



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
 FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110302

ADVERTISEMENT NUMBER 02/2008

OPENING DATE FOR RECEIPT OF APPLICATIONS 22 -07 -2008	CLOSING DATE FOR RECEIPT OF APPLICATIONS 12 – 08 - 2008 (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 AND SATURDAYS FROM 10:00 A.M. TO 05:00 P.M. THE COUNTER WILL BE CLOSED ON SUNDAYS & GAZETTED HOLIDAYS.	
PLACE FOR SUBMISSION OF APPLICATION IN PERSON: OR BY POST – RECEPTION COUNTER, (GROUND FLOOR) OFFICE OF DSSSB, FC-18, INSTITUTIONAL AREA KARKAR DOOMA, DELHI-110092.	
APPLICATIONS RECEIVED THROUGH POST OFFICE: SHOULD ALSO REACH THE OFFICE OF THE BOARD AS PER THE CLOSING DATE AND TIME, MENTIONED ABOVE. THE BOARD IS NOT RESPONSIBLE FOR ANY POSTAL DELAY.	
APPLICATION MUST BE ACCOMPANIED WITH: A CROSSED INDIAN POSTAL ORDER (IPO) OF Rs. 100/- (PER APPLICATION) FOR GROUP 'B' POSTS AND Rs.50/- (PER APPLICATION) FOR GROUP 'C' POSTS, IN FAVOUR OF THE SECRETARY, DSSSB, WHICH IS NON-REFUNDABLE.	
APPLICATION FORM (AS PRINTED IN EMPLOYMENT NEWS) SHOULD BE COPIED ON A GOOD QUALITY (70 GSM) A-4 WHITE PHOTOSTAT PAPER	

Applications are hereby invited from eligible candidates for recruitment to various posts in different departments of Government of NCT of Delhi/Autonomous/Local Bodies. The details regarding name of the post(s), post code, deptt., number of vacancies, educational qualifications (as per recruitment rules provided by the user department), experience required, pay scale, eligible age limit etc. are at Section A of this Advertisement. However, the applicants are required to go through the detailed advertisement regarding section 'B' i.e. Gen. instructions to the candidates and section 'C' i.e. Application form, in the Employment News, dated: 19.07.2008.

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

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

(2) OBC candidates seeking benefit of reservation should submit OBC certificate issued by the competent authority of Government of NCT of Delhi. All other OBC candidates with certificates issued from outside Delhi will be considered for the unreserved category if eligible otherwise.

SECTION-A**(1) TEACHER (PRIMARY)IN MUNICIPAL CORPORATION OF
DELHI. (POST CODE - 016/08)**

Number of Vacancies: 1000(UR-505, OBC-270,SC-150,ST-75 (INCLUDING EX-SERVICEMEN-100, PH(OH)-16,PH(VH)-14)

Qualifications:

Essential : (i) Senior Secondary(10+2)or Intermediate or its equivalent with 50% marks from a recognized board.(ii) Two years Diploma certificate course in ETE/JBT or B.El.Ed. from a recognized institution.(iii)Must have passed Hindi as a subject at Secondary level.

Desirable: (i) Computer knowledge.

Pay Scale: 4500-125-7000/- ; **Group- 'C'; Probation Period;** Two years; **Age Limit:** 20-27 years. (Upper age limit relaxable for SC/ST-5 years, OBC-3 years, PH-10 years, PH & SC/ST-15 years, PH& OBC-13 years, Departmental Candidates/Govt. employees- 5 years).

(R.No.D/DEO/TRC/08/1190, dated: 26.5.2008)

**(2) JUNIOR ENGINEER(ELECT.)IN MUNICIPAL CORPORATION OF
DELHI. POST CODE - 017/08**

Number of Vacancies : 36(UR-04,OBC-18,SC-09,ST-05(including one vacancy reserved for PH).

Essential Qualifications: (a) Degree in Elect. Engineering from a recognized University or equivalent. OR

(b) (i) Diploma in Elect. Engineering from a recognized institution or equivalent; and (ii)2 years` professional experience as Elect. Engineer, counted from the date of completion of the qualifying diploma examination.

