



**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.1 (217)/DSSSB/P&P/2013/7887-7892

Dated: 12/09/2013

**VACANCY NOTICE**  
**ADVERTISEMENT NO. 3/13**

Online Applications are invited for recruitment to the following posts under Govt. of NCT of Delhi, Municipal Corporations of Delhi (SDMC, NDMC & EDMC), New Delhi Municipal Council & Autonomous Bodies of Govt. of NCT of Delhi.

The opening date, closing date of application and post-wise break-up of vacancies is as under:-

Opening Date of Application: 19/09/2013 Closing Date of Application: 18/10/2013 Last Date for Depositing Fees through SBI Challan: 19/10/2013										
Post Code	Name of Post	Name of Department	Vacancies							
			UR	OBC	SC	ST	TOTAL	PH	EX SM	SP OR TS
39/13	Patwari (Male)	Revenue Department, GNCT of Delhi	53	26	14	-	93	-	-	-
40/13	Grade-II (DASS)	Services Department, GNCT of Delhi	185	59	50	19	313	14	31	16
41/13	Stenographer Grade- III	Services Department, GNCT of Delhi	108	34	51	08	201	06	20	09
42/13	Motor Vehicle Inspector (Male)	Transport Department	06	02	01	-	09	-	01	-
43/13	Head Constable (Male)	Transport Department	50	27	15	07	99	-	10	-
44/13	Foot Constable (Male)	Transport Department	101	54	30	15	200	-	20	-
45/13	Food Safety Officer	Department of Food Safety	13	03	02	01	19	-	01	-
46/13	Administrative Officer/ Asstt. Assessor and Collector	Municipal Corporations of Delhi	16	08	04	02	30	01	-	-
47/13	Assistant Law Officer /Labour Counsel	Municipal Corporations of Delhi	05	01	-	-	06	01	-	-
48/13	Assistant Director in Community Service	Municipal Corporations of Delhi	03	01	-	01	05	01	-	-
49/13	Assistant Director (Press & Information)	Municipal Corporations of Delhi	02	-	-	-	02	-	-	-
50/13	Steno Typist	Municipal Corporations of Delhi	48	41	23	11	123	05	-	-
51/13	Lower Division Clerk	Municipal Corporations of Delhi	174	93	52	26	345	10	31	-
52/13	Assistant Director (Horticulture)	New Delhi Municipal Council	01	-	01	-	02	-	-	-
53/13	Manager (Legal)	DSI IDC	03	-	-	-	03	-	-	-

54/13	Assistant Grade - II	DSI IDC	62	35	20	10	127	04	-	-
55/13	Executive (Legal)	Delhi Transco Limited	01	-	-	-	01	-	-	-
56/13	Junior Personal Assistant (English)	Delhi Transco Limited	08	03	01	-	12	-	-	-
57/13	Assistant Grade - III	Delhi Transco Limited	02	27	-	09	38	01	-	-
58/13	Assistant (Legal)	Delhi SC/ST/OBC/ Minorities/ Handicapped Financial & Development Corporation	01	-	-	-	01	-	-	-
59/13	Junior Stenographer	Delhi Agricultural Marketing Board	02	03	-	-	05	-	-	-
60/13	Legal Assistant	Delhi Fire Service	01	-	-	-	01	-	-	-
61/13	Legal Assistant	Delhi Jal Board	02	-	-	-	02	01	-	-
62/13	Deputy Manager (Legal)	Delhi Financial Corporation	01	-	-	-	01	-	-	-
63/13	P.A. to Secretary	Rajya Sainik Board	01	-	-	-	01	-	01	-
64/13	Junior Engineer (Civil)	New Delhi Municipal Council	23	47	07	15	92	05	-	-
65/13	Junior Engineer (Civil)	DSI IDC	04	02	01	01	08	-	-	-
66/13	Junior Engineer (Civil)	Delhi Jal Board	54	27	15	07	103	04	-	-
67/13	Junior Engineer (Civil)	Delhi Agricultural Marketing Board	01	01	01	-	03	01	-	-
68/13	Junior Engineer (Electrical)	Municipal Corporations of Delhi	32	15	08	04	59	02	-	-
69/13	Junior Engineer (Civil)	Municipal Corporations of Delhi	147	78	43	21	289	09	-	-
70/13	Junior Engineer (Electrical)	Delhi Transco Limited	57	23	08	07	95	-	-	-
71/13	Junior Engineer (Electrical)	DSI IDC	01	01	-	-	02	-	-	-

The candidates willing to apply for the above posts are advised to visit Board's website [www.dsssb.delhigovt.nic.in](http://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 is upto 23.59 Hrs on dated 18/10/2013 after which the link will be disabled. The last date of depositing fees through SBI challan shall be 19/10/2013.

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

(Ashish Kumar)  
Deputy Secretary (P&P)



