASSISTANT (BIOLOGY) in FORENSIC SCIENCE LABORATORY

R. No. F.1 (56)/FSL/Estt. Pt. file/2011/414 dated 30/01/2013 & 717 dated 22/02/2013	
Post Code: 30/13	ARMOURER in FORENSIC SCIENCE LABORATORY
No. of Vacancies: 01 (UR-01) Essential Qualification: 10th pass from a recognized Board/ Institution or equivalent. Desirable: Armourers Certificate course. Experience Essential: Two years experience of maintaining, cleaning, test firing and repairing etc. of weapons in Police/Military/Para Military Forces/ Registered Armoury. Pay Scale: Rs. 5200-20200 + Grade Pay Rs. 2000/-. Age Limit: 18-27 years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R. No. F.1 (56)/FSL/Estt.,Pt.file/2011/717 dt 22/2/13	
Post Code: 31/13	SCIENTIFIC ASSISTANT (BIOLOGY) in FORENSIC SCIENCE LABORATORY
No. of Vacancies: 02 (UR-01, OBC-01) Essential Qualification: Master's degree in Zoology or Botany or Anthropology or Human Biology or Biochemistry or Microbiology or Genetics or Biotechnology or Molecular Biology or Forensic Science with Zoology or Botany as one of the subject at B.Sc. level from a recognized University or equivalent. Experience: Desirable: Work experience in a Scientific Laboratory from a recognized Scientific Institution. Pay Scale : Rs.5200-20200 + Grade Pay Rs. 2800/- Age Limit: upto 27 years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R. No. F.1 (56)/FSL/Estt.,Pt.file/2011/717 dt 22/2/13	
Post Code: 32/13	SCIENTIFIC ASSISTANT(DOCUMENT) in FORENSIC SCIENCE LABORATORY
No. of Vacancies: 02 (UR-01, OBC-01) Essential Qualification: Master's degree in Physics or Chemistry, Forensic Science or Computer Science with Physics or Chemistry or Computer Science as one of the subject at B.Sc. level from a recognized University or equivalent. Experience Desirable: Work experience in the field of identification of handwriting, typewriting, printing matters, analysis of ink, other allied problems and computer Forensic in FSL/CFSL/GEQD/recognized Scientific Institutions/ Scientific Laboratories. Pay Scale : Rs. 5200-20200 + Grade Pay Rs. 2800/-. Age Limit: upto 27 years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R. No. F.1 (56)/FSL/Estt. Pt. file/2011/717 dt 22/2/13	
Post Code: 33/13	SCIENTIFIC ASSISTANT(CHEMISTRY) in FORENSIC SCIENCE LABORATORY
No. of Vacancies: 06 (UR-03, OBC-02, SC-01) Essential Qualification: Master's degree in Chemistry or Toxicology or Forensic Science with Chemistry as one of the subject at B.Sc. level from a recognized University or equivalent. Experience: Desirable: Work experience in a scientific laboratory from a recognized Scientific Institution. Pay Scale : Rs. 5200-20200 + Grade Pay Rs.2800/- Age Limit: upto 27 years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R. No. F.1 (56)/FSL/Estt, .Pt. file/2011/717 dt 22/2/13	
Post Code: 34/13	SCIENTIFIC ASSISTANT (PHYSICS) in FORENSIC SCIENCE LABORATORY
No. of Vacancies: 01 (UR-01) Essential Qualification: Master's degree in Physics/Forensic Science with Physics as one of the subject at B.Sc. level from a recognized University or equivalent. Experience: Desirable: Work experience in a Scientific Laboratory from recognized Scientific Institution. Pay Scale: Rs. 5200-20200 + Grade Pay Rs. 2800/- Age Limit: upto 27 years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R. No. F.1 (56)/FSL/Estt.,Pt.file/2011/717 dt 22/2/13.	
Post Code: 35/13	LABORATORY ASSISTANT (FINGER PRINTING) in FORENSIC SCIENCE LABORATORY
No. of Vacancies: 01 (UR-01) Essential Qualification: (a) Bachelor's degree in Chemistry from a recognized University or its equivalent. b) Desirable: Master's degree in Chemistry or Forensic Science with Chemistry at B.Sc. level from a recognized University or equivalent. Pay Scale : Rs. 5200-20200 + Grade Pay Rs.2400/- Age Limit: 18-27 years (age relaxation will be given as per note regarding age relaxation).	

