



ADVERTISEMENT NUMBER 01/2011

OPENING DATE FOR RECEIPT OF APPLICATIONS: 24/10/2011.	CLOSING DATE FOR RECEIPT OF APPLICATIONS 17/11/2011. (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: APPLICATION RECEIVING COUNTER, OFFICE OF DSSSB, FC-18, INSTITUTIONAL AREA, KARKAR DOOMA, DELHI-110092.	
APPLICATIONS RECEIVED THROUGH POST : 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 FORM 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 ALONGWITH ALL THE EDUCATIONAL/PROFESSIONAL/EXPERIENCE AND CASTE/CATEGORY DOCUMENTS.	
APPLICATION FORM : (AS PRINTED IN EMPLOYMENT NEWS/WEBSITE OF DSSSB) SHOULD BE COPIED ON A GOOD QUALITY (70 GSM) A-3/LEGAL WHITE PHOTOSTAT PAPER AS PER PRESCRIBED FORMAT.	

Applications are hereby invited from eligible candidates for recruitment to various posts in different Departments under Government of NCT of Delhi and, its autonomous/local bodies. The details regarding name of the post(s), post code, Department, number of vacancies, educational qualifications, experience required, pay scale, age limit etc. as per the Recruitment Rules provided by the user department are given at Section A of this Advertisement. However, the applicants are required to go through the detailed advertisement at section 'B' for Scheme of Examination, Section 'C' for General instructions & procedure for submission of application form and Section 'D' for Prescribed Application form. The candidates can also see the complete advertisement in DSSSB website i.e. www.dsssb.delhigovt.nic.in.

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

- (1) Prescribed Application form shall be filled in his/her own handwriting as given in Section D.
- (2) (a) COLOUR Passport size clear photograph with light background.
(b) It should be in SHARP FOCUS.
(c) Black and white/Poloroid and blurred photographs will not be acceptable and are liable for rejection.

- (3) SC/OBC candidates seeking the benefit of reservation should submit the SC/OBC certificate issued to them by the competent authority of Government of NCT of Delhi on or before the prescribed closing date. The OBC candidates shall also submit the Duly filled **Annexure I**.
- (4) The vacancies in the advertisement, earmarked for different reserve categories i.e. SC/OBC, are as per the requisition of the user department which may increase or decrease. It is clarified for the prospective candidates of SC/ST categories, that the reservation benefits in these categories for the vacancies shall be admissible as per judgement dated 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 and the related instructions of the Government. Therefore, the candidates who have obtained the SC/ST certificates in Delhi on the basis of the certificates of their parents issued by other States and have migrated to Delhi are not entitled for the benefit of reservation and shall be considered under UR category, if eligible otherwise. All prospective candidates are advised to check their eligibility regarding admissibility of benefit of reservation accordingly. In view of Judgment dated 04/08/2009 of Hon'ble Supreme Court of India and in the absence of Presidential notification under Article 342 of the Constitution of India declaring any tribe to be a ST in the UT of Delhi, the vacancies under ST category are not being advertised.

The applicants are advised to apply in the prescribed Form.

DSSSB will conduct a combined Preliminary Examination (Part-I) and Main Examination (Part-II) in one go. The total duration for the said combined examination will be of 03 (three) hours. The Preliminary examination of 01(one) hour duration shall be immediately followed by the Main Examination of 02 (two) hours duration.

Section – A

Post Code: 01/11

**PHARMACIST
in MCD**

Number of Vacancies: 18 (UR-10,OBC- 05,SC - 03)

Essential Qualifications: (i) Must have passed the Matriculation or equivalent examination of a recognised University/ Board. (ii) Must be registered as a qualified Pharmacist/Dispenser with a recognised Pharmacy Council; (iii) 2 years' experience as a Pharmacist/Dispenser. **Desirable :** Knowledge of Hindi.

Pay Scale: Rs 4500-7000/-(Pre-revised) ; **Group:** 'C' ; **Probation Period:** 02 years;

Age Limit: Not exceeding 32 years & relaxable for SC upto 05 years, OBC upto 03 years, Govt. Servant and employees of MCD upto 05 years in accordance with the instructions issued by the Central Government from time to time.

This Post has not been identified as suitable for persons with disability as per the Requisition of the User Department.

(R. no. ADC(H)/2007/4980 dated 08/06/07)

Post Code: 02/11

**PHARMACIST
in NDMC**

Number of Vacancies: 05 {OBC - 05 including PH(OL, BL)- 01}

Essential Qualifications: 1. Matric or its equivalent from a recognised institution.
2. Diploma in Allopathic Pharmacy from a recognized institution. 3. Must be registered with the Indian Pharmacy Council.

Pay Scale: Rs 5200-20200 + GP 2800/- ; **Group:** 'C' ; **Probation Period:** 02 years;
Age Limit: 18-32 years & relaxable for OBC upto 03 years and PH&OBC upto 13 years.

This post is identified as suitable for OH persons only as per the Requisition of the User Department.

(R. no. D-758/H.E.-II/SA-I dated 31/05/10)

Post Code:3/11

**PHARMACIST
in HEALTH AND FAMILY WELFARE DEPARTMENT**

Number of Vacancies : 31 {SC - 31 including OH(OL,BL)- 01, EXSM – 03}

Essential Qualifications: (a) B. Pharmacy from a recognized institute **OR** (i.) 10+2 with Science Stream (Physics/Chemistry/Biology) from a recognized Board. (ii) Approved Diploma in Pharmacy from a Institute recognized by the Pharmacy Council of India and registered as Pharmacist under the Pharmacy Act, 1948.

Pay Scale: Rs 5200-20200 + GP 2800/- ; **Group:** 'C' ; **Probation Period:** 01 year;

Age Limit: 18- 30 years & relaxable for SC upto 05 years, SC&PH upto 15 years, Departmental SC candidates with 03 years continuous service who are in the same line or allied cadres upto 45 years in accordance with the instructions issued by the Govt. from time to time.

This post is identified as suitable for OH persons only as per the Requisition of the User Department.

(R.No.1 (233)/H&FW,TRC/Rect/2008/3244-45 dated 01/07/2010)

Post Code: 4/11

**PHARMACIST (UNANI)
in DIRECTORATE OF INDIAN SYSTEM OF MEDICINE & HOMOEOPATHY**

Number of Vacancies: 08 {UR - 05, OBC - 02, SC- 01 including PH (OH-OL/BL) -01}

Essential Qualifications: 1. Matric or equivalent from a recognised Institution.
2. Diploma in Unani Pharmacy of not less than 2 years duration from a Govt. Organisation or a Govt. recognised Institution.

Pay Scale: Rs. 5200-20200 + GP 2800/- ; **Group:** 'C' ; **Probation Period:-** 02 years ;

Age Limit: 18-27 years & relaxable for SC upto 05 years, OBC upto 03 years, PH upto 10 years, PH&SC upto 15 years, PH&OBC upto 13 years and Government servants upto 05 years in accordance with the instructions issued by the Govt. from time to time.

This post has not been identified as suitable for HH and VH persons as per the Requisition of the User Department.

(R. no. 4(17)/DISMH/09/Unani/4578 dated 10/11/2009)

Post Code: 5/11

**HOMEOPATHIC COMPOUNDER
in NDMC**

Number of Vacancies: 03 (UR- 01, OBC - 02)

Essential Qualifications: 1. Matric or its equivalent. 2. Atleast 2 years experience as Homeopathic Pharmacist in a Govt. or Pvt. Homeopathic Hospital/Dispensary.

Pay Scale: Rs. 5200-20200 + GP 2800/- ; **Group:** 'C' ; **Probation Period:** 02 years;

Age Limit: 18-30 Years & relaxable for OBC upto 03 years.

This post is identified as suitable for OH (lower extremities-minor defects) and HH(partially deaf) only as per the Requisition of the User Department.

(R. no. D-1455/HE II/SA I dated 01/10/2010)

<p>Post Code: 6/11</p> <p>Number of Vacancies: 22 (UR - 03, OBC - 14, SC - 05)</p> <p>Essential Qualifications: 1. Matric from a recognized institution or equivalent. 2. Diploma in General Nursing from a recognised institution. 3. Candidate must be registered with a recognised Nurses Registration Council.</p> <p>Pay Scale: Rs 10900-34800 + GP 4000/ ; Group: 'C' ; Non- Ministerial ; Probation Period: 01 year;</p> <p>Age Limit: 18-32 years & relaxable for SC upto 05 years & OBC upto 03 years.</p> <p>This post has not been identified as suitable for OH/HH/VH persons as per the Requisition of the User Department. (R. no. 376/H.E.II/SA-I dated 29/03/2010)</p>	<p>NURSE GRADE 'A' in NDMC</p>
<p>Post code : 7/11</p> <p>Number of Vacancies : 05 (UR - 03, OBC - 01, SC - 01)</p> <p>Essential Qualifications: (i) Matric pass from a recognised University/Board/School or equivalent (ii) 'A' Grade Diploma in Nursing from a recognized Institute or equivalent</p> <p>Desirable : Working knowledge of Hindi.</p> <p>Pay Scale: Rs 5200-20200 + GP 2400/- ; Group: 'C'; Probation Period 02 years;</p> <p>Age Limit: 18-27 years & relaxable for SC upto 05 years, OBC upto 03 years, Departmental candidates and Government employees and also WIDOWS, DIVORCED WOMEN AND WOMEN JUDICIALLY SEPERATED FROM THEIR HUSBANDS WHO ARE NOT REMARRIED UPTO THE AGE OF 35 YEARS in accordance with the instructions issued by the Govt. from time to time.</p> <p>This post is not identified as suitable for OH/HH/VH persons as per the requisition received from the User Department. (R.No.DJB/AC(D)/F.33(1)/Staff Nurse/Apptt./2010/81608 dated 16/08/2010)</p>	<p>STAFF NURSE GRADE ' B' in DELHI JAL BOARD</p>
<p>Post code : 8/11</p> <p>Number of Vacancies : 01(UR - 01)</p> <p>Essential Qualifications: i) Matriculate (ii) 'A' Grade Certificate in Nursing from a recognized Institute (iii) Diploma in Sister Tutor Course or B.Sc. in Nursing, (iv) Should be able to speak Hindi, (v) Preference will be given to female candidates. (vi) Registered as a Nurse or Midwife in any State Nursing Council.</p> <p>Pay Scale: Rs 9300-34800 + GP 4200/- ; Group – 'C' , Non- Gazetted; Probation Period : 02 years; Age Limit: Below 35 years.</p> <p>This post is not identified as suitable for OH/HH/VH persons as per the requisition received from the User Department. (R.No.2/335/2008/Estt./IHBAS/DSSSB/3364 dated 12/04/2010)</p>	<p>ASSISTANT SISTER TUTOR in INSTITUTE OF HUMAN BEHAVIOUR AND ALLIED SCIENCES</p>
<p>Post Code: 9/11</p> <p>Number of Vacancies: 196 (UR -107, OBC - 57, SC - 32)</p> <p>Essential Qualifications: (i) Matric pass from a recognized University/Board/School or equivalent; (ii) Qualified Midwife registered with Nursing Council of India as Auxiliary Nurse/Midwife;</p> <p>Desirable: (i) Professional experience in Government or Semi Government Hospitals,Nursing Home or Welfare Centre; (ii) Working knowledge of Hindi.</p> <p>Pay Scale: Rs 5200-20200 + GP 2400/- ; Group: 'C' ; Probation Period: 02 years</p> <p>Age Limit: 18-27 Years & relaxable for SC upto 05 years, OBC upto 03 years, Government servants and employees of MCD upto 35 years in accordance with the instructions issued by the Central Government from time to time.</p> <p>This post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department. (R. no. ADC/(H)/2010/806 dated 14/05/2010)</p>	<p>AUXILIARY NURSE/ MIDWIFE in MCD</p>

Post Code: 10/11

**STAFF NURSE
in HEALTH & FAMILY WELFARE DEPARTMENT**

Number of Vacancies: 189 {UR -103, OBC - 55, SC - 31 including OH(OL) - 02, EXSM - 20}

Essential Qualifications: 1. Matriculation or its equivalent.
2. "A" grade certificate in Nursing from a recognized institution. 3. Certificate in Midwifery. 4 Should be able to speak Hindustani fluently.

