



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
 FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110302
 Website: www.dsssb.delhigovt.nic.in, Telephone No.22370237

ADVERTISEMENT NUMBER 004/2009

OPENING DATE FOR RECEIPT OF APPLICATIONS <u>29/12/2009.</u>	CLOSING DATE FOR RECEIPT OF APPLICATIONS 15/01/2010. (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications)
RECEIPT OF APPLICATION IN PERSON: THE COUNTERS FOR RECEIVING OF APPLICATION WILL BE OPENED ON ALL THE WORKING DAYS FROM 10:00 A.M. TO 05:00 P.M. THE COUNTER WILL BE CLOSED ON SATURDAYS, SUNDAYS & GAZETTED HOLIDAYS.	
PLACE FOR SUBMISSION OF APPLICATION IN PERSON: – RECEPTION COUNTER, (GROUND FLOOR) OFFICE OF DSSSB, FC-18, INSTITUTIONAL AREA KARKAR DOOMA, DELHI-110302.	
APPLICATIONS RECEIVED THROUGH POST OFFICE: SHOULD ALSO REACH THE OFFICE OF THE BOARD AS PER THE CLOSING DATE AND TIME, MENTIONED ABOVE. THE BOARD IS NOT RESPONSIBLE FOR ANY POSTAL DELAY.	
APPLICATION MUST BE ACCOMPANIED WITH: A CROSSED INDIAN POSTAL ORDER (IPO) OF Rs. 100/- (PER APPLICATION) FOR GROUP 'B' POSTS AND Rs.50/- (PER APPLICATION) FOR GROUP 'C' POSTS, IN FAVOUR OF THE SECRETARY, DSSSB, WHICH IS NON-REFUNDABLE.	
APPLICATION FORM (AS PRINTED IN EMPLOYMENT NEWS/WEBSITE OF DSSSB) SHOULD BE COPIED ON A GOOD QUALITY (70 GSM) A-4 WHITE PHOTOSTAT PAPER.	

Applications are hereby invited from eligible candidates for recruitment to various posts in different departments of Government of NCT of Delhi/Autonomous/Local Bodies. The details regarding name of the post(s), post code, deptt., number of vacancies, educational qualifications (as per recruitment rules provided by the user department), experience required, pay scale, eligible age limit etc. are at Section A of this Advertisement. However, the applicants are required to go through the detailed advertisement regarding section 'B' i.e. Scheme of Examination. For Section 'C' i.e. General instructions & procedure for submission of application form and section 'D' i.e. Application form, candidates are required to login to website of DSSSB i.e. www.dsssb.delhigovt.nic.in. Additionally, they can see the Employment News dated 07-11-2009 in which the detailed advertisement no. 003/2009 was published which contain Section 'C' and 'D' as these Sections remain the same.

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

- (1) (a) **COLOUR** Passport size clear photograph
 (b) It should be in **SHARP FOCUS**
 (c) **Black and white and blurred photographs will not be acceptable and are liable for rejection.**

- (2) OBC candidates seeking benefit of reservation should submit OBC certificate issued by the competent authority of Government of NCT of Delhi.
- (3) The vacancies in the advertisement, earmarked for different reserve categories i.e. SC/ST/OBC, are as per the requisition of the user department. It is clarified for the prospective candidates of SC/ST/OBC categories, that reservation benefits in these categories for the vacancies shall be admissible as per judgement 04-08-2009 of Hon'ble Supreme Court of India as passed in Civil Appeal No. 5092/09 (arising out of SLP Civil No. 24327 of 2005) – Subhash Chander & Ors. Vs Delhi Subordinate Services Selection Board and Ors. With WP(C) No. 507 of 2006- Sarv Rural & Urban Welfare Society Vs. Union of India & Ors. All prospective candidates are advised to check their eligibility regarding admissibility of benefit of SC/ST/OBC reservation as per above judgment of Hon'ble Supreme Court before applying to the posts.

SECTION-A

Name of the Post: Teacher(Primary-Urdu) in MCD	Post Code: 69/09
Number of Vacancies : 200(UR-82,OBC-62, SC-37, ST-19 including PH(OH – OA/OL/OAL/BL)-02, PH(VH-B/LV)-04 EXSM-27)	
Essential Qualifications: 1. Sr. Secondary (10+2) or Intermediate or its equivalent with 50% marks from a recognized Board.	
2. Two years diploma/Certificate course in ETE/JBT or B.El.Ed. from recognized institutions or its equivalent.	
3. Must have passed Urdu as a subject at Secondary level.	
Desirable Qualification: Computer knowledge.	
Pay Scale: 9300-34800/- plus Grade Pay Rs.4200/- Group –'C' Non-Gazetted	
Probation Period; Two years Age Limit: 20-27 years.	
Relaxable for; SC/ST-05 years, OBC-03 years, PH-10 years, PH&SC/ST-15 years, PH&OBC-13 years, Departmental employees-upto 42 years of age (general), upto 47 years from SC/ST, having 03 years of continuous service in the same line or allied cadres). Relaxable upto 37 years for (general) and upto 42 years for SC/ST- for widows, divorced women and women judicially separated from their husband and who are not re-married.	
<i>(R.No.F.D/DEO/TRC/09/530 dated 30/10/09)</i>	

Name of the Post: Teacher(Primary) in MCD	Post Code: 70/09
Number of Vacancies : 4500(UR-1900,OBC-1044, SC-766, ST-790, including PH(OH– OA/OL/OAL/BL) -52, PH(VH-B/LV)-96, EXSM-982)	
Essential Qualifications: 1. Sr. Secondary (10+2) or Intermediate or its equivalent with 50% marks from a recognized Board.	
2. Two years diploma/Certificate course in ETE/JBT or B.El.Ed. from recognized institutions or its equivalent.	
3. Must have passed Hindi as a subject at Secondary level.	
Desirable Qualification: Computer knowledge. Pay Scale: 9300-34800/- plus Grade Pay Rs.4200/-	
Group –'C' Non-Gazetted, Probation Period; Two years	
Age Limit: 20-27 years. Relaxable for SC/ST-05 years, OBC-03 years, PH-10 years, PH&SC/ST-15 years, PH&OBC-13 years, Departmental employees-upto 42 years of age (general), upto 47 years from SC/ST, having 03 years of continuous service in the same line or allied cadres. Relaxable upto 37 years for (general) and upto 42 years for SC/ST- for widows, divorced women and women judicially separated from their husband and who are not re-married.	
<i>(R.No.F.D/DEO/TRC/09/531 dated 30/10/09)</i>	

Name of the Post: Asstt.Teacher(Primary) in Dte. Of Education	Post Code: 71/09
Number of Vacancies : 520(UR-186,OBC-148, SC-36, ST-150 including PH(OH- OA/OL/OAL/BL)-09, PH-(VH- B/LV) - 28, EXSM-234)	
Essential Qualifications: 1. Sr. Secondary (10+2) or Intermediate or its equivalent with 50% marks from a recognized Board. 2. Two years diploma/Certificate course in ETE/JBT or B.El.Ed. from recognized institutions or its equivalent. 3. Must have passed Hindi as a subject at Secondary level.	
Desirable Qualification: Computer knowledge.	
Pay Scale: 4500-125-7000/-(pre-revised) Group –‘C’ Non-Gazetted, Non-Ministerial, Probation Period; Two years	
Age Limit: 20-27 years. Relaxable for SC/ST-05 years, OBC-03 years, PH-10 years, PH&SC/ST-15 years, PH&OBC-13 years, Departmental employees-upto 42 years of age (general), upto 47 years from SC/ST, having 03 years of continuous service in the same line or allied cadres). Relaxable upto 37 years for (general) and upto 42 years for SC/ST- for widows, divorced women and women judicially separated from their husband and who are not re-married. (R.No.F.DE.4(6)(263)/E.IV/2006/14600 dated 18/5/09)	