<p>This post is not identified suitable for PH persons as per the requisition of the User Department. R. No. F.1 (56)/FSL/Estt,.Pt.file/2011/717 dt 22/2/13</p>	
<p>Post Code :36/13</p> <p>No. of Vacancies: 81 (UR-41, OBC-22, SC-12,ST-06) Educational Qualification Essential : 10+2 (Senior Secondary passed from Recognized Board) Physical Standards Essential: Sound status of health free from defect/deformity/disease, vision 6/6 without glasses, both eyes free from colour blindness. Height: 157 Cms. (Relaxable by 5 cms for candidates belonging to Gorkhas/Garwalis/Dogras and Schedule Tribe candidates), Note 1 : No relaxation permissible for physical standards. Physical Endurance Test: (a) 800 Mtrs race in four minutes. Note 2: Those who qualify in the race shall be further eligible to appear in the following tests: (b) 09 feet Long Jump and 03 feet High Jump (qualifying in three chances) Note 3: There would be no appeal against the physical endurance test. Note 4 : During the PET, a checkup will also be made for any defect or deformity (including bow-legged, knocked knees, flat feet etc.) which would render the candidate ineligible for recruitment. Pay Scale : Rs. 5200-20200+Grade Pay Rs. 1900/- Age Limit: 18 to 27 years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R..No. F.1 (1)/Estt/Mj/Hq/2010/642 Dated 12/02/2013 & F.18 (314)/Estt./PHQ/CJ/2012/ 5892 Dated 07/12/2012.*Reservation for EXSM as per the DOP&T guidelines.</p>	<p>MATRON (FEMALE) in DELHI PRISONS DEPARTMENT</p>
<p>Post Code :37/13</p> <p>No. of Vacancies: 528 (UR-268, OBC-142, SC-79,ST-39) Educational Qualification Essential : 10+2 (Senior Secondary passed from a recognized Board) Physical Standards Essential: Sound state of health, free from defect/deformity/disease, vision 6/6 without glasses, both eyes free from colour blindness. Height: 170 cms, (Relaxable by 5 cms for candidates belonging to Gorkhas/Garwalis/Dogras and Schedule Tribe candidates) ,Chest : Normal 81-85 Cms and expandable by 05 cms (Relaxable by 5 cms for candidates belonging to Gorkhas/Garwalis/Dogras and Schedule Tribe candidates). Note 1: No relaxation permissible for physical standards. Physical Endurance Test: (PET) (a) 1600 Mts. race in six minutes. Note 2 : Those who qualify in the race shall be further eligible to appear in the following tests: (b) 13 feet Long Jump and 3 feet 9 inch High Jump (qualifying in three chances) Note: 3: There would be no appeal against the physical endurance test. Note: 4 During the PET, a checkup will also be made for any defect or deformity (including bow-legged, knocked knees, flat feet etc.) which would render the candidate ineligible for recruitment. Pay Scale : Rs. 5200-20200+Grade Pay Rs. 1900/- Age Limit: 18 to 27 years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R.No. F.1 (1)/Estt/Mj/HQ/2010/642 Dated 12/02/2013 & F.18 (314)/Estt./PHQ/CJ/2012/5892 Dated 07/12/2012. *Reservation for EXSM as per the DOP&T guidelines.</p>	<p>WARDER (MALE) in DELHI PRISONS DEPARTMENT</p>
<p>Post Code :38/13</p> <p>No. of Vacancies: 35 (UR-19, OBC-09, SC-05,ST-02) Educational Qualification Essential: Degree from a recognized University. Physical Standards Essential: Physical Standard (for Male): Height: 5' 4½" for Gorkhas & Dogras, 5'6" for others. Chest: 32' (Girths). Physical Standard (for female): Height: 5' 0". Note: No relaxation permissible for physical standard. Physical Endurance Test (PET) for male: - (a) 1600 meters race in 06 (six) minutes and 30 seconds. Note: Those who qualify in the race shall be further eligible to appear in the following tests: (i) High Jump – 3' 6" (To be achieved in any one of the three chances that will be given). (ii) Broad jump/ Long Jump - 13.0 feet (To be achieved in any one of the three chances that will be given). Physical Endurance Test (PET) (for female):- (a) 800 meters race in 4 (four) minutes and 30 seconds. Note: Those who qualify in the race shall be further eligible to appear in the following tests: (i) High Jump – 3'.00 feet " (To be achieved in any one of the three chances that will be given). (ii) Broad jump/ Long Jump - 9.0 feet (To be achieved in any one of the three chances that will be given). Note: There would be no appeal against the PET. Note: During PET, a check will also be made for any defect or deformity (including bow-legged, knocked knees, flat-feet etc.) which would render candidate ineligible for recruitment. Pay Scale: Rs. 5200-20200/- + Grade Pay Rs. 2800/- Age Limit: 18 to 27 years (age relaxation will be given as per note regarding age relaxation). This post is not identified suitable for PH persons as per the requisition of the User Department. R.No. F.1(1)/Estt/MJ/HQ/2010/642 Dated 12/02/2013. *Reservation for EXSM as per the DOP&T</p>	<p>ASSISTANT SUPERINTENDENT in DELHI PRISONS DEPARTMENT</p>