Pay Scale: 5000-8000/- ; **Group – 'C'; Probation Period;** Two years; **Age Limit :** Not exceeding 27 years (Relaxable for SC/ST-5 years, OBC-3 years, PH-10 years, PH& SC/ST-15 years, PH & OBC-13 years & Relaxable for Govt. servants and employees of Municipal corporation of Delhi upto 5 years in accordance with the instructions or orders, issued by the Central Govt.)

(R. No.A.O.(Estt.)-II/CED-II/2008/4343, DATED: 26.02.2008)

**(3) JUNIOR ENGINEER(CIVIL)IN MUNICIPAL CORPORATION OF DELHI.
POST CODE - 018/08**

Number of Vacancies : 268 (UR-118,OBC-86,SC-42,ST-22(including 06 vacancies reserved for PH and 01 for Ex. Servicemen)

Essential Qualifications: (a) Degree in Civil Engineering from a recognized University or equivalent. OR

(b) (i) Diploma in Civil Engineering from a recognized institution or equivalent; and (ii)2 years` professional experience as Civil Engineer, counted from the date of completion of the qualifying diploma examination.

Pay Scale: 5000-8000/- ; **Group – 'C'; Probation Period;** Two years; **Age Limit :** Not exceeding 27 years (Relaxable for SC/ST-5 years, OBC-3 years, PH-10 years, PH& SC/ST-15 years, PH & OBC-13 years & Relaxable for Govt. servants and employees of Municipal corporation of Delhi upto 5 years in accordance with the instructions or orders, issued by the Central Govt.)

(R. No.A.O.(Estt.)-II/CED-II/2008/4343, DATED: 26.02.2008)

(4) ASSISTANT ENGINEER (ELECTRICAL) IN MUNICIPAL CORPORATION OF DELHI POST CODE - 019 /2008

Number of Vacancies : 06 (UR-04,OBC-02).
Essential Qualifications: (i)Degree in Electrical Engg.(a recognized university or equivalent)(ii) 2 years professional experience.
Pay Scale: 6500-200-10500/- ; **Group – ‘B’;** **Probation Period;** Two years;
Age Limit Not exceeding 30 years (Relaxable for OBC- 3 years & for Govt. servants and employees of Municipal corporation of Delhi upto 5 years in accordance with the instructions or orders, issued by the Central Govt.)
(R. No. A.O.(ESTT)-II/CED-II/2008/4343, DATED: 26.2.2008)

(5) ASSISTANT ENGINEER (AUTO) IN MUNICIPAL CORPORATION OF DELHI POST CODE - 020 /2008

Number of Vacancies : 02 (UR-02).
Essential Qualifications: (i). Degree in Mechanical or Auto mobile Engineering from a recognized university or equivalent(ii) 2 years practical experience in a automobile workshop of repute.
Pay Scale: 6500-200-10500/- ; **Group – ‘B’;** **Probation Period;** Two years;
Age Limit Not exceeding 30 years (Relaxable for Govt. servants and employees of MCD by 5 years in accordance with the instructions issued by central Govt.)
(R. No. A.O.(ESTT)-II/CED-II/2008/4343, DATED: 26.2.2008)

**(6) {SCHOOL INSPECTRESS (NURSERY) Reserved for Female }
 IN MUNICIPAL CORPORATION OF DELHI.**

(POST CODE - 021/08)

Number of Vacancies: 03 (UR-03)
Qualifications:
Essential (a) (i).Bachelor’s Degree from a recognized university or equivalent.(ii) Nursery Teacher’s training Certificate from a recognized institution or equivalent.(iii) 5 years teaching experience in a Nursery Training Institute. OR 7 years experience of teaching in Nursery classes.(b) **Desirable:** (i) B.Ed./M.Ed. from a recognized university or equivalent (ii) Master’s Degree of a recognized University or equivalent.
Pay Scale: 6500-10500/- ; **Group- ‘B’;** **Probation Period;** Two years; **Age Limit:** Not exceeding 30 years. (Relaxable for Govt. Servants and employees of the MCD)
(R.No.A.O.(Estt.)-II/CED(II)/RPA-III/2007/17016, dated: 28.06.2007)

**(7) SCHOOL INSPECTER (SCIENCE) IN MUNICIPAL CORPORATION OF DELHI.
(POST CODE - 022/08)**

Number of Vacancies: 07 (UR-05(including PH(OH)-1& VH-1),
OBC-01,SC-01)

Qualifications:

Essential (i).Degree in Science of a recognized university or equivalent with degree in Education from a recognized University/institution.(ii) Three years teaching experience in Science subject supervision of schools.