Pay Scale: Rs 9300-34800 + GP 4600/ ; **Group:** 'C', Non- ministerial, Non-Gazetted; **Probation Period:** 01 year;

Age Limit: Below 32 Years & relaxable for SC upto 05 years ,OBC upto 03 years, PH upto 10 years, PH&SC upto 15 years, PH&OBC upto 13 years and Departmental candidates in accordance with the instructions issued by GOI from time to time.

This post is not identified as suitable for HH/VH persons as per the requisition received from the User Department.

(R. no. 8/102/TRC/H&FW/2009/9317 dated 07/12/2010)

Post Code: 11/11

**PHYSIOTHERAPIST
in Directorate of Health & Family Welfare**

Number of Vacancies: 05 {OBC - 02, SC -03 including EXSM - 01, PH :- OH(OL/BL)- 01, HH - 01, VH(LV)- 01}

Essential Qualifications: F.Sc/Pre-Medical/Hr. Sec with Science and Diploma in Physiotherapy from a recognised institution.

Desirable: Two years experience as Physiotherapist in a Hospital.

Pay Scale: Rs. 9300-34800 + GP 4200/- **Group:** 'C', Non-Gazetted/Non-Ministerial;

Probation Period: 01 years as per RRs; **Age Limit:** Below 32 years & relaxable for SC upto 05 years, OBC upto 03 years, PH &SC upto 15 years, PH&OBC upto 13 years and for Departmental Candidates with 03 years continuous service who are in the same line or allied cadres upto 40 years (upto 45 years for SC employees) in accordance with the instructions/orders issued by the Central Government issued from time to time.

This post is identified as suitable for OH(OL,BL)/HH/VH(LV) persons as per the Requisition of the User Department.

(R.No. 6/23/TRC/H&FW//09/6079 dated 23/11/2009)

Post Code :12/11

**PHYSIOTHERAPIST
in MCD**

Number of Vacancies : 02 (UR-01, OBC-01)

Essential Qualifications : Diploma in Physiotherapy from a recognized Institution.

Pay Scale : Rs.9300-34800 + GP 4200/-; **Group :** 'C'; **Probation Period :** 02 years;

Age Limit : 18-27 years & relaxable for OBC upto 03 years, Govt.

Employee/Employees of MCD upto to 35 years in accordance with the instructions issued by Govt. of India from time to time.

This post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No.AO/(H)/VW/2011/GF-658/2425 dated: 23.05.2011

Post Code: 13/11

JUNIOR PHYSIOTHERAPIST
in INSTITUTE OF HUMAN BEHAVIOUR AND ALLIED SCIENCES

Number of Vacancies : 02 (UR - 02)

Essential Qualifications: 1. Matriculation or equivalent qualification from a recognized Board.

2. Three years Diploma in Physiotherapy from a recognized Institution 3. Desirable: 2 years experience in Physiotherapy from a recognized Institution. **OR** 1. 10+2 or equivalent from a recognized Board/with Science as subject. 2. Degree in Physiotherapy

Pay Scale: Rs 5200-20200 + GP 2800/- ; **Group :** 'C' ; **Probation Period:** 02 years;

Age Limit: 30 years & Relaxable for widows, divorced women and women judicially separated from their husbands who are not remarried upto 35 years in accordance with the instructions issued by the Govt. from time to time.

This post is not identified as suitable for OH/HH/VH persons as per the requisition received from the User Department.

(R.No.2/335/2008/Estt./IHBAS/DSSSB/3364 dated 12/04/2010)

Post Code: 14/11

OCCUPATIONAL THERAPIST
in INSTITUTE OF HUMAN BEHAVIOUR AND ALLIED SCIENCES

Number of Vacancies : 02 (UR - 01, OBC -01)

Essential Qualifications: F.Sc./Pre Medical/Higher Secondary with Science or Sr. Secondary with Science and Diploma in Occupational Therapy from a recognized institution.

Desirable: 2 years experience as a Occupational Therapist in a Central/State Govt./ Govt. of NCT of Delhi Hospital/Medical Institution/Medical College.

Pay Scale: Rs 9300-34800 + GP 4200/- ; **Group:** 'C' ; **Probation Period:** 02 years;

Age Limit: Below 30 years & relaxable for OBC upto 03 years, widows, divorced women and women judicially separated from their husbands who are not remarried upto 35 years in accordance with the instructions issued from time to time.

This post is not identified as suitable for OH/HH/VH persons as per the requisition received from the User Department.

(R.No.2/335/2008/Estt./IHBAS/DSSSB/3364 dated 12/04/2010)

Post Code: 15/11

OPERATION THEATRE ASSISTANT
in NDMC

Number of Vacancies: 01 (UR- 01)

Essential Qualifications: Matric with one year experience in Operation Theatre of Govt. Institution or middle pass with three years experience in Operation Theatre of Govt. Institution.

Pay Scale: Rs 5200-20200 + G.P.1900/- ; **Group:** 'C' ; **Probation Period:** 01 year;

Age Limit: 18-30 years

This post is not identified as suitable for OH/HH/VH persons as per the requisition received from the User Department.

(R. No. 1500/H.E.-II/SA-II/ dated 26/10/2009)

Post Code: 16/11

JUNIOR RADIOGRAPHER
in HEALTH & FAMILY WELFARE DEPARTMENT

Number of Vacancies: 33 {UR -18, OBC -10, SC -05 including OH(OA & OL)-02, HH-1 & EXSM-04 }

Essential Qualifications: 1. Matriculation or Higher Secondary or Senior Secondary (10+2) with science. 2. Certificate course in Radiography (02 years course) or Diploma in Radiography (02 years course) or B.Sc. (Radiography) or Radiological Technology (02 years course).

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

Government.

2. All paramedical courses being run by Indian Medical Association and Christain 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.

Pay Scale: Rs 5200-20200 + G.P. 2400/-; **Group:** 'C' ; **Probation Period:** 02 years;

Age Limit: 18-27 years & relaxable to SC upto 05 years, OBC upto 03 years, PH upto 10 years, PH&SC upto 15 years, PH&OBC upto 13 years and for Departmental candidates with 03 years continous 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 Central Govt from time to time.

This post is identified as suitable for OH/HH persons only as per the Requisition of the User Department.

(R. No. 10/4/PHC/TRC/Rect/06/Vol.ii/9949-51 dated 23/12/2010)

Post Code: 17/11

SPEECH THERAPIST

in INSTITUTE OF HUMAN BEHAVIOUR AND ALLIED SCIENCES

Number of Vacancies : 01 (UR- 01)

Essential Qualifications: 1. B.Sc in Speech Therapy/speech pathology/speech audiology from a recognized University/Institution.

2. Should speak Hindi fluently **Desirable:** Two years experience as a speech therapist in a Govt. Hospital/Institution.

Pay Scale: Rs 5200-20200/- + GP 2800/-; **Group:** 'C', Non - Gazetted ; **Probation Period;** 02 years;

Age Limit: Below 30 years & relaxable for widows, divorced women and women judicially separated from their husbands who are not remarried upto 35 years in accordance with the instructions issued by the Govt. from time to time.

This post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

(R.No.2/335/2008/Estt./IHBAS/DSSSB/3364 dated 12/4/10)

Post Code : 18/11

SPEECH THERAPIST

in HEALTH & FAMILY WELFARE DEPARTMENT

Number of Vacancies : 02(OBC-02)

Essential Qualifications : (i) Degree or Diploma in Speech Therapy/Pathology from a recognized University or equivalent. AND (ii) Two Years experience as Speech Therapist in a Speech Therapy Centre.

Desirable : (i) Knowledge of several Indian and Foreign Languages.

Pay Scale : 9300-34800 + GP 4200/- ; **Group :** 'C', Non Ministerial; **Probation Period :** 02 years:

Age Limit : Below 32 years & relaxable for OBC upto 03 years.

This post is not identified as suitable for OH/VH/HH persons as per the Requisition of the User Department.

R.No.6(26)/TRC/H&FW/09/5424 - 25 Dated: 11/4/2011

Post Code: 19/11

**ELECTRO PHYSIOLOGY TECHNICIAN
in INSTITUTE OF HUMAN BEHAVIOUR AND ALLIED SCIENCES**

Number of Vacancies : 02 (UR- 02)

Essential Qualifications: 1. Degree in Science with Physics as one of the subjects from a recognized University. **OR** 2. Diploma in Electronics or Electrical Communication Engineering or Diploma in EEG from a recognized Institute.

Desirable: Experience in the Neurological Diagnostic equipment for one year.

Pay Scale: Rs 5200-20200 + GP 2400/-; **Group:** 'C', Non- Gazetted ; **Probation Period:** 02 years;

Age Limit: 18-28 years & Relaxable for widows, divorced women and women judicially separated from their husbands who are not remarried upto 35 years in accordance with the instructions issued by the Govt. from time to time.

This post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

(R.No.2/335/2008/Estt./IHBAS/DSSSB/3364 dated 12-04-2010)

Post Code : 20/11

**PLASTER ASSISTANT
in MCD**

Number of Vacancies: 04 (UR-02, OBC-01, SC-01)

Essential Qualifications : (i) Matriculation Pass from a recognized University/Board/School or equivalent. (ii) One year experience in application of Plaster in an Orthopedic Unit of a Hospital.

Desirable : Knowledge of Hindi.

Pay Scale : Rs. 5200-20200 + GP 1900/- ; **Group :** 'C' ; **Probation Period :** 02 years;

Age Limit : 18-27 years & relaxable for SC upto 5 years, OBC upto 3 years and for Govt. Employee/Employees of MCD upto 35 years in accordance with the Instructions issued by the Central Govt. from time to time.

This post is not identified as suitable for VH/HH/OH persons as per the Requisition of the User Department.

R.No. AO/(H)/VW/2011/GF/658/2425 Dated 23.5.2011

Post Code : 21/11

**DENTAL HYGIENIST/TECHNICIAN
in MCD**

Number of Vacancies : 03(UR-02, OBC-01)

Essential Qualifications : (i) Matriculation Pass from a recognized University/Board/School or equivalent (II) Diploma/Certificate in Dental Hygienist Course from a recognized University/Institution or equivalent (iii) Registration with a State Dental Council.