Name of the Post: Asstt.Teacher (Nursery) in Dte. Of Education	Post Code: 72/09
Number of Vacancies : 3(OBC-2, ST-1)	
Essential Qualifications: 1. Hr. Secondary/ Secondary (10+2) or Intermediate or its equivalent from a recognized Board. 2. Nursery Teacher's Training from a recognized Institution or equivalent. Desirable Qualifications: (1) Knowledge of Hindi. (2) Experience as a Nursery Teacher.	
Pay Scale: 4500-125-7000/-(pre-revised) Group –‘C’ Non-Gazetted, Non-Ministerial, Probation Period; Two years	
Age Limit: Below 32 years. Relaxable for SC/ST-05 years, OBC-03 years, PH-10 years, PH&SC/ST-15 years, PH&OBC-13 years, Departmental employees-upto 42 years of age (general), upto 47 years for SC/ST, having 03 years of continuous service in the same line or allied cadres). Relaxable upto 37 years for (general) and upto 42 years for SC/ST- for widows, divorced women and women judicially separated from their husband and who are not re-married. (R.No.F.DE.4(6)(254)/E.IV17731 dated 09/07/09)	

Name of the Post: PHARMACIST in Delhi Jal Board	Post Code: 73/09
Number of Vacancies : 10(UR-5,OBC-05, including EXSM-02, PH(OH)-01)	
Essential Qualifications: 1. Matriculation or equivalent examination of a recognized University/Board. 2. Must be registered as a qualified Pharmacist/Dispenser/Compounder with a recognized Pharmacy Council. 3. 2 years experience as a Compounder/Pharmacist/Dispenser. 4. Knowledge of Hindi.	
Experience: 2 years experience as a Compounder/Pharmacist/Dispenser.	
Pay Scale: 5200-20200/- plus Grade Pay Rs.2800/- Group –‘C’; Probation Period; Two years	
Age Limit: 18-32 years (Upper age limit relaxable for SC/ST- 05 years, OBC-03 years, PH-10 years, PH & SC/ST – 15 years, PH & OBC- 13 years, Govt. Employees-05 years, Departmental candidates 5 years for SC/ST- 10 years, for OBC-08-as per Rules) (R.No.F.DJB/AC(D)/F.32(1)/Ph./Com./Apptt.2008/45204 dated 06.10.2008)	

Name of the Post: Asstt. Sanitary Inspector in Delhi Jal Board Post Code: 74/09

Number of Vacancies : 49(UR-23,OBC-15, SC-08, ST-03, including EXSM-05)

Essential Qualifications: 1. Matriculation pass with Science as a subject from a recognized school/Board/University or equivalent.

2. Sanitary Inspector's Diploma from a recognized institution or equivalent.

Pay Scale: 5200-20200/- plus Grade Pay Rs.2400/- **Group –'C'**; **Probation Period;** Two years

Age Limit: 18-27 years (relaxable 05 years for Govt. servant/Departmental candidates) SC/ST-05 years, OBC-03 years, Divorced women and Widows-up to the age of **35 years** (as per GOI rules)

(R.No.F.DJB/AC(G)/I)/Apptt./ASI/08/D-12163 dated 14.12.2008)

Name of the Post: Staff Nurse Gr."B" in Delhi Jal Board Post Code: 75/09

Number of Vacancies : 04(UR-02,OBC-02)

Essential Qualifications: 1. Matric pass from a recognized school/Board/University or equivalent.

2. "A" Grade Diploma in Nursing from a recognized institution or equivalent.

Desirable: Working knowledge of Hindi.

Pay Scale: 5200-20200/- plus Grade Pay Rs.2400/- **Group –'C'**; **Probation Period;** Two years

Age Limit: 18-27 years (relaxable for OBC-03years), Govt. employees 05 years, Departmental candidates-05 years,for OBC-08 years- As per rule.

(R.No.F.DJB/AC(D)/F.33(1)/Staff Nurse/Apptt.2005/45206 dated 30.04.2009)

Name of the Post: Sub Fire Officer(Male) in NDMC Post Code: 76/09

Number of Vacancies : 03(UR-03)

Essential Qualifications: 1. Degree from a recognized University or equivalent.

2. Sub-Fire Officer Course of NFSC, Nagpur or equivalent.

Note: In case of Gr.I Fire"E" (without Sub-Fire Officer Course, candidate must have one year practical experience in Fire Fighting in a reputed Fire Service)

- i) Shall have to pass physical endurance test (which will include High Jump, Long Jump, 800 Mtrs. Run, Climbing of rope upto 15", Ladder climbing upto 35") and Sub-Officer level written examination.

Desirable Qualification: Heavy vehicle Driving License.

Note: Persons selected/appointed shall have to produce a medical certificate from Medical Board of NDMC, Charak Palika Hospital, to the effect that the individual is able body and does not have any deficiency in any limb and is not suffering from any contagious disease.

Essential Experience: In case of Gr.I Fire"E" (without Sub-Fire Officer Course, candidate must have one year practical experience in Fire Fighting in a reputed Fire Service)

Physical Standards:

Essential: 1.Minimum height 165 cms. (relaxable of 5 cms. For hilly area people)

2. Minimum weight 50 kgs.

3. Chest: (normal) 81 cms. Chest (Expanded): 86.5 cms.

4. Eye Sight: 6/6 without any correction.

Disqualifications

(1) Wearing Glasses/Squint eyes /color blindness

(2) Flat Feet

(3) Knock Knee

(4) Deformity of any Limb/extra limb

Pay Scale: 4500-125-7000/- (pre revised) **Group –'C'** **Probation Period;** Two years

Age Limit: 18-30 years. Relaxable for Govt. Employees 05 years and Departmental candidates: 10 years in accordance with instruction orders issued by GOI.

(R.No.F.SO(E)/1308/SA-1 dated 05/10/09)

Name of the Post: Staff Nurse in H&FW, GNCT Delhi	Post Code: 77/09
Number of Vacancies : 1862 (UR-940,OBC-503,SC-279,ST-140 including, PH(OH-OL)-19, EXSM-186)	
Essential Qualifications: 1. Matriculation or its equivalent. 2. "A" Grade Certificate in Nursing from a recognized institution. 3. Certificate in Midwifery(should be able to speak Hindustani fluently)	
Pay Scale: 9300-34800/- plus Grade Pay Rs.4600/- Group –'C' ; Probation Period: One years	
Age Limit: 32 years (relaxable for SC/ST-05 years, OBC-03years, PH-10 years, PH & SC/ST-15 years, PH&OBC- 13 years, Departmental candidates-03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees and upto 45 years for SC/ST employees in accordance with the instructions/orders issued by the Central Govt.) (R.No.F.8/102/TRC/H&FW/2009/5800 dated 28/10/09)	

Name of the Post: Technical Assistant(Lab.Group IV)in H&FW, GNCT Delhi	Post Code: 78/09
In any of these group of laboratories i.e. (Biochemistry/Endocrine or Metabolic Lab./Dialysis Lab./(Except Australia Antigen Unit)/Gastroenterology Lab./Surgical & Medical Lab./Pathology/Clinical Pathology/Blood Bank/Anatomy/ Forensic Medicine/Microbiology Immunology/Parasitology/Physiology/Pharmacology/Animal House/Allergy Clinic/Tissue Collection Preservation Etc. Laboratories)	
Number of Vacancies : 07(UR-04,OBC-02, SC-01))	
Essential Qualifications: 1. B.Sc.(Medical Lab. Technology) with 03 years experience as a Lab. Technician in any of these group of Laboratories of Medical Institution/Hospital. OR 1.Matriculation/Hr. Secondary/Sr. Secondary with science. 2.Diploma in Medical Lab. Technology from a recognized Institution. 3.03 years experience as a Lab. Technician in any of these group of laboratories.	
Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.2800/- Group –'C' ; Probation Period; Two years	
Age Limit: 21-32 years (Upper age limit relaxable for SC/ST- 05 years, OBC-03 years, Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees and upto 45 years for SC/ST employees in accordance with the instructions/orders issued by the Central Govt.) (R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)	

Name of the Post: Laboratory Technician (Group IV)in H&FW, GNCT Delhi	Post Code: 79/09
In any of these group of laboratories i.e. (Biochemistry/Endocrine or Metabolic Lab./Dialysis Lab./(Except Australia Antigen Unit)/Gastroenterology Lab./Surgical & Medical Lab./Pathology/Clinical Pathology/Blood Bank/Anatomy/ Forensic Medicine/Microbiology Immunology/Parasitology/Physiology/Pharmacology/Animal House/Allergy Clinic/Tissue Collection Preservation Etc. Laboratories)	
Number of Vacancies : 33(UR-17,OBC-09, SC-05 & ST-02, including EXSM-03)	
Essential Qualifications: 1.Matriculation or its equivalent qualification from a recognized Board. 2.Diploma in Medical Lab. Technology from a recognized Institution. 3.02 years experience as a Lab. Assistant in any of these group of laboratories. OR Degree in Science with 02 years experience as a Lab. Assistant in any of these groups of laboratories.	
Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.2800/- Group –'C' ;	
Probation Period; Two years	
Age Limit: 20-27 years (Upper age limit relaxable for SC/ST- 05 years, OBC-03 years, Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees and upto 45 years for SC/ST employees in accordance with the instructions/orders issued by the Central Govt.) (R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)	