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Opening Date of Application:19/09/2013 Closing Date of Application:18/10/2013 Last Date for Depositing Fees through SBI Challan:19/10/2013				
POST CODE	POST	DEPARTMENT	CLASSIFICATION	GRADE PAY (GP) Rs.
39/13	Patwari (Male)	Revenue Department, GNCT of Delhi	Group C	Rs. 2000/-
40/13	Grade-II (DASS)	Services Department , GNCT of Delhi	Group C	Rs. 4200/-
41/13	Stenographer Grade- III	Services Department , GNCT of Delhi	Group C	Rs. 2400/-
42/13	Motor Vehicle Inspector (Male)	Transport Department	Group C	Rs. 4200/-
43/13	Head Constable (Male)	Transport Department	Group C	Rs. 1800/-
44/13	Foot Constable (Male)	Transport Department	Group C	Rs. 1800/-
45/13	Food Safety Officer	Department of Food safety	Group B	Rs. 4200/-
46/13	Administrative Officer/ Asstt. Assessor and Collector	Municipal Corporations of Delhi	Group B	Rs. 5400/-
47/13	Assistant Law Officer /Labour Counsel	Municipal Corporations of Delhi	Group B	Rs. 4800/-
48/13	Assistant Director in Community Service	Municipal Corporations of Delhi	Group B	Rs. 4600/-
49/13	Assistant Director (Press & Information)	Municipal Corporations of Delhi	Group B	Rs. 4600/-
50/13	Steno Typist	Municipal Corporations of Delhi	Group C	Rs. 2400/-
51/13	Lower Division Clerk	Municipal Corporations of Delhi	Group C	Rs. 1900/-
52/13	Assistant Director (Horticulture)	New Delhi Municipal Council	Group B	Rs. 4600/-
53/13	Manager (Legal)	DSI IDC	Group B	Rs. 4800/-
54/13	Assistant Grade- II	DSI IDC	Group C	Rs. 2400/-
55/13	Executive (Legal)	Delhi Transco Limited	Group B	Rs. 4200/-
56/13	Junior Personal Assistant (English)	Delhi Transco Limited	Group C	Rs. 3100/-
57/13	Assistant Grade - III	Delhi Transco Limited	Group C	Rs. 2800/-
58/13	Assistant (Legal)	Delhi SC/ST/OBC/Minorities/ Handicapped Financial & Development Corporation	Group B	Rs. 4200/-
59/13	Junior Stenographer	Delhi Agricultural Marketing Board	Group C	Rs. 2400/-
60/13	Legal Assistant	Delhi Fire Service	Group B	Rs.4200/-
61/13	Legal Assistant	Delhi Jal Board	Group C	Rs. 2800/-
62/13	Deputy Manager (Legal)	Delhi Financial Corporation	Group B	Rs. 4600/-
63/13	P.A. to Secretary	Rajya Sainik Board	Group C	Rs. 2400/-
64/13	Junior Engineer (Civil)	New Delhi Municipal Council	Group C	Rs.4200/-

65/13	Junior Engineer (Civil)	DSIIDC	Group C	Rs.4200/-
66/13	Junior Engineer (Civil)	Delhi Jal Board	Group C	Rs.4200/-
67/13	Junior Engineer (Civil)	Delhi Agricultural Marketing Board	Group C	Rs.4200/-
68/13	Junior Engineer (Electrical)	Municipal Corporations of Delhi	Group B	Rs.4200/-
69/13	Junior Engineer (Civil)	Municipal Corporations of Delhi	Group B	Rs.4200/-
70/13	Junior Engineer (Electrical)	Delhi Transco Limited	Group B	Rs.4000/-
71/13	Junior Engineer (Electrical)	DSIIDC	Group C	Rs.4200/-

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:

<p><b>Post Code: 39/13</b> <b>PATWARI(MALE)</b>  <b>in REVENUE DEPARTMENT, GNCT OF DELHI</b></p> <p><b>Number of vacancies:</b> 93 (UR-53, OBC-26, SC-14)  <b>Essential Qualification:</b> Passed Matriculation or equivalent examination by any recognized university/board.  <b>Pay Scale:</b> Rs. 5200-20200+Grade Pay Rs. 2000/-  <b>Age Limit:</b> 18 to 27 year (relaxation will be given as per note regarding age relaxation).  This post is identified not suitable for PH persons as per the requisition of the User Department.  R.No. F.1(5)/03/GA/Estt.DC/Pt. file /3282 dated 15/02/2013.</p>
<p><b>Post Code: 40/13</b> <b>GRADE-II (DASS)</b>  <b>in SERVICES DEPARTMENT, GNCT OF DELHI</b></p> <p><b>Number of vacancies:</b> 313 (UR-185, OBC-59, SC-50, ST-19) including PH (OH-04, HH-04, VH-06), EXSM-31, Sports person -16  <b>Essential Qualification:</b> Degree from recognized University in Arts, Commerce, Science or Agriculture. <b>Desirable:</b> Knowledge of Hindi.  <b>Pay Scale:</b> Rs.9300-34800+Grade Pay Rs. 4200/-  <b>Age Limit:</b> 20-27 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH, HH, VH) persons as per the requisition of the User Department.  <b>Note:</b> The vacancies for disabled persons will be subject to the directions of the Hon'ble Court in OA (No. 1567/2013) Pritam vs. GNCT of Delhi and Ors.  R.No. F.3(1)(2)/2008/S-II/Vol-II/923 dated 27/2/2013 &amp; F.3(1)(2)/2008/S-II/Vol.-II/2381 dated 17/6/2013.</p>
<p><b>Post Code: 41/13</b> <b>STENOGRAPHER GRADE- III</b>  <b>in SERVICES DEPARTMENT, GNCT OF DELHI</b></p> <p><b>Number of vacancies:</b> 201 (UR-108, OBC-34, SC-51, ST-8) including PH (OH-02, HH-04), EXSM-20, Sports Persons-09.  <b>Essential Qualification:</b> i) 12<sup>th</sup> pass or equivalent under 10+2 system from a recognized Board/ University. ii) Speed of 80 w.p.m. in shorthand and 40 w.p.m. in typewriting in English. OR 80 w.p.m. in shorthand and 35 w.p.m. in typewriting in Hindi.  <b>Desirable:</b> Basic knowledge of computer operations.  <b>Pay Scale:</b> Rs.5200-20200 +Grade Pay Rs. 2400/-  <b>Age Limit:</b> 18-27 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH, HH, VH) persons as per the requisition of the User Department.  R.No. F.3(9)/06/Vol.-I/S-III/2281 dated 16/8/12, F.3 (9)/2013/S-III/898 dated 8/3/13 &amp; F.3 (9)/6/S-III/Vol.-I/639 dated 19/2/2013.</p>
<p><b>Post Code: 42/13</b> <b>MOTOR VEHICLE INSPECTOR (MALE)</b>  <b>in TRANSPORT DEPARTMENT</b></p> <p><b>No. of Vacancies:</b> 09 (UR-06, OBC-02, SC-01) including EXSM-01  <b>Qualification Essential:</b> (1) Minimum General Educational qualification of a pass in X<sup>th</sup> standard. (2) A Diploma in Auto Mobile Engg. (3 years course) or a diploma in Mechanical Engg. awarded by the State Board of Tech. Edn. (3 years course). (3) Must hold a driving license authorizing him to drive Motor Cycle, LMV and heavy goods vehicle and heavy passenger vehicles. (4) Any qualification in either of the above disciplines declared equivalent by the Central Govt./State Government .  <b>Experience Essential:</b> Working experience of at least five years in a reputed automobile workshop which undertakes repairs of both light motor vehicles, heavy motor vehicles, heavy goods and passenger vehicles fitted with petrol and diesel engine.  <b>Pay Scale:</b> Rs. 9300-34800 + Grade Pay Rs. 4200/-  <b>Age Limit:</b> 25-32 years (relaxation will be given as per the note regarding age relaxation).  This post is identified not suitable for PH persons as per the requisition of the User Department.  R.No. F.9 (39)/09/Admn./TPT/3347 dated 22/04/2013.</p>