Pay Scale : 5200-20200 + GP 2400/- **Group :** 'C' ; **Probation Period :** 02 years;

Age Limit : 18-27 years and relaxation for OBC upto 03 years and for Govt. employees/employees of MCD upto 35 years in accordance with the instructions issued by the Central Govt. from time to time.

This post is not identified as suitable for VH/HH/OH persons as per the Requisition of the User Department.

R.No. AO/(H)/VW/2011/GF-658/2425 Dated : 23.02.2011

Post Code : 22/11

**E.C.G. TECHNICIAN
in MCD**

Number of Vacancies : 02 (UR-01, OBC-01)

Essential Qualifications : (a) Matric Pass with Physics as one of the subject from a recognized University/Board or equivalent **OR** Certificate in Electronics from ITI or any other recognized Institution.

Experience : 01 year's experience in handling ECG Machine in a reputed Hospital.

Desirable : (i) Degree in Science with Physics as one of the subject from a recognized University or equivalent (ii) working knowledge of Hindi.

Pay Scale : Rs.5200-20200 + GP 2400/- ; **Group :** 'C' ; **Probation Period :** 02 years.

Age Limit : 18-27 years & relaxable for OBC upto 03 years and for Govt. employee/employees of MCD upto 35 years in accordance with the instructions issued by the Central Govt. from time to time.

This post is not identified as suitable for VH/HH/OH persons as per the Requisition of the User Department.

R.No. AO(H)/VW/2011/GF/658/2425 Dated 23.05.2011

Post Code: 23/11

**LABORATORY TECHNICIAN
in DELHI JAL BOARD**

Number of Vacancies: 08 (UR -06, OBC -02 including EXSM- 01)

Essential Qualifications: (i) Degree in Science with Chemistry from a recognized University or equivalent. (ii) Two years experience in Chemical Laboratory in the Sampling and analysis of water, sewage effluents etc. or in the preparation of regents, cultures, sterilization of Laboratory wares etc.

Pay Scale: Rs.5200-20200 + GP 2800/- ; **Group:** 'C' ; **Probation Period;** 02 years;

Age Limit: Between 18 to 27 years & relaxable for OBC upto 03 Years and for Govt. servants, employees of DJB and Widow/Divorced Women in accordance with the instructions/orders issued by Central Government from time to time.

This post is identified as suitable for OH/HH persons only as per the Requisition received from the User Department.

(R.No. DJB/AO(B)/Apptt./Lab.Tech./09/D-1033 dated 20/7/2009)

Post Code: 24/11

**LABORATORY ASSISTANT
in DELHI JAL BOARD**

Number of Vacancies: 11 (UR -07,OBC- 02,SC- 02 including EXSM -01)

Essential Qualifications: A (i) Degree in Science with Chemistry from a recognised University or equivalent. (ii) Some experience in Chemical Laboratory in the Sampling & Analysis of water, sewage effluents etc. or in the preparation of regents, cultures, sterilization of Laboratory wares etc. **OR**

B (i) Intermediate in Science with Chemistry from a recognised Board/University or equivalent.

(ii) 3 years experience in Chemical Laboratory in the sampling & Analysis of water, sewage effluents etc. or in the preparation of regents, cultures, sterilization of Laboratory wares etc.

Pay Scale: Rs.5200-20200 + GP 2400/- ; **Group-** 'C' ; **Probation Period:** 02 years;

Age Limit: Between 18 to 27 years & relaxable for SC upto 05 years, OBC upto 03 Years, Govt. servants and employees of DJB in accordance with the instructions/orders issued by Central Govt., Widow/ Divorced women up to the age of 35 years in accordance with the instruction/orders issued by Central Government from time to time.

This post is identified as suitable for OH/HH persons only as per the Requisition received from the User Department.

(R.No. DJB/AO(B)/Apptt./Lab.Asstt./09/D-1032 dated 20/7/2009)

Post Code: 25/11

**LABORATORY ASSISTANT(MICROBIOLOGY)
in Drugs Control Department**

Number of Vacancies: 01 (UR -01).

Essential Qualifications: 1. Degree in Pharmacy / Science from a recognized University. 2. One year's experience in the field of Microbiology testing of drugs from a recognised Institution.

Pay Scale: Rs. 5200-20200 + GP 2400/- ; **Group:** 'C', Non-ministerial, Non-Gazetted;

Probation Period: 02 years ; **Age Limit:** 18- 27 years & relaxable to Govt servants and departmental candidates in accordance with the instructions/orders issued by the GOI from time to time.

This post is not identified as suitable for VH/HH/OH persons as per the Requisition

received from the User Department.

R.No. 50/20/2008/DC/Estt/99 dated 19/04/2010

Post Code: 26/11

**LABORATORY ASSISTANT (CHEMISTRY)
in Drugs Control Department**

Number of Vacancies: 01 (UR -01).

Essential Qualifications: 1. Degree in Pharmacy / Science from a recognised University 2. One year's experience in the field of Chemical analysis of Drugs from a recognised Institution.

Pay Scale: Rs. 5200-20200 + 2400/-; **Group:** 'C', Non-Ministerial, Non- Gazetted;

Probation Period: 02 years ; **Age Limit:** 18-27 years & relaxable to Govt servants and Department candidates in accordance with the instructions/orders issued by the GOI from time to time.

This post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No. 50/20/2008/DC/Estt/99 dated 19/04/2010

Post Code: 27/11

CHEMICAL ASSISTANT

in Office of the Commissioner of Excise, Entertainment and Luxury Tax

Number of Vacancies: 02 (UR -02).

Essential Qualifications: 1) B.Sc. with Chemistry as one of the subject with 2 years Experience in Chemical Analysis/Research. 2) Experience of Analysis of intoxicating substance for two years **OR** 1) M.Sc. in Chemistry/ Bio-Chemistry/Forensic Science with chemistry as one of the subject at B.Sc. level from a recognised University. 2) One year experience in Chemical analysis/research.

Pay Scale: Rs.5200-20200 + GP 2800/-; **Group:** 'C', Non- Gazetted, Non-Ministerial ;

Probation Period: 02 years ; **Age Limit:** 18-27 years & relaxable for Govt. servants, who are in the same line and allied cadres with 03 years continuous service, in accordance with the instructions issued by the Govt. from time to time.

R.No. 13(2)/97/Ex/Estt./5787 dated 16/11/2007

Post Code: 28/11

**FOOD INSPECTOR
in Directorate of Prevention of Food Adulteration**

Number of Vacancies: 01 (OBC -01).

Essential Qualifications: (a) A Medical Officer in charge of Health Administration of a Local Area; **OR**

(b) a Graduate in medicine and has received at least one month's training in food inspection and sampling work approved for the purpose by the Central Government or a State Government; **OR**

(c) a graduate in Science with Chemistry as one of the subjects or a graduate in Agriculture or Public Health or Pharmacy or in Veterinary Science or a graduate in Food Technology or Dairy Technology or a diploma holder in Food Technology or Dairy Technology from a University or Institution established in India by Law or has equivalent qualifications recognized and notified by the Central Government for the purpose and has received three months satisfactory training in food inspection and sampling work under a Food (Health) Authority or in an institution approved for the purpose by the Central Govt;

Provided that the training in food inspection and sampling work obtained prior to commencement of PFA (Amendment) Rules, 1977, in any of the Laboratories under the Control of:

i) A public analyst appointed under the Act or; ii) a fellow of Royal Institute of Chemistry of Great Britain (Branch E); or iii) any Director, Central Food Laboratory or the training obtained under a Food (Health) Authority, prior to the commencement of the PFA(Amendment) Rules, 1980, shall be considered to be equivalent for the

purpose of requisite training under these Rules;

Provided further that the a person who is a qualified sanitary inspector having experience as such for a minimum period of one year and has received at least three months training in food inspection and sampling work on the commencement of PFA (Amendment) Rules, 1980, may be eligible for appointment as food inspector up to a period of 02 years from such commencement, even though he does not fulfill the qualifications laid down in clause (a) to (c);

Pay Scale: Rs. 9300-34800 + GP 4200/-; **Group:** 'C' ;**Probation Period:** 02 years;
Age Limit: Not exceeding 30 years & relaxable for OBC upto 03 yrs, Departmental candidates upto 05 years and for Govt. Servants in accordance with the instructions issued by the Govt. from time to time.

This post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No. 10(91)/99/Admn./PFA/Pt.I/3277 dated 17/03/2008

Post Code: 29/11

**ASSISTANT BACTERIOLOGIST
in DELHI JAL BOARD**

Number of Vacancies: 05 (UR- 01, SC -01, OBC- 03)

Essential Qualifications: A (i) Master's Degree in Bio-Chemistry/Microbiology/Bacteriology of a recognised University or equivalent. (ii) Some experience in Bacteriological examination of water **OR** (B) (i) Degree in Science with Chemistry/Bio-Chemistry/Biology/Microbiology/ Bacteriology of a recognised University or equivalent. (ii) 3 year's experience in Bacteriological examination of water.

Pay Scale: Rs.9300-34800 + GP 4200/- ; **Group:** 'C' ; **Probation Period:** 02 years;

Age Limit: **Not exceeding 32 years** & relaxable for SC upto 05 years, OBC upto 03 Years, Govt. servants and employees of DJB **upto 35 years** and for **WIDOWS, DIVORCED WOMEN AND WOMEN JUDICIALLY SEPERATED FROM THEIR HUSBANDS WHO ARE NOT REMARRIED UPTO THE AGE OF 35 YEARS** in accordance with the instructions issued by the Govt. from time to time.

This Post is not identified as suitable for OH/HH/VH persons as per the Requisition received from the User Department.

(R.No. DJB/AO(B)/Apptt./Asstt.Bact./09/D-1292 dated 30/9/2009)

Post Code: 30/11

**SENIOR SCIENTIFIC ASSISTANT (BIOLOGY)
in Forensic Science Laboratory**

Number of Vacancies: 02 (UR -01, OBC- 01).

Essential Qualifications: I) Master's degree in Zoology or Botany or Anthropology or Human Biology or Biochemistry or Microbiology or Genetics or Biotechnology or Molecular Biology or Forensic Science with Zoology or Botany or Forensic Science as one of the subject at B.Sc. level from a recognized University or equivalent. II) 2 years experience in analytical methods / research in the relevant field.

Desirable Qualifications: Doctorate degree in concerned discipline from a recognized University or equivalent.

Pay Scale: Rs.9300-34800 +GP 4200/- ;**Group:** 'B', Non-Gazetted, Non-Ministerial ; **Probation Period:** 02 years ; **Age Limit:** Not exceeding 30 years & relaxable for OBC upto 03 years and Govt. servants up to 5 years in accordance with the instructions issued by the Govt. from time to time.

This Post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No. 1(12)/FSL/Estt.SSA/08/3349 dated 06/02/2009

Post Code:31/11

**SCIENTIFIC ASSISTANT (BIOLOGY)
in Forensic Science Laboratory**

Number of Vacancies: 02 (UR- 01, OBC- 01).