Name of the Post: Laboratory Assistant(Group IV)in H&FW, GNCT Delhi **Post Code: 80/09**
 In any of these group of laboratories i.e. (Biochemistry/Endocrine or Metabolic Lab./Dialysis Lab./(Except Australia Antigen Unit)/Gastroenterology Lab./Surgical & Medical Lab./Pathology/Clinical Pathology/Blood Bank/Anatomy/ Forensic Medicine/Microbiology Immunology/Parasitology/Physiology/Pharmacology/ Animal House/Allergy Clinic/Tissue Collection Preservation Etc. Laboratories)

Number of Vacancies : 130(UR-66,OBC-35,SC-19,ST-10 including PH(OH-OA/OL/BL)-02, PH(HH) 01, EXSM-13)

Essential Qualifications:
 1.Matriculation/Hr. Secondary/Sr. Secondary (10 + 2) with science.
 2.Diploma in Medical Lab. Technology (MLT) from a recognized Institution. OR
 10+2 Vocational Courses in Medical Lab. Technology (MLT) from schools recognized by State Govt.

Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.2400/- **Group –‘C’; Probation Period;** Two years
Age Limit: 18-27 years (Upper age limit relaxable for SC/ST- 05 years, OBC-03 years, PH-10 years, PH& SC/ST-15 yrs., PH & OBC-13 years. Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees and upto 45 years for SC/ST employees in accordance with the instructions/orders issued by the Central Govt.)
 (R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)

Name of the Post: Technical Assistant (Lab. Group III) in H&FW, GNCT Delhi **Post Code: 81/09**
 In any of these group of laboratories i.e. (Cardiology/CTS/Neurology/Respiratory Labs./EEG/EMG/ERG/CCU/CCI/ICU/POW/ECG)

Number of Vacancies : 04 (UR-04)

Essential Qualifications: 1. B.Sc. and 03 years experience as a Lab. Technician in any of these group of Laboratories.
OR
 1. Matriculation/Hr. Secondary/(10+2) and Diploma in MLT with 03 years experience as Lab. Technician in ay of these group of Laboratories. OR
 1.Matriculation/Hr. Secondary/(10+2) with science, having 05 years experience as a Lab. Technician in any of these group of laboratories.

Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.2800/- **Group –‘C’; Probation Period;** Two years
Age Limit: 21-32 years. Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees in accordance with the instructions/orders issued by the Central Govt.)
 (R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)

Name of the Post: Laboratory Technician (Group III) in H&FW, GNCT Delhi **Post Code: 82/09**
 In any of groups of these laboratories i.e. (Cardiology/Neurology/Respiratory Labs./EEG/EMG/ERG/CCU/CCI/POW/ECG)

Number of Vacancies : 09(UR-06,OBC-02, SC-01, including EXSM-01)

Essential Qualifications: B.Sc. Desirable with 01 years experience as Lab. Assistant in any of these group of Laboratories. **OR**
 Matriculation/Hr. Secondary/(10+2) with science 06 years experience as Lab. Assistant in any of these group of Laboratories as Lab. Assistant. **OR**
 Matriculation/Hr. Secondary/(10+2) with science having MLT course with 03 years experience in any of these group of Laboratories.

Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.2800/- **Group –‘C’; Probation Period;** Two years
Age Limit: 21-32 years (Upper age limit relaxable for SC- 05 years, OBC-03 years, Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees and upto 45 years for SC employees in accordance with the instructions/orders issued by the Central Govt.)
 (R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)

<p>Name of the Post: Laboratory Assistant (Group III) in H&FW, GNCT Delhi Post Code: 83/09</p> <p>In any of groups of these laboratories i.e. (Cardiology/CTS/Neurology/Neuro-surgery/Respiratory Labs./EEG/EMG/ERG/CCU/CCI/POW/ECG)</p> <p>Number of Vacancies : 30(UR-16,OBC-08, SC-04 & ST-02, including EXSM-03)</p> <p>Essential Qualifications:</p> <p>1.Matriculation/Hr. Secondary/Sr. Secondary (10 + 2) with science. 2.Diploma in Medical Lab. Technology (MLT) from a recognized Institution. OR (10+2) Vocational Courses in Medical Lab. Technology (MLT) from schools recognized by State Govt.</p> <p>Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.2400/- Group –‘C’; Probation Period; Two years</p> <p>Age Limit: 18-27 years (Upper age limit relaxable for SC/ST- 05 years, OBC-03 years. Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees and upto 45 years for SC/ST employees in accordance with the instructions/orders issued by the Central Govt.)</p> <p>(R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)</p>

<p>Name of the Post: Technical Assistant(Radiology) in H&FW, GNCT Delhi Post Code: 84/09</p> <p>Number of Vacancies : 04(UR-03, OBC-01)</p> <p>Essential Qualifications:</p> <p>1.Matriculation/Hr. Secondary/ Sr. Secondary (10+2) with science 2. Certificate (2 years course) in Radiography or Diploma (02 years course) in Radiology or B.Sc. (Radiography) or Radiological Technology(02 years).</p> <p>Essential Experience: At least 03 years experience as Sr. Radiographer in a medical institution/hospital.</p> <p>Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.2800/- Group –‘C’; Probation Period; Two years</p> <p>Age Limit: 21-32 years. Upper age limit relaxable for OBC-03 years. Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees in accordance with the instructions/orders issued by the Central Govt.)</p> <p>(R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)</p>

<p>Name of the Post: Sr. Radiographer in H&FW, GNCT Delhi Post Code: 85/09</p> <p>Number of Vacancies : 34(UR-19, OBC-09, SC-04 and ST-02 including EXSM-03)</p> <p>Essential Qualifications:</p> <p>1.Matriculation/Hr. Secondary/Sr. Secondary (10+2) with science 2. Certificate (2 years course) in Radiography or Diploma (02 years course) in Radiography or B.Sc. (Radiography) or Radiological Technology (02 years).</p> <p>Essential Experience: At least 03 years experience as Radiographer in a recognized hospital.</p> <p>Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.2800/- Group –‘C’;</p> <p>Probation Period; Two years</p> <p>Age Limit: 21-32 years. Upper age limit relaxable for SC/ST-05 years, OBC-03 years. Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees and upto 45 years for SC/ST employees in accordance with the instructions/orders issued by the Central Govt.)</p> <p>(R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)</p>

<p>Name of the Post: Jr. Radiographer in H&FW, GNCT Delhi Post Code: 86/09</p> <p>Number of Vacancies : 56 (UR-29, OBC-15, SC-08, ST-04 including EXSM-05)</p> <p>Essential Qualifications: Upper age limit relaxable for</p> <p>1.Matriculation/Hr. Secondary/Sr. Secondary (10+2) with science 2. Certificate (2 years course) in Radiography or Diploma (02 years course) in Radiography or B.Sc. (Radiography) or Radiological Technology (02 years).</p> <p>Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.2400/- Group –‘C’; Probation Period; Two years</p> <p>Age Limit: 18-27 years. Upper age limit relaxable for SC/ST-05 years, OBC-03 years. Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees and upto 45 years for SC/ST employees in accordance with the instructions/orders issued by the Central Govt.)</p> <p>(R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)</p>

Name of the Post: Technical Assistant(OT/CSSD) in H&FW, GNCT Delhi	Post Code: 87/09
Number of Vacancies : 03(UR-03)	
Essential Qualifications:	
1.Matriculation/Hr. Secondary/Sr. Secondary (10+2) with science from a recognized institution/Board.	
2. Operation Room Assistant Course from a recognized institution.	
3. 05 years experience as OT Technician in Operation Theater/CTS/Neuro surgery/gastro surgery/CSSD/Anesthesia/Gas Plant/ Anesthesia Workshop/ICU/Surgical/Resuscitation in a recognized Institution/hospital. OR	
1. B.Sc. from recognized university.	
2.03 years experience as Technician in OT including Operation Theater/CTS/Neuro surgery/gastro surgery/CSSD/Anesthesia/Gas Plant/ Anesthesia Workshop/ICU/Surgical/Resuscitation in a recognized Institution/hospital.	
Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.2800/- Group –‘C’; Probation Period; Two years	
Age Limit: 21-32 years. Upper age limit relaxable for Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees in accordance with the instructions/orders issued by the Central Govt.)	
(R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)	