<p><b>Post Code :43/13</b></p> <p><b>No. of Vacancies:</b> 99 (UR-50, OBC-27, SC-15, ST-07) including EXSM-10.</p> <p><b>Qualification Essential Educational etc.:</b>(i) 10+2 or equivalent from the recognized University/Board.(ii) Having valid LMV Driving License for 2 years.</p> <p><b>Physical Standards:</b> Essential: 1. Height-170 cms (relxable by 5 cms for residents of hill areas). 2. Chest 81 to 85 cms (relaxable by 5 cms for residents of hill areas). 3. Other physical standard: Sound health/ free from defect/deformity/disease, vision 6/6 without glasses both eyes, free from colour blindness.</p> <p><b>Pay Scale:</b> Rs. 5200-20200+Grade Pay Rs. 1800/-</p> <p><b>Age Limit:</b> 21- 27 years (relaxation will be given as per the note regarding age relaxation). This post is identified not suitable for PH persons as per the requisition of the User Department. R.No. F.5 (3)2008/ Admn. / Tpt / 6324 dated 24/07/2012.</p>	<p align="center"><b>HEAD CONSTABLE (MALE)</b> <b>in TRANSPORT DEPARTMENT</b></p>
<p><b>Post Code :44/13</b></p> <p><b>No. of Vacancies:</b> 200 (UR-101, OBC-54, SC-30, ST-15) including EXSM-20</p> <p><b>Qualification Essential:</b> i) 10+2 school level or equivalent from a recognized university/board. ii) Height -5'-7" (relaxable by 2" inch in the case of Hill area residents and SC/ST). iii) Chest: 32" – 34". iv) Physical standards: Sound Health / free from defect/disease/vision 6/6 without glasses both eyes/free from colour blindness.</p> <p><b>pay Scale:</b> Rs. 5200-20200+Grade Pay Rs.1800/-</p> <p><b>Age Limit:</b> 18 to 27 year (relaxation will be given as per the note regarding age relaxation). This post is identified not suitable for PH persons as per the requisition of the User Department R.No. F.4 (253)/09 Admn./Tpt./10501 dated 28/12/2012.</p>	<p align="center"><b>FOOT CONSTABLE (MALE)</b> <b>in TRANSPORT DEPARTMENT</b></p>
<p><b>POST CODE: 45/13</b></p> <p><b>Number of Vacancies:</b> 19 (UR-13, OBC-03, SC-02, ST-01) including EXSM-01.</p> <p><b>Essential Qualification:</b> 1) A Degree in Food Technology or Dairy Technology or Bio Technology or Oil Technology or Agriculture Science or Veterinary Science or Bio Chemistry or Micro Biology or Master's Degree in Chemistry or Degree in Medicine from recognized University. OR Any other equivalent/ recognized qualification notified by Central Govt. 2) Successfully completion of training as specified by Food Authority in a recognized institute or institutions approved for the purpose.</p> <p><b>Pay Scale :</b> Rs. 9300-34800 + Grade Pay Rs.4200/-</p> <p><b>Age Limit:</b> Not exceeding 30 years (relaxation will be given as per the note regarding age relaxation). The post is identified not suitable for PH persons as per the requisition of the User Deptt. R. No. F.7(251)/DoFS/Admn./2013/1752 dated 5/6/13.</p>	<p align="center"><b>FOOD SAFETY OFFICER</b> <b>in DEPARTMENT OF FOOD SAFETY</b></p>
<p><b>Post Code: 46/13</b></p> <p><b>Number of Vacancies:</b> 30 (UR-16,OBC-08,SC-04,ST-02) including PH (OH)-01</p> <p><b>Essential Qualification:</b> A Degree from a recognized University or equivalent.</p> <p><b>Desirable:</b> A degree in Law from a recognized University, professional Qualification in Assessment and Valuation of properties.</p> <p><b>Essential Experience:</b> 03 Years experience of assessment and valuation of properties Or administrative experience in a responsible position.</p> <p><b>Pay Scale:</b> Rs. 9300-34800+ Grade Pay Rs. 5400/-</p> <p><b>Age Limit:</b> Not Exceeding 30 Years (relaxation will be given as per the note regarding age relaxation). This post is identified suitable for PH {OH (OL/OA/BL)} persons only as per the requisition of the User Department. R.No. D/199/Com./SDMC/2012 dated 8/8/2012.</p>	<p align="center"><b>ADMINISTRATIVE OFFICER/ASSTT. ASSESSOR AND COLLECTOR</b> <b>in MUNICIPAL CORPORATIONS OF DELHI</b></p>
<p><b>Post code: 47/13</b></p> <p><b>No. of Vacancies:</b> 06(UR-05,OBC-01) including PH(OH)-01</p> <p><b>Qualification Essential:</b> Degree in Law from a recognized University or equivalent.</p> <p><b>Experience Essential:</b> 02 years professional experience as Advocate.</p> <p><b>Pay Scale:</b> Rs 9300-34800 + Grade Pay Rs.4800/-</p> <p><b>Age Limit:-</b>35 years (relaxation will be given as per the note regarding age relaxation). This post is identified suitable for PH (OH) persons as per the requisition of the User Deptt. R.No. F.2830/LAW/HQ/SDMC dated 24/05/2013.</p>	<p align="center"><b>ASSISTANT LAW OFFICER /LABOUR COUNSEL</b> <b>in MUNICIPAL CORPORATIONS OF DELHI</b></p>
<p><b>Post Code: 48/13</b></p> <p><b>No. of vacancies:</b> 05(UR-03,OBC-01,ST-01)including PH(OH)-01</p> <p><b>Qualification Essential:</b> (i) Degree from a recognized University or equivalent.(ii) Postgraduate Degree/Diploma in Social Service/Social Welfare/Social Work /Sociology/ Psychology of a recognized University, Institution or equivalent. (iii) 3 year experience in responsible capacity in Social Work/Community Organization/ Public Relation or Publicity in a recognized Social Organization.</p> <p><b>Desirable:-</b> Working knowledge of Hindi.</p> <p><b>Pay Scale:</b> Rs. 9300-34800 + Grade Pay Rs.4600/-</p> <p><b>Age Limit:</b> 32 years (relaxation will be given as per the note regarding age relaxation). This post is identified suitable for PH (OH) persons as per the requisition of the User Deptt.</p>	<p align="center"><b>ASSISTANT DIRECTOR IN COMMUNITY SERVICE</b> <b>in MUNICIPAL CORPORATIONS OF DELHI</b></p>

