



**GOVERNMENT OF NCT OF DELHI**  
**Delhi Subordinate Services Selection Board**  
**FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092**  
<https://dsssbonline.nic.in>

No. F.4 (199)/P&P-I/DSSSB/2023/4098

Dated: 22/12/2023

**VACANCY NOTICE / ADVERTISEMENT NO. 05/2023**

**COMBINED EXAMINATION, 2023 FOR LOWER DIVISION CLERK, JUNIOR ASSISTANT, STENOGRAPHER  
GRADE-II, JUNIOR STENOGRAPHER (HINDI/ENGLISH), LOWER DIVISION CLERK-CUM-TYPIST,  
JR. STENOGRAPHER, STENOGRAPHER & ASSTT. GRADE - I  
POST CODE - 802/23**

The opening date and closing date for receipt of online applications are as below:-

**Opening Date of Application: 09/01/2024 ( 9<sup>th</sup> January, 2024)**

**Closing Date of Application: 07/02/2024 ( 7<sup>th</sup> February,2024) (Till 11.59 pm)**

Delhi Subordinate Services Selection Board (DSSSB) invites online applications from eligible candidates for recruitment to the post of **Lower Division Clerk, Junior Assistant, Stenographer Grade-II, Junior Stenographer (Hindi/English), Lower Division Clerk-cum-Typist, Jr. Stenographer, Stenographer & Asstt. Grade - I (Post Code - 802/23)** against vacancies in respect of various Departments of Government of NCT of Delhi /Autonomous Bodies/Local Bodies as per details given below: -

**LOWER DIVISION CLERK, JUNIOR ASSISTANT, STENOGRAPHER GRADE-II,  
JUNIOR STENOGRAPHER (HINDI/ENGLISH), LOWER DIVISION CLERK-CUM-TYPIST,  
JR. STENOGRAPHER, STENOGRAPHER & ASSTT. GRADE - I  
POST CODE - 802/23**

S. No.	Post Code	Name of Post	Name of Department	Pay Level	Vacancies * (Incl. Backlog Vacancies)								
					UR	OBC	SC	ST	EWS	Total	PwBD	Ex-SM	SP
1	802/23	Grade-IV/Junior Assistant	Services Department	2	788	500	194	40	150	<b>1672</b>	104	200	75
2		Stenographer	Services Department	4	57	34	23	20	9	<b>143</b>	19	25	4
3		Lower Division Clerk-cum-Typist (English/Hindi)	Delhi urban Shelter Improvement Board	2	107	69	35	19	26	<b>256</b>	10	26	13
4		Jr. Stenographer	Delhi urban Shelter Improvement Board	4	10	5	3	1	1	<b>20</b>	0	0	0
5		Junior Assistant	SCERT	2	14	11	7	3	5	<b>40</b>	2	4	0
6		Stenographer	SCERT	4	6	4	2	1	1	<b>14</b>	1	1	0
7		Junior Assistant	Delhi Tourism and Transportation Development Corporation Ltd.	2	14	8	4	2	2	<b>30</b>	3	3	0

8	Junior Stenographer (English)	Delhi Tourism and Transportation Development Corporation Ltd.	4	2	0	0	0	0	0	2	0	0	0
9	Junior Assistant	Delhi Pollution Control Committee	2	16	4	3	2	3	3	28	0	4	0
10	Stenographer Grade – II	Delhi Pollution Control Committee	4	4	0	1	0	0	0	5	0	0	0
11	Lower Division Clerk	Delhi Agricultural Marketing Board	2	4	13	1	4	6	6	28	4	0	0
12	Junior Assistant	MAIDS	2	6	1	1	1	1	1	10	0	1	0
13	Junior Stenographer (Hindi)	Delhi State Industrial & Infrastructure Development Corporation Ltd.	4	2	0	0	0	0	0	2	0	0	0
14	Asstt. Grade-I	Delhi State Civil Supplies Corporation	2	44	28	15	7	10	10	104	5	10	5
<b>GRAND TOTAL</b>				<b>1074</b>	<b>677</b>	<b>289</b>	<b>100</b>	<b>214</b>	<b>2354</b>	<b>148</b>	<b>274</b>	<b>97</b>	

\*The above vacancies are tentative and based on inputs of the indenting Departments/ Bodies.

Candidates must apply online through the website <https://dssbonline.nic.in> . The closing date for submission of online application is up to **07/02/2024 (till 11:59 PM)** after which the link will be disabled.

DSSSB will conduct examinations for making recruitment against the vacancies notified above. The date of conduct of examinations will be intimated in due course only through the website of the Board. The applicants are advised to visit DSSSB's website i.e <https://dssbonline.nic.in> to check the detailed advertisement and confirm their eligibility for the above vacancies based on the Recruitment Rules of the indenting departments.

**IMPORTANT NOTE:-** Only online applications will be accepted. Applications received by post/by hand/by mail etc. will not be accepted and will be summarily rejected. No correspondence will be entertained in this regard.

-sd-

Deputy Secretary (P&P-I)  
DSSSB

**ADVERTISEMENT NO. 05/2023**

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

S.No.	<b>LOWER DIVISION CLERK, JUNIOR ASSISTANT, STENOGRAPHER GRADE-II, JUNIOR STENOGRAPHER (HINDI/ENGLISH), LOWER DIVISION CLERK-CUM-TYPIST, JR. STENOGRAPHER, STENOGRAPHER &amp; ASSTT. GRADE - I</b> <b>(Post Code 802/23)</b>											
<b>1.</b>	Name of Department : <b>SERVICES DEPARTMENT</b>											
	Name of Post : <b>GRADE IV / JUNIOR ASSISTANT</b>											
	R.No. F.14(6)/1/2014/Rectt./S-III/CD No. 081278612/20						Dated : 04/01/2021					
	Number of Vacancies											
	<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS</b>	<b>TOTAL</b>	<b>PwBD* (incl.)</b>				<b>Ex-SM (incl.)</b>	<b>SP (incl.)</b>
							<b>Category (a)</b>	<b>Category (b)</b>	<b>Category (c)</b>	<b>Category (d) &amp; (e)</b>		
	788	500	194	40	150	1672	24	47	17	16	200	75
	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD, SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 2036 dated 12/09/2022.</b>											
	Educational Qualification						Essential	1. 12 <sup>th</sup> pass from a recognized Board / Institution. 2. A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on Computer.				
							Desirable	NIL				
Experience						Essential	NIL					
						Desirable	NIL					
Pay Scale						₹ Rs. 19900 – 63200/- (Pay Level-2), Group: 'C' (Central Civil Service, Ministerial, Non-Gazetted)						
Age Limit						Between 18-27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.						
<b>2.</b>	Name of Department : <b>SERVICES DEPARTMENT</b>											
	Name of Post : <b>STENOGRAPHER</b>											
	R.No. F.3(2)/2021/S-III/2740						Dated : 29/11/2021					
	Number of Vacancies											
	<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS</b>	<b>TOTAL</b>	<b>PwBD* (incl.)</b>				<b>Ex-SM (incl.)</b>	<b>SP (incl.)</b>
							<b>Category (a)</b>	<b>Category (b)</b>	<b>Category (c)</b>	<b>Category (d) &amp; (e)</b>		
	57	34	23	20	09	143	08	05	04	02	25	04
	<b>This post is identified suitable for PwBD category (a) B, LV (b) HH (c) OA, OL, BL, OAL, CP, LC, Dw, AAV (d) ASD (M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 1891 dated 30/08/2022.</b>											

Educational Qualification	Essential	1. 12 <sup>th</sup> pass or equivalent under 10+2 system from a recognized Board / University. 2. Speed of 80 words per minute (w.p.m.) in shorthand and 40 words per minute (w.p.m.) in typewriting in English <b>OR</b> 80 words per minute (w.p.m.) in shorthand and 35 words per minute (w.p.m.) in typewriting in Hindi
	Desirable	NIL
Experience	Essential	NIL
	Desirable	NIL
Pay Scale	₹ Rs. 25500 – 81100/- (Pay Level-4) Group: 'C' (Non-Gazetted, Non-Ministerial)	
Age Limit	18-27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.	