Desirable: (i) Master's Degree in science from a recognized University or equivalent.(ii) Knowledge of Hindi.

Pay Scale: 6500-10500/- ; **Group- 'B'**; **Probation Period;** Two years; **Age Limit:** Not exceeding 30 years. (, Relaxable for SC/ST-5 years OBC- 3 years, PH-10 years, PH&SC/ST-15 years,PH & OBC-13 years, Govt. Servants and employees of the MCD- 5 years)

(R. No.F.6(71)/CED(II).SI(Phy.)/RPA-iii/2008/9233, dated: 15.05.2008)

**(8)L.D.C. IN MUNICIPAL CORPORATION OF DELHI
POST CODE - 023/08**

Number of Vacancies: 815(UR-363, OBC-282, SC-93,ST-77 including Ex-servicemen-89 and PH-40{PH(o)-10, PH(VH)-15 and Deaf & Dumb-15}

Essential Qualification: (i)Matriculation/secondary school Exam. From a Recognised University/Board or equivalent and (ii) ability to type at a speed of not less than 30 w.p.m. in English or 25 w.p.m. in Hindi.

Pay Scale: 3050-4590/- ; **Group – 'C'**; **Probation period;** Two years;

Age Limit: Between 18 and 27 years (Relaxable for SC/ST-5 years, OBC-3 years, PH-10 years, PH & SC/ST- 15 years, PH & OBC-13 years and Relaxable for Government servants and employees of the M.C.D. upto 5 years in accordance with the instructions issued by the Govt. of India)

(R. No. A.O.(Estt.)-II/CED(C)LDC apptt/08/942, dated: 14Jan., 2008)

**(9) STATISTICAL CLERK IN MUNICIPAL CORPORATION OF DELHI
POST CODE - 024/08**

Number of Vacancies: 14 (UR-07, OBC-04, SC-02 & ST-01)

Essential Qualification: (i) Degree with Mathematics Statistics/Economics as one of the subjects from a recognized University or equivalent. **Desirable:** (i) Working knowledge of Hindi(ii) Knowledge of typing and operation of calculating machine.

Pay Scale: 3050-4590/- ; **Group – 'C'**; **Probation period;** Two years; **Age Limit:** Between 18 and 27 years (Relaxation in upper age limit available to SC/ST-5 years & OBC-3 years and for Government servants and employees of the M.C.D. upto 35 years in accordance with the instructions issued by the Central Government)

(R. No.F.ADC(H)/2007/2071, dated: 31.08.2007)

**(10) CHEMIST IN DIRECTORATE OF PREVENTION OF FOOD
ADULTERATION POST CODE - 025/08**

Number of Vacancies: 02(OBC- 02)

Essential Qualifications: M.Sc. in Chemistry/Bio-Chemistry/Agricultural Chemistry or Food Technology or Foods and Drug and Water from a recognised University or Graduate in Science with Chemistry as one of the subjects from a recognised university having at least 3 years experience in the analysis of food samples.

Desirable : Experience in research/testing and standardization/manufacturing of foods.

Pay Scale: 5500-175-9000/-; **Group 'C'; Ex-cadre ; Probation period;** Two years; **Age Limit:** Not exceeding 30 years. (Relaxation in upper age limit for Departmental candidates 5 years and OBC- 03 years. Relaxable for Govt. servants.)
(R. No. F.10(91)/99/Admn./PFA/Pt.-I/6829, dated: 1.11.2007)

**(11)NURSING SISTER (RESERVED FOR FEMALE) IN MAULANA
AZAD INSTITUTE OF DENTAL SCIENCES.**

POST CODE - 026/08

Number of Vacancies: 02 (UR-02)

Essential Qualifications:(i). Matriculation (ii). 'A' Grade certificate in Nursing from a recognized Institution(iii). Certificate in Midwifery or Six months training in operation Theatre or T.B.Ward or in leprosy Nursing(iv). 3 years experience as Staff Nurse/Astt. Home Nurse.