R. No. 312/CSD/HQ/2013 dated 18/06/2013	
<b>POST CODE: 49/13</b>	<b>ASSISTANT DIRECTOR (PRESS &amp; INFORMATION) in MUNICIPAL CORPORATIONS OF DELHI</b>
<p><b>Number of Vacancies:</b> 02 (UR-02)  <b>Essential Qualification:</b> (i) Degree from a recognized University or equivalent with both English and Hindi/Urdu as a subject. (ii) Degree or equivalent Diploma in Journalism from a recognized University or equivalent. (iii) 02 year experience of Journalistic/Publicity work under a Govt. Department or in a Newspaper/News Agency or Publicity Organization.  <b>Pay Scale:</b> Rs.9300 - 34800 + Grade Pay Rs.4600/-  <b>Age Limit:</b> 30 year (relaxation will be given as per the note regarding age relaxation).  This post is identified not suitable for PH persons as per the requisition of the User Department.  R.No. D-177/DPI/NDMC/2012 dated 09/11/2012.</p>	
<b>Post Code: 50/13</b>	<b>STENO TYPIST in MUNICIPAL CORPORATIONS OF DELHI</b>
<p><b>No. of vacancies:</b> 123(UR-48, OBC-41, SC-23, ST-11) including PH (OH)-03, VH-(B/LV)-02.  <b>Qualification Essential:</b> (i) 12<sup>th</sup> Standard pass from a recognized Board /Institute.  <b>Technical Qualification:</b> (i) Proficiency in the shorthand and typing in computer as per standard fixed by the DSSSB or any other agency authorized to conduct the examination for selection.(ii) 80 w.p.m. shorthand and 25 w.p.m. in Hindi OR 80 w.p.m. shorthand and 30 w.p.m. in English.  <b>Pay Scale:</b> Rs. 5200-20200 + Grade Pay Rs.2400/-  <b>Age Limit:</b> 27 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH(OH)(VH) persons as per the requisition of the User Deptt.  R. No. Addl. Cm.(SDMC)/2013/738 dated 06/06/2013.</p>	
<b>POST CODE: 51/13</b>	<b>LOWER DIVISION CLERK in MUNICIPAL CORPORATIONS OF DELHI</b>
<p><b>Number of Vacancies:</b> 345 (UR-174, OBC-93, SC-52, ST-26) including PH (OH-04, HH-03, VH-03), EXSM-31.  <b>Essential Qualification:</b> i) 12<sup>th</sup> Standard pass from a recognized University/Board. ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. Time allowed 10 minutes. (<b>Note:</b> Relaxation will be given to the Physically Handicapped candidates as per the Govt. of India instructions/ orders).  <b>Pay Scale :</b> Rs. 5200-20200 + Grade Pay Rs. 1900/-  <b>Age Limit:</b> 18-27 (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH, HH, VH) as per the requisition of the User Deptt.  R. No. Addl. Cm. (SDMC)/2013/1201 dated 09/07/2013.</p>	
<b>Post Code: 52/13</b>	<b>ASSISTANT DIRECTOR (HORTICULTRE) in NEW DELHI MUNICIPAL COUNCIL</b>
<p><b>No. of vacancies:</b> 02(UR-01,SC-01)  <b>Qualification Essential:</b> i) Master Degree in Agriculture or Horticulture from a recognized University or equivalent. ii) 3 years experience in ornamental Gardening ranging over various fields of Horticulture. <b>OR</b> i) Degree in Agriculture or Horticulture of a recognized University or equivalent. ii) 5 years experience in ornamental gardening ranging over various fields of Horticulture.  <b>Desirable:</b> Diploma in Landscape or ornamental horticulture of a recognized University /Institute or equivalent.  <b>Pay Scale:</b> Rs. 9300-34800 + Grade Pay Rs.4600/-  <b>Age Limit:</b> 30 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH(OH,HH) persons as per the requisition of the User Deptt.  R. No. S.O.(A&amp;H)/755/SA-II dated 29/05/2013</p>	
<b>Post Code: 53/13</b>	<b>MANAGER (LEGAL) in DSIIDC</b>
<p><b>Number of vacancies:</b> 03 (UR-03)  <b>Essential Qualification:</b> LLB from recognized University/Institute. <b>Desirable:</b> LLM  <b>Experience Essential:</b> Professional experience of 3 years.  <b>Pay Scale:</b> Rs. 9300-34800 + Grade Pay Rs. 4800/-  <b>Age Limit:</b> 32 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH) persons as per the requisition of the User Department.  R.No. DSIIDC/I-18002/1/2010/Estt./963 dated 18/1/2013</p>	
<b>Post Code:54/13</b>	<b>ASSISTANT GRADE – II in DSIIDC</b>
<p><b>Number of vacancies:</b> 127 (UR-62, OBC-35, SC-20, ST-10) including PH (OH)-04.  <b>Essential Qualification:</b> Sr. secondary or equivalent and 06 months certificate course in Computer Applications from a recognized institute. <b>Desirable:</b> Graduate.  <b>Pay Scale:</b> Rs. 5200-20200+ Grade Pay Rs. 2400/-  <b>Age Limit:</b> 27 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH-OA, OL, BL, OAL) persons only as per the requisition of the User Department.  R.No. DSIIDC/II-8/SC/ST/Estt./ dated 10/1/2013.</p>	
<b>POST CODE: 55/13</b>	<b>EXECUTIVE (LEGAL) in DELHI TRANSCO LIMITED</b>
<p><b>Number of Vacancies:</b> 01 (UR-01)  <b>Essential Qualification:</b> Degree in Law of a recognized University or equivalent.  <b>Experience Essential:</b> (i) Two years experience at the Bar OR (ii)Two years experience in Legal</p>	