<b>3.</b>											
Name of Department : <b>DELHI URBAN SHELTER IMPROVEMENT BOARD</b>											
Name of Post : <b>LOWER DIVISION CLERK-CUM-TYPIST (ENGLISH / HINDI)</b>											
R.No. No. GA/1140/(4)/Admn/2019/D-712						Dated : 11/11/2020					
Number of Vacancies											
UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				Ex-SM (incl.)	SP (incl.)
						Category (a)	Category (b)	Category (c)	Category (d) & (e)		
107	69	35	19	26	256	02	03	05	00	26	13
<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD(M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 442 dated 08/06/2023.</b>											
Educational Qualification	Essential	1. 12 <sup>th</sup> class or equivalent qualification from a recognized Board or University. 2. A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on Computer ( 35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word).									
	Desirable	NIL									
Experience	Essential	NIL									
	Desirable	NIL									
Pay Scale	₹ 19900 – 63200/- (Pay Level-2), Group: 'C' (Ministerial)										
Age Limit	Between 18 and 27 years. (Relaxable for Government Employees & Employees of DUSIB upto 40 years in accordance with the instructions or orders issued by Central Government.)										

		<p>Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.</p> <p><b>Contractual employee of same department:-</b> Relaxation in upper age as a one-time measure up to the actual time spent as contractual employee of the same department, subject to a maximum of 5 years provided they have worked for at least 180 working days in that particular year in accordance with OM No. F.19(11)/2015/S-IV/1751-1756 dated 11/06/2019 issued by Services Department, Govt. of NCT of Delhi <b>(Annexure-I)</b>.</p>
--	--	--

<b>4.</b>	Name of Department : <b>DELHI URBAN SHELTER IMPROVEMENT BOARD</b>											
	Name of Post : <b>JR. STENOGRAPHER</b>											
	R.No. GA/1140/3/Admn/Recut./2020/D-518					Dated : 22/07/2021						
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				Ex-SM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	10	05	03	01	01	20	00	00	00	00	00	00
	<b>This post is identified as not suitable for PwBD category (a) B, LV (b) HH (c) OA, OL, BL, OAL, CP, LC, Dw, AAV (d) ASD, SLD, MI (e) MD involving (a) to (d) as per User Department letter no. D-941 dated 05/12/2023.</b>											
	Educational Qualification					Essential	<p>1. Senior Secondary certificates or equivalent required for direct recruits from a recognized Board / University.</p> <p>2. Proficiency in shorthand and typing having at least a speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing.</p>					
						Desirable	Preference to be given to such persons who have acquired diploma in office management & secretarial practice from any recognized institution.					
Experience					Essential	NIL						
					Desirable	NIL						
Pay Scale					₹ 25500 – 81100 (Pay Level – 4) Group: 'C'							
Age Limit					<p>18 - 30 years.</p> <p>Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.</p> <p><b>Contractual employee of same department:-</b> Relaxation in upper age as a one-time measure up to the actual time spent as contractual employee of the same department, subject to a maximum of 5 years provided they have worked for at least 180 working days in that particular year in accordance with OM No. F.19(11)/2015/S-IV/1751-1756 dated 11/06/2019 issued by Services Department, Govt. of NCT of Delhi <b>(Annexure-I)</b>.</p>							

5.	Name of Department : <b>STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING</b>											
	Name of Post : <b>JUNIOR ASSISTANT</b>											
	R.No. F.No.5(19)/DSSSB/SCERT/Admn/2018/Vo.III/16514						Dated : 28/03/2022					
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				Ex-SM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	14	11	07	03	05	40	01	01	00	00	04	00
	This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD(M, MoD), ID, SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 5562 dated 22/07/2022.											
	Educational Qualification						Essential	1. 12 <sup>th</sup> Class from recognized Board or University; and 2. A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on Computer ( 35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word).				
							Desirable					
Experience						Essential	NIL					
						Desirable	NIL					
Pay Scale						₹ Rs. 19900 – 63200/- (Pay Level-2) Group: 'C'						
Age Limit						Between 18 - 27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.  <b>Contractual employee of same department:-</b> Relaxation in upper age as a one-time measure up to the actual time spent as contractual employee of the same department, subject to a maximum of 5 years provided they have worked for at least 180 working days in that particular year in accordance with OM No. F.19(11)/2015/S-IV/1751-1756 dated 11/06/2019 issued by Services Department, Govt. of NCT of Delhi <b>(Annexure-I)</b> .						
6.	Name of Department : <b>STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING</b>											
	Name of Post : <b>STENOGRAPHER</b>											
	R.No. F.No.5(19)/DSSSB/SCERT/Admn/2018/Vo.III/16514						Dated : 28/03/2022					
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				Ex-SM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	06	04	02	01	01	14	00	00	00	01	01	00
	This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV (d) SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 16912 dated 31/03/2022.											

Educational Qualification	Essential	1. 12 <sup>th</sup> Pass under 10+2 system from recognized Board / University 2. Speed of 80 w.p.m. in Short hand & 40 w.p.m. in typing in English on Computer  <b>OR</b> Speed of 80 w.p.m. in Short hand & 35 w.p.m. in typing in Hindi on Computer
	Desirable	Basic Knowledge of Computer Science
Experience	Essential	NIL
	Desirable	NIL
Pay Scale	₹ Rs. 25,500 – 81,100/- (Pay Level-4) Group: 'C'	
Age Limit	Between 18 - 27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.	

7.	Name of Department : <b>DELHI TOURISM AND TRANSPORTATION DEVELOPMENT CORPORATION LTD.</b>											
	Name of Post : <b>JUNIOR ASSISTANT</b>											
	R.No. PER/762/11/97/DTTDC/P.File/347						Dated : 23/05/2023					
	Number of Vacancies											
							PwBD* (incl.)				Ex-SM (incl.)	SP (incl.)
	UR	OBC	SC	ST	EWS	TOTAL	Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	14	08	04	02	02	30	02**	01	00	00	03	00
	** 01 Vacancy in VH category is Backlog Vacancy											
	This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD(M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 1878 dated 15/09/2023.											
	Educational Qualification	Essential	1. 12 <sup>th</sup> pass from recognized Board; and 2. Proficiency in Type Writing minimum speed of 35 words per minute in English OR 30 words per minute in Hindi.  <b>NOTE: - Skill test shall only be conducted on Computers. Time Allowed 10 Minutes.</b>									
Desirable		NIL										
Experience	Essential	NIL										
	Desirable	NIL										
Pay Scale	₹ Rs. 19900 – 63200/- (Pay Level-2) Group: 'C'											
Age Limit	18 to 27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.											