Pay Scale: 5500-9000/- ; **Group – 'C; Probation Period;** Two years; **Age Limit:** Below 30 years

(R. No.F.No.(5)/34/MAIDS/06-07/3180, dated: 31.08.2007)

**(12) LAB TECHNICIAN IN MAULANA AZAD INSTITUTE OF
DENTAL SCIENCES.**

POST CODE - 027/08

Number of Vacancies: 01(UR-01).

Essential Qualifications: (i). Matriculation or equivalent qualification from a recognised Board (ii).Diploma in Medical Laboratory Technology(iii). Two years experience in Blood Bank. Or Degree in Science with 2 years experience in Blood Bank

Pay Scale: 4500-7000/- ; **Group – 'C'; Probation Period;** Two years; **Age Limit:** 20-25 years. (Relaxable for Govt. servants upto 35 years in accordance with the instruction and order issued by the Central Govt.)

(R.No.F.No.(5)/34/MAIDS/06-07/3180, dated: 31.08.2007)

**(13) O.T. TECHNICIAN IN MAULANA AZAD INSTITUTE OF
DENTAL SCIENCES**

POST CODE - 028/08

Number of Vacancies : 02 (UR-02).

Essential Qualifications: (i). B.Sc. from a recognised University or equivalent.(ii). 2 years, operating Room Assistant Course. Or (i). Matriculation/Hr. Secondary/Sr. Secondary(10+2) with science.(ii). 10 years experience in operation Theatre/CSSD/Anaesthesia/Pipelines Technician/Anesthesia workshop in any recognised hospital.

Pay Scale: 5000-8000/- ; **Group – ‘C’;** **Probation Period;** Two years; **Age Limit :** 21-30 years (Relaxable for Govt. servants up to 35 years)

(R. No. F.No.(5)/34/MAIDS/06-07/3180, dated: 31.08.2007)

**(14) ASSTT. LIBRARIAN IN MAULANA AZAD INSTITUTE OF DENTAL
SCIENCES**

POST CODE - 029/08

Number of Vacancies : 01(UR-01)

Essential Qualifications: (i). Matriculation from a recognized university/Institute or equivalent. (ii). Certificate in Library Science from a recognized institute.

Pay Scale: 4000-6000/-; **Group - ‘C’;** **Period of probation ;** Two years; **Age Limit:**18-26 years

(R.No.F.5(34)/MAIDS/Rectt./2006-07/2936, dated: 17.08.2007)

(15) LIBRARIAN IN MAULANA AZAD INSTITUTE OF DENTAL SCIENCES

POST CODE - 030/08

Number of Vacancies : 01 (UR-01)

Essential Qualifications: - (i) Degree from a recognized university or equivalent.(ii) Bachelor Degree or equivalent diploma in Library Science of a Recognized University /Institute or equivalent. (iii)Experience of two years in a Library/computerization of a Library or one year certificate in Computer application from a recognized institute or equivalent.

Pay Scale: 5500-9000/-; **Group -‘B’;** **Probation Period;** Two years; **Age Limit** : Not exceeding 30 years (Relaxable for Government Servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)

(R.No.F.5(34)/MAIDS/Rectt./2006-07/2936, dated: 17.08.2007).

**(16) HEAD CLERK/ASSISTANT IN MAULANA AZAD INSTITUTE OF
DENTAL SCIENCES**

POST CODE - 031/08

Number of Vacancies : 01 (UR-01).

Essential Qualifications: Bachelor Degree of Recognised University in Arts, Commerce, Science or equivalent.

Pay Scale: 5500-9000/-; **Group - ‘C’;** **Probation Period;** Two years
Age Limit: 18-25 years (Relaxable in case of Govt. servant in accordance with the Govt. of India Orders)

(R. No.F.No.(5)/34/MAIDS/06-07/3180, dated: 31.08.2007)