guidelines.

NOTE :

1. The candidates must apply **Online** only. **No other mode of application** shall be accepted
2. The candidates must read the **INSTRUCTIONS FOR APPLYING ONLINE** carefully, which is available on the website of the Board, before filling up Online Application Form for the post(s) concerned. Applications shall not be received in any other mode.
3. Benefit of reservation for various categories i.e. SC/ST/OBC etc. shall be given as per the policy of Govt. of Delhi.
4. Neither the print out of online application form nor any document should be sent to this board at the time of applying for the post.
5. Only the successful candidates will be required to submit copy of challan, legible Self attested /Gazetted officer attested/ Notary attested copies of the documents alongwith the hard copy of printout of online application form at the time of verification of documents (any information contained in the attached certificates shall not be considered unless it is claimed in the application form).
6. The centers for holding the examination will be in Delhi only.
7. The candidates must carry atleast one photo bearing identity proof in original such as Driving Licence, Election I. Card, Aadhaar Card, Identity Card issued by any Govt. Department/ Office to the examination centre, failing which they shall not be allowed to appear for the examination.

1. EXAMINATION FEES AND MODE OF PAYMENT: Rs. 100/- (One Hundred only)

- a) The candidates belonging to Schedule Caste, Schedule Tribe, Physically Handicapped & Ex-serviceman are exempted from payment of examination fees.
- b) The candidates submitting their application online should pay the requisite fees only through challan to be deposited in State Bank of India. Challan will be generated online (please see instructions for filling online application). Other mode of payment will not be considered and the application of such candidates will be rejected outrightly and payment made shall stand forfeited.
- c) Fees once paid will not be refunded under any circumstances.

2. MODE OF SELECTION: The selection shall be made through **One Tier** examination scheme and Physical Endurance Test wherever applicable as given below:

*** Examination Scheme (Post code 24/13 to 38/13)**

DSSSB will conduct One Tier Examination as per examination scheme given in **Annexure**.

One Tier Examinations (T): For post codes 24/13 to 35/13.