Name of the Post: Technician (OT/CSSD) in H&FW, GNCT Delhi	Post Code: 88/09
Number of Vacancies : 30(UR-15, OBC-08,SC-05, ST-02 including EXSM-03)	
Essential Qualifications:	
1.Matriculation/Hr. Secondary/Sr. Secondary (10+2) with science from a recognized institution/Board.	
2. Operation Room Assistant Course from a recognized institution i.e. AICTE/State Board of Technical Education/Indian Medical Association/Christian College of Nursing (St. Stephen Hospital)/ Universities approved by UGC/Delhi Govt./Central Govt./State Govt.	
3. 05 years experience as OT Asstt in Operation Theater/CTS/Neuro surgery/gastro surgery/CSSD/Anesthesia/Gas Plant/ Anesthesia Workshop/ICU/Surgical/Resuscitation in a recognized Institution/hospital.	
Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.2400/- Group –‘C’;	
Probation Period; Two years	
Age Limit: 21-32 years. Upper age relaxable for SC/ST-05 years, OBC-03 years. Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees and upto 45 years for SC/ST employees in accordance with the instructions/orders issued by the Central Govt.)	
(R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)	

Name of the Post: ASSISTANT (OT/CSSD) in H&FW, GNCT Delhi	Post Code: 89/09
Number of Vacancies : 58(UR-29, OBC-16,SC-09, ST-04 including EXSM-05)	
Essential Qualifications:	
1.Matriculation/Hr. Secondary/Sr. Secondary (10+2) with science from a recognized institution/Board.	
2. Operation Room Assistant Course from a recognized institution	
Pay Scale: PB2. 5200-20200/- plus Grade Pay Rs.1900/- Group –‘C’; Probation Period; Two years	
Age Limit: 27 years. Upper age limit relaxable for SC/ST-05 years, OBC-03 years. Departmental candidates with 03 years continuous service who are in the same line or allied cadres – upto 40 years for General Employees and upto 45 years for SC/ST employees in accordance with the instructions/orders issued by the Central Govt.)	
(R.No.F.10(4)/PHC/TRC/Rectt./06/5709 dated 22/10/09)	

<p>Grade – II (DASS)/Head Clerk in Services Department-II, GNCT Delhi POST CODE : 90/09</p> <p>Number of Vacancies : 231 [UR-94, SC -38, ST-21, OBC-78] [including EXSM-15, Sports Person-08 and PH-8 (OH-3,VH-2, HH-3)]</p> <p>Essential Qualification: Degree from recognised University in Arts, Commerce, Science or Agriculture.</p> <p>Desirable Qualification: Knowledge of Hindi.</p> <p>Pay Scale : Rs. 5500-9000 (Pre-revised) + allowances as admissible under rules</p> <p>Classification of Post : Group 'C', Non Gazetted</p> <p>Probation Period : Two Years Age Limit : 20-27 years</p> <p>Relaxations : SC/ST-5 years, OBC-3 years, PH- 10 years, PH & SC/ST-15 years, PH& OBC-13 years, Departmental Candidates - As per rules (who have rendered three years continuous service up to the age of 40 years(45 years for SC/ST) & Sports Person as per rules.</p> <p>R.NO. 3(1)/2/2008/S-II/Vol.II/7129 dated 07/11/2009</p>

<p>Stenographer Grade-III in Services Department-III, GNCT of Delhi POST CODE : 91/09</p> <p>Number of Vacancies : 166 [UR-58, ST-33, OBC-75] [including Ex-service man-17, Sports Person-08 and PH-5 (OH-2,VH-1, HH-2)]</p> <p>Essential Qualification : (i) 12th pass or equivalent under (10+2) system from a recognised Board/university. (b) Speed of 80 w.p.m. in Shorthand and 40 w.p.m. in typing in English or 80 w.p.m. in Shorthand and 35 w.p.m. typing in Hindi.</p> <p>Desirable Qualification: Basic knowledge of computer operations.</p> <p>Pay Scale : Rs. 4000-6000 (Pre-revised)</p> <p>Classification of Post : Group 'C', Non Gazetted, non-ministerial</p> <p>Probation Period : Two Years</p> <p>Age Limit : 18-27 years</p> <p>Relaxations : ST-5 years, OBC-3 years, PH- 10 years, PH & ST-15 years, PH& OBC-13 years, Departmental Candidates who have rendered three years continuous service up to the age of 40 years(45 years for ST) & Sports Person - As per rules,</p> <p>R.NO. 3(9)/06/S-III/Vol.I/2716 dated 20/08/2009</p>

<p>Jr. Stenographer in Delhi Jal Board POST CODE : 92/09</p> <p>Number of Vacancies : 55 [UR-17, SC -08, ST-06, OBC-24] [including Ex-serviceman-02, PH-02 (OH-1,VH-1)]</p> <p>Essential Qualification : (a) Matriculation or equivalent examination of a recognized University/Board. (b) Must pass (i) Test in shorthand with speed of 120 w.p.m. and 40 w.p.m. in typing in English or (ii) 100 w.p.m. in shorthand and 30 w.p.m. in typing in Hindi.</p> <p>Pay Scale; Rs.9300-34800/- plus Grade Pay Rs.4200/- Classification of Post : Group 'B', Non Gazetted</p> <p>Probation Period : Two Years Age Limit : Not less than 18 years but less than 27 years.</p> <p>Relaxations : SC/ST-5 years, OBC-3 years, PH- 10 years, PH & SC/ST-15 years, PH& OBC-13 years, Govt. Employees - 05 years, Departmental Candidates- 05 yrs. for SC/ST-10 yrs.; for OBC-08 yrs.</p> <p>R.NO.F.52(27)/AC(D)/Jr.Steno./DSSSB/2005/99751 dated 07/10/2009</p>

Note: From Post Code 78/09 to Post Code 89/09:

The Govt. of NCT of Delhi would treat as recognized courses all or any of the following:-

1. All paramedical courses run by the hospitals of Delhi Govt., Central Govt. and State Govt.
2. All paramedical courses being run by Indian Medical Association and Christian College of Nursing (St. Stephen Hospital).
3. All paramedical courses approved by All India Council of Technical Education and State Boards of Technical Education.
4. All paramedical courses conducted by the Universities approved by University Grants Commission.

Age relaxation in respect of Sports person regarding post code 90/09 & 91/09: The relaxation in upper age limit up to a maximum of 5 years (10 years for persons belonging to SC/ST communities and 8 years for persons belonging to Other Backward Classes in respect of posts reserved for them) may be allowed to meritorious sportswomen/sportsmen in the field of games/sports recognized by the Government for such purpose provided they satisfy all other conditions prescribed by Government from time to time. The persons claiming age relaxation under this sub-para should produce certificate issued by the Competent Authority in the prescribe pro-forma.

NOTE :

- (1) **CANDIDATES ARE REQUIRED TO SUBMIT LEGIBLE ATTESTED COPIES OF THE FOLLOWING DOCUMENTS ALONG WITH THE APPLICATION FORM**
 - (i) Matriculation/Secondary certificate or equivalent in support of their declaration of age.
 - (ii) Degree or Diploma or other certificates in support of their claim of educational qualifications and copies of ALL YEAR WISE mark sheets from Matriculation onwards.
 - (iii) Experience certificates wherever applicable
 - (iv) Caste/Category/ Disability (as prescribed in Rule of FR/SR) on the prescribed form, issued by the competent authorities, if claiming benefit under any of the above categories.
 - (v) Two recent passport size coloured photographs (front face) as per specification in Section-A out of which one should be pasted (Not stapled or tagged) on the space provided in the application form. The second copy of the same photograph should be attested by a Gazetted Officer and be attached carefully with the application form for the purpose of identification of the candidate at any stage of recruitment. Any variation in the photographs may lead to rejection of his/her candidature.
 - (vi) One self addressed post card duly affixed with Rs. 6/- postage stamps for acknowledgement of the application. The candidate must write, name of the post, Advertisement Number and Post Code Number of the post applied for on the post card.
- (2) The number of vacancies reserved for various categories has been notified in the advertisement on the basis of requisitions furnished by the Indenting Departments. **OBC CANDIDATES seeking benefit of reservation should submit OBC certificate issued by the Competent Authority of Government of NCT of Delhi. CANDIDATES SEEKING RESERVATION AS OBC HAVE TO SUBMIT A DECLARATION IN THE PRESCRIBED FORMAT (Annexure – I), THAT HE/SHE DOES NOT BELONG TO THE CREAMY LAYER ON THE CRUCIAL DATE IN ADDITION TO THE COMMUNITY CERTIFICATE(OBC). Unless otherwise specified, the closing date for receipt of applications for the post is to be treated as crucial date.**