**(17) ASSTT. PROGRAMMER IN DEPTT. OF INFORMATION
TECHNOLOGY POST CODE - 032/08**

Number of Vacancies : 61 (UR-31, SC-07,ST-05, OBC-18(Incl. PH(o)-02).
Essential Qualifications: (A) masters degree in computer application/ computer science or M.Tech.(with specialization in computer application)or B.E./B.Tech. in computer Engineering/computer science/computer technology of a recognized University or equivalent. OR (B)(i)Degree in computer application/computer science or Degree in electronics and communication engineering from a recognized university or equivalent.(ii) 2 years experience in electronics Data Processing work including experience of actual programming. OR(C)(i) Masters degree of a recognized university or equivalent or Degree in Engineering of a recognized university or equivalent.(ii) 3 year`s experience in electronics data processing work including experience of actual programming . OR (D)(i)Á level diploma under D.O.E.A.C.C. programme or post Graduate diploma in computer application offered under university programme/post polytechnic diploma in computer application awarded by state council of technical education or equivalent.(ii) 3 years experience in Electronics data processing work including experience of actual programming.
Pay Scale:5500-175-9000/- ;**Group – ‘B’Gazetted(Non-Ministrial); Probation Period;** Two years; **Age Limit :** Not exceeding 30 years (Relaxable for SC/ST-5 years, OBC-3 years, PH-10 years, PH& SC/ST-15 years, PH & OBC-13 years, Govt. employees-5 years, in accordance with the instructions or orders issued by the Central Govt.)
(R. No. F.No.(5)/34/MAIDS/06-07/3180, dated: 31.08.2007)

**(18) SCIENTIFIC ASSISTANT (LIE-DETECTION) IN FORENSIC SCIENCE
LABORATORY POST CODE - 033/08**

SCIENTIFIC ASSISTANT (LIE-DETECTION)
Number of Vacancies: 01(UR-01)
Essential Qualifications: Masters degree in Psychology/Criminology from a recognised University or equivalent. **Desirable:** Work experience in the relevant field.
Pay Scale: 4500-125-7000/-; **Group _ ‘C’;** **Probation Period;** Two years; **Age limit:** 27 years (Relaxable for Government Servants in accordance with the instructions/orders issued by the Central Government from time to time).
(R.No.F.1(37)/FSL/Estt./SA/06/P.F./2855, dated: 17.01.2008)

**(19) SCIENTIFIC ASSISTANT (DOCUMENT) IN FORENSIC SCIENCE
LABORATORY POST CODE - 034/08**

SCIENTIFIC ASSISTANT (DOCUMENT)

Number of Vacancies: 04 (UR-03, & 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, Analysis of Ink, other allied problems and Computer Forensic in FSL/CFSL/GEQD/ Recognized Scientific Institution/Scientific Laboratory.

Pay Scale: 4500-125-7000/- ; **Group –‘C’;** **Probation Period;** Two years; **Age limit:** 27 years (Relaxable for Government Servants in accordance with the instructions/orders issued by the Central Government from time to time).

(R.No.F.1(37)/FSL/Estt./SA/06/P.F./2531, dated: 12.12.2007)

**(20) SCIENTIFIC ASSISTANT (BIOLOGY) IN FORENSIC SCIENCE
LABORATORY POST CODE - 035/08**

SCIENTIFIC ASSISTANT (BIOLOGY)

Number of Vacancies: 06(UR-05,OBC-01)

Essential Qualifications: Masters 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 as one of the subject at B.Sc. level from a recognized University or equivalent)

Desirable: Work experience in a scientific Laboratory from a recognized Scientific institution.

Pay Scale: 4500-125-7000/-; **Group _ ‘C’;** **Probation Period;** Two years;

Age limit: upto 27 years (Relaxable for OBC- 3 years & for Government Servants in accordance with the instructions/orders issued by the Central Government from time to time).

(R.No.F.1(37)/FSL/Estt./SA/06/P.F./2855, dated: 17.01.2008)

(21) CLERICAL ASSTT. IN N.D.M.C. POST CODE - 036/08

Number of Vacancies: 112 (UR-45, OBC-41, SC-16 & ST-10)

Essential Qualification: (i) Matriculation or equivalent from a recognized Board/University. (ii) Typing speed @ 30 w.p.m. in English. OR Typing speed @ 25 w.p.m. in Hindi.