<p>work in a Government Department or autonomous organization or PSU  <b>Pay Scale</b> : Rs.10900-34800 + Grade Pay Rs.4200/-  <b>Age Limit</b>: Not exceeding 30 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH [OH (OL, OA)] persons only as per the requisition of the User Department.  R.No. F.DTL/101/F.01/2013/HR-DM(HR)II/923 dated 26.03.2013</p>	
<p><b>POST CODE: 56/13</b></p>	<p><b>JUNIOR PERSONAL ASSISTANT(ENGLISH) in DELHI TRANSCO LIMITED</b></p>
<p><b>Number of Vacancies:</b>12 (UR-08,OBC-03,SC-01)  <b>Essential Qualification:</b> (i) Graduate from a recognized University or equivalent (ii) Speed of 80 w.p.m. in Shorthand and 40 w.p.m. in Typewriting in English (iii) Should be Computer literate and capable to work on MS Word &amp; MS Excel.  <b>Desirable:</b> Post Graduate Diploma in Computer applications from reputed institute.  <b>Pay Scale:</b> Rs. 8500-26300 + Grade Pay Rs. 3100/-.  <b>Age Limit:</b> Not exceeding 27 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH {OH (BL, OL)} persons only as per the requisition of the User Department.  R.No. F.DTL/101/F.01/2012/HR-DM(A)II/463 dated 10.09.12&amp;F.DTL/101/F.03/2013/HR-DM(HR)II / 815 dated 11/2/2013.</p>	
<p><b>POST CODE: 57/13</b></p>	<p><b>ASSISTANT GRADE –III in DELHI TRANSCO LIMITED</b></p>
<p><b>Number of Vacancies:</b> 38 (UR-02,OBC-27,ST-09) including PH(OH)-01  <b>Essential Qualification:</b> (i) Graduate from a recognized University or equivalent (ii) Knowledge of computer operation including complete knowledge of MS Office.  <b>Note:</b> Recruitment shall be subject to the passing of a written examination and qualifying skill test on computer.  <b>Pay Scale</b> : Rs. 8500-26300 + Grade Pay Rs. 2800/-  <b>Age Limit:</b> 18-27 Years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH [OH (OA, OL)] persons only as per the requisition of the User Department.  R.No. F.DTL/101/F.01/2013/HR-DM(HR)II/924 dated 26.03.2013</p>	
<p><b>Post Code:58/13</b></p>	<p><b>ASSISTANT (LEGAL) in DELHI SC/ST/OBC/MINORITIES/HANDICAPPED FINANCIAL &amp; DEVELOPMENT CORPORATION</b></p>
<p><b>Number of vacancies:</b> 01 (UR-01)  <b>Essential Qualification:</b> 1. Graduation in Law (Professional) from a recognized University. 2. Graduation in Commerce/ Eco. /Business Fin. /Management from a recognized University.  <b>Experience Essential:</b> Two years practical experience in a relevant field in a reputed Financial Institution/ Bank etc. or Courts.  <b>Pay Scale:</b> Rs. 9300-34800 + Grade Pay Rs. 4200/-  <b>Age Limit:</b> 32 years (relaxation will be given as per the note regarding age relaxation).  This post is identified not suitable for PH persons as per the requisition of the User Department.  R.No. F.9(329)/2002-02/DSFDC/P/12961 dated 21/2/13.</p>	
<p><b>POST Code:59/13</b></p>	<p><b>JUNIOR STENOGRAPHER in DELHI AGRICULTURAL MARKETING BOARD</b></p>
<p><b>No. of Vacancies:</b> 05 (UR-02, OBC-03)  <b>Essential Qualification:</b> a) Matriculation or equivalent from recognized Board/University. b) Speed of 80 w.p.m. in Shorthand and 40 w.p.m. typing in English. OR 80 w.p.m. in shorthand &amp; 25 w.p.m. typing in Hindi.  <b>Pay Scale:</b> Rs. 5200-20200+ Grade Pay Rs.2400/-  <b>Age Limit:</b> 18 to 27 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH) persons as per the requisition of the user Department.  R. No F.No. A-12011/60/06/DAMB/Estt./2067 Dated 15/02/2013.</p>	
<p><b>POST Code: 60/13</b></p>	<p><b>LEGAL ASSISTANT in DELHI FIRE SERVICE</b></p>
<p><b>No. of Vacancies:</b> 01 (UR-01)  <b>Qualification Essential:</b> (i) Degree in Law from a recognized University or equivalent. (ii) One year experience as a Legal Practitioner or one year experience in legal work in a Government Department /Autonomous Bodies /PSU. (iii) Working knowledge in Hindi.  <b>Pay Scale:</b> Rs. 9300-34800+ Grade Pay Rs.4200/-  <b>Age Limit:</b> Not exceeding 30 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH, VH) persons as per the requisition of the User Department.  R.No. F. 2(64)Admn./DFS/HQ/2013/2907 dated 30/04/2013.</p>	
<p><b>Post Code: 61/13</b></p>	<p><b>LEGAL ASSISTANT in DELHI JAL BOARD</b></p>
<p><b>No. of Vacancies:</b> - 02(UR-2) including PH (OH)- 01  <b>Qualification Essential:</b> (i) Degree in Law from a recognized University or equivalent (ii) Two years experience as Legal Practitioner or Two years experience of legal works in Govt., Deptt./Semi Govt./Autonomous Statutory Organization.</p>	