- (3) The DSSSB reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancies is provisional and subject to change (increase or decrease). The selected candidate can be nominated in any department of Govt. of NCT of Delhi or autonomous body.
- (4) Abbreviations used denoted as under : UR- Un-Reserved (General), SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes, PH(OH)- Physically Handicapped(Orthopaedically Handicapped), B- Blind, LV – Low vision, VI – Visually Impaired, VH - Visually Handicapped, D&D – Deaf & Dumb, BL- Both Leg, OA – one arm, OL – One Leg, OAL- One arm and one leg and EXSM - Ex-Servicemen, N.A. – Not Applicable.
- (5) The Educational qualification, age, experience and other conditions of eligibility as stipulated above shall be determined as on the closing date of receipt of applications.
- (6) Applications received before the opening date or after closing date or NOT in prescribed format SHALL NOT BE entertained by the Board and shall be summarily rejected without any further notice to the candidate.
- (7) Use of Calculator/Palmtop/Laptop/Other Digital Instrument/ Mobile/Cell Phone/Pager is not allowed, unless otherwise specifically permitted. In case any candidate found to possess the same he/she will be debarred from the examination and legal proceedings can also be initiated.
- (8) In case of any discrepancy among the English, Hindi, Urdu and Punjabi versions of the advertisement/information, the English version will be treated as final.

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

SECTION – B**Examination Scheme:**

For post codes: 69/09 to 73/09 & 75/09 to 77/09 & 90/09 to 92/09

The examination will be conducted in two parts i.e. Preliminary Examination followed by Main Examination given as under:-

PART – I	Preliminary examination	Objective Type	2 ½ Hours	200 Marks
PART – II	Main examination	Descriptive Type	2 ½ Hours	200 Marks

PART-I Preliminary Examination (Objective Type)

For post codes: 69/09 to 72/09

SECTION	TEST COMPONENTS	DURATION: 2 ½ hours	
		NO. OF QUESTIONS	MARKS
A. (i)	Test of General Awareness,	20	20
(ii)	General Intelligence and Reasoning ability	20	20
(iii)	Arithmetical & Numerical Ability	20	20
(iv)	Test of Language Hindi	20	20
(v)	Test of Language English	20	20
B. (i)	Educational Psychology, Technology, Communication Skills, Teaching & Learning processes & related Topics FOR POST CODE-72/09- Child Psychology, Educational Technology, Communication Skills, Teaching & Learning processes & related Topics.	20	100
(ii)	Objective type multiple choice questions on the subject concerned as per the qualification prescribed for the post	80	
	TOTAL	200	200

PART – II MAIN EXAMINATION (DESCRIPTIVE TYPE)

PART - II Main Examination consists of Descriptive type Questions of 200 marks to be answered in 2½ Hours. There will be 10 questions of 20 marks each with option/choice in each question.

For post codes: 73/09 & 76/09

SECTION	TEST COMPONENTS	DURATION: 2 ½ hours	
		NO. OF QUESTIONS	MARKS
(A)	(i) Test of General Awareness,	20	20
	(ii) General Intelligence and Reasoning Ability	20	20
	(iii) Arithmetical & Numerical Ability	20	20
	(iv) Test of Language Hindi	20	20
	(v) Test of Language English	20	20
(B)	Objective type multiple choice questions on the subject concerned as per the qualification prescribed for the post.	100	100
TOTAL		200	200

PART – II MAIN EXAMINATION (DESCRIPTIVE TYPE)

PART - II consists of Descriptive type Questions of 200 marks to be answered in 2½ Hours. There will be 10 questions of 20 marks each with option/choice in each question.

For post codes: 90/09(Grade – II),

SECTION	TEST COMPONENTS	DURATION: 2 ½ hours	
		NO. OF QUESTIONS	MARKS
(i)	Test of General Awareness,	50	50
(ii)	General Intelligence and Reasoning ability	50	50
(iii)	Arithmetical & Numerical Ability	50	50
(iv)	Test of Language Hindi and English	50	50
TOTAL		200	200

PART – II MAIN EXAMINATION (DESCRIPTIVE TYPE)

PART - II consists of Descriptive type Questions of 200 marks to be answered in 2½ Hours. There will be 10 questions of 20 marks each with option/choice in each question.

For post codes: 91/09 & 92/09

SECTION	TEST COMPONENTS	DURATION: 2 ½ hours	
		NO. OF QUESTIONS	MARKS
A. (i)	Test of General Awareness	40	40
(ii)	General Intelligence and Reasoning ability	40	40
(iii)	Arithmetical & Numerical Ability	40	40
(iv)	Test of Language Hindi	40	40
(v)	Test of Language English	40	40
TOTAL		200	200

PART – II MAIN EXAMINATION (DESCRIPTIVE TYPE)

PART - II consists of Descriptive type Questions of 200 marks to be answered in 2½ Hours. There will be 10 questions of 20 marks each with option/choice in each question.

SKILL TEST (TYPEWRITING & STENOGRAPHY)

The candidates short listed on the basis of Part-II Main Examination will be required to appear in Skill Test of Typewriting and Stenography as prescribed for the Post Code-91/09 Stenographer Grade-III and Post Code-92/09 Junior Stenographer respectively.

For Post Code:75/09 & 77/09

SECTION	TEST COMPONENTS	DURATION: 2 ½ hours	
		NO. OF QUESTIONS	MARKS
A. (i)	General Awareness & General Intelligence	40	40
(ii)	Arithmetical & Numerical Ability	20	20
(iii)	Test of Language Hindi	20	20
(iv)	Test of Language English	20	20
B.	Objective type multiple choice question on concerned subject as per qualification prescribed for the post	100	100
TOTAL		200	200

PART – II MAIN EXAMINATION (DESCRIPTIVE TYPE)

PART - II consists of Descriptive type Questions of 200 marks to be answered in 2½ Hours. There will be 10 questions of 20 marks each with option/choice in each question.

ONE TIER MAIN EXAMINATION (OTM) – OBJECTIVE TYPE

For Post Code-74/09 & 78/09 to 89/09

OTM	Main Examination	Objective Type	2-1/2 Hours	200 Marks
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SECTION	TEST COMPONENTS	DURATION: 2 ½ hours	
		NO. OF QUESTIONS	MARKS
A. (i)	Test of General Awareness	20	20
(ii)	General Intelligence	20	20
(iii)	Arithmetical & Numerical Ability	20	20
(iv)	Test of Language Hindi	20	20
(v)	Test of Language English	20	20
B.	Subject related post specific question	100	100
TOTAL		200	200

Note:

- (1) Questions will be bilingual in Hindi & English except for the Languages which would be in the concerned language only.
- (2) In Part-II Main Examination (Descriptive Type), the candidates will have to write the answers either in Hindi or in English at the space provided on the Question-cum-Answer Booklet itself. The medium of writing the answers i.e. Hindi or English must be specified on the Question-cum-Answer Booklet at the space provided. The candidates will not be given any additional answer sheet.
- (3) Preliminary Examination (Objective type) will be of qualifying nature (except in One Tier Main Examination) for short listing the candidates for appearing in Main Examination (Descriptive type). Final merit list of candidates will be prepared on the basis of performance of candidates (marks secured) in the Main Examination (Descriptive type) only.
- (4) The minimum qualifying marks for Preliminary Examination is 40% for General Category candidates and 30% for Reserved Category candidates subject to maximum of 10(Ten) times the number of vacancies. The minimum qualifying marks for main Examination/One Tier Main Examination is 45 % for General Category candidates & 35% for Reserved Category candidates.
- (5) There will be no negative marking for wrong answers.
- (6) There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in the examinations conducted by DSSSB.

SYLLABUS:

The syllabus for PART – I Preliminary Examination and One Tier Examination (OBJECTIVE TYPE) will be as follows:-

SECTION-A

General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment around him and its application to society. The questions will be designed to test knowledge of current events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries, especially pertaining to History, Polity & Constitution, Sports, Art & Culture, Geography, Economics, General Policy, Everyday Science, Scientific Research, National/International Organizations /Institutions and Current Affairs etc.