8.	Name of Department : <b>DELHI TOURISM AND TRANSPORTATION DEVELOPMENT CORPORATION LTD.</b>											
	Name of Post : <b>JUNIOR STENOGRAPHER (ENGLISH)</b>											
	R.No.						F.No.PER/762/11/97/DTTDC/P.File/347				Dated : 23/05/2023	
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				Ex-SM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	02	00	00	00	00	02	00	00	00	00	00	00
	This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, OL, BL, OAL, CP, LC, Dw, AAV (d) ASD, SLD, MI (e) MD involving (a) to (d) above as per User Department letter no. 1875 dated 15/09/2023.											
	Educational Qualification						Essential	12 <sup>th</sup> pass from a recognized Board or University  <b>Essential Qualification :-</b>  Shorthand Speed 100 words per minute Typing Speed 40 words per minute				
							Desirable	NIL				
Experience						Essential	NIL					
						Desirable	NIL					
Pay Scale						₹ Rs. 25,500 – 81,100/- (Pay Level - 4) Group: 'C'						
Age Limit						18 to 27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.						
9.	Name of Department : <b>DELHI POLLUTION CONTROL COMMITTEE</b>											
	Name of Post : <b>JUNIOR ASSISTANT</b>											
	R.No.						F.No.DPCC/(3)(2)(56)/Admn-21/4309				Dated : 07/07/2021	
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				Ex-SM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	16	04	03	02	03	28	00	00	00	00	04	00
	This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD, SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 5120 dated 03/12/2021.											
	Educational Qualification						Essential	1. 12 <sup>th</sup> pass or equivalent qualification from a recognized Board or University. <b>AND</b> 2. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer ( 35 w.p.m. and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word ).				
							Desirable	Nil				
Experience						Essential	Nil					
						Desirable	Nil					
Pay Scale						₹ Rs. 19900 – 63200/- (Pay Level-2) Group: 'C'						
Age Limit						Between 18-27 years.						



	Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.											
<b>10.</b>	Name of Department : <b>DELHI POLLUTION CONTROL COMMITTEE</b>											
	Name of Post : <b>STENOGRAPHER GRADE - II</b>											
	R.No.	F.No.DPCC/(3)(2)(34)/Admn-18/5193								Dated : 10/12/2021		
	Number of Vacancies											
	<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS</b>	<b>TOTAL</b>	<b>PwBD* (incl.)</b>				<b>Ex-SM (incl.)</b>	<b>SP (incl.)</b>
							<b>Category (a)</b>	<b>Category (b)</b>	<b>Category (c)</b>	<b>Category (d) &amp; (e)</b>		
	04	00	01	00	00	05	00	00	00	00	00	00
	This post is identified suitable for PwBD category (a) B, LV (b) HH (c) OA, OL, BL, OAL, CP, LC, Dw, AAV (d) ASD(M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 7045 dated 06/01/2023.											
	Educational Qualification						Essential	1. 12 <sup>th</sup> pass or equivalent under 10+2 system from a recognized Board or University. 2. Speed of 80 words per minute (w.p.m.) in shorthand and 40 words per minute (w.p.m.) in typewriting in English <b>OR</b> Speed of 80 words per minute (w.p.m.) in shorthand and 35 words per minute (w.p.m.) in typewriting in Hindi.				
							Desirable	Basic Knowledge of computer operation.				
Experience						Essential	Nil					
						Desirable	Nil					
Pay Scale						₹ 25500 – 81100 (Pay Level – 4) Group: 'C'						
Age Limit						Between 18 - 27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.						
<b>11.</b>	Name of Department : <b>DELHI AGRICULTURAL MARKETING BOARD</b>											
	Name of Post : <b>LOWER DIVISION CLERK</b>											
	R.No.	F.No.12011/66/12/DAMB/Estt/17464								Dated :- 26/10/2021		
	Number of Vacancies											
	<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS</b>	<b>TOTAL</b>	<b>PwBD* (incl.)</b>				<b>Ex-SM (incl.)</b>	<b>SP (incl.)</b>
							<b>Category (a)</b>	<b>Category (b)</b>	<b>Category (c)</b>	<b>Category (d) &amp; (e)</b>		
04	13	01	04	06	28	03**	00	00	01**	00	00	
<b>**Backlog Vacancy</b>												
This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD(M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 19828 dated 10/12/2021.												

	Educational Qualification		Essential	1. 12 <sup>th</sup> Class pass or equivalent qualification from a recognized Board or University. <b>AND</b> 2. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word).								
			Desirable	NIL								
	Experience		Essential	NIL								
			Desirable	NIL								
Pay Scale		₹ 19,900 – 63,200 Group: 'C'										
Age Limit		18 - 27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.										
<b>12.</b>	Name of Department : <b>MAULANA AZAD INSTITUTE OF DENTAL SCIENCES</b>											
	Name of Post : <b>JUNIOR ASSISTANT</b>											
	R.No.	F.22(8)/MAIDS/Estt./Rectt. DSSSB/2018/4630-31								Dated : 02/11/2021		
	Number of Vacancies											
	<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS</b>	<b>TOTAL</b>	<b>PwBD* (incl.)</b>				<b>Ex-SM (incl.)</b>	<b>SP (incl.)</b>
							<b>Category (a)</b>	<b>Category (b)</b>	<b>Category (c)</b>	<b>Category (d) &amp; (e)</b>		
	06	01	01	01	01	10	00	00	00	00	01	00
	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD, SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 1024 dated 30/05/2023.</b>											
	Educational Qualification		Essential	1. 12 <sup>th</sup> pass from a recognized Board / Institution. 2. A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on Computer.								
			Desirable	NIL								
Experience		Essential	NIL									
		Desirable	NIL									
Pay Scale		₹ Rs. 19900 – 63200/- (Pay Level-2) Group: 'C' (Central Civil Service, Ministerial, Non-Gazetted)										
Age Limit		Between 18-27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.  <b>Contractual employee of same department:-</b> Relaxation in upper age as a one-time measure up to the actual time spent as contractual employee of the same department, subject to a maximum of 5 years provided they have worked for at least 180 working days in that particular year in accordance with OM No. F.19(11)/2015/S-IV/1751-1756 dated 11/06/2019 issued by Services Department, Govt. of NCT of Delhi <b>(Annexure-I).</b>										

13.	Name of Department : <b>DELHI STATE INDUSTRIAL &amp; INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.</b>											
	Name of Post : <b>JUNIOR STENOGRAPHER (HINDI)</b>											
	R.No. DSIIDC/II-8/Estt./DSSSB/Vol-I/						Dated : 24.08.2020					
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				Ex-SM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	02	00	00	00	00	02	00	00	00	00	00	00
	<b>This post is identified suitable for PwBD category (a) B, LV (b) HH (c) OA, OL, BL, OAL, CP, LC, Dw, AAV (d) ASD(M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 1407 dated 28/03/2023.</b>											
	Educational Qualification						Essential	1. Senior Secondary (12 <sup>th</sup> pass) with Hindi as a subject from any recognized Board / Institute with proficiency in Hindi.  Skill Test Norms:  1. Dictation: 10 mts. @ 80 w.p.m. (Hindi) 2. Transcription: 65 mts (on computer) 3. Typewriting test in the Hindi language @ 30 w.p.m. (on computer)				
							Desirable	Bachelor's Degree from a recognized University / Institute.				
	Experience						Essential	Nil				
							Desirable	Nil				
	Pay Scale						₹ Rs. 25500 – 81100/- (Pay Level-4) Group: 'C'					
Age Limit						Between 18-27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.  <b>Contractual employee of same department:-</b> Relaxation in upper age as a one-time measure up to the actual time spent as contractual employee of the same department, subject to a maximum of 5 years provided they have worked for at least 180 working days in that particular year in accordance with OM No. F.19(11)/2015/S-IV/1751-1756 dated 11/06/2019 issued by Services Department, Govt. of NCT of Delhi <b>(Annexure-I)</b> .						