Essential Qualifications: I) Master's degree in Zoology or Botany or Anthropology or Human Biology or Biochemistry or Microbiology or Genetics or Biotechnology or Molecular Biology or Forensic Science with Zoology or Botany or Forensic Science as one of the subject at B.Sc. level from a recognized University or equivalent.

Desirable Qualifications: Work experience in a Scientific Laboratory from a recognized Scientific Institution..

Pay Scale: Rs.5200-20200 +GP 2800/- ; **Group:** 'C', Scientific ; **Probation**

Period: 02 years ; **Age Limit:** upto 27 years & Relaxable for OBC upto 03 years, Departmental Candidates upto 13 years and for Govt. servants in accordance with the instructions/orders issued by the central Government from time to time.

This Post is not identified as suitable for OH/HH/VH persons as per the Requisition received from the User Department.

R.No. 1(56)/FSL/Rectt/SA/2010/2740 dated 01/12/2010

Post Code:32/11

**SCIENTIFIC ASSISTANT(Documents)
in Forensic Science Laboratory**

Number of Vacancies: 02 (UR- 01, OBC- 01).

Essential Qualifications: I) Master's degree in Physics or Chemistry, Forensic Science or Computer Science with Physics or Chemistry or Computer Science as one of the subject at B.Sc. level from a recognized University or equivalent.

Desirable: Work experience in the field of Identification of Hand Writing, Typewriting, Printing Matters, and Analysis of Ink, other allied problems and Computer Forensic in FSL/CFSL/GEQD/Recognized Scientific Institutions/Scientific Laboratories.

Pay Scale: Rs.5200-20200 +GP 2800/- ; **Group:** 'C', Scientific ; **Probation**

Period: 02 years ; **Age Limit:** upto 27 years & relaxable for OBC upto 03 years, Departmental Candidates upto 13 years and for Govt. servants in accordance with the instructions/orders issued by the central Government from time to time.

This Post is not identified as suitable for OH/HH/VH persons as per the Requisition received from the User Candidates.

R.No. 1(56)/FSL/Rectt/SA/2010/2785 dated 03/12/2010

Post Code: 33/11

**SENIOR SCIENTIFIC ASSISTANT
(MICROBIOLOGY)
in Drugs Control Department**

Number of Vacancies: 01 (UR - 01).

Essential Qualifications:(A) (i) Post Graduate Degree in Microbiology / Pharmacy / Botany / Bio-Chemistry from a recognised University or equivalent (ii) One year's experience in the field of Microbiological testing of drugs from a recognised Institution of equivalent **OR** (B) (i) A degree in Pharmacy / Science (with Chemistry, Botany and Zoology subjects) from a recognised University or equivalent (ii) Three years experience in the field of Microbiological testing of Drugs from a recognised Institution or equivalent

Pay Scale: Rs.9300-34800 + GP 4200/-; **Group:** B, Non- Gazetted Non-Ministerial;

Probation Period: 02 years ; **Age Limit:** Not exceeding 30 years & relaxable to Departmental candidate upto 40 years and Govt. Servants up to 05 years in accordance with the instructions or orders issued by the Central Govt.

This Post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No. 50/(20)/2008/DC/Estt/99 dated 19/04/2010

Post Code: 34/11

**SCIENTIFIC ASSISTANT (Chemistry)
in Forensic Science Laboratory**

Number of Vacancies: 06 (UR -03, OBC -02, SC -01).

Essential Qualifications: I) Master's degree in Chemistry or Toxicology or Forensic Science with chemistry as one of the subject at B.Sc. level from a recognized University or equivalent.

Desirable Qualifications: Work experience in a Scientific Laboratory from a recognized Scientific Institution.

Pay Scale: Rs.5200-20200 +GP 2800/- ; **Group:** 'C', Scientific ; **Probation**

Period: 02 years ; **Age Limit:** upto 27 years & relaxable for SC upto 05 years, OBC upto 03 years, Departmental Candidates upto 13 years and for Govt. servants in accordance with the instructions/orders issued by the Central Government from time to time.

This Post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No. 1(56)/FSL/Rectt/SA/2010/2708 dated 30/11/2010

Post Code: 35/11

**SCIENTIFIC ASSISTANT (Physics)
in Forensic Science Laboratory**

Number of Vacancies: 01 (UR- 01).

Essential Qualifications: I) Master's degree in Physics/ Forensic Science with Physics as one of the subject at B.Sc. level from a recognized University or equivalent.

Desirable Qualifications: Work experience in a Scientific Laboratory from a recognized Scientific Institution.

Pay Scale: Rs.5200-20200 +GP 2800/- ; **Group:** 'C', Scientific ; **Probation**

Period: 02 years ; **Age Limit:** upto 27 years & relaxable for Departmental Candidates by 13 years and for Govt. servants in accordance with the instructions/orders issued by the central Government from time to time.

This Post is not identified as suitable for OH/HH/VH persons as per the Requisition received from the User Department.

R.No. 1(56)/FSL/Rectt/SA/2010/2684 dated 26/11/2010

Post Code: 36/11

**SENIOR SCIENTIFIC ASSISTANT (CHEMISTRY)
in Drugs Control Department**

Number of Vacancies: 03 (UR- 02, OBC- 01)

Essential Qualifications (A) (i) Post Graduate Degree in Chemistry/Pharmacy/ Bio-Chemistry from a recognised University or equivalent. (ii) One Year's Experience in the field of chemical Analysis of Drugs from a Recognised Institution or Equivalent. **OR** i) A Degree in Pharmacy/Science (with Chemistry, Botany and Zoology subjects) from a Recognised University or Equivalent (ii) Three Years Experience in the field of Chemical Analysis of Drugs from a recognised Institution or equivalent.

Pay Scale: Rs. 9300-34800 + GP 4200/- ; **Group:** B, Non-Gazetted, Non-Ministerial;

Probation Period: 02 years ; **Age Limit:** Not exceeding 30 years & relaxable to OBC upto 03 years, Departmental Candidates upto 40 years and Govt. Servants by 5 years in accordance with the order/instructions issued by the Central Govt. from time to time.

This Post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No. 50/20/2008/DC/Estt/99 dated 19/04/2010

Post Code: 37/11

**SENIOR SCIENTIFIC ASSISTANT (PHARMACOLOGY)
in Drugs Control Department**

Number of Vacancies: 01 (UR- 01).

Essential Qualifications (A) (i) Post Graduate in Pharmacology / Physiology / Zoology / Pharmacy from a recognised University or equivalent. ii) One year's experience in the field of Pharmacological testing of drugs from a recognized Institution of equivalent. **OR** (B) (i) Degree in Pharmacy / Science (with Chemistry, Botany and Zoology subjects) from a recognized University or equivalent. (ii) Three years experience in the field of Pharmacological testing of Drugs from a recognized Institution or equivalent.

Pay Scale: Rs. 9300-34800 + GP 4200/- ; **Group:** B, Non Gazetted, Non-Ministerial;

Probation Period: 02 years ; **Age Limit:** Not exceeding 30 years & relaxable for Departmental candidate upto 40 years and Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time.

This Post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No. 50/20/2008/DC/Estt/99 dated 19/04/2010

Post Code 38/11

**JUNIOR SOCIAL EDUCATION TEACHER
in NDMC**

Number of Vacancies: 10 (UR - 07, OBC - 01, SC - 02)

Essential Qualifications: i) Matriculation or its equivalent from any recognised University/Board. ii) One year Diploma Course from ITI or any recognized Institute in various trades i.e. Cutting & Tailoring, Machine Emb. & Hand Emb., Fruit Preservation, Art & Craft, Dress Designing, Beautification etc. (For Female Candidates) iii) Preference may be given to one year certificate course from Social Education Department of NDMC. Training in Craft, Book Binding, Wood Work, Basket Making, Gardening, Chalk Making (for Male Candidates)

Pay Scale: Rs. 5200-20200 + GP 1900/- ; **Group:** 'C', Non Gazetted ; **Probation Period:** 01 year ;

Age Limit: 18-30 Years (for male candidates), 18-40 years (for female candidates) and relaxable for SC upto 05 years, OBC upto 03 years.

(R.no. 1100/Edn.Estt.-II/SAI dated 27/09/2007 & D/3141/Edn.Estt.-II/SAI dated 01/12/08)

Post code 39/11

**PHYSICAL TRAINING INSTRUCTOR
in DEPARTMENT OF SOCIAL WELFARE**

Number of Vacancies: 01 (OBC -01)

Essential Qualifications: (1) Matriculation or equivalent examination of a recognised University/Board/Institution (2) Certificate in Physical Training

Desirable: Knowledge of Hindi.

Pay Scale: Rs.9300-34800 + GP 4200/- ; **Group:** 'B' ; **Probation Period:** 02 years;

Age Limit: Below 40 years & relaxable for OBC upto 03 years.

This post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No. F/10/12/2001-02/DSW/Estt/6897 dated 28/06/2010

Post Code 40/11

**LIBRARIAN
IN DIRECTORATRE OF EDUCATION**

Number of Vacancies: 89 {UR -52, OBC -37 including OH (OA,OL, OAL, BL)- 01 and VH (LV) S, SE, RW, ST -02}

Essential Qualifications: (i) Degree from a recognised University or equivalent. (ii) Bachelor's degree or equivalent diploma in Library Science from a Recognised University/institute or equivalent (iii) Experience of two years in a Library/ Computerisation of a Library or one year Certificate course in Computer application from a recognised institute or equivalent.

Pay Scale: Rs.9300-34800 + G.P. 4600/- ; **Group:** 'B', Non- Gazetted and Non-

Ministerial ; **Probation Period:** 02 years ; **Age Limit:** 32 years & relaxable for SC upto 05 years, OBC upto 03 years, PH upto 10 years, PH&SC upto 15 years, PH&OBC upto 13 years, Government Servants by 5 years in accordance with the instructions or orders issued by Central Government from time to time.
This post is identified as suitable for OH(OL,OA) and VH(LV) persons only as per the Requisition received from the User Department.
R.No. F/DE.4(9)(72)(LIB)/E-IV/2006/640 dated 06/12/10

Post Code 41/11

ASSTT. DIRECTOR

in COMMUNITY SERVICES DEPARTMENT, MCD

Number of Vacancies: 6 (UR -3, OBC- 2, SC-1)

Essential Qualifications: (i) Degree from a recognised 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 Years experience in responsible capacity in Social Work/Community Organization/Public Relation or Publicity in a recognized Social Organization.

Desirable: (i) Working knowledge of Hindi.

Pay Scale: Rs.9300-34800 + G.P.4600/- ; **Group:** 'B' ; **Probation Period:** 02 years ; **Age Limit:** Not exceeding 32 years & Relaxable for SC upto 05 years, OBC upto 03 years and Government Servants and Employees of MCD by 5 years in accordance with the instructions or orders issued by Central Government from time to time.

This post is not identified as suitable for OH/HH/VH person as per the Requisition received from the User Department.