Pay Scale: 3050-4590/- ; **Group – ‘C’;** **Probation period;** One year;

Age Limit: Between 18 and 27 years (Relaxable for SC/ST-5 years, OBC-3 years, PH-10 years, PH & SC/ST- 15 years, PH & OBC-13 years and Relaxable for Government servants upto 5 years in accordance with the instructions issued by the Govt. of India)

(R. No.SO(E)/422/JA-II, dated: 29.11.2007)

(22) SECURITY INSPECTOR IN DELHI TRANSCO LIMITED**POST - 037/08****Number of Vacancies:** 01 (UR-01)**Essential Qualifications:** (i) Matriculation or equivalent from a recognized Board/Institution (ii)**Number** Should be Ex-Subedar of Army or other equivalent rank of Defence Forces OR

Persons from NCC/Home Guards with two years' training/service in these organizations

Physical Standard: Height - 5'7"; Chest - Normal 32", Expanded 33 ½".**Physical Test:** High Jump- 3'6"; Long Jump- 13' ; Race- 100 mtrs in 13.5 seconds; 1 Mile or 1500 mtrs. in 7 minutes ; Obstacle- To cross 6' wooden wall. Balance in straight and jag crossing of 9' wall. **Note :** Standards regarding height and chest shall not be insisted upon in case of ex- serviceman, otherwise formally fit.**Pay Scale:** 4500-9125/-; **Group – 'C'; Probation period;** Two years; **Age limit:** Not exceeding 30 years (Relaxable for Govt. servants and employees of the DTL)*(R. No. F.DTL/101/F.01/2007-HR{DM(A)II}/749, dated: 5.11.07)***(23) GRADE IV(DASS)/LDC IN SERVICES DEPTT.(III) IN GOVT. OF NCT OF DELHI****(POST CODE - 038/08)****Number of Vacancies:** 407(UR-224, OBC-105,SC-56,ST-22 (INCLUDING EX-SERVICEMEN-41, PH(OH)-04,PH(HH)-04,PH(VH)-4,)**Qualifications:****Essential :** (i) Matriculation or equivalent.(ii) Typing speed 30 w.p.m. in English or 25 w.p.m. in Hindi(Relaxation for PH person as per rules).**Pay Scale:** 3050-4590/- ; **Group- 'C'; Probation Period;** Two years; **Age Limit:** 18-27 years. (Upper age limit relaxable for SC/ST-5 years, OBC-3 years, PH- 10 years, PH & SC/ST-15 years, PH& OBC-13 years,)*(R.No.14(6)/1/2005/Rectt./S-III/Pt. File/2106,Dated: 26.5.2008)***NOTE :****(1) CANDIDATES ARE REQUIRED TO SUBMIT LEGIBLE ATTESTED COPIES OF THE FOLLOWING DOCUMENTS ALONG WITH THE APPLICATION FORM**

- (i) Matriculation/Secondary certificate or equivalent in support of their declaration of age.
- (ii) Degree or Diploma or other certificates in support of their claim of educational qualifications and copies of ALL YEAR WISE mark sheets from Matriculation onwards.
- (iii) Experience certificates wherever applicable
- (iv) Caste/Category/ Disability /Ex-Serviceman /Widow/ Government Employee Certificate (as prescribed in Rule of FR/SR) on the prescribed form, issued by the competent authorities, if claiming benefit under any of the above categories. Ex-serviceman must to furnish undertaking that this is their first claim for the reservation after discharge from the active service.
- (v) The eligible Government servants should submit their applications directly to the Board. Forwarding of applications by the concerned Dept.

is not necessary. However they are required to attach an undertaking that they have formally informed their Head of Office/HOD regarding their application. The undertaking and a copy of formal intimation to the Dept. must be enclosed along with the application form . Applications received after closing date even if forwarded by the departments well in advance will be summarily rejected.