14.	Name of Department : <b>DELHI STATE CIVIL SUPPLIES CORPORATION</b>											
	Name of Post : <b>ASSTT. GRADE - I</b>											
	R.No.   No.Admn.1(18)/2014-DSCSC/532						Dated : 02.08.2023					
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				Ex-SM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	44	28	15	07	10	104	02	01	01	01	10	05
	This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD, SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 532 dated 02/08/2023.											
	Educational Qualification						Essential	1. Sr. Secondary from recognized Board or its equivalent. <b>AND</b> 2. Should pass the typewriting in English with minimum speed of 35 words per minute or in Hindi with a minimum speed of 30 words per minute on Computer ( 35 words per minute and 30 words per minutes correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression of each word.)				
							Desirable					
Experience						Essential	Nil					
						Desirable	Nil					
Pay Scale						₹ Rs. 19900 – 63200/- (Pay Level-2) Group: 'C'						
Age Limit						Between 18-27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.						

\*The details of categories for the vacancies reserved for Persons with Benchmark Disabilities (PwBD) are as follows :-

**Category (a) : - Blindness (B) and Low Vision (LV)**

**Category (b) : - Deaf (D) and Hard of Hearing (HH)**

**Category (c) : - Locomotor disability including Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack Victims (AAV) and Muscular Dystrophy (MDy)**

**Category (d) : - Autism, Intellectual Disability (ID), Specific Learning Disability (SLD) and Mental Illness (MI).**

**Category (e) : - Multiple Disabilities (MD) from amongst persons under clauses (a) to (d) including deaf-blindness.**

Abbreviations of Disabled Category : B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

## 1. ELIGIBILITY CRITERIA:

- (i) The candidate must be a citizen of India.
- (ii) The candidate must be eligible in terms of age, educational qualifications, experience etc. as per Recruitment Rules notified by the User Department for the post in which he/she intends to apply.
- (iii) The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on 07/02/2024.

## 2. HOW TO APPLY :

1. Before submitting online applications, candidate must ensure that he/she is registered on DSSSB's portal i.e. <https://dsssbonline.nic.in>. The instructions for Registration are available on the Board's website (**Annexure-II**). Registration with DSSSB is a onetime exercise. The user ID and password generated after registration should be used to log in whenever a candidate is applying for examinations of the posts notified by DSSSB. No separate registration is required for each of examination conducted by DSSSB. If an applicant submits multiple registrations and appears in the examination (at any stage) more than once, his/her candidature will be cancelled and he/she will be debarred from the examinations of the Board.
2. **Eligible candidates may apply online through the website <https://dsssbonline.nic.in> from 9<sup>th</sup> January, 2024 up to 7<sup>th</sup> February, 2024 (till 11:59 PM) after which the link will be disabled.**
3. The candidates must go through the **INSTRUCTIONS FOR APPLYING ONLINE** carefully while filling up Online Application Form for the post concerned.
4. The candidates must submit their application through **Online Mode** only. **No other mode of application** shall be accepted. Applications received through any other mode i.e. by post/by hand/by mail etc. will not be accepted and will be summarily rejected. No correspondence will be entertained in this regard.
5. **The opening date for submission of online application is 09/01/2024. The closing date for submission of online application is 07/02/2024(11:59 pm).**
6. To avoid last minute rush, candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date. DSSSB will not be responsible for the candidates not being able to submit their applications in stipulated time limit for any reason(s) stated to be beyond their control.
7. Before submission of the online application, candidates must check and ensure that they have filled correct details in each field of the online application form. **Once online application form is submitted, no request for change/ correction/ modification (including change of category) will be entertained or allowed under any circumstances.** Request received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained and no correspondence will be made in this regard. Candidates will be responsible for any mistake in the data of application form & fee paid by him/her.

## 3. APPLICATION FEES AND MODE OF PAYMENT:

**₹ 100/- (One Hundred only)**

- b) Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, PwBD & Ex-serviceman category are exempted from paying Application fee.
- c) Ex-servicemen who have already secured employment in civil side under Central Government /Government of NCT of Delhi or its Autonomous /Local Bodies on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession.

- d) The candidates submitting their application online should pay the requisite fees only through SBI e-pay. Other mode of payment will not be considered and the application of such candidates will be rejected out rightly and payment made shall stand forfeited.
- e) Application Fee once paid will not be refunded under any circumstances.

#### 4. EXAMINATION SCHEME:

DSSSB will conduct One Tier Examination i.e. Tier-I (I Tier - General) for the post of **LOWER DIVISION CLERK , JUNIOR ASSISTANT , STENOGRAPHER GRADE-II , JUNIOR STENOGRAPHER (HINDI/ENGLISH) , LOWER DIVISION CLERK-CUM-TYPIST , JR. STENOGRAPHER , STENOGRAPHER & ASSTT. GRADE - I.** The Examination Scheme for Tier-I (I Tier – General) is given below :-

#### **TIER-I (I Tier – General)**

Exam Code	Exam Duration	Total Questions (MCQs )	Total Marks (MCQs)	Total Marks (Description)	Grand Total	Syllabus	
IT – G One Tier (General)  Post Code 802/23	2 Hours	200	200	N.A.	200	<b>Section – A:-</b>	
						i. General Awareness	35 Marks
						ii. Mental Ability & Reasoning	35 Marks
						iii. Numerical Ability & Data Interpretation	35 Marks
						iv. Test of Hindi Language	35 Marks
						v. Test of English Language	35 Marks
						vi. Basic Familiarity with computers, internet, social media and office automation	25 Marks

- (i) The questions in the examination will be bilingual (Hindi & English) except for the Language papers which will be in the language concerned only.
- (ii) DSSSB reserves the right to change/amend the examination scheme, if so required, any time before the examination.
- (iii) The minimum qualifying marks for the written examination (objective) is given at sub-para iv of para 6 below.
- (iv) There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in respect of the examinations conducted by DSSSB. No correspondence in this regard shall be entertained.
- (v) The DSSSB reserves the right to cancel/withdraw/delete any question/questions from the Question Paper and the marks scored shall be prorated out of the maximum marks.
- (vi) Negative Marking will be applicable and deduction of 0.25 marks will be made for each wrong Multiple Choice Question (MCQ) answer.
- (vii) Skill Test / Endurance Test will be taken as per requirement of job.

## 5. Post Preferences:

The Examinations will be held for the post of LOWER DIVISION CLERK , JUNIOR ASSISTANT , STENOGRAPHER GRADE-II , JUNIOR STENOGRAPHER (HINDI/ENGLISH) , LOWER DIVISION CLERK-CUM-TYPIST , JR. STENOGRAPHER , STENOGRAPHER & ASSTT. GRADE - I for various Departments/Local/Autonomous Bodies of Govt. of NCT of Delhi. Detailed preference from candidates for the post in respect of Departments/Local/Autonomous Bodies of Govt. of NCT of Delhi will be taken at the time of online calling of e-dossier. In case a candidate does not exercise his/her preference, then, in the case of his/her selection, the allotment of Department will be made by the Board at its discretion in a Department for which the candidate is found eligible as per RRs and such decision will be final. Preferences once confirmed at the time of online calling of e-dossier will be treated as final and will not be allowed to be changed subsequently under any circumstances. **Therefore, candidates must be careful in exercising the preference.**

## 6. Mode of Selection:

- i. Marks scored by candidates in the Computer Based Examination will be normalized (If required) by using the formula published by DSSSB vide Notice No. 10 (271)/Sec.Cell/DSSSB/18/989 dated 11.07.2018 (**Annexure-III**) and such normalized scores will be used to determine final merit and selection.
- ii. In case of any question(s) appearing in the exam are held to be invalid, those questions will not be evaluated and the marks scored by the candidate will be calculated on prorated basis (out of maximum marks).
- iii. Draft Answer Keys of the Computer Based Examination will be displayed on the website of DSSSB after the Examination. Candidates may go through the draft Answer Keys and submit online objections, if any, within the stipulated time limit given by the Board. Objection(s) regarding the draft Answer Keys received through the online mode within the time limit fixed by the Board will be considered and scrutinized before finalizing the Answer Keys. However, the decision of the Board in this regard will be final. Objections received through any other mode(s) e.g. letter, application, email, etc. shall not be entertained.
- iv. The Board, in order to achieve qualitative selection and to recruit the best talent available, has fixed the following minimum qualifying marks for different categories (UR/SC/ST/OBC/EWS/P.W.D/EX-SM) :-  
General/EWS :40%  
OBC (Delhi) :35%  
SC/ST/PH (PwD) :30%  
Ex-servicemen will be given 5% relaxation in their respective categories subject to a minimum of 30%.
- v. The DSSSB reserves its right to prescribe a minimum cut off mark for any post as per availability of candidates.