<p><b>Pay Scale:</b> Rs. 5200-20200 + Grade Pay Rs.2800/-  <b>Age Limit:</b> 18 years to 27 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH(OH) persons as per the requisition of the User Department  R. No DJB/AC (D)/ Aptt./Legal Asstt./12/2004 dated 29/01/2013</p>	
<p><b>POST Code: 62/13</b></p>	<p><b>DEPUTY MANAGER (LEGAL) in DELHI FINANCIAL CORPORATION</b></p>
<p><b>No. of Vacancies:</b> 01 (UR-01)  <b>Qualification Essential :</b> Law Graduate (Good II<sup>nd</sup> class)  <b>Experience Essential:</b> At least 05 years experience of Bar Council or as Asstt. (Legal) or similar post in any Court/Bank/State Financial Corporation/Financial Institutions.  <b>Pay Scale:</b> Rs. 9300-34800 + Grade Pay Rs.4600/-  <b>Age Limit.</b> Not exceeding 35 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OA, OL, BL, and LV) persons only as per the requisition of the user Department.  R.No. DFC/PRS/P/DSSSB/Roster/118-III/2012-13/2549 dated 18/02/2013.</p>	
<p><b>Post Code: 63/13</b></p>	<p><b>P.A. TO SECRETARY in RAJYA SAINIK BOARD</b></p>
<p><b>No. of Vacancies:</b> 01 (UR-01) including EXSM-01  <b>Qualification Essential:</b> (i) Matriculation or equivalent. (ii) Must be an ex-serviceman having served in Army/Navy/Air force as a combatant PA for at least 10 years. (iii) Speed of 80 w.p.m. in short hand and 40 w.p.m. in typewriting in English.  <b>Pay Scale:</b> Rs. 5200-20200 + Grade Pay Rs.2400/-  <b>Age Limit:</b> 50 years (relaxation will be given as per the note regarding age relaxation).  This post is identified not suitable for PH persons as per the requisition of the User Department.  R .No. F.3/C/RSB/98/1030 dated 09/05/2013.</p>	
<p><b>Post Code:64/13</b></p>	<p><b>JUNIOR ENGINEER (CIVIL) in NEW DELHI MUNICIPAL COUNCIL</b></p>
<p><b>Number of vacancies:</b> 92 (UR-23, OBC-47, SC-07, ST-15) including PH (OH)-05  <b>Essential Qualification:</b> Three years Diploma in Civil Engineering from a recognized Institute.  <b>Pay Scale:</b> Rs. 9300-34800 + Grade Pay Rs.4200/-  <b>Age Limit:</b> 18-30 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH) persons as per the requisition of the user Department.  R. No. SO (C.E.II)/2205/SAG-I dated 8/06/2012.</p>	
<p><b>Post Code:65 /13</b></p>	<p><b>JUNIOR ENGINEER (CIVIL) in DSIIDC</b></p>
<p><b>Number of vacancies:</b> 08 (UR-04, OBC-02, SC-01, ST-01)  <b>Essential Qualification:</b> Degree/ Diploma in Civil Engineering from reputed University/College with minimum 50% marks.  <b>Pay Scale:</b> Rs. 9300-34800 + Grade Pay Rs. 4200/-  <b>Age Limit:</b> 25 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH,HH) persons only as per the requisition of the User Department.  R.No. DSIIDC/II-8/SC/ST/Estt. dated15/02/2013.</p>	
<p><b>Post code :66 /13</b></p>	<p><b>JUNIOR ENGINEER (CIVIL) in DELHI JAL BOARD</b></p>
<p><b>No. of Vacancies:</b> 103 (UR-54,OBC-27,SC-15,ST-07) including PH {(OH-01,VH(PB)-02,HH(Deaf &amp; Dumb-Partially) -01}  <b>Essential Qualification:</b> Diploma in Civil Engineering from recognized University/Institution or its equivalent.  <b>Pay Scale :</b> Rs.9300-34800 + Grade Pay Rs.4200/-  <b>Age Limit:</b> 18-27 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH, VH (PB), HH-Deaf &amp; Dumb-Partially) persons as per the requisition of the user Department.  No.DJB/AC (T)/JE (Civil)/Apptt.2012/10288 dated 24/01/2013&amp; No. 37341 dated 2/04/2013.</p>	
<p><b>Post code :67 /13</b></p>	<p><b>JUNIOR ENGINEER (CIVIL) in DELHI AGRICULTURAL MARKETING BOARD</b></p>
<p><b>No. of Vacancies:</b> 03 (UR-01,OBC-01,SC-01) including HH (partially deaf) -01  <b>Essential Qualification:</b> Diploma in Civil Engineering from recognized University/Institution or equivalent.  <b>Experience:</b> 2 years Building construction /Civil development works.  <b>Pay Scale :</b> Rs.9300-34800 + Grade Pay Rs.4200/-  <b>Age Limit:</b> 18- 27 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH, HH) persons as per the requisition of the User Department.  R.No.A-12011/60/06/DAMB/Estt./2067 dated 15/02/2013</p>	
<p><b>Post code: 68/13</b></p>	<p><b>JUNIOR ENGINEER (ELECTRICAL) in MUNICIPAL CORPORATIONS OF DELHI</b></p>
<p><b>No. of Vacancies:</b> 59 (UR-32,OBC-15,SC-08,ST-04) including PH (OH)-01,(HH)-01  <b>Essential Qualification:</b> (a) Degree in Electrical Engineering from a recognized University or equivalent. <b>OR</b> (b) (i) Diploma in Electrical Engineering from a recognized institution or equivalent and (ii) 2 years professional experience as Electrical Engineer counted from the date of completion of the qualifying Diploma Examination.</p>	