R.No. 987/CSD/HQ/2010 Dated : 27/1/11

Post Code : 42/11

**MEDICAL SOCIAL WORKER
in MCD**

Number of Vacancies : 04(UR-02, OBC-01, SC-01)

Essential Qualifications: (a) Degree of a recognized University or equivalent (b) Post Graduate Degree/Diploma in Social Service/Social Welfare/Social Work/Sociology/Psychology of a recognized University/Institution or equivalent

Desirable : (i) Experience of field research work. (ii) Working knowledge in Hindi.

Pay Scale: Rs.9300-34800 + 4200/- ; **Group :** 'C' ; **Probation Period:** 02 years;

Age Limit : 18-27 years & relaxable for SC upto 05 years, OBC upto 03 years, Govt. Employee/employees of MCD upto 35 years in accordance with the instructions issued by the Central Govt. from time to time.

This post is not identified as suitable for OH/VH/HH persons as per the Requisition of the User Department.

R.No.AO/(H)/VW/2011/GF-658/2425 dated: 23.05.2011

Post Code : 43/11

**ARCHITECTURAL ASSISTANT
in MCD**

Number of Vacancies : 5 {UR-1, OBC-03, SC-01 including PH(OH)-01}

Essential Qualifications : Degree in Architecture or Diploma in Town/City/Urban Planning or equivalent from a recognized University or equivalent.

Desirable : Some professional experience.

Pay Scale : Rs.9300-34800 + G.P4200/- ; **Group :** "B" ; **Probation :** 2 years;

Age Limit : Not exceeding 30 years & Relaxable for SC upto 05 years, OBC upto 03 years, PH upto 10 years, PH&SC upto 15 years, PH&OBC upto 13 years and relaxable for Govt. Servants and employees of the MCD by 5 years in accordance with the instructions issued by the Govt. from time to time.

This post is identified as suitable for HH/OH persons only as per the Requisition received from the User Department.

R.No. UDC(T)/AO(E)III/CED(III)/2008/14097 dated: 18/7/2008

Post Code 44/11

**BATTERY FITTER
in DELHI FIRE SERVICE**

Number of Vacancies:01 (UR-01)

Essential Qualifications : 1. Matriculate from a recognized Board/University.
2. ITI Certificate in the Trade of Electrician/Electronics or Radio Mechanic.

OR

National Trade Certificate (NTC)/National Apprenticeship Certificate (NAC) in the Trade of Electrician/Electronics/Radio Mechanic.

And

Should have the following minimum Physical Standards:

(a) Height :- 165 cm (Relaxation of 5 cm for Hilly area people) (b) Weight :- 50 Kg

(c) Chest:- 81 cm(Normal) and 86.5 cm (expanded)

Pay Scale : Rs. 5200-20200 + GP 1900/- ; **Group:** 'C', Ex-Cadre ; **Probation Period :** 02 years;

Age Limit : 18-27 years & relaxable for Departmental candidates by 05 years, for Govt. Servants in accordance with the instructions issued by the Govt. from time to time.

This post is not identified as suitable for PH/HH/VH persons as per the Requisition of the User Department.

R.No. F.2(5)/Admn./DFS/HQ/2011/736 dated 11.02.2011

Post Code : 45/11

**WORKSHOP ASSISTANT
in DELHI FIRE SERVICE**

Number of Vacancies:03 (UR-03)

Essential Qualifications : 1. Matriculation from a recognized Board/University or its equivalent.

2. Certificate in the Trade of Electrician/Electronics or Radio Mechanic from ITI or any other recognized institute.

OR

National Trade Certificate (NTC)/National Apprenticeship Certificate (NAC) in the Trade of Electrician/Electronics/Radio Mechanic.

Experience : 02 years practical experience in repair & maintenance of wireless equipments.

AND

Should have the following minimum Physical Standards:

(a)Height :- 165 cm (Relaxation of 5 cm for Hilly area people) (b) Weight :- 50 Kg

(c) Chest:- 81 cm(Normal) and 86.5 cm (expanded)

Pay Scale : Rs. 5200-20200 + GP 2400/- ; **Group:** 'C', Ex-Cadre ; **Probation Period :** 02 years;

Age Limit : 18-27 years & relaxable for Departmental candidates by 05 years, for Govt. Servants in accordance with the instructions issued by the Govt. from time to time.

This post is not identified as suitable for PH/HH/VH persons as per the Requisition of the User Department.

R.No. F.2(5)/Admn./DFS/HQ/2011/736 dated 11.02.2011

Post Code 46/11

**RADIO TECHNICIAN
in DELHI FIRE SERVICE**

Number of Vacancies:04(UR-04)

Essential Qualifications : 1. Matriculation with Science and Mathematics under 10+2 system of education from a recognized Board/University or its equivalent.

2. National Trade Certificate (NTC)/National Apprenticeship Certificate (NAC) in the Trade of Electronics/Radio Mechanic (Electronics Communication System) with 03

years practical experience in the handling and maintenance of very high frequency/ultra high frequency wireless equipments. **OR** 1. Diploma in Telecommunication Engineering/Electronics Engineering from a recognized University/Institution/Board or B.Sc. with Electronics as a special subject from a recognized University or equivalent with 02 years practical experience in repairs, maintenance and installation of VHF/UHF wireless equipments.

AND

Should have the following minimum Physical Standards:

(a) Height :- 165 cm (Relaxation of 5 cm for Hilly area people) (b) Weight :- 50 Kg
(c) Chest:- 81 cm (Normal) and 86.5 cm (expanded)

Pay Scale : Rs. 5200-20200 + GP 2800/- ; **Group**: 'C', Ex-cadre ; **Probation Period** : 02 years;

Age Limit : Not exceeding 27 years & relaxable for Departmental candidates by 05 years, for Govt. Servants in accordance with the instructions issued by the Govt. from time to time.

This post is not identified as suitable for PH/HH/VH persons as per the Requisition of the User Department.

R.No. F.2(5)/Admn./DFS/HQ/2011/736 dated 11.02.2011

Post Code: 47/11 MECHANIC (AIR CONDITIONING AND REFRIGERATION)
in MCD,

Number of Vacancies: 1 (UR - 01)

Essential Qualifications: i) Matric pass from a recognised University/Board/School or equivalent. ii) Must have undergone 12 months Refrigerator Mechanics course or equivalent course in a recognized technical institute and must have serviced one year's apprenticeship in a reputed firm or organization of Air-conditioning and refrigeration Engineers Or 2 years apprenticeship in a reputed firm or organization of Air-conditioning and Refrigeration Engineers. iii) 3 years' experience as an Air conditioning or refrigeration serviceman or as a mechanic or in any other skilled capacity on the maintenance and installation of water coolers, refrigerators, room air-conditioners and small air-conditioner cold storage plants.

Pay Scale: Rs 5200-20200 + G.P. 2400/- ; **Group:** 'C' ; **Probation Period:** 02 years;

Age Limit: 18-27 years & relaxable for Government servant and employees of MCD upto 35 years as per R.R.s.

This post is not identified as suitable for OH/HH/VH persons as per the requisition received from the User Department.

(R. no. HC-III/Engg./Estt./06/3624 dated 05/12/06)

Post Code: 48/11 FITTER ELECTRICAL 2ND CLASS
in DELHI JAL BOARD

Number of Vacancies: 44 {UR -26, OBC -13, SC -05 including EXSM- 04 and PH(HH Partially deaf only) -02}

Essential Qualifications: (a) Matric pass from a recognized University/Board/School or equivalent. (b) Certificate in Electrical or equivalent trade from I.T.I. or any other recognised institution.

Pay Scale: Rs.5200-20200 +GP 1900/- ; **Group-** 'C'; **Probation Period;** 02 years;

Age Limit: Between 18 to 27 years & relaxable to SC upto 05 years, OBC upto 03 years, PH upto 10 years, PH&SC upto 15 years, PH&OBC upto 13 years, Govt.

servants and employees of DJB upto 35 years as per RRs, and for **WIDOWS, DIVORCED WOMEN AND WOMEN JUDICIALLY SEPERATED FROM THEIR HUSBANDS WHO ARE NOT REMARRIED UPTO THE AGE OF 35 YEARS in accordance with the instructions issued by the Govt. from time to time.**

This post is suitable for HH(partially deaf) persons only as per the requisition

received from the User Department.

*Complete designation of the post is Fitter Electrical 2nd Class/Electric Driver 2nd Class, Motorman, Electric Mistry, Pump Driver/Switch Board Operator.

(R. No. DJB/AO(B)/36(2)/Apptt./Elect.2ndCI/09/D-1104/219 dated 11/2/2010.)

Post Code: 49/11

**SUB STATION APPRENTICE
in NDMC**

Number of Vacancies: 45(UR - 26, OBC -12, SC - 07)

Essential Qualifications: Matric and

the candidate should possess National Trade Certificate of two years duration awarded by National Council for Training in Vocational Trade, Govt. of India, Ministry of Labour and Employment in the Trade of Electrician **OR** National Trade Certificate of two years duration acquired as a private candidate in the Trade of Electrician awarded by the National Council for Training in Vocational Trade, Govt. of India, Ministry of Labour and Employment in the trade of Electrician **OR** A Certificate in the Trade of Electrician of two years duration awarded by the Govt. of India/State Govts. under any scheme acquired by the candidate by attending the regular classes **OR** by attending classes as a part time industrial worker **OR** by attending part time evening classes.

Pay Scale: Rs 8500-26300 + GP 2800/- ; **Group:** 'C'; **Probation Period:** 01 year;

Age Limit: 18-32 years & relaxable for SC upto 05 years, OBC upto 03 years and for Departmental Candidates as per GOI instructions issued from time to time.

This post is not identified as suitable for OH/HH/VH persons as per the requisition received from the User Department.

(R.No. S.O./EE-I/GAIII/862 dated 05/01/2010)

Post Code : 50/11

**HEAD CONSTABLE (MALE)
in TRANSPORT DEPARTMENT**

Number of Vacancies : 92 {UR-50, OBC-27, SC-15 including EXSM – 10}

Essential Qualifications: 1. 10+2 or equivalent from a recognized Board/University. 2. Having valid LMV Driving Licence for 2 Years.

Physical Standard : 1. Height : 170 cms & relaxable by 5 cms for residents of Hill areas. 2. Chest : 81 to 85 cms and 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.

Pay Scale : Rs.5200-20200 + G.P. 1800/- ; **Group :** "C", Non-Gazetted, Non-Ministerial ;

Probation Period : Two years (The incumbent shall be considered for completion of Probation period of two years on obtaining HMV Licence) ;

Age: 21-27 years & relaxable for SC upto 5 years, OBC upto 3 years, Government Servants by 5 years in accordance with the instructions issued by the Govt. from time to time.

This post is not identified as suitable for HH/OH/VH persons as per the Requisition of the User Department.

(R.No. F.5(3)/2008/Admn./TPT/822-24 dated 16/02/2009)

Post code 51/11

**CRAFT INSTRUCTOR (CARPENTER)
in DEPARTMENT OF SOCIAL WELFARE**

Number of Vacancies: 01 (UR- 01)

Essential Qualifications: (1).Hr.Sec/Sr Secondary (10+2) from a recognised University/Board (2) Diploma/Certificate of training in the trade concerned from ITI or any recognized Insitution (3) Three years practical experience in any Government Institution or a concern of repute.