One Tier Examinations (G): For post codes 36/13, 37/13 & 38/13.

Note:

1. The Examination questions will be bilingual in Hindi & English except for the Languages papers 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 provided in the application and documents/certificates provided by the candidate at the time of scrutiny 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 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 at the time of application or 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 In case of Combined Examination of common posts, the result of earlier post code shall be processed first
- 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. In case of post of technical and specialized nature, the selection may be made on the basis of academic record & experience and interview if the number of eligible candidates does not exceed 100 and through a screening test followed by interview if the number of eligible candidates is more than 100 but does not exceed 500.
- 11 The DSSSB shall draw a reserve panel/ waiting list upto the extent of 10% of the posts notified, in addition to the number of candidates selected as per the notified vacancies. The reserve panel/ waiting list shall be valid for a period of one year from the date of declaration of result and the vacancies arising due to non-acceptance of the offer of appointment, not joining the post after acceptance of appointment, the candidates not found eligible for appointment or due to resignation of selected candidates, within one year of joining the post, shall be filled up from this reserve panel/waiting list.

3. **SYLLABUS: (for One Tier examination scheme)**

▪ **One Tier examination:**

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) **Arithmetical & 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.

4. **ELIGIBILITY CRITERIA:**

1. The candidate must be a 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.

5. **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 WP(C)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 certificate 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**, along with his/her caste certificate issued by Govt. of Delhi only (which is available on the website of Board).

6. 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 at least three years continuous 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-Servicemen Group C & B (Non-Gazetted)	Period of Military service plus 3 years
9.	Disabled Defence services personnel (Group "C")	45 years (50 years of SC/ST)
10.	Widows, divorced women and women judicially separated from their husbands and who are not re-married (for Group 'C' posts)	Upto the age of 35 years (upto 40 yrs for SC/ST & 38 for OBC)

(* Note: This will be regulated as per DOPT guidelines.)

7. HOW TO APPLY

Sub: Steps:

- I. a) Candidates are required to apply online using the website <http://dsssbonline.nic.in>
- b) Candidates will be required to complete the Online Application Form, the instructions of which are available at the above mentioned site. The time cap to fill complete online application will be 30 minutes.
- c) Before start filling up of online application, the candidate must have his/her photograph and signature duly scanned in the jpg format in such manner that each file should not exceed 100 KB. However, it must not be less than 25 KB in size for the photograph and 10 KB for the signature (also see guidelines for uploading photograph and signature image).
- d) The online application form can be filled upto the last date of Advertisement for the post after which the link will be disabled.
- e) Applicants should avoid submitting multiple applications for one post. However, if due to any unavoidable circumstances any applicant submits multiple applications, then he/she must ensure that the application with higher RID (Registration ID) is complete in all respect. In

case of multiple applications, the application with higher RID shall be entertained by the DSSSB. The earlier application shall stand rejected and fee paid against one RID shall not be adjusted against any other RID.

- f) The applicants must ensure that while filling their application forms, they are providing their valid and active E-mail IDs as the DSSSB may use electronic mode of communication while contacting with them at different stages of examination process.
- g) To submit the payment, see the guidelines “**How to make payment.**”
- h) After submitting the Online Application, the candidates are required to preserve the print out of the finally submitted Online Application for each post applied for.
- i) The candidates are advised to submit the Online Application well in advance, without waiting for the closing date.
- II. Neither the print out nor any document should be sent to this board at the time of applying for the post.
- III. Only the successful candidates will be required to submit copy of challan, legible Self attested /Gazetted officer attested/ Notary attested copies of the documents alongwith the hard copy of printout of online application form at the time of verification of documents (any information contained in the attached certificate shall not be considered unless it is claimed in the application form).

IV. e- ADMISSION LETTER

The candidates shall be issued e-Admission Letter only.