<p><b>Pay Scale :</b> Rs. 9300-34800 + Grade Pay Rs.4200/-  <b>Age Limit:</b> 27 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH-Impaired of Legs only, HH- Impaired up to 60-70% only) persons as per the requisition of the User Department.  R.No. HC-I/Engg/HQ/SDMC/2012/123 dated 26/07/2012.</p>	
<b>Post code :69 /13</b>	<b>JUNIOR ENGINEER (CIVIL) in MUNICIPAL CORPORATIONS OF DELHI</b>
<p><b>No. of Vacancies:</b> 289 (UR-147,OBC-78,SC-43,ST-21) including PH (OH)-05(HH)-04  <b>Essential Qualification:</b> (a) Degree in Civil Engineering from a recognized University or equivalent. <b>OR</b> (b) (i) Diploma in Civil Engineering from a recognized institution or equivalent and (ii) 2 years professional experience as Civil Engineer counted from the date of completion of the qualifying Diploma Examination.  <b>Pay Scale :</b> Rs.9300-34800 + Grade Pay Rs.4200/-  <b>Age Limit:</b> 27 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH-Impaired of Legs only, HH- Impaired up to 60-70% only) persons as per the requisition of the User Department.  R.No. HC-I/Engg/HQ/SDMC/2012/123 dated 26/07/2012</p>	
<b>Post code :70 /13</b>	<b>JUNIOR ENGINEER (ELECTRICAL) in DELHI TRANSCO LIMITED</b>
<p><b>No. of Vacancies:</b> 95 (UR-57, OBC-23, SC-08, ST-07)  <b>Essential Qualification:</b> Degree/Diploma in Electrical Engineering.  <b>Pay Scale :</b> Rs.10900-34800 + Grade Pay Rs.4000/-  <b>Age Limit:</b> Not exceeding 25 years(relaxation will be given as per the note regarding age relaxation –No age bar for DTL employees).  This post is identified not suitable for PH persons as per the requisition of the User Department.  R.No.F. DTL/1011/F.1 (9)/2013/HR-DM/ (HR) I/130 dated 15/05/2013.</p>	
<b>Post Code:71 /13</b>	<b>JUNIOR ENGINEER( ELECTRICAL) in DSIIDC</b>
<p><b>Number of vacancies:</b> 02 (UR-01, OBC-01)  <b>Essential Qualification:</b> Degree/ Diploma in Electrical Engineering from reputed University/ College with minimum 50 % marks.  <b>Pay Scale:</b> Rs. 9300-34800 + Grade Pay Rs. 4200/-  <b>Age Limit:</b> 25 years (relaxation will be given as per the note regarding age relaxation).  This post is identified suitable for PH (OH, HH) persons only as per the requisition of the user Department.  R.No. DSIIDC/II-8/SC/ST/Estt. dated 15/2/2013.</p>	

**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, Two Tier and Three Tier** examination scheme and Physical Endurance Test, Skill Test wherever applicable as given below:  
\* **Examination Scheme (Post code 39/13 to 71/13).**

DSSSB will conduct One Tier, Two Tier and Three Tier Examination as per examination scheme given in **Annexure**.