- (vi) Two recent passport size coloured photographs (front face) as per specification in Section-A out of which one should be pasted (Not stapled or tagged) on the space provided in the application form. The second copy of the same photograph should be attested by a Gazetted Officer and be attached carefully with the application form for the purpose of identification of the candidate at any stage of recruitment. Any variation in the photographs may lead to rejection of his/her candidature.
 - (vii) One self addressed post card duly affixed with Rs.6/- postage stamps for acknowledgement of the application. The candidate must write, name of the post, Advertisement Number and Post Code Number of the post applied for on the post card.
- (2) The number of vacancies reserved for various categories has been notified in the advertisement on the basis of requisitions furnished by the Indenting Departments. OBC candidates seeking benefit of reservation should submit OBC certificate issued by the competent authority of Government of NCT of Delhi. All other OBC candidates with certificates issued from outside Delhi will be considered for the unreserved category if eligible otherwise.
 - (3) The DSSSB reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancies is provisional and subject to change (increase or decrease).
 - (4) Abbreviations used denote as under : UR- Un-Reserved (General), SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes, PH(OH)- Physically Handicapped(Orthopedically Handicapped), VI- Visually Impaired, VH- Visually Handicapped, D&D- Deaf & Dumb and EXSM- Ex-Servicemen, N.A. – Not Applicable.
 - (5) The Educational qualification, age, experience and other conditions of eligibility as stipulated above shall be determined as on the closing date of receipt of applications.
 - (6) Applications received before the opening date or after closing date or NOT in prescribed format SHALL NOT BE entertained by the Board and shall be summarily rejected without any further notice to the candidate.
 - (7) Use of Calculator/Palmtop/Laptop/Other Digital Instrument/ Mobile/Cell Phone/Pager is not allowed, unless otherwise specifically permitted
 - (8) In case of any discrepancy among the English, Hindi, Urdu and Punjabi versions of the advertisement/information, the English version will be treated as final.

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

SECTION - B**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 22 -07 -2008. The closing date is 12 - 08 -2008. Receiving counters are opened between 10:00 a.m. to 05.00 p.m. on all working days and Saturday (except Sunday & Gazetted Holidays). In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications). Applications received before the opening date or after the closing date SHALL NOT be entertained. Applications received from the post office should also reach the office of the Board on or before the closing date and time mentioned above. The Board will not be responsible for any postal delay or loss.
- (ii) The complete application forms duly filled in alongwith photocopies of relevant documents/certificates duly attested by a Gazetted Officer and the IPO should be handed over at the **Reception counters at the Office of the DSSSB, FC-18, Institutional Area, Karkardooma, Delhi as per the time prescribed above.** The application can also be sent by Post, addressed to **The Secretary, Delhi Subordinate Services Selection Board, FC-18, Institutional Area, Karkardooma, Delhi-110302** alongwith one Post Card bearing postal stamp of Rs.6/- to reach the Board office as per the prescribed date and time, mentioned at 1(i).
- (iii) The applications delivered at the reception counter of the Board will be acknowledged on the spot and an ID Number will be given for each application. Similarly, every application sent by Post will also be acknowledged and an ID Number of the application will be sent to the candidate by the Board through the stamped and self addressed post Card, submitted by the candidate. 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 to the Board's office immediately along with necessary proof of dispatch of application to the Board. The ID Number allotted should be quoted in all future correspondence.

(2) FEE PAYABLE & MODE OF PAYMENT

- (i) **Application must be accompanied by a crossed Indian Postal Order (IPO) of Rs.100/- for Group 'B' posts and Rs.50/- for Group 'C' posts in favour of 'The Secretary, Delhi Subordinate Services Selection Board' payable at Krishna Nagar, Head Post Office, Delhi-110051.** No other form of payment will be accepted by the Board.
- (ii) The Indian Postal Order should have been issued on or after the date of issue of this advertisement in Employment News. Unreserved Category candidates and OBC Category candidates should pay full fee.
- (iii) Applicants belonging to SC/ST/PH/EXSM will be exempted subject to submission of relevant documentary evidence duly issued by the competent/notified Authorities. The candidates seeking benefits of fee concession should enclose the duly attested copies of relevant certificates in support of their claim.
- (iv) The candidate should write his/her name and address in capital letters at the space provided in IPO.
- (v) Fee once paid will not be refunded

(3) INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

- (i) The application form as per the format given in SECTION- C should be photocopied or typed or computer printed or printed on a good quality (70 GSM) A-4 Size white Photostat paper giving adequate space for each row and column. **Newspaper cutting must not be used as application form.**
- (ii) The application should be filled up using **Black ball pen only.**
- (iii) Application may be filled in Hindi or English. **No other language will be accepted by the Board.**
- (iv) The candidate must write his/her Name, Father's/Husband's name and Date of Birth as it appears in the Matriculation/Secondary Certificate or equivalent. If the candidate has changed his/her name after matriculation, his/her fathers name, her husband's name necessary documentary proof/affidavit issued by a First Class Magistrate should be attached.
- (v) All applicable columns must be filled. No column should be left blank, instead it should be marked "NA" wherever not applicable. Incomplete application will be summarily rejected.
- (vi) No traveling allowance or other expenses in connection with the submission of application and appearing in the examination will be paid to the candidates.