The candidate shall upload his/her latest photograph and signature in the space provided in the application form. No admission letter will be sent by post and provisionally admitted candidates will have to download their respective e-Admission Letter for the post concerned from the official website of the Board. He/she must carry a valid Photo ID such as Driving Licence, Election I-Card, Aadhaar Card, Identity Card issued by any Govt. Department /Office to the examination centre failing which, he/she shall not be allowed to enter the examination centre in any condition/circumstances.

V. ADMISSION/ REJECTION:

The information in respect of provisionally admitted and rejected candidates as per information provided in the online applications will be uploaded on the website of the Board before the conduct of Examination for various post(s).

VI. DOCUMENTS/ CERTIFICATES:

After declaration of result, the successful candidates will be called for verification of documents. The following original Documents/ Certificates and one set of self-attested copies along with hard copy of print out of online application & copy of challan are to be produced at that time.

- I. Matriculation/10th Standard or equivalent certificate indicating date of birth/ birth certificate issued by the Competent Authority in support of their claim of age.
- II. Degree/Diploma certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
- III. Certificate(s) in the prescribed proforma from the Head(s) of Organization(s)/ Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be issued in prescribed format relevant to the post. Experience certificate not in prescribed proforma but containing all the details as mentioned above would be considered on merits by the Board.
- IV. Caste certificate by candidate seeking reservation as SC/ST, in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/ Order under which the caste is recognized as SC/ ST and the village/ town the candidate is ordinarily a resident of. OBC benefit shall be given only to the candidates having certificates issued by competent authority Govt. of NCT of Delhi.
- V. A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the Community Certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of Online Application for the post is to be treated as crucial date.

VI. Physically Handicapped certificate in prescribed proforma issued by the competent authority by Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Physically Handicapped certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual /Hearing disability, as the case may be.

VII. Certificate/ Document in respect of age relaxation claimed.

VIII. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ adhoc /daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

IX. Documentary support for any other claim(s) made.

8. GENERAL INSTRUCTIONS 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 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 is between 09:00 A.M. to 10:00 A.M. Entry to the Examination Centre will be closed at 10.00 A.M. sharp. No candidate will be allowed to enter the Examination Centre after 10:00 A.M. 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 Answer Sheet/Descriptive answer sheet must 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 Answer Sheet/Descriptive answer sheet in the presence of Invigilator. The Invigilator shall also sign on the same at the prescribed space.
- (x) The OMR answer sheet/descriptive answer sheet will be collected by the Invigilator immediately after expiry of prescribed time for Examination and will be handed over to the Centre Superintendent.
- (xi) After the examination is over, the candidate should hand over the OMR Answer Sheet/Descriptive answer sheet to the Invigilator before leaving the room. Any candidate who do not return the OMR Answer Sheet/Descriptive answer sheet or is found attempting to take the OMR answer 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. Question papers may be taken by the candidates.
- (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 Leg, 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 online submission of application.
- (xv) Use of Calculator, Laptop, Palmtop, other Digital Instrument/ Mobile/ Cell phone, Pager etc. is/ are not allowed. In case of any candidate caught found to be in possession of any gadgets/instrument, he/ she would be debarred from the examination and legal proceedings can also be initiated against the candidates.
- (xvi) Candidates are advised not to bring any above gadgets in the exam. centre as no arrangements for keeping any security of these items would be available at the centres.
- (xvii) In case any discrepancies among the English, Hindi, Urdu and Punjabi version of advertisement/ information, the English version will be treated as final.

9. If any candidate uses offensive/abusive/foul language / obscene picture he/she will be liable for necessary penal action under relevant provision of the IT Act.

10. The policy of DSSSB regarding following issues, is available on the website of the Board:

- i) Cancellation of candidature.
- ii) Special and common instructions to Physically Handicapped and Visually Handicapped candidate.
- iii) Action against candidate found guilty of misconduct.
- iv) Decision of the Board.
- v) Court's jurisdiction.