

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 are available at <http://dsssonline.nic.in>** (when candidate login for filling up of applications) before filling up Online Application Form for the post(s) concerned.
3. Benefit of reservation for various categories i.e. SC/ST/OBC/EWSs etc. shall be given as per the policy of Govt. of NCT of Delhi.
4. The successful candidates will be required to submit legible Self attested copies of the documents, Admit Card containing signature of the Invigilator (used in examination) along with the hard copy of printout of online application form in OARS 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**).
5. The centers for holding the examination will be in Delhi/NCR only.
6. The candidates must carry **in original Aadhaar Card/ any other Govt. issued Identity proof** to the examination centre, failing which they shall not be allowed to appear for the examination.

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

- a) Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, P.W.D. & Ex-serviceman category are exempted from paying Application fee.
- b) Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession.**
- c) 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.
- d) Fee once paid will not be refunded under any circumstances.

2. MODE OF SELECTION: The selection shall be made through **One Tier** and **Two Tier examination** scheme and Skill Test wherever applicable.

Examination Scheme:

DSSSB will conduct One Tier and Two Tier Examination for the post codes as per examination scheme given in **Annexure-I**. However, DSSSB reserves the right to change/amend the examination scheme, if so required, any time before the examination.

Note:

- (i) The Examination questions will be bilingual (Hindi & English) except for the Language papers which would be in the language concerned only.
- (ii) There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in respect of the examinations conducted by DSSSB.
- (iii) The DSSSB reserves the right to cancel/withdraw any question/questions from the Test.
- (iv) The Board has fixed the minimum qualifying marks for different categories (UR/SC/ST/OBC/P.W.D/EXSM) vide notice No. F.4(130)/P&P/13/DSSSB/20-33 dated 26/04/2013, in order to achieve qualitative selection and to recruit the best talent available and the same is available on the website of the Board, however, cutoff marks for selection in different categories may go higher depending upon the marks obtained by the candidates and number of vacancies.
- (v) 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 submission of document / e-dossiers and recommend the same to the indenting/user department. Further the Appointing Authority i.e. the indenting/user department verifies and satisfies itself about the authenticity of documents/certificates and eligibility as per the Recruitment Rules and as per Government of India instructions issued in this regard vide MHA OM No. 2/29/54-RPS, 19/11/1954 before finally appointing the candidate(s). Therefore, the provisional selection of a candidate does not confer upon him/her any 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.
- (vi) In case of combined examination for more than one related posts the preference order of the posts by the candidate will be obtained at the time of document verification/e-dossier.
- (vii) In case of Combined Examination of common posts, the result of earlier post code Notified earlier shall be processed first.
- (viii) If there are two or more candidates in the same category having equal marks in the examination:
 - i. In case of One/Two Tier Technical Posts:-**
 - (a) Candidate securing more marks in subject specific section 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.
 - ii. In case of Non-technical / General Posts:-**
 - (a) Candidate senior in age is to be placed higher in merit.
 - (b) 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.

- (ix) Candidates may apply for more than one post codes but The Board may hold the examinations of two or more different post codes on the same day and candidate shall have to opt to take the examination of any one post code only.

3. SYLLABUS: (for One Tier and Two Tier Examination Schemes)

One Tier (General/Technical) 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, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Arithmetical & Numerical Ability :** The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Data Interpretation, 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.
- (iv) **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 (Applicable only for one Tier Technical only): 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 Examination Schemes:

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

A. Part-I (MCQ/Objective type)

- (i) General Intelligence & reasoning ability - same as in One Tier exam but with slightly higher level.
- (ii) 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.
- (iii) 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.
- (iv) English language & Comprehension - same as in tier-I but with slightly higher level.

B. Part-II : (Descriptive)

As per the Examination Scheme mentioned in the Annexure-I.

4. ELIGIBILITY CRITERIA:

- (i) The candidate must be a citizen of India.
- (ii) 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 EWS/SC/ST/OBC/PwD & other special category candidates in accordance with the instructions / orders / circulars issued from time to time by the Govt. of Delhi.
- (ii) Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, **must be in possession of relevant certificates (EWS/SC/ST/OBC/Non Creamy layer/PwD/Educational/Experience etc.) issued by the competent/notified authority (in prescribed format) on or before the cutoff date (closing date of advertisement)** otherwise their claim for any category will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies, if eligible otherwise. **The candidate has to select that particular category when applying online for the Post. No request for change of Category will be entertained at any later stage.**
- (iii) 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 and No. F.19(01)/2012/S.IV/1241-1258 dated 28/07/2016 will be given the benefit of reservation/age relaxation under OBC category. **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.
- (iv) **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**