Note : Cutoff marks for selection in different categories may go higher depending upon the marks obtained by the candidates and number of vacancies in respective categories.



- vi. If there are two or more candidates in the same category having equal marks in the examination :
- (a) Candidate securing more marks in subject specific section i.e. Section-B is to be placed higher in merit;
  - (b) In case where the marks mentioned at (a) above are also equal, the candidate senior in age is to be placed higher in merit.
  - (c) In case where the dates of birth are also the same, the candidate whose first name comes first in Alphabetical order (in English) is to be placed higher in merit.
- vii. Final selection and allocation of Departments/Local/Autonomous Bodies of Govt. of NCT of Delhi to the candidates qualified will be made on the basis of their performance in Tier-II Examination, preference of Posts/ Departments/Local/Autonomous Bodies given by the candidates at the time of online calling of e-dossier, and their eligibility for the post as per Recruitment Rules (RRs).
- viii. Once a candidate has been allocated first available preference, as per merit, he/she will not be considered for subsequent preference(s). Subsequent request for change of Posts/ Departments by candidates will not be entertained under any circumstances. **Candidates are, therefore, advised to exercise preference of Posts/ Departments very carefully.** The option/ preference once exercised and confirmed by the candidates will be treated as **FINAL** and **IRREVERSIBLE**.
- ix. The final allotment of posts/departments will be made on the basis of merit-cum-preferences of Posts/ Departments of candidates. **Once a post/department is allocated, no change of posts will either be entertained or allowed by the Board.**
- x. The vacancies reported by the User Department upto the shortlisting of candidates will be considered for making recruitment.
- xi. SC, ST, OBC, EWS, Ex.SM and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved vacancies. Such candidates will be accommodated against the general/ unreserved vacancies for the post as per their position in the overall merit. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS, Ex.SM and PwBD candidates and preferences of Departments of these SC, ST, OBC, EWS, Ex.SM and PwBD candidates will be allocated only against the posts reserved for such categories.
- xii. A person with disability who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of the relevant category.
- xiii. Provisional selection in the examination confers no right of appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
- xiv. The applicant applying for the above said vacancies should ensure that he/she fulfills all the eligibility conditions for this Combined Examination in respect of the Departments he/she desires to be selected.
- xv. The admission at all stages of the examination is purely provisional, subject to his/her satisfying the prescribed eligibility conditions prescribed for the respective Department(s). If, upon verification, at any time before or after the examination, it is found that the candidate does not fulfill any of the eligibility conditions, his/her



candidature for the examination will be summarily cancelled.

## 7. RESERVATION BENEFITS:

- (i) Reservation benefits will be available to the SC/ST/OBC/EWS/PwBD & other special category candidates in accordance with the extant Instructions / Orders / Circulars issued from time to time by the Govt. of NCT of Delhi/DOP&T, Govt. of India. Reservation benefits will be available to the SC/ST/OBC/EWS/PwBD/Ex-SM & other special category candidates in accordance with the extant Instructions / Orders / Circulars issued from time to time by the Govt. of NCT of Delhi/DOP&T, Govt. of India. **The candidate has to select the particular category when applying online for the Post. No request for change of Category will be entertained at any later stage.**
- (ii) **The Board makes selection of candidates in pursuance to the vacancies reported by the concerned User Departments for various posts. The Board does not have any role in deciding the number of vacancies of any User Department. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies amongst different categories fall under the domain of the User Departments.**
- (iii) **The cut off date will be the closing date of application i.e. 07/02/2024 for ascertaining the eligibility of the Candidates for extension of any benefits wherever applicable. However, latest DopT guidelines issued from time to time may be taken into consideration for final appointment by the user department.**
- (iv) Only OBC (Delhi) candidates notified by Govt. of NCT of Delhi vide letter/order No. F.19(10)/2001/S-III/Pt.File/2278-2285 dated 27/07/2007 (**Annexure-IV**) and No. F.19(01)/2012/S.IV/1241-1258 dated 28/07/2016 (**Annexure-V**) will be given the benefit of reservation/age relaxation under OBC category. This has further been clarified by Services Department, Govt. of NCT of Delhi Vide its Office Memorandum No.F.19(02)/2011/S.IV/Vol.I/856 dated 31/05/2021 (**Annexure-VI**). **OBC (Outside) candidates will be treated as Un-reserved candidate and they must apply under UR category.** The OBC candidates must be in possession of non-Creamy layer certificate, along with his/her caste certificate.
- (v) **Only following two types of certificates will be accepted as valid certificates for grant of benefit of reservation to OBCs:-**
  - a) **OBC certificate (Delhi) issued by the Revenue Department of GNCT of Delhi, on the basis of a old certificate issued to any member of individual's family from GNCT of Delhi.**
  - b) **OBC certificate issued by a competent authority outside Delhi to a person belonging to a community duly notified as OBC by GNCT of Delhi. This certificate should have mandatorily been issued on the basis of OBC certificate issued by Govt. of NCT of Delhi to a family member of the concerned person who had been residing in Delhi before 08/09/1993.**
- (vi) A candidate belonging to SC/ST/OBC/EWS who is selected on the same standard as applied to unreserved category candidates and who appears in the combined merit list is treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. Only such SC/ST/OBC candidates who are selected on the same standard as applied to unreserved candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for unreserved category candidates, etc., the

SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

## 8. AGE RELAXATION:

Permissible relaxation in upper age limit for different categories is as under:

S.NO.	CATEGORIES	EXTENT OF AGE CONCESSION
1.	SC/ST	05 years
2.	OBC	03 years
3.	PwD + UR/EWS	10 years
4.	PwD + SC/ST	15 years
5.	PwD + OBC	13 years
6.	Departmental candidate i.e. regular Govt. servant with at least three years continuous service. (These instructions are applicable only to Central Government Civilian Employees and Employees of all Departments/Autonomous/Local Bodies of Govt. of NCT of Delhi)	<b>For Group C Post: -</b> Up to 40 years of age (45 years for SC/ST, 43 years for OBC) for Group 'C' post (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) as per DoP&T norms.
7.	Meritorious Sports Persons (Only for Group 'C' posts)	Up to 05 years (10 years for SC/ST and 08 years for OBC candidates)
8.	Ex-Servicemen Group B & C (Non-Gazetted)	Period of Military service plus 3 years (Maximum upto the age of 55 years)
9.	Disabled Defence services personnel (Group "C")	45 years (50 years of SC/ST, 48 years for OBC)
10.	Widows/ divorced women/ women judicially separated and who are not re-married.	<b>For Group C Post: -</b> Up to the age of 35 years (up to 40 yrs for SC/ST & 38 for OBC)

(Note:- The above age relaxations will be regulated as per DOPT Guidelines.)