Pay Scale: Rs.9300-34800 + G.P. 4200/- ; **Group:** 'B';

<p>Probation Period: 02 years; Age Limit: Below 35 years This post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department. <i>R.No. F/10/12/2001-02/DSW/Estt/6897 dated 28/06/2010</i></p>	
<p>Post Code: 52/11</p>	<p>ARMOURER in Forensic Science Laboratory</p>
<p>Number of Vacancies: 01 (UR - 01). Essential Qualifications: 1. 10th pass from a recognized Board/Institution or its Equivalent. 2. Two years experience of maintaining, cleaning, test firing and repairing etc. of weapons in Police/Military/Para Military Forces/Registered Armoury. Desirable: Armourers certificate course. Pay Scale: Rs.3200-4900/- (pre revised); Group: 'C' ; Probation Period: 02 years; Age Limit: 18-27 years & relaxable for Departmental Candidates as per GOI instructions. This post is not identified as suitable for OH/HH/VH persons as per the requisition received from the User Department issued from time to time. <i>(R.No.F.1/12/FSL/Rect/Tech&Arm/03/339-342 dated 20/5/09)</i></p>	
<p>Post Code : 53/11</p>	<p>JUNIOR STENOGRAPHER(ENGLISH) in INSTITUTE OF HUMAN BEHAVIOUR AND ALLIED SCIENCES</p>
<p>Number of Vacancies : 07(UR-04, OBC-02, SC-01) Essential Qualifications : 1. 10+2 2. Speed of 100 W.P.M. in shorthand and 45 W.P.M. in English Typing. Pay Scale : Rs.5200-20200 + GP 2400/- ; Group : 'C', Non- Ministerial, Non-Gazetted ; Probation Period : 02 years ; Age Limit : 18-27 years & relaxable for SC upto 05 years, OBC upto 03 years and for WIDOWS, DIVORCED WOMEN AND WOMEN JUDICIALLY SEPERATED FROM THEIR HUSBANDS WHO ARE NOT REMARRIED UPTO THE AGE OF 35 YEARS in accordance with the instructions issued by the Govt. from time to time. This post is not identified as suitable for PH/HH/VH persons as per the requisition of the User Department. <i>R.No.2/335/2008/Estt./IHBAS/DSSSB/3364 Dated: 12.04.2010</i></p>	
<p>Post Code : 54/11</p>	<p>JUNIOR STENOGRAPHER(ENGLISH) in DSIIDC</p>
<p>Number of Vacancies : 19(UR-10, OBC-06, SC-03) Essential Qualifications : 1. Sr. Secondary 2.Shorthand speed of minimum 100 WPM in English and 40 WPM in English Typing. 3. Six months Certificate course of Computer application from a recognized Institute. Desirable : Graduate from a recognized University. Pay Scale : Rs.5200-20200 + GP 2400/- ; Group : 'C' ; Probation Period : 01 year ; Age Limit : 32 years (maximum) & relaxable for SC upto 05 years, OBC upto 03 years in accordance with the instructions issued by the Govt. from time to time. This post is not identified as suitable for PH/HH/VH persons as per the Requisition of the User Department. <i>R.No. DSIIDC/11-8/SC/ST/Estt./165 Dated: 29.11.2010</i></p>	
<p>Post Code : 55/11</p>	<p>STENO. TYPIST in MCD</p>
<p>Number of Vacancies : 75 [UR-16, OBC-41, SC-18 including PH(OH)-05] Essential Qualifications: 1.Matriculation or equivalent from a recognized Board/University. 2. (i) Hindi Shorthand -80 WPM (ii) Typing in Hindi -25 WPM OR (i) English Shorthand -80 WPM (ii) Typing in English – 40 WPM. Pay Scale: Rs.5200-20200 + GP 2400/- ; Group : 'C'; Probation Period: 02 years ; Age Limit: Not exceeding 27 years & relaxable for SC upto 05 years, OBC upto 03</p>	

years, PH upto 10 years, PH&SC upto 15 years, PH&OBC upto 13 years, Departmental candidates upto 05 years in accordance with the instructions issued by the Govt. from time to time.

This post is identified as suitable for PH(OH) persons only as per the Requisition of the User Department.

R.No.AO(Estt.)-II/CED-II/RPA-I/2011/3881 Dated: 6.7.2010 & 05.05.2011

Post Code : 56/11

STENOGRAPHER GRADE-III

in SERVICES DEPARTMENT, GNCTD

Number of Vacancies : 77 {UR-50, SC-25, OBC-2 including EXSM – 8, Sports Person -3, PH(OH-01,HH-01)}

Essential Qualifications : (i) 12th 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 **Desirable :** Basic knowledge of Computer operations.

Pay Scale : 5200-20200 + GP 2400/-; **Group:** 'C', Non-Gazetted/Non-Ministerial,

Probation Period: 02 years;

Age Limit : 18-27 years & relaxable for SC upto 05 years, OBC upto 03 years, PH upto 10 Years, PH&SC upto 15 years, PH&OBC upto 13 years and Departmental Candidates upto 40 years (45 years for SC) who have rendered 03 years of continuous service in the same line or allied cadre in accordance with the instructions issued by the Govt. from time to time.

This post is identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No. F.3(9)/06/S-III/Vol.I/4084 Dated: 27.12.2010 & 7.7.2011

Post Code : 57/11

PRIVATE SECRETARY(ENGLISH) GRADE –II

in DELHI FINANCIAL CORPORATION

Number of Vacancies : 03 (UR-03)

Essential Qualifications : (i) Graduate with a minimum speed of 120 w.p.m. in English Shorthand and 40 w.p.m in typewriting (II) One year certificate course in data preparation and software or equivalent from a recognized Institute.

Pay Scale : Rs. 9300-34800 + GP 4200/-; **Group:** "C" ; **Probation Period :** 02 years;

Age Limit : Not exceeding 30 years.

This post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No.DFC/PRS/Reservation/DSSSB/118-III/2011-12/3691 Dated: 15.06.2011

Post Code : 58/11

DATA ENTRY OPERATOR(GRADE-A)

in INSTITUTE OF HUMAN BEHAVIOUR AND ALLIED SCIENCES

Number of Vacancies : 08 (UR-05, OBC-02, SC-01)

Essential Qualifications : 1. Graduate with a certificate in Data Entry Operator with a minimum speed of 10,000 keys per hour.

Desirable : Knowledge of Micro Computer Application.

Pay Scale : Rs. 5200-20200 + GP 2400/-; **Group :** 'C' Non-ministerial, Non-Gazetted; **Probation Period :** 02 years; **Age Limit :** 25 years & relaxable for SC upto 05 years, OBC upto 03 years and for **WIDOWS, DIVORCED WOMEN AND WOMEN JUDICIALLY SEPERATED FROM THEIR HUSBANDS WHO ARE NOT REMARRIED UPTO THE AGE OF 35 YEARS** in accordance with the instructions issued by the Govt. from time to time.

This post is not identified as suitable for PH/HH/VH persons as per the Requisition of the User Department.

R.No.2/335/2008/Estt./IHBAS/DSSSB/3364 Dated: 12.04.2010

Post Code : 59/11	PATWARI (MALE) in REVENUE DEPARTMENT
<p>Number of Vacancies : 63 (UR-39, OBC-16, SC-08) Essential Qualifications : (i) Passed Matriculation or equivalent examination by any recognized University/Board. Pay Scale : Rs.5200-20200+ G.P.-2000/- ; Group : "C", Ex-cadre ; Probation : 02 Years in accordance with the terms & conditions of the Department. ; Age Limit : 18-27 years & Relaxable for SC upto 05 years, OBC upto 03 years. This post is not identified as suitable for OH/HH/VH persons as per the Requisition received from the User Department. R.No.5/5/GA/Estt/Div.Comm./2005/1745 dated 16/10/2008</p>	
Post Code :60/11	ASSISTANT LAW OFFICER in NDMC
<p>Number of Vacancies : 02 [UR-01, SC-01 including PH(VH-01(LV))] Essential Qualifications: (i) Degree in Law from a recognized University or Equivalent (ii) Two years experience in legal matters. Pay Scale : Rs.9300-34800 + 4600/-; Group : 'B'; Probation period: 02 years; Age Limit : Not exceeding 30 years & relaxable for SC upto 05, PH upto 10 years, PH&SC upto 15 years, Govt. Employees/Departmental Candidates upto 05 years in accordance with the instructions or orders issued by the Central Govt from time to time. This post is identified as suitable for VH persons only as per the Requisition received from the User Department. R.No. SO(E)/1067/SA-I Dated 27.7.2011</p>	
Post Code :61/11	ASSISTANT LAW OFFICER/LABOUR COUNSEL in MCD
<p>Number of Vacancies : 06 [UR-05, OBC-01 including PH(OH)-01] Essential Qualifications : (i) Degree in Law from a recognized University or Equivalent (ii) Two years professional experience as an advocate. Pay Scale : Rs.9300-34800 + GP 4800/- ; Group : 'B' ; Probation period : 02 years; Age Limit : Not exceeding 35 years & relaxable for OBC upto 03, PH upto 10 years, PH&OBC upto 13 years, Govt. Employees/Departmental Candidates upto 05 years in accordance with the instructions issued by the Govt. from time to time. This post is identified as suitable for PH(OH) persons only as per the Requisition of the User Department. R.No. AO(Estt.)-II/CED-II/2008/4343 dated 26.02.2008</p>	
Post Code 62/11	MANAGER (LEGAL) in DSIIDC
<p>Number of Vacancies : 03 (UR-03) Essential Qualifications : LLB; Desirable : LLM Experience : Professional experience of 03 years. Pay Scale : Rs. 9300-34800 + 4800/- Group : 'B'; Probation Period : 02 years; Age Limit : 32 years & relaxable for PH upto 10 Years. This post is identified as suitable for OH/VH/HH persons as per the Requisition of the User Department. R.No. DSIIDC/11-8/SC/ST/Estt. Dated: 28.10.2010</p>	
Post Code : 63/11	DY. MANAGER (LEGAL) in DELHI FINANCIAL CORPORATION
<p>Number of Vacancies : 01(UR-01) Essential Qualifications: Law Graduate (good 2nd class) Experience : At least five years experience of Bar Council OR as Assistant(Legal) OR similar post in any</p>	

court/bank/State Financial Corporation/Financial Institutions.

Pay Scale : Rs.9300-34800 + GP 4600/-; **Group** : 'B'; **Probation Period**: 02 years;

Age Limit : Not exceeding 35 years.

This post is not identified as suitable for OH/HH/VH persons as per the Requisition of the User Department.

R.No. DFC/PRS/Reservation/DSSSB/118-III/2011-12/3687 Dated 15.06.2011

Post Code 64/11

**SPECIAL EDUCATION TEACHER
in DIRECTORATE OF EDUCATION**

Number of Vacancies : 858 (UR- 468, OBC – 251, SC – 139 including OH -13 and HH - 14)

Essential Qualifications : 1. Graduate with B.ED (Special Education) or B.Ed with a two years Diploma in Special Education or Post Graduate Professional Diploma in Special Education OR Any other equivalent qualification approved by Rehabilitation Council of India.