**One Tier Examination (G): For post codes: 39/13, 41/13, 43/13, 44/13, 50/13, 51/13, 54/13, 56/13, 57/13, 59/13, 63/13.**

**One Tier Examination (T) : For post code: 61/13**

**Two Tier Examination (G): For post code: 40/13.**

**Two Tier Examination (T1): For post code: 42/13, 45/13, 55/13, 58/13, 60/13, 64/13, 65/13, 66/13, 67/13, 68/13, 69/13, 70/13, 71/13.**

**Three Tier Examination (G): For post code: 46/13.**

**Three Tier Examination (T): For post codes: 47/13, 48/13, 49/13, 52/13, 53/13, 62/13.**

**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 OMR sheet on the day of examination 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. If the number of eligible candidates is more than 100 but does not exceed 500 the Board shall conduct a screening test to shortlist the candidates and final selection shall be made on the basis of academic records, experience & interview of shortlisted candidates.
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, Two Tier and Three Tier Examination Schemes )**

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

#### **Two Tier & Three Tier Examination Schemes:**

I. Syllabus of TIER-I Exam will be same as of One Tier exam.

II. Syllabus of TIER-II Exam:

##### **Part-I (MCQ/Objective type)**

- General Intelligence & reasoning ability - same as in tier-I but with slightly higher level
- Quantitative Aptitude - In addition to Arithmetical and Numerical Abilities as in tier-I with slightly higher level, there will be questions on data interpretation & Analysis.
- General Awareness in addition to topics given for Tier-I there shall be question on history, culture, demography, geography & economy of Delhi, Administrative set up and Governance in NCT of Delhi, various schemes of Delhi Govt.
- English language & Comprehension - same as in tier-I but with slightly higher level

##### **Part-II (Descriptive)**

- **Essay writing:** Topics on current affairs of National and International interests, culture, society, women empowerment, environment, Relation with neighboring countries, etc.
- **Letter writing:** Letters on various subjects like request to Registering authorities for issue of birth certificate, marriage registration, to get commercial loan from banks, to get membership from various councils, lodging police complaints, letter to Editor of a newspaper highlighting social evils, letter to Municipal Authorities highlighting various civic issues like road, sanitation, street lights etc.
- **Expansion of Ideas in English language:** candidate will be required to elaborate their ideas on specific quotes/ topics for example, "Everything that glitter is not gold; As you sow, so shall you reap; Once in a blue moon" and on other topics of general interests.
- \* **Subject / Qualification Related paper.** As per qualification prescribed in the RRs.

#### **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, 43 years for OBC) 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, 48 years for OBC)
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.)

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

## 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 **40 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.

**ANNEXURE**  
**EXAMINATION SCHEME FOR ADVERTISEMENT NO.3/13**  
**POST CODES- 39/13 to 71/13**

S. No	Post Code	Tier	Time	Grand Total	Syllabus
1.	39/13,41/13,43/13, 44/13,50/13,51/13, 54/13, 56/13, 57/13,59/13 & 63/13	One Tier (G) (MCQ)	2 Hrs.	200	1. General Awareness 2. General Intelligence & Reasoning Ability 3. Arithmetical & Numerical Ability 4. Test of Hindi Language & Comprehension 5. Test of English Language & Comprehension. : (40 Marks each)
2.	61/13	One Tier (T) (MCQ)	2 Hrs.	200	A). 1. General Awareness 2. General Intelligence & Reasoning Ability 3. Arithmetical & Numerical Ability 4. Test of Hindi Language & Comprehension 5. Test of English Language & Comprehension. : (100 Marks) B). Objective type multiple choice questions on the subject concerned as per the qualification prescribed for the post. : (100 Marks)
3.	40/13	Two Tier (G)	Tier-I	200	1. General Awareness 2. General Intelligence & Reasoning Ability 3. Arithmetical & Numerical Ability 4. Test of Hindi Language & Comprehension 5. Test of English Language & Comprehension. : (40 Marks each)
			2 Hrs.		
			Tier-II	275	
3 Hrs. (One Session)					



4.	42/13, 45/13, 55/13, 58/13, 60/13, 64/13, 65/13, 66/13, 67/13, 68/13, 69/13, 70/13, 71/13	Two Tier (T1)	Tier – I	200	A). 1. General Awareness 2. General Intelligence & Reasoning Ability 3. Arithmetical & Numerical Ability 4. Test of Hindi Language & Comprehension 5. Test of English Language & Comprehension. (20 Marks each) : (100 Marks) B). Subject/ qualification relate paper : (100 Marks)
			2 Hrs.		
			Tier – II	200	
			2 Hrs.		
5.	46/13	Three Tier (G)	Tier I	200	1. General Awareness 2. General Intelligence & Reasoning Ability 3. Arithmetical & Numerical Ability 4. Test of Hindi Language & Comprehension 5. Test of English Language & Comprehension. (40 Marks each)
			2 Hrs		
			Tier 2	300	
			3 Hrs. (One session)		
6.	47/13,48/13, 49/13,52/13, 53/13, 62/13	Three Tier (T)	Tier I	200	A). 1. General Awareness 2. General Intelligence & Reasoning Ability 3. Arithmetical & Numerical Ability 4. Test of Hindi Language & Comprehension 5. Test of English Language & Comprehension. (20 Marks each) : (100 Marks) B). Subject/ qualification relate paper : (100 Marks)
			2 Hrs		
			Tier 2	275	
			3 Hrs. (One session)		

					<b>Interview</b>	(20% weightage) : 25 Marks
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**Note:**

- Negative Marking will be applicable and deduction of 0.25 marks will be made for each wrong MCQ answer.
- The Board reserves its right to prescribe a minimum cut off mark for any post as per availability of candidates.
- Skill test/ Endurance test will be taken as per requirement of job.
- The Board at its discretion may make selection to any post of technical & specialized nature on the basis of academic record and interview or screening test and interview, where in the opinion of the Board, the number of candidates applied for post is so less that it is not desirable to conduct a written examination for the post. In case of post of technical and specialized nature, the selection may be made on the basis of academic record and experience and interview if the number of eligible candidates does not exceed 100. If the number of eligible candidates is more than 100 but does not exceed 500 the Board shall conduct a screening test to shortlist the candidates and final selection shall be made on the basis of academic records, experience & interview of shortlisted candidates.