- (i) Any specific age relaxation provided in the Recruitment Rules for posts of various departments of GNCTD, Autonomous Bodies of Government of NCT of Delhi shall be applicable in respect of those particular posts.
- (ii) In Recruitment Rules for the posts of various departments of GNCTD, Autonomous Bodies of Government of NCT of Delhi, wherever it is mentioned that age relaxation shall be given as per Government of India instruction, the age relaxation given here-in-above shall be applicable.
- (iii) An Ex-serviceman who has already secured employment under the Central Government/Delhi Govt. or its autonomous/local bodies in Group C will be permitted to avail the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in higher grade or cadre in Group C. However, such candidate will not be eligible for benefit of reservation.
- (iv) In case of Physically Handicapped/Person with Disability, relaxation in age-limit shall be applicable irrespective of the fact whether post is reserved or not, provided the post is identified suitable for persons with disabilities.

- (v) If a person with disability is entitled to age concession by virtue of being a Departmental employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Departmental employee' whichever may be more beneficial to him/her.

## 9. IMPORTANT INSTRUCTIONS TO CANDIDATES:

a.	The Board does not undertake any detailed scrutiny of applications for the eligibility and other aspects at the time of examination(s) and, therefore, candidature will be accepted only on provisional basis. Merely applying under the Combined Examination does not make the candidate eligible for all the cadres included in such advertisement. Candidates must go through the requirements of essential educational qualification, age, experience etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of online calling of e-dossier only. During scrutiny of documents, if any claim made by the candidate in the application is found to be false or not substantiated, the candidature of such candidate will be cancelled without any notice or correspondence. The Board's decision in this regard shall be final.
b.	The educational qualification, age, experience and other eligibility conditions for the post shall be determined as on 07/02/2024.
c.	<b>The cut off date will be the closing date of application i.e. 07/02/2024 for ascertaining the eligibility of the Candidates for extension of any benefits wherever applicable. However, latest DopT guidelines issued from time to time may be taken into consideration for final appointment by the user department.</b>
d.	Candidates with only <b>benchmark physical disability</b> will be considered as Persons with Disabilities (PwBD) and only such candidates will be entitled to age-relaxation/ reservation for Persons with Disabilities.
e.	If a candidate successfully submits his/her application, it will be accepted only on ' <b>Provisional</b> ' basis. Candidates should take printout of the online Application Form for their own records.
f.	Only one online registration is allowed to be submitted by a candidate. Therefore, candidates must exercise due diligence at the time of filling their online Registration Forms. In case, more than one Registration of a candidate is detected, all such registrations will be rejected and his/her candidature for the examination will be cancelled. If a candidate submits multiple registrations and appears in the examination (at any stage) more than once, his/her candidature will be cancelled and he will be debarred from the examinations of the Board.
g.	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate is detected, all such applications will be rejected and his/her candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/her candidature will be cancelled and he will be debarred from the examinations of the Board.
h.	Candidates are advised to upload recent and clear photograph. Applications with blurred/ illegible Photograph/ Signature will be rejected.
i.	Request for change/ correction in any particulars of the Application Form including change of category, once submitted, will not be entertained under any circumstances. Such requests received through Post/ Fax/ Email/ By hand, etc. will neither be

	entertained nor any correspondence will be made.
j.	Candidates must fill their correct and active e-mail addresses and mobile number in the online application so that any communication from the Board is properly received by the candidate. Further, candidate is advised to visit website of the Board on regular basis to get updates as the communications sent through email & sms are additional facilities. The Board shall not be responsible for any lapse on the part of the candidate in this regard.
k.	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.

#### 10. GENERAL INSTRUCTIONS FOR CANDIDATES :

- (i) The Board makes the selection of candidates in accordance with the vacancies reported by the user department for various posts. The Board does not have any role in deciding the number of vacancies of any user department. The vacancies advertised are liable to vary (increase or decrease). 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.
- (ii) Implementation of reservation policy, maintaining reservation roster, earmarking of vacancies for different categories and identification of suitability of posts for various benchmark disabilities are under the domain of the user departments. The Board will consider the suitability of posts for various benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment or as identified and intimated by the User Departments for specific posts.
- (iii) The DSSSB reserves the right to cancel or modify the advertisement or part of it at any stage.
- (iv) The centers for holding the examination will be in Delhi/NCR only.
- (v) The Board reserves the right to cancel a part 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 from a particular examination centre to another examination centre if required. 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.
- (vi) In case of any inadvertent error in publication of advertisement, the final result will be prepared on the basis of Recruitment Rules of the concerned post, DoPT guidelines, Examination Schemes available on the Board website and any other prevailing guidelines of GNCTD and GOI.**
- (vii) The Board reserves the right to change or make amendment in the examination scheme, any time before the examination, if so required.**
- (viii) The candidature of the candidate to the Examination is entirely provisional and subject to the outcome of any direction/ decision/ order/ pronouncement of any Court of Law and mere issuance of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
- (ix) Abbreviations used are denoted as under:

EWS-Economically Weaker Sections, ExSM- Ex-Serviceman, UR-Unreserved (General), SC-Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes.

- (x) Use of Calculator, Laptop, Palmtop, other Digital Instrument/ Mobile/ Cell phone, Pager/ electronic watches and any metallic items etc. is/ are not allowed. Candidates are advised not to bring any of the above gadgets in the examination centre as no arrangements for keeping or for security of these items will be available at the centers.
- (xi) In case any candidate is caught/ found to be in possession of any gadget/instrument, he/ she would be debarred from the examination and legal proceedings shall also be initiated against the candidates.
- (xii) The candidates are instructed to follow the following dress code while appearing for DSSSB Exam :
  - (a) Light clothes with half sleeves not having big buttons, brooch/badge, flower etc. with Salwar/ Trouser.
  - (b) Slippers, sandals with low heels. Shoes are not allowed.
- (xiii) In case there is any discrepancy among the English, Hindi, Urdu and Punjabi version of advertisement/ information, the English version will be treated as final.

#### **11. Action against candidates found guilty of misconduct:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form.

Without prejudice to criminal action/debarment from DSSSB's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:

- (i) Possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centre, whether in use or in switch off or switch on mode.
- (ii) Involved in malpractices.
  - a. Using unfair means in the examination hall.
  - b. Obtaining support for his / her candidature by any means.
  - c. Impersonate/Procuring impersonation by any person.
  - d. Submitting fabricated documents or documents which have been tampered with.
  - e. Making statements which are incorrect or false or suppressing material information.
  - f. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
  - g. Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Board's representatives.
  - h. Taking away the Answer Sheet (in case of offline/online/descriptive/skill test papers) with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
  - i. Intimidating or causing bodily harm to the staff employed by the Board for the conduct of examination.
  - j. Not fulfilling the eligibility conditions mentioned in the Notice.
  - k. Candidature can also be cancelled at any stage of the recruitment for any other ground which the Board considers to be sufficient cause for cancellation of candidature.
  - l. If any candidate uses offensive/abusive/foul language /obscene picture he/she will be liable for necessary penal action under relevant Act.

In such cases, if required, the Board may also report the matter to Police/ Investigating Agencies, as deemed fit and the Board may also take appropriate action to get the matter examined by the concerned authorities/ forensic experts, etc.

## **12. Board's Decision Final:**

The decision of the Board in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

Disclaimer:- The vacancy notice is based on the requisitions received from the indenting departments. The essential qualifications have been given as prescribed in the RRs of the posts. In case of any typographical error, the recruitment will be strictly as per the RRs only.