Note : (i) Teacher with qualification in single disability area will be encouraged to specialize in other disability areas by undergoing modular courses to take care of wide range of diversities in a General School.

(ii) The provisionally selected candidates shall be recommended for appointment only if they pass the Teachers Eligibility Test (TET) on or before appearing in the Examination for the aforesaid post, for which the date and time will be announced later, subject to its essentiality as may be decided by the User Department.

Pay Scale : Rs. 9300-34800 + GP 4600/-; **Group** : "B" ; **Probation Period** : 02 Years;

Age Limit : Not exceeding 30 years & relaxable for SC upto 05 years, OBC upto 03 years, PH upto 10 years, PH&SC upto 15 years, PH&OBC upto 13 years and Government Servants upto 5 years in accordance with the instructions or orders issued by Central Government.

This post is identified as suitable for OH(OA, OL, OAL, BL) and HH persons as per the requisition of the User Department.

R.No.F/DE/4/2/330/SET/E-IV/2010/17402 dated 04/11/2010

NOTE :

- (1) Candidates must read the detailed instructions to candidates in Section A, B and C of the advertisement before filling up PART I and PART II of the form. He/She must fill the form strictly according to the instructions.
- (2) Candidates must ensure that NO column is left blank or wrongly filled in either Part I or Part II of the form as the information furnished therein would be used in the recruitment process. Application Form not filled correctly, completely and as per the instructions in both Part I and Part II are liable to be rejected and the onus of such rejection would be on the candidate himself/herself. The Board will not entertain any claim for candidature after such rejection.
- (3) Candidates are required to submit the legible attested copies of the following documents along with the application form (any information contained in the attached certificates shall not be considered unless it is claimed in 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 Certificate (as prescribed in Rules) 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) with light background as per specification given above Section-A under heading "Important", 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 two 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.**
- (4) **The number of vacancies reserved for various categories has been notified in the advertisement on the basis of requisitions furnished by the Indenting Departments. SC/OBC CANDIDATES seeking the benefit of reservation should submit the SC/OBC certificate issued to them by the Competent Authority of Government of NCT of Delhi on or before the prescribed closing date. 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. SC/OBC certificate obtained after the closing date shall not be considered and the prospective candidate will be considered under UR category, if eligible otherwise.**
 - (5) **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/local body.**
 - (6) **Abbreviations used are denoted as under : UR-Un-Reserved (General), SC- Scheduled Caste, OBC-Other Backward Classes, PH - Physically Handicapped, OH-Orthopaedically Handicapped, HH–Hearing Handicapped, BL-Both Leg, OA–One Arm, OL–One Leg, OAL-One Arm and One Leg.**
 - (7) **The Educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.**
 - (8) **Applications received before the opening date or after the closing date or NOT in the prescribed format SHALL NOT BE entertained by the Board and shall be summarily rejected without any further notice to the candidate.**
 - (9) **Use of Calculator/Palmtop/Laptop/Other Digital Instrument/ Mobile/Cell Phone/Pager etc is/are not allowed. In case any candidate is found to possess the same in exam centre, he/she will be debarred from the examination and legal proceedings can also be initiated.**
 - (10) **The signature of the candidate must invariably be in running script (NOT IN CAPITAL LETTERS) and the left thumb ink impression given by him/her should be clearly visible.**

(11) 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.

(12) Each candidate will have to go through the Bio-metric process of identification.

NOTE: Application form must be sent in the prescribed 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 (Post code 01/11 to 64/11)

DSSSB will conduct a combined Part I Preliminary Examination (Objective type) of 01 hour duration and Part II Main Examination (Descriptive type) of 02 hours duration together with a testing duration of 03 hours in one go. The test components of objective type (Part-I) as well as the post specific main examination (Part-II) along with their number of questions and time disposition is given below:

PART – I	Preliminary examination	Objective Type	01 Hour	100 Marks
PART – II	Main examination	Descriptive Type	02 Hours	200 Marks
			Total	03 Hours

PART-I Preliminary Examination (Objective Type)

For Post Code 01/11 to 49/11 and 60/11 to 64/11

SECTION	TEST COMPONENTS	DURATION: 01 hour	
		NUMBER OF QUESTIONS	MARKS
A.	Test of General Awareness, General Intelligence and Reasoning ability	20	20
B	Test of Mathematics	20	20
C	Test of Language Hindi	20	20
	Test of Language English	20	20
D	Test of Post specific subject related	20	20
	TOTAL	100	100

PART-I Preliminary Examination (Objective Type)

For Post Code 50/11 to 59/11

SECTION	TEST COMPONENTS	DURATION: 01 hour	
		NUMBER OF QUESTIONS	MARKS
A.(i)	Test of General Awareness	20	20
(ii)	Test of General and Reasoning ability	20	20
B(i)	Test of Arithmetical & Numerical Ability	20	20
C	Test of Language English	20	20
	Test of Language Hindi	20	20
	TOTAL	100	100

SKILL TEST (TYPEWRITING & STENOGRAPHY)

For Post Code 53/11 to 57/11

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 -53 to 57 in Section 'A'.

SKILL TEST (Data Entry Operator)

For Post Code 58/11

The candidates short listed on the basis of Par-II Examination will be required to appear in Skill Test of Data Entry at the Speed 10000 key depressions per Hour as prescribed for the Post Code-58 in Section 'A'.

SKILL TEST (Driving)

For Post Code 50/11

This will include test of Driving Skill and will be of qualifying nature. The candidate short listed on the basis of marks secured in the written examination (Part-II) will have to undergo and clear the driving skill test which may include test in driving skills, simulator tests, reaction test etc.

PART – II Main Examination (Descriptive Type)

Part-II Main Examination will consist of Descriptive type Questions of 200 marks to be answered in 02 Hours. There will be 10 questions of 20 marks each with parts/options/choices. (Questions will consist of post specific subject(s) related to the nature of duty/responsibilities of the concerned post(s) and will be of the same level as per the qualifications prescribed in the Recruitment Rules of the post concerned).

Note:

1. In Part-I Examination 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 in the space provided on the Question-cum-Answer Booklet itself, either in Hindi or in English only. The medium of writing the answers must be specified in the relevant column on the Question-cum-Answer Booklet at the space provided. The candidates will not be given any additional answer sheet. However, for Language paper the candidate will have to write the answers in the concerned Language only.
3. Part-I Preliminary Examination (Objective type) will be of qualifying in nature for short listing the candidates. Final merit list of candidates will be prepared on the basis of performance of short-listed candidates (marks secured) in the Part II Main Examination (Descriptive type) only.
4. The minimum qualifying marks for Preliminary Examination (Part-I) is 40% for General Category candidates and 30% for Reserved Category candidates subject to maximum of 06-10(six to ten) times the number of advertised vacancies including bracketed candidates, if any, as per the availability of eligible candidates.
5. The minimum qualifying marks for Main Examination (Part-II) is 45% for General Category candidates & 35% for Reserved Category candidates.
6. There will be no negative marking for wrong answers.
7. There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in the examinations conducted by DSSSB.
8. The DSSSB reserves the right to cancel/withdraw any question/questions from the test for providing level playing field across the board.

SYLLABUS:

PART – I Preliminary Examination 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/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 India and its neighbouring 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 & 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.

Section-B :

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.

Mathematics : The test of Mathematics will includes Arthmetical and numerical ability as mentioned above and questions on Algebra, Commercial Maths, Equations, Trigonometry, Geometry, Statistics, Probability, etc.

Section-C : The test of Language Hindi & Language English: 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-D : (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.

PART – II Main Examination will be as follows:

The Examination will consist of descriptive type questions of 200 marks to be answered in 02 hours. There will be 10 questions of 20 marks each with parts/options/choices. Questions will consist of post specific subject(s) related to the nature of duty/responsibilities of the concerned post(s) and will be of the same level as per the qualifications prescribed in the Recruitment Rules of the post concerned.

TIME OF EXAMINATION:

		Duration 03 Hours
PART –I	Preliminary Examination (Objective type)	10.00 A.M. to 11.00 A.M.
	And	
PART –II	Main Examination (Descriptive type)	11.00 A.M. to 01.00 P.M.

Combined PART I (Preliminary) and Part II (Main) examination will be conducted together in one go. Candidates can appear in only one Subject/Group of post code(s) of their choice out of Part-II Main Examination (Descriptive Type) held on the same day. The Examination schedule of individual post code/ group of post codes will be published in leading newspaper, Employment News and will also be given in DSSSB's Website www.dsssb.delhigovt.nic.in subsequently. **In case of combined examination for more than one related posts the preference order**

of the posts by the candidate will be obtained in relevant columns in OMR sheet on the day of examination.

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 24/10/2011 The closing date is 17/11/2011 Application Receiving Counters will be opened between 10:00 A.M. to 05.00 P.M. on all working days (except Saturdays, Sundays & 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 under any circumstances. Applications sent through post should also reach the Board/DSSSB office 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 form (PART I AND PART II) duly filled in along with photocopies of relevant documents/certificates etc duly attested by a Gazetted Officer and the IPO of the requisite amount can be delivered personally in the **Application receiving counters at the office of the DSSSB, FC-18, Institutional Area, Karkardooma, Delhi -110092** as per the time prescribed above. The complete application forms can also be sent by Post, addressed to **The Secretary, Delhi Subordinate Services Selection Board, FC-18, Institutional Area, Karkardooma, Delhi-110092** along with all necessary enclosures and one Post Card bearing postal stamp of Rs.6/- to reach the Board's office on or before the closing date and time mentioned above. Candidate must superscribe the Post name and Post code on top of the Envelope while sending the application form.
- (iii) The application forms submitted by the applicants personally will be received by DSSSB at its Application receiving counter. The ID Number for received application submitted by the applicant in person will be provided by hand. In case the application form is sent through post, a stamped and self addressed post Card should be enclosed, wherein the ID Number would be pasted and the post card will be returned back, if submitted. 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 Form 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 mode 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 Newspapers/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 benefit 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 under any circumstances and it can also not be held in reserve for any other examination or selection.