General Intelligence and Reasoning Ability: The syllabus of General Intelligence 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.

General English and General Hindi: In addition to the testing of candidate's understanding and comprehension of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Arithmetic and Numerical Ability: The test of Arithmetical and Numerical Abilities will cover Number System 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.

SECTION-B

Post specific subject related questions: The questions will be on the concerned subject/trade/ work/qualification of the relevant post as prescribed in the recruitment rules and will be of the same level as applicable for the concerned post.

The syllabus for Part – II Main Examination (DESCRIPTIVE TYPE) will be as follows:-

The Examination will consist of descriptive type questions of 200 marks to be answered in 2 ½ hours. There will be 10 questions of 20 marks each with option/choice in each question. The questions will be on the concerned subject/trade/ work/qualification of the relevant post as prescribed in the recruitment rules and will be of the same level as applicable for the concerned post.

TIME OF EXAMINATION:

One Tier Main Examination (Objective Type)	10.30 A.M. to 1.00 P.M.
PART –I Preliminary Examination (Objective type)	10.30 A.M. to 1.00 P.M.
PART –II Main Examination (Descriptive type)	3.00 P.M. to 5.30 P.M.

[PART I (Preliminary) and Part II (Main) examination will be conducted on the same day]. Candidates can appear only in one Subject/Post Code of their choice as Part-I (Preliminary) Examination (Objective Type) and Part-II Main Examination (Descriptive Type) will be held on the same day. The Examination schedule will be published in leading newspaper, Employment News and will also be given in DSSSB's Website www.dsssb.delhigovt.nic.in.

SECTION-C

GENERAL INSTRUCTIONS AND PROCEDURE FOR SUBMISSION OF APPLICATION FORM

(1) OPENING & CLOSING DATES, TIME, PLACE FOR SUBMISSION OF APPLICATION:

(i) The opening date for receipt of application is 29/12/2009. The closing date is 15/01/2010. Receiving counters will be opened between 10:00 a.m. to 05.00 p.m. on all working days (except Saturday, Sunday & Gazetted Holidays). In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications. Applications received before the opening date or after the closing date SHALL NOT be entertained. Applications sent through post office should also reach DSSSB office of the Board on or before the closing date and time mentioned above. The Board will not be responsible for any postal delay or loss.

(ii) The complete application forms duly filled in alongwith photocopies of relevant documents/certificates duly attested by a Gazetted Officer and the IPO should be handed over at the **Reception counters at the Office of the DSSSB, FC-18, Institutional Area, Karkardooma, Delhi as per the time prescribed above.**

The application can also be sent by Post, addressed to The Secretary, Delhi Subordinate Services Selection Board, FC-18, Institutional Area, Karkardooma, Delhi-110092 alongwith one Post Card bearing postal stamp of Rs.6/- to reach the Board office as per the prescribed date and time, mentioned at 1(i).

(iii) The applications submitted by the applicants will be received by DSSSB at the reception counter of the Board. The ID Number for received application (either submitted by applicant in person or those received by the Board by post by closing date) will be forwarded later to the applicant through post in the stamped and self addressed post Card, if submitted by the candidate along with the application. In case, any applicant does not receive the acknowledgement within 30 days of the last date of receipt of application, the candidate should contact/report at the reception counter of the Board immediately along with necessary details including Name, Father's Name, Date of Birth, Details of IPO (if applicable), etc. The ID Number allotted should be quoted in all future correspondence.

(2) FEE PAYABLE & MODE OF PAYMENT

(i) **Application must be accompanied by a crossed Indian Postal Order (IPO) of Rs.100/- for Group 'B' posts and Rs.50/- for Group 'C' posts in favour of 'The Secretary, Delhi Subordinate Services Selection Board' payable at Krishna Nagar, Head Post Office, Delhi-110051.** No other form of payment will be accepted by the Board.

(ii) The Indian Postal Order should have been issued on or after the date of issue of this advertisement in Employment News. Unreserved Category candidates and OBC Category candidates should pay full fee.

(iii) Applicants belonging to SC/ST/PH/EXSM will be exempted subject to submission of relevant documentary evidence duly issued by the competent/notified Authorities. The candidates seeking benefits of fee concession should enclose the duly attested copies of relevant certificates in support of their claim.

(iv) The candidate should write his/her name and address in capital letters at the space provided in IPO.

(v) Fee once paid will not be refunded

(3) INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

(i) The application form as per the format given in SECTION- D should be photocopied or typed or computer printed or printed on a good quality (70 GSM) A-4 Size White Photostat paper giving adequate space for each row and column. **Newspaper cutting must not be used as application form.** Application in any other format will be rejected.

- (ii) The application should be filled up using **Black ball pen only.**
- (iii) Application may be filled in Hindi or English. **No other language will be accepted by the Board.**
- (iv) The candidate must write his/her Name, Father's/Husband's name and Date of Birth as it appears in the Matriculation/Secondary Certificate or equivalent. If the candidate has changed his/her name after matriculation, his/her father's name, her husband's name necessary documentary proof/affidavit issued by a First Class Magistrate should be attached.
- (v) **All applicable columns must be filled. No column should be left blank, instead it should be marked "NA" wherever not applicable. Incomplete application will be summarily rejected.**
- (vi) No traveling allowance or other expenses in connection with the submission of application and appearing in the examination will be paid to the candidates.

(4) ELIGIBILITY CONDITIONS

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

NOTE – No candidate will be admitted to the examination unless he/she holds a certificate of admission (Admit Card) from the DSSSB. **No photocopy of the Admit Card will be allowed.**

(5) RESERVATION BENEFITS

- (i) Reservation benefits will be available to the candidates in accordance with the instructions/orders/circulars, issued from time to time by the Competent/Notified Authorities.
- (ii) **Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, must submit duly attested copies of relevant certificates issued by competent/notified authority (in prescribed format) alongwith their application, otherwise, their claim for SC/ST/OBC/Physically Handicapped/Ex-Servicemen/Sports category will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies if eligible otherwise.**

(6) AGE RELAXATION

Candidates belonging to SC/ST category are eligible for age relaxation up to a maximum of 5 years and candidates belonging to OBC up to a maximum of 3 years. Candidates belonging to categories such as Ex-Servicemen, Physically Handicapped, Government Employees and other special categories are eligible for age relaxation as per the orders of the Government of India issued from time to time. Applicants claiming age relaxation should enclose photo copies of necessary documents in support of such claim duly attested by a Gazetted Officer.

- (a) The relaxation in upper age limit up to a maximum of 5 years (10 years for persons belonging to SC/ST communities and 8 years for persons belonging to Other Backward Classes in respect of posts reserved for them) may be allowed to meritorious sportswomen/sportsmen in the field of games/sports recognized by the Government for such purpose provided they satisfy all other conditions prescribed by Government from time to time. The persons claiming age relaxation under this sub-para should produce certificate issued by the Competent Authority in the prescribe pro-forma.

(7) DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM

- (a) All candidates must attach the following documents alongwith the Application Form:
- (i) Indian Postal order for the requisite amount. (IPO of Rs. 100/- for Group 'B' post and Rs.50/- for Group 'C' post.)
 - (ii) One self addressed postcard bearing postal stamp of Rs.6/- is to be attached for issue of acknowledgment of the application to the candidate. Candidate must write advertisement number, name of the post and post code number on the post card. An ID number will be issued by the board on this post card indicating the acknowledgement of the application form.
- (b) All candidates must attach **attested photo copies duly attested by Gazetted Officer** of the following documents alongwith the Application Form:
- (i) Two recent passport size coloured photographs (front face) out of which one should be pasted (not stapled or tagged) on the space provided in the application form. The second copy of the **same photograph** should be attested by the Gazetted Officer and be attached carefully with the application form for the purpose of identification of the candidate at any stage of recruitment.
 - (ii) Matriculation/Secondary certificate or equivalent in support of their declaration of age.
 - (iii) Degree or Diploma or other certificates in support of claim of educational qualifications (copies of ALL THE YEAR WISE MARKS-SHEET) from Matriculation onwards /experience/age-relaxation etc.
 - (iv) Community/Category Certificate/Physically Handicapped/ Ex-Serviceman Certificate/ Government Employee Certificate (as mentioned at NOTE 1(iv) of Section –A) issued by notified/competent authorities, if benefit is claimed under any of the above categories.
 - (v) An undertaking from the candidates in Government Service indicating that they have informed in writing to their Head of Office/Department that they have applied for the Exam. alongwith a copy of the application submitted to the Head of Office/Department in addition to undertaking and the certificate as mentioned at NOTE 1(iv) of Section -A. Application received after closing date even if forwarded by the department well in advance, will be summarily rejected.