**-sd-**

**Deputy Secretary (P&P-I)**

**DSSSB**



ANNEXURE - I

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT - (BRANCH-IV)  
7<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI-110002

No.F.19(11)/2015/S-IV/ 1751-1756

Dated: 11/06/2019

OFFICE MEMORANDUM

**Sub: Relaxation in upper age limit to the contractual employees working under Government of NCT of Delhi at the time of regular appointment on direct recruitment basis.**

The issue with regard to suitable relaxation in upper age limit to contractual employees, as a onetime measure, in Direct Recruitment has been examined in the light of various judicial pronouncements, DOPT guidelines, the opinion of Additional Solicitor General and in consultation with Finance Department and Law Department of GNCTD.


2. The Competent Authority is pleased to order all Head of Departments to fill-up the posts as per the recruitment rules and contractual employees hired against those posts may be given age relaxation as per the the following modalities to be adopted on uniform basis for in respect of contractual employees under Government of NCT of Delhi.

- I. The contractual employees working against teaching posts will be eligible for one time relaxation in upper age limit upto maximum period of 5 years. The quantum of age relaxation will be subject to number of years spent in the department on contract basis provided, they have worked for at least 120 days in a particular academic year.
- II. The contractual employees working against all other administrative posts, will be eligible for one time relaxation in upper age limit upto maximum period of 5 years. The quantum of age relaxation will be subject to number of years spent in the department on contract basis provided, they have worked for at least 180 days in a particular year.
- III. The contractual employees, working at the time of applying for direct recruitment, shall only be considered eligible for relaxation in upper age limit.
- IV. The contractual employees would be considered eligible for relaxation in upper age limit only for the department in which they are working.
- V. The contractual employees, who have already availed one time age relaxation, granted by the respective department, would not be eligible under the scheme.

Contd....2/-

Scanned by CamScanner

- VI. Any contractual employee, whose service was terminated due to unsatisfactory work during their contractual employment, shall be treated as ineligible for the benefit of relaxation in upper age limit.
- VII. The contractual employees may seek "age - relaxation certificate" from the department where they are working on contract basis. The department concerned, after examination of application, in accordance with the above modalities, shall issue the certificate by clearly indicating the quantum of age relaxation, the contractual employee is eligible for. The Certificate shall be issued under the signature and seal of HoD concerned.
3. This issues with the approval of Competent Authority.

  
(S. N. MISRA)


SPECIAL SECRETARY (SERVICES)

No.F.19(10)/2015/S-IV/1751-1756


Dated: 11/06/2019

**Copy to :**

1. All Pr. Secretaries / Secretaries / Head of Departments, Corporations, Boards, PSUs and Autonomous Bodies of Govt. of NCT of Delhi.
2. The Pr. Secretary to Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi.
3. The Staff Officer to Chief Secretary, 5<sup>th</sup> Level, A-Wing, Delhi Secretariat, New Delhi.
4. The Chairperson, DSSSB, Govt. of N.C.T. of Delhi,
5. Section Officer (Services-Coord) with the request to upload this circular to the website of Services Department.
6. Guard File.

  
(S. N. MISRA)

SPECIAL SECRETARY (SERVICES)

  
Scanned by CamScanner



**INSTRUCTIONS FOR CANDIDATES FOR NEW REGISTRATION ON OARS PORTAL  
(Only for those candidates who have not done registration earlier on OARS portal)**

1. Candidates are required to register online using the website <https://dsssbonline.nic.in> and "Click for New Registration".
2. Candidates are required to complete the Online Registration Form through the DSSSB OARS portal. The session time to fill complete online registration form is 30 minutes.
3. Before start filling up of Online Registration the candidate must have ready with his/her photo identity proof (PAN Card/Voter ID Card/Driving License/Passport) duly scanned in the jpg/jpeg format in such a manner that each file should not be less than 15 kb and should not exceed 60 KB. Candidates should not upload blur photo identity proof. In case Aadhaar number is provided as identity proof than no scanned id proof is required to be uploaded.
4. The Online Registration can be done by the candidates through the DSSSB website any time 24x7.
5. The applicants must ensure that while filling their Online Registration Forms, they must provide their valid and active email IDs as the DSSSB may use electronic mode of communication while contacting with candidates at different stages of examination process. The email ID already registered with OARS portal will not be accepted.
6. The candidate should also provide one valid and active mobile number on which they may receive any exam related information through SMS from the Board. The mobile number already registered with OARS portal will not be accepted.
7. It is recommended that the applicants need to verify both their Mobile No and Email ID via OTP (One Time Password) received on their registered Mobile No and Email Id.
8. In case applicant not receive OTP either on Mobile No or on Email Id than applicant can register with only one OTP received either on Mobile or Email.
9. The applicants are advised to check their emails at regular intervals.
10. In case, Roll No. of Class X is in Alphanumeric then use only numeric characters of the Roll No. For example, if your Roll No. is 12CSC0204, then use 120204.
11. Please do not enter/ prefix zero in class X roll no as system will truncate all leading zero from left automatically, E.g. if roll number is 00123456012 than system will truncate all leading zeros and actual roll is 12345012 only as class X roll number will be saved in OARS system.
12. The Id proof that is entered by the applicant will be cross checked at the time of examination and submission of e-dossier, if shortlisted. Also, the ID proof given by the applicant will be the part of the Admit Card.
13. Guidelines for scanning and uploading of photo identity proof online: The candidate will be required to have a scanned (digital) image of his/her photo identity proof as per the specifications given below.
  - a. Photo identity card image: Must be a valid photo identity card clearly showing the all the details and photo of candidate.
  - b. Allowed Size: Size of file should be between 15kb - 60 kb and minimum resolution (width height): 300\*200 pixels for PAN/DL, 200\*300 pixels for Voter Card and 450 350 pixels for Passport.
14. Applicants are advised to view preview of the registration form to ensure that all details filled by him/her are correct. When satisfied with the preview then the candidate may finally submit the registration form as registration details once finally submitted will not change on later stages
15. **The applicants are advised to enter the correct details required for their registration number in OARS. As the details e.g. Name, Gender, Fathers name once entered can't be edited under any circumstances.**
16. **The Applicant should create only one unique registration number in OARS.**
17. **The Applicant can apply for various posts only after registration. After registration, applicants are required to quote his/her registration number as login ID and password for future accessing the OARS.**

**GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DELHI SUBORDINATE SERVICES SELECTION BOARD  
FC-18, INSTITUTIONAL AREA, KARKARDOOMA DELHI-110092**

F.No.10(271)/Sec.Cell/DSSSB/18/989

Dated:-11/07/18

**NOTICE**

As mentioned in the public notice F.No.10(271)/Sec. Cell/DSSSB/18/718 dated 31/05/2018 regarding partially shifting to online exam, in case of an exam being held in multiple shifts, normalisation of marks obtained by candidate will be done to account for variation in difficulty level. Normalisation will be done by using "Score Normalisation Based on Deviation Method" formula which is as under;

$$X_n = (S_2/S_1) * (X - X_{av}) + Y_{av}$$

(X <sub>n</sub> )	Normalized Score for each candidate
S <sub>2</sub>	Is the SD of the shift with the Highest Average Score taken as base for normalization
S <sub>1</sub>	Standard Deviation for the corresponding shift (to be scaled to S <sub>2</sub> )
X	Raw score of a candidate
X <sub>av</sub>	Simple average of the Shift
Y <sub>av</sub>	Average corresponding to shift with highest Average (taken as base for normalization)

  
 Dy. Secretary  
 DSSSB

MOST URGENT/OUT TODAY

NO F.19(10)/2001/S-III/Pt. File/ 2233 - 2235  
 GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
 (SERVICES DEPARTMENT : BRANCH - IV )  
 7<sup>TH</sup> LEVEL, "B WING", DELHI SECRETARIAT,  
 I.P. ESTATE, NEW DELHI 110 002.