(3) INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

- (i) The candidate must apply in the prescribed application form as per the format (PART I & II) given in SECTION- D as published in the Employment News and also available in the Board's website along with this advertisement. It should be photocopied or typed or computer printed or printed on a good quality (70 GSM) A-3/Legal Size white photostat paper as per prescribed format giving adequate space for each row and column. **Newspaper cutting must not be used as application form.** Application on formats other than the prescribed format for concerned post will be rejected.
- (ii) Application form filled in the format used for previous recruitment or some other advertisement will not be considered. The candidates should note that Application Form will NOT be supplied by the Board's office.
- (i) The application form should be filled up using Blue/Black ball pen only in his/her own handwriting.
- (ii) Application form may be filled either in Hindi or English. **No other language will be accepted by the Board.**
- (iii) 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.
- (iv) Two recent passport size coloured photographs(front face) with light background as per specification given in Section-A.
- (v) All columns must be filled. **No column should be left blank, instead it should be marked "NA" wherever not applicable.** Incomplete or illegible or incorrectly filled or unsigned application form will be summarily rejected. Candidate must sign in the running script, not in block letters in the same language.
- (vi) Candidate must sign in running script and put his/her left thumb ink impression in relevant columns of Part I of application form which must be clearly visible.
- (vii) In column no. 4 of Part I of application form the candidate must tick in the relevant box(s) to which category/community he/she belongs. PH candidate should ensure to mention their % of permanent disability and detail regarding whether scribe is required at the examination centre in the relevant column of Part II of the application form.
- (viii) No traveling allowance or other expenses in connection with the submission of application form 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 valid Admit Card issued from the DSSSB. **No photocopy of the Admit Card will be allowed.**

(5) RESERVATION BENEFITS

- (i) Reservation benefits will be available to the SC/OBC/Physically Handicapped/Ex-Servicemen & other special category candidates in accordance with the instructions / orders / circulars issued from time to time by the Competent/Notified Authorities. The reservation benefits for the vacancies shall be admissible as per judgement dated 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 DSSSB and

ors with WP(C) No 507 of 2006-Sarv Rural & Urban Welfare Society vs Union of India & Ors. The candidates who have obtained the SC/ST certificates in Delhi on the basis of the certificates of their parents issued by other States and have migrated to Delhi are not entitled for the benefit of reservation and shall be considered under UR category, if eligible otherwise.

- (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 to them on or before the closing date by the competent/notified authority (in prescribed format) along with their application form**, otherwise their claim for SC/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 submit duly filled prescribed **Annexure I**, along with his/her caste certificate.

(6) AGE RELAXATION

Candidates belonging to SC category are eligible for age relaxation up to a maximum of 05 years and candidates belonging to OBC up to a maximum of 03 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. Age relaxation is not applicable to candidates belonging to reserved category applying against UR posts.

(7) DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM

- (a) All candidates must attach the following documents along with 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 acknowledgement of the application form 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. Candidate may note that no separate acknowledgement other than this card will be sent to them.
- (b) All candidates must attach the photo copies of the following documents duly **attested by a Gazetted Officer along with the Application Form**:
 - (i) Two recent passport size coloured photographs (front face) with light background 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.
 - (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 YEARWISE MARKS-SHEET**) from Matriculation onwards, experience, age-relaxation etc.
 - (iv) Community/Category Certificate/Physically Handicapped/ Ex-Serviceman Certificate/ Government Employee Certificate issued by notified/competent authorities as per the prescribed format, if benefit is claimed under any of the above categories. Annexure I in case of OBC candidate that he/she does not belong to the creamy layer on the crucial date, in addition to the OBC community certificate issued to him/her on or before the crucial date.
 - (v) In case of Govt/Departmental employee, an undertaking from the candidates indicating that they have informed in writing to their Head of Office/Department that they have applied for the Examination/Post along with a copy of the application submitted to the Head of Office/Department. Application received after closing date even if forwarded by the Department well in advance, will be summarily rejected.

- (vi) Candidate claiming the reservation/relaxation under meritorious sports person category in the field of Games/Sports recognised by the Government of India for such purpose provided they satisfy all other conditions prescribed by Government from time to time should enclose the certificate(s) issued by the competent authority in the proforma prescribed by GOI.
- (vii) In case of Widow, Death Certificate of her husband together with the affidavit that she has not remarried since.
- (viii) In case of divorced women and women judicially separated from their husbands, a certified copy of the judgement/ decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an affidavit in respect of divorced women that they have not remarried since.
- (ix) In case of Ex-servicemen, they should submit certificate as per the prescribed Appendix 2 and Appendix 3 of reservation to Ex servicemen, as per the orders issued by GOI, regarding completion of prescribed period of appointment and prescribed undertaking respectively.
- (x) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated and its copy may also be attached.

NOTE :

- (i) **If the above documents are not submitted along with the application form, 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.
- (iii) No documents will be accepted or considered by the Board after submission of Application Form by the candidate and no subsequent request for its change will be considered or granted.

(8) INVALID APPLICATIONS

The application form with any of the following deficiencies or irregularities will be treated as invalid and summarily rejected:

- a. Application form not in prescribed Format or Application form in Newspaper cutting or submitted before opening date or after closing date.
- b. Post name and Post Code(s) not filled up or incorrectly filled up.
- c. Both parts (Part I and Part II) of application form not filled up or not filled up as per direction given in the Notice.
- d. Incomplete or illegible or incorrectly filled up applications.
- e. Without passport size coloured photograph (front face) with light background affixed on application form in the space provided. Affixing Black and White/polaroid and blurred photographs. Affixing more than one type of photograph.
- f. Without signature and left hand thumb ink impression in space provided.
- g. The application filled up in other than Blue/Black ball pen.
- h. Signature done in Block/Capital letters in English or in different languages and in different style/mode or any variance in the signature.
- i. The Left thumb ink impression not clearly visible.
- j. Less or without fee/IPO, in case the candidate is NOT exempted from paying the fee.
- k. Detailed particulars of Examination fees not filled in relevant column of Application form.
- l. Applications not filled in English or Hindi or not filled by candidate in his/her own handwriting.
- m. Under/over aged candidates.
- n. Not having the requisite qualifications as on closing date.
- o. More than one application for the post by the same candidate for the same post.
- p. Applications of more than one candidate or more than one post code sent in one envelope.

- q. Without proper certificate, in case of SC/OBC/EXSM/PH/other special categories candidates. Such certificate not issued from the competent authority on proper format/proforma under his signature, name, designation and office seal and issued after the closing date of receipt of application.
- r. Without attestation of Gazetted Officer on any of Xerox copy(ies) of certificate.
- s. Without General Declaration by all candidates/Declaration by OBC candidate, if applicable.
- t. Non submission of CLEAR and LEGIBLE certificates/documents with the application form.
- u. Application from a candidate debarred from appearing in the Exam by the DSSSB/SSC for life time or for a particular period.
- v. Any other irregularity

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 Combined Part-I (Objective type) and Part-II (Descriptive type) are held together, Part-I (objective type) examination 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 short listed in Part-I examination, 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 in different categories i.e. UR/SC/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 form 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.
- (vi) In case of combined examination for more than one related posts the preference order of the posts by the candidate will be obtained in relevant column in OMR sheet on the day of examination and will be considered accordingly subject to the availability of the vacancy.
- (vii) If there are two or more candidates in the same category having equal marks in the examination the candidate older in age gets preference.
- (viii) The Board does not maintain/operate any reserve list in selection.

(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 the event if 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.

- (iii) **Candidates are cautioned to fill up their identity particulars on OMR answer sheet of Part I examination carefully. If it is found that the identity particulars of the candidate such as roll number etc and the particulars of the question booklet including question booklet number and question booklet series are wrongly filled or are left blank, his/her OMR answer sheet will not be evaluated and shall invite cancellation of his/her candidature.**

(11) GENERAL INSTRUCTIONS FOR CANDIDATES

1. 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.
2. The Admit Card will be provisionally issued on the basis of information furnished by the candidate in his/her application form. The DSSSB is not verifying/scrutinizing the application form 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 before applying for the post and appearing in the examination regarding the possession of the required qualifications, age and caste etc. as stipulated for the post to avoid future implications.
3. Only one Admit Card for combined Preliminary and Main Examination shall be dispatched to the candidates. The Board is not responsible for any postal delay/loss. If any candidate does not receive the admit card by the date specified in examination schedule, 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 – 110092 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., Adhar etc. along with 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.
4. If any candidate appearing for the above examination finds that in the admit card his/her name, reservation category, post name, post code, photo is either missing or is incorrect then he/she should get it rectified by visiting the office of the Board on the date and time to be announced later for issue of duplicate admit cards. 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.
5. 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 date and time to be announced later for issue of duplicate admit cards.
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 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.

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. Reporting time for the candidates at the examination centre on the day of examination is between 08:30 A.M. to 09:30 A.M. Entry to the Examination Centre will be closed at 09.30 A.M. sharp. No candidate will be allowed to enter the Examination Centre after 09:30 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.
11. In combined Part – I (Preliminary Examination) and Part – II (Main Examination), the OMR Sheet/ Part I Question Booklet and the Question-Cum-Answer Booklet (Part-II) are to be handed over to the Invigilator after completion of Examination as mentioned in the question cum answer booklet.
12. 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.
13. 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 and Question cum Answer Booklet of Part-II (Main Examination) in the presence of Invigilator. The Invigilator shall also sign on the same at the prescribed space. The admit card shall be collected by the Invigilator before/after completion of Examination. The candidate's fingerprint and photograph will also be taken/captured during the examination by using biometric devices.
14. The OMR answer sheet will be collected by the invigilator immediately after expiry of 01 hours time for Part I (Preliminary Examination) and hand it over to the Centre Superintendent.
15. The candidate will be allowed to open the seal of Part II (Main Examination) only after expiry of 01 hour of Part I (Preliminary Examination). Part II (Examination) will be of 02 hours duration.
16. If any candidate does not appear in Part-I (Preliminary Examination) of combined examination, he/she will not be allowed to appear in Part-II (Main Examination).
17. After the examination is over, the candidate should hand over the Question cum Answer Booklet to the Invigilator before leaving the room. Any candidate who do not return the Question cum Answer Booklet or is found attempting to take the Question cum Answer Booklet outside the examination hall or pass on the Question cum Answer 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.
18. 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 orthopaedic 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 answers on their behalf by following the prescribed procedure.
 - 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 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 and should have opted for the same in the requisite column of the application form.
- (b) If any VH/PH/VI candidate receives the admit card indicating any category other than VH/PH/VI, as the case may be, the candidate should approach the Board for correction of category in the admit card on the date & time to be announced later for issue of duplicate admit cards.
- (c) VH/PH/VI 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/her Admit Card. In case of non-receipt of the above proforma, the 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.
- (e) The declaration of the scribe and the declaration of the VH/PH candidate duly attested by a Gazetted Officer shall be verified/countersigned by a designated officer of the Board at the office of the Board on the date & time to be announced later for issue of duplicate admit cards.
- (f) The VH/PH candidate is required to bring his/her 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 date & 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 coloured photograph duly attested by a Gazetted Officer.
- (g) The declaration of the scribe and the declaration of the VH/PH candidate duly attested by a 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) 60 minutes extra time (20 minutes for Part I examination and 40 minutes for Part II examination) shall be given in addition to the normal time allowed of 03 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

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Board to be guilty of any of the following acts:

- (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/her 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) Writing irrelevant matter including obscene language or pornographic matter, in the script(s) or;
- (x) Writing Name, Roll Number or putting any kind of identification marks at places other than prescribed in the question cum answer booklet or enclosing any other undesirable paper/material which may reveal/disclose his/her identity.
- (xi) Taking away the Question Booklet/Answer Sheet with him/her from the examination hall or passing it on to unauthorized person during the conduct of the examination or ;
- (xii) Harassing or doing bodily harm to the staff employed by the Board for the conduct of these examination or ;
- (xiii) Violation of any of the instructions issued to candidates along with their Admit Card permitting them to take examination or ;
- (xiv) 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/herself 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 and or;
 - (c) To take disciplinary action under appropriate rules if he/she is already in service under Government and or;
 - (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 /misconduct, 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' 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.dsssb.delhigovt.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.**
- (iv) **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 SUMMITTED 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)