NOTE

- (i) **If the above documents are not submitted alongwith the application, his/her candidature for the concerned post will be cancelled. If at any stage of selection/recruitment process the application is found to be incomplete, or required documents are not attached, his/her candidature for concerned post will be cancelled.**
- (ii) **Candidates are advised in their own interest to retain a photocopy of their application form for their record.**

(8) INVALID APPLICATIONS

The applications with any of the following deficiencies or irregularities will be treated as invalid and summarily rejected.

- a. Application not submitted in prescribed format or submitted before opening date or after closing date.
- b. Incomplete or illegible or incorrectly filled up applications.
- c. Without passport size coloured photograph (front face) affixed on application form in the space provided.
- d. Without signature and left hand thumb impression in boxes below the Photograph and at the end of Application form.
- e. Signature in block capital letters in English or in different languages and in different style/mode.
- f. Less or without fee/IPO, in case the candidate is NOT exempted from paying the fee.
- g. Without detailed particulars of Examination fees not filled in relevant column of Application.
- h. Applications not filled in English or Hindi or not filled by candidate in his/her own handwriting.
- i. Under/over aged candidates.
- j. Not having the requisite qualifications as on closing date.
- k. More than one application for the post by the same candidate for the same post.
- l. Applications of more than one candidate sent in one envelope.
- m. Not enclosing relevant/caste certificate in case of SC/ST/OBC/EXSM/PH issued by the competent authority on proper proforma under his signature, name and designation of office seal.
- n. Without attestation of Gazetted Officer on any of Xerox copy(ies) of certificate.
- o. Application from a candidate debarred from appearing in the Exam by the DSSSB/SSC for life time or for a particular period.

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

(9) MODE OF SELECTION

- (i) The selection shall be made by the Board by way of written examination(s), the dates of which will be notified subsequently. The examinations will be held at various centers in Delhi only.
- (ii) Wherever Part-I (Objective type) and Part-II (Descriptive type) are held, part-I (objective type) will be of qualifying nature for short listing the candidates. The part-II question-cum-answer booklets (descriptive type) of only those candidates who have been qualified in part-I, will be evaluated. Final merit list of candidates will be prepared on the basis of performance of candidates (marks secured) in the part-II (descriptive type) Examination only.
- (iii) The Board has full discretion to fix minimum qualifying marks for selection of posts for different categories i.e. UR/SC/ST/OBC/PH/EXSM in order to achieve qualitative selection and to recruit the best talent available.
- (iv) There will be separate selection list for all the posts wherever applicable.
- (v) The Board makes provisional selection of the candidates on the basis of information and documents/certificates provided by the candidate in his/her application and recommend the same to the indenting department. Further the Appointing Authority i.e. the indenting department verifies and satisfies itself about the authenticity of documents/certificates and eligibility as per the Recruitment Rules before finally appointing the candidate(s). Therefore, the provisional selection of a candidate confers him/her no right of appointment unless the Appointing Authority is satisfied after such inquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post.

(10) CANCELLATION OF CANDIDATURE

- (i) The candidates applying for the posts should ensure that they fulfill all the eligibility conditions. Merely because a candidate has been allowed to appear at the examination will not be considered as a valid ground for his/her being eligible for the selection. **If on verification at any time before or after the written examination or at any stage of recruitment process, it is found that they do not fulfill any of the eligibility conditions, his/her candidature for the post applied for, will be cancelled by the Board/Appointing Authority.**
- (ii) Candidates are cautioned that they should not furnish any incomplete or false information or indulge in impersonation or submit any document which is defective or fabricated or otherwise commit any act of misconduct in submitting the application forms or during the course of recruitment or fraudulently claim SC/ST/OBC etc. and other benefits. In case any such case is detected, the Board/Appointing Authority reserves its right to withdraw/cancel any selection and take legal action against the candidate concerned. The candidate may be permanently or for a specified period **debarred** from taking part in the recruitments conducted by the Board.

(11) GENERAL INSTRUCTIONS FOR CANDIDATES

1. The Admit Card will be issued on the basis of information furnished by the candidate in his/her application. The DSSSB is not verifying/scrutinizing application initially but it is done at the final stage of selection, therefore mere appearance at the examination does not entitle him/her to any claim for the post. The candidature will be treated as **debarred ab-initio** in case he/she does not fulfill the eligibility criteria. Candidates should satisfy himself/herself regarding the possession of the required qualifications, age and caste etc. as stipulated for the post he/she has applied for before appearing in the examination.
2. Only one Admit Card for Preliminary and Main Examination shall be dispatched to all the eligible candidates. The Board is not responsible for any postal delay/loss. If any candidate does not receive the admit card by the date specified as above, he/she may collect the Duplicate Admit Card from the **Office of the Board, Reception Counter, FC-18, Institutional Area, Near Railway Reservation Centre, Karkardooma, Delhi – 110302 on the date and time to be announced later.** The candidate who comes to collect the Duplicate Admit Card must bring with him/her the Acknowledgement Slip and/or any other proof of submitting the application form as well as proof of his/her identity in original such as driving licence, PAN card, Voter I.D. and a photocopy to be submitted to Board. If any of the dates on which duplicate admit card is being issued happens to be a public holiday, the counters would be opened on the next day also.
3. If any candidate appearing for the above examination finds that his/her name, reservation category, post name, post code, photo and signature missing or incorrect in his/her Admit Card, he/she should get it rectified by visiting the Office of the Board on the dates of issue of duplicate admit cards on the date, time and venue to be announced later. **The Board does not make corrections of Admit Cards, if sent by Post.** Any modification in the admit card at the examination center will not be allowed.
4. If a candidate receives more than one Admit Card for same post code, he/she should contact the office of the Board and get a single Admit Card issued. **No later request after the dates (to be announced later) will be entertained. Therefore the candidates are advised to come to the office of the Board on the dates and time to be announced later for issue of duplicate admit cards.**
5. **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. for forenoon session & 01:30 PM to 2:30 PM for afternoon session.** Entry to the Examination Centre will be closed at 10:00 A.M for forenoon session & 2:30 PM for afternoon session. **No candidate will be allowed to enter the Examination Centre after 10:00 A.M. for forenoon session & 2:30 PM for afternoon session under any circumstances.**

6. The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
7. The Board reserves the right to cancel a part of or entire process of examination due to administrative reason(s) and in case of unfair means, cheating or other irregularities/malpractice noticed by the Board. The Board also reserves the right to cancel or set up a new examination centre and divert the candidates to appear at that examination centre if required.
8. The Board reserves the right to cancel any centre of exam and ask the candidates of that centre to appear at another centre. The Board also reserves the right to direct candidates of any centre to some other centre to take the exam. No request for change in date, time and centre of exam will be accepted under any circumstances.
9. The candidature of the candidate to the written Examination is entirely provisional and subject to the outcome of any direction/decision/order/pronouncement of any Court of Law and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
10. In Part – I (Preliminary Examination), OMR Sheet & Question Booklet and in Part – II (Main Examination), Question-Cum-Answer Booklet are to be surrendered to the Invigilator after completion of the Part – I (Preliminary Examination) & Part – II (Main Examination) respectively.
11. The candidates should scrupulously follow the instructions given by the Centre Superintendent and the Invigilators at every stage of exam. If a candidate violates the instructions, his/her candidature will be cancelled.
12. In Part- I (Preliminary Examination), the candidate will sign on Admit Card at prescribed space in the presence of invigilator & thereafter invigilator will sign the Admit Card. The candidate is also required to put left thumb impression on the attendance sheet and OMR sheet in the presence of the invigilator. The Admit Card will be handed over to the candidate by invigilator after the completion of Part – I (Preliminary Examination). The candidate would have to show the same admit card for entering into exam center/examination room for Part – II (Main Examination). In part – II (Main Examination) the candidate shall again sign on the admit card in prescribed space in the presence of the Invigilator. The candidate is also required to put left thumb impression on the Question cum Answer Booklet in Part-II (Main Examination) also in the presence of Invigilator. The Invigilator shall also sign on the admit card at prescribed space. The admit card shall be collected by Invigilator and shall not be returned to the candidate after Part – II (Main Examination). If any candidate takes the admit card back with him/ her after Part – II (Main Examination), the candidature of the candidate will be rejected.
13. If any candidate does not appear in Part-I (Preliminary Exam), he will not be allowed to appear in Part-II (Main Examination).
14. After the exam is over, the candidate should hand over the Question Booklet to the Invigilator before leaving the room. Any candidate who do not return the Question Booklet or is found attempting to take the Question Booklet outside the examination hall or pass on the Question Booklet to someone else inside the examination hall will be disqualified and the Board may take further appropriate action against him/her as per rules
15. **Special Instructions to Physically Handicapped & Visually Handicapped Candidates i.e. Blind (VH) & Partially Blind Candidates (VI).**

A. Special Instructions to Physically handicapped Candidates

Physically Handicapped (PH) candidates in upper extremities including orthopedic disabilities which affect the motor and coordination skills, dyslexic and cerebral palsy persons (hereinafter referred to as PH candidates) who are unable to write themselves (with Physical disabilities not less than 40%) can avail the assistance of a scribe for writing replies on their behalf.