C/D.No.

dated: 27/7/07

To

1. The Chairman  
Delhi Subordinate Services Selection Board,  
Government of NCT of Delhi  
UTCS Building; Shahadra, Delhi
2. All Head of Department/Local/Autonomous Bodies/  
PSUs, Government of NCT of Delhi.

Sub: Reservation for OBCs in the jobs under the Government of  
NCT of Delhi.

Madam/Sir,

I am directed to inform that the Hon'ble Lt. Governor has considered the matter regarding grant of benefit of reservation to OBCs in Civil posts under the Govt. of NCT of Delhi and has decided that the Central list for OBCs qua Delhi and castes defined as OBCs by OBC Commission and accepted so by the Government be extended the benefit of reservation in Delhi.

In light of the above, appropriate action for grant of benefits of reservation to OBCs in the civil posts of Govt. of NCT of Delhi may be taken accordingly.

Yours faithfully,

(S.P.SINGH)  
JOINT SECRETARY ( SERVICES )

NO F.19(10)/2001/S-III/Pt. File/ 2238 - 2245

dated: 27/7/07

Copy to:

1. Secretary to Lt. Governor, Delhi, Govt. of NCT of Delhi
2. Secretary to the Chief Minister, Govt. of NCT of Delhi
3. Secretary (Legislative Assembly), Govt. of NCT of Delhi.
4. Staff Officer, Office of the Chief Secretary, Govt. of NCT of Delhi
5. Secretary to the Speaker, Delhi Vidhan Sabha, Govt. of NCT of Delhi
6. Secretaries to all Ministers of Govt. of NCT of Delhi
7. Superintendents (Services-I/II/III/IV/Coordination Branch)
8. Guard File.

(S.P.SINGH)  
JOINT SECRETARY ( SERVICES )



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
 SERVICES DEPARTMENT - (BRANCH-IV)  
 7<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT,  
 I.P.ESTATE, NEW DELHI-110002

No.F. 19(01)/2012/S.IV/1241-1258

Dated: 28/7/2016

To,

All Head of Departments,  
 Govt. of N.C.T. of Delhi,  
 Delhi / New Delhi

Sub: **Reservation for OBCs in the jobs under the Government of N.C.T. of Delhi - reg.**

Sir / Madam,

In continuation with this department's circular dated 27.07.2007 on the subject cited above (copy enclosed) I am directed to inform that Govt. of N.C.T. of Delhi has decided to accept the following two types of certificates as valid certificates for grant of benefit of reservation to OBCs in civil posts under Govt. of N.C.T. of Delhi:

- 1) OBC certificate (Delhi) issued by the Revenue Department of GNCT of Delhi, on the basis of any old certificate issued to any member of individual's family from GNCT of Delhi.
- 2) OBC certificate issued by a Competent Authority outside Delhi to a person belonging to a community duly notified as OBC by GNCT of Delhi. This certificate should have mandatorily been issued on the basis of OBC certificate issued by Govt. of N.C.T. of Delhi to any family member of the concerned person who had been residing in Delhi before 08.09.1993.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

Encl. As above.

*Anupma*  
 (ANUPMA CHAKRAVORTY)  
 DY. SECRETARY (SERVICES)

No.F. 19(01)/2012/S.IV/1241-1258

Dated: 28/7/2016

Copy to:

1. Pr. Secretary to Lt. Governor, Delhi, Govt. of N.C.T. of Delhi.
2. Pr. Secretary to the Chief Minister, Govt. of N.C.T. of Delhi.
3. Staff Officer, O/o the Chief Secretary, Govt. of N.C.T. of Delhi.
4. Secretaries to all Ministers, Govt. of N.C.T. of Delhi.
5. Superintendent (Services-I, II, III, ACP cell & Coordination branch, Delhi Secretariat, Govt. of N.C.T. of Delhi).
6. Superintendent (Coordination), Delhi Secretariat to upload on the website of Services Department.
7. Guard file.

*Anupma*  
 (ANUPMA CHAKRAVORTY)  
 DY. SECRETARY (SERVICES)

No.F.19(02)/2011/S.IV/Vol.I/856  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT - (BRANCH-IV)  
7<sup>TH</sup> LEVEL, 'B'-WING, DELHI SECRETARIAT,  
I.P. ESTATE, NEW DELHI-110002**

Dated: 31/05/2021

**OFFICE MEMORANDUM**


**Sub: Reservation for OBCs in the jobs under the Government of N.C.T. of Delhi - reg.**

In continuation of this Department's letter No.F.19(10)/2001/S-III/Pt. File/2278-2285 dated 27<sup>th</sup> July, 2007 and No.F.19(01)/2012/S.IV/1241-1258 dated 28<sup>th</sup> July, 2016 on the subject cited above (copies enclosed), the undersigned is directed to convey the clarification that: -

- 1) an individual, who possesses OBC (Delhi) Certificate issued by the Revenue Department, Government of National Capital Territory of Delhi certifying that he/she belongs to a caste which has been notified as OBC by the Government of National Capital Territory of Delhi, shall be entitled for the benefits of reservation to OBCs in civil posts in various Departments of Government of National Capital Territory of Delhi, irrespective of the fact that the said OBC (Delhi) Certificate has been issued with or without mentioning of old certificate issued to his/her father, siblings and real uncles (paternal side only).
- 2) an individual, who possesses the OBC Certificate issued by a Competent Authority outside Delhi, certifying his/her belonging to a community duly notified as OBC by the Government of National Capital Territory of Delhi, shall also be entitled for the benefits of reservation to OBCs in civil posts under Government of National Capital Territory of Delhi. This certificate should have mandatorily been issued on the basis of OBC Certificate issued by Government of National Capital Territory of Delhi to his/her father, siblings and real uncles (paternal side only) of the concerned person, who had been residing in Delhi before 8<sup>th</sup> September, 1993.

This issues with the approval of the Competent Authority.

Encls: As above

  
(HARLEEN KAUR)  
SPL. SECRETARY (SERVICES)

No.F.19(02)/2011/S.IV/Vol.I/

Dated: / /2021

**Copy for information / appropriate action to: -**

- ✓ The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi - 110069
2. Chairperson, DSSSB, Govt. of N.C.T. of Delhi.
3. Principal Secretary (Revenue), Revenue Department, 5, Shamnath Marg, Delhi-110054.
4. All the Heads of Departments/Autonomous Organizations /PSUs, Govt. of N.C.T. of Delhi, Delhi / New Delhi.

**Copy for information to: -**

1. Secretary to Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi.
2. Secretary to Hon'ble Chief Minister of Delhi, 3<sup>rd</sup> Level, Delhi Secretariat, New Delhi.

**Contd....2/-**

3. Secretary to all Ministers, Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.
4. Staff Officer to Chief Secretary, Delhi Govt. of N.C.T. of Delhi, 5th Level, Delhi Secretariat, New Delhi.
5. P.A. to Secretary (Services), Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.
6. P.A. to Spl. Secretary (Services), Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.
7. Dy. Secretary (Services)-I / III, Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.
8. Section Officers of all branches of Services Department, Govt. of N.C.T. of Delhi.
9. Section Officer (Coordination), Services Department, Delhi Secretariat, New Delhi with the direction to upload this letter / circular on the website of the Services Department.

  
31/5/21  
(HARLEEN KAUR)  
SPL. SECRETARY (SERVICES)