(4) ELIGIBILITY CONDITIONS

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

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

(5) RESERVATION BENEFITS

- (i) Reservation benefits will be available to the candidates in accordance with the instructions/orders/circulars, issued from time to time by the Competent/Notified Authorities.

(ii) Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, must submit duly attested copies of relevant certificates issued by competent/notified authority (in prescribed format) alongwith their application, otherwise, their claim for SC/ST/OBC/Physically Handicapped/Ex-Servicemen category will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies if eligible otherwise.

(6) AGE RELAXATION

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

(7) DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM:

- (a) All candidates must attach the following documents alongwith the Application Form:
- (i) Indian Postal order for the requisite amount.(IPO of Rs. 100/- for Group 'B' post and Rs.50/- for Group 'C' post.)
 - (ii) One self addressed postcard bearing postal stamp of Rs.6/- is to be attached for issue of acknowledgment of the application to the candidate. Candidate must write advertisement number, name of the post and post code number_on the post card. An ID number will be issued by the board on this post card indicating the acknowledgement of the application form.
- (b) All candidates must attach **attested photo copies duly attested by Gazetted Officer** of the following documents alongwith the Application Form:
- (i) Two recent passport size coloured photographs (front face) out of which one should be pasted (not stapled or tagged) on the space provided in the application form. The second copy of the same photograph should be attested by the Gazetted Officer and be attached carefully with the application form for the purpose of identification of the candidate at any stage of recruitment.
 - (ii) Matriculation/Secondary certificate or equivalent in support of their declaration of age.
 - (iii) Degree or Diploma or other certificates in support of claim of educational qualifications (copies of ALL THE YEAR WISE MARKS-SHEET) from Matriculation onwards) /experience/age-relaxation etc.
 - (iv) Community/Category Certificate/Physically Handicapped/ Ex-Serviceman Certificate/ Government Employee Certificate (as

- mentioned at NOTE 1(iv) of Section –A) issued by notified/competent authorities, if benefit is claimed under any of the above categories.
- (v) An undertaking from the candidates in Government Service indicating that they have informed in writing to their Head of Office/Department that they have applied for the Exam alongwith a copy of the application submitted to the Head of Office/Department in addition to undertaking and the certificate as mentioned at NOTE 1(iv) of Section -A. Application received after closing date even if forwarded by the department well in advance, will be summarily rejected.

NOTE -

-If the above documents are not submitted alongwith the application, his/her candidature for the concerned post will be cancelled. If at any stage of selection/recruitment process the application is found to be incomplete, or required documents are not attached, his/her candidature for concerned post will be cancelled.

(8) INVALID APPLICATIONS

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

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

- NOTE (i) Admit Cards will be issued based on preliminary scrutiny of the applications only. Candidature on issue of admit card is only PROVISIONAL. Mere issue of admit cards does not entitle the eligibility of the candidate for the concerned post.**
- (ii) No claim for re-consideration of the rejected cases on the grounds specified above will be entertained.**

(9) MODE OF SELECTION

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

(10) CANCELLATION OF CANDIDATURE

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

take legal action against the candidate concerned. The candidate may be permanently or for a specified period **debarred** from taking part in the recruitments conducted by the Board

(11) ACTION AGAINST CANDIDATE FOUND GUILTY OF MISCONDUCT

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

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

(12) DECISION OF THE BOARD IS FINAL

The decision of the Delhi Subordinate Services Selection Board in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection, conduct of examination(s) and allotment of exam centers, selection and allotment of post/organizations to the

selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

(13) COURT'S JURISDICTION

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

NOTE:-

- (i) Ex-Servicemen who have already secured regular appointment under the Central Government/State Government/Autonomous and Local Bodies/PSUs shall not be eligible for the benefit of the reservation in Group 'C' & 'D' posts on the civil side. However, the benefit of relaxation shall be allowed to those Ex-Servicemen who have been re-employed by private companies, Local and Autonomous Bodies, PSU's and Government Offices purely on casual/contract/temporary/adhoc basis and who can be removed from such services at any time by their employer.
- (ii) The application form can also be downloaded from the Board's website: www.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.**