B. Special Instructions to Visually Handicapped Candidates i.e. Blind (VH) & Partially Blind Candidates (VI).

- a. **If any blind (VH) or Partially blind (VI) candidate receives the admit card indicating any category other than VH or VI, as the case may be, the**

- candidate should approach to the board for correction of category in the admit card on the date and time to be announced later.
- b. **Visually handicapped (VH) candidates (including blind and partially blind persons) with visual disabilities not less than forty percent can avail the assistance of a SCRIBE for writing answers on their behalf.**

Common Instructions to Physically Handicapped & Visually Handicapped Candidates i.e. Blind (VH) & Partially Blind Candidates (VI).

- (a) For allowing the scribe the candidates will submit disability certificate (wherein type of disability and its percentage is mentioned) from competent medical board.
- (b) If any VH/PH/VI candidate receives the admit card indicating any category other than VH/PH, as the case may be, the candidate should approach to the board for correction of category in the admit card on the dates & time to be announced later for issue of duplicate admit cards.
- (c) VH & PH candidates will have to bring their own scribe (writer) but the educational qualification of the scribe should be one level below the educational qualification prescribed for the post applied for. **The educational minimum qualification certificate produced by the scribe should NOT have been issued prior to one year of the date of examination.**
- (d) A prescribed proforma "Declaration of the Scribe (Writer)" & "Declaration by the VH/PH candidate" in this regard will be sent to the Visually & PH candidates along with his Admit Card. In case of non-receipt of the above proforma, the PH candidates may collect the same from the Office of the Board on any of the working days on the date and time to be announced later and can also download it from the official website of the board at www.dsssb.delhigovt.nic.in with minor change in the proforma of VH by changing VH to PH.
- (e) The declaration of the scribe and the declaration of the VH/PH Candidate duly attested by the Gazetted Officer shall be verified/countersigned by a designated officer of the board at the office of the Board on the dates & time to be announced later for issue of duplicate admit cards.
- (f) The VH/PH candidate is required to bring his own original Disability Certificate issued by the competent Medical Board along with above mentioned declarations and the following documents of the Scribe at the office of the Board on the dates & time to be announced later for issue of duplicate admit cards i.e. (i) Attested copy of the identification proof, (ii) Attested copies of Educational Qualification and (iii) two recently taken passport size colored photograph duly attested.
- (g) The declaration of the scribe and the declaration of the Blind Candidate duly attested by the Gazetted officer shall be verified/countersigned by a designated officer of the board at the examination centre itself. These candidates should come to the examination centre at least one hour before the normal reporting time for the purpose of verification of all such documents. The candidates are not required to come to the office of the Board for verification purpose.
- (h) 50 minutes extra time shall be given in addition to the normal time allowed of 2 ½ hours to all the VH/PH candidates only with permission to use the facility of scribe duly verified by DSSSB.

(12) ACTION AGAINST CANDIDATE FOUND GUILTY OF MISCONDUCT

Action will be taken against candidate who is or has been declared by the Board to be guilty of any of the following:-

- (i) Obtaining support for or canvassing his/her candidature by any means or
- (ii) Impersonating or
- (iii) Procuring impersonation by any person or
- (iv) Submitting fabricated documents or documents which have been tampered with or
- (v) Making statements which are incorrect or false or suppressing material/information or

- (vi) Resorting to any other irregular or improper means in connection with his candidature for the examination or
- (vii) Misbehaving in any other manner in the examination hall or
- (viii) Using unfair means in the examination hall. Use of Calculator/Palmtop/Laptop/Other Digital Instrument/Mobile/Cell Phone/Pager or possession thereof by the Candidate after commencement of examination shall also be termed as 'using unfair means' besides violation of Instructions to Candidates or
- (ix) Taking away the Question Booklet/Answer Sheet with him/her from the examination hall or passing it on to unauthorised person during the conduct of the examination or
- (x) Harassing or doing bodily harm to the staff employed by the Board for the conduct of these examination or
- (xi) Violation of any of the instructions issued to candidates along with their Admit Card permitting them to take examination or
- (xii) Attempt to commit or abet, as the case may be, all or any of the acts specified in the above clauses may in addition to rendering himself liable to criminal prosecution be liable:-
 - (a) To be disqualified by the Board from the examination for which he/she is a candidate as also from any other examination/selection of the Board in which he/she might have appeared but the final result/selection has not yet been declared/made and or
 - (b) To be debarred either permanently or for a specified period which may extend to 10 years by the Board from any examination held or selection made by them.
 - (c) To take disciplinary action under appropriate rules if he/she is already in service under Government.
 - (d) To take any other appropriate legal action.

(13) DECISION OF THE BOARD IS FINAL

The decision of the Delhi Subordinate Services Selection Board in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection, conduct of examination(s) and allotment of exam centers, selection and allotment of post/organizations to the selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

(14). COURT'S JURISDICTION

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

NOTE:-

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

Annexure - I**FORM OF DECLARATION/UNDERTAKING TO BE SUBMITTED BY THE OBC CANDIDATE [IN ADDITION TO THE COMMUNITY CERTIFICATE(OBC)]**

I, _____ Son/Daughter of Shri _____
 resident of Village/town/city _____
 district _____ State _____ hereby declare that I belong to the
 _____ Community which is recognized as a backward class by the Government of
 India for the purpose of reservation in Services admission in Central Govt. institutions as per
 orders contained in the Department of Personnel and Training Office Memorandum
 No.36012/22/93-Estt.(SCT) dated -8/09/1993. It is also declared that I do not belong to
 persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above
 referred Office Memorandum dated 08/09/1993, which is modified vide Department of
 Personnel and Training Office Memorandum No.36033/3/2004-Estt.(Res.) dated
 14/10/2008.

Place:_____
*(Signature of the Candidate)***Date:**_____
(Name of the Candidate)

PART -II

- 1 (a) HAVE YOU APPLIED, PREVIOUSLY, FOR ANY POST TO THE DSSSB (TICK MARK '✓' IN THE BOX) YES NO
- (b) IF YES, PLEASE MENTION DETAILS THEREOF
POST CODE ROLL NO. POST CODE ROLL NO.
2. (a) WHETHER DEBARRED IN ANY EARLIER EXAMINATION BY DSSSB? (TICK MARK '✓' IN BOX) YES NO
- (b) IF YES, GIVE DETAILS - (I) POST CODE, (II) ROLL NUMBER, (III) DATE OF DEBARMENT, (IV) PERIOD FOR WHICH DEBARRED
.....

3. PLACE OF BIRTH

VILL.	DIST.	STATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. NATIONALITY _____

5. DETAILS OF EXSM (If you are Ex-servicemen ,Please specify your)

- (a) Date of appointment in Armed Force;
(b) Date of Discharge :

- (c) Length of service in Armed Force:
(d) Your last unit/council

5.(a) MEDIUM OF LANGUAGE IN DESCRIPTIVE TEST (PART-II) : English/Hindi (Strike off whichever is not applicable)

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

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

(b) IF YES, SINCE WHEN

DATE

MONTH

YEAR

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

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

9. DECLARATION:

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

PLACE: _____

DATE : _____

(SIGNATURE OF THE CANDIDATE)

NAME _____

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