

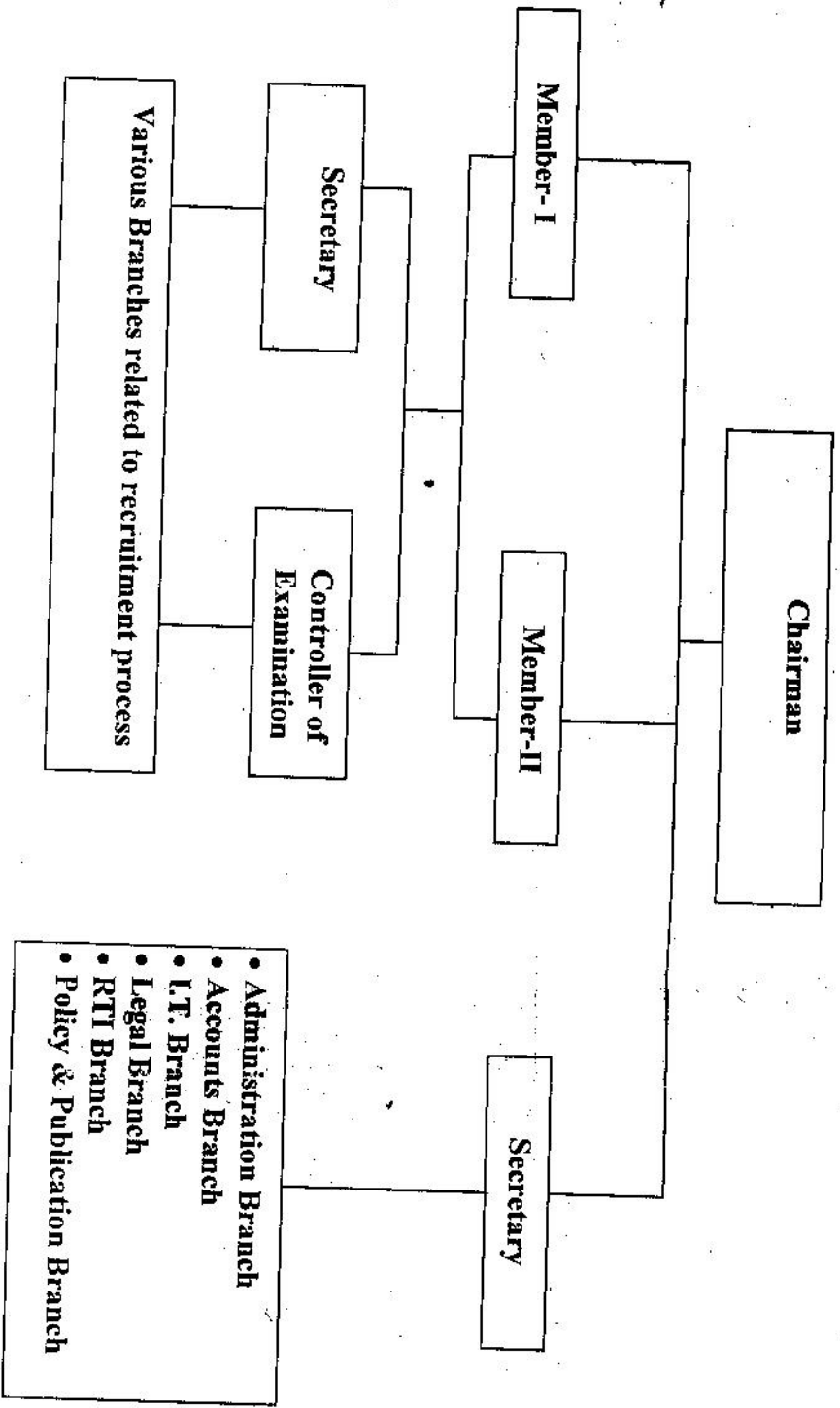
**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
SUBORDINATE SERVICES SELECTION BOARD,  
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, NEW DELHI**

**CITIZEN CHARTER**

- 1. Brief History:** On the 50<sup>th</sup> anniversary year of the Indian Independence, the Government of National Capital Territory of Delhi has instituted the Delhi Subordinate Services Selection Board vide a resolution dated 4<sup>th</sup> Oct., 1996. The Government of National Capital Territory of Delhi further decided to restructure the Delhi Subordinate Services Selection Board (hereinafter called "Board") vide amendment dated 12<sup>th</sup> May, 2008. The Board commenced its functioning w.e.f. July, 1997. The first advertisement inviting applications for recruitment was issued by the Board on 21<sup>st</sup> March, 1998. Initially Board was functioning from U.T.C.S. Complex, Vishwas Nagar. Subsequently it was shifted to its present location i.e. FC-18, Institutional Area, Karkardooma, Delhi- 110 092
- 2. Objective:** The main objective of the Board is to make recruitments to various posts of Group-B(Non Gazetted ) and Group 'C' in Government of NCT of Delhi, MCD, NDMC and autonomous bodies under the Government of NCT of Delhi
- 3. Mission/Vision:**

  - (a) The Board has been established with the purpose of recruiting capable, competent, highly skilled individuals by conducting written tests, professional tests and personal interviews as per the requirement and suitability.
  - (b) The Board is committed to develop selection and recruitment procedures that conform to the global standards in testing and promise selection by fair means of the most competent, capable and skilled individuals for user departments.
  - (c) The Board continuously endeavours to ensure that the recruitment is done purely on merit in impartial and objective manner on time.

4. Organization chart:-



5. **Details of Business transacted by the organization:** The allocation of Business to DSSSB is defined vide resolution of Services Department, Government of NCT of Delhi dated 4<sup>th</sup> October, 1996 which was amended by resolution dated 12<sup>th</sup> May, 2008 (Annexure I & II)

6. **Duties performed to achieve the mission:-**

- a) Compilation of requisitions received from the user Department for various posts in different departments/autonomous bodies and public sector undertakings under Government of NCT of Delhi
- b) Preparation of advertisement for various posts and sending them for publication in leading daily newspaper for inviting applications.
- c) Online registration of candidates through Online Application Registration System (OARS)
- d) Procuring consent from the Education Department for setting up of Examination centres and making various other arrangements pertaining to exam.
- e) Conducting various Written Examination, Screening Test and Interviews for various posts as per the examination scheme and policy of the Board.
- f) Evaluation of answer sheets and declaration of results
- g) Sending the dossiers of recommended candidates to the concerned user departments.

7. **Details of services rendered:** The Board conducts written exams, skill tests and personal interviews wherever as desired for recruitment and recommends the names of selected candidates to the user departments.

8. **Citizen Interactions:-**

- (I) Applications are invited from eligible candidates for recruitment to various posts through advertisements which are published in leading Hindi and English newspapers. DSSSB has also started the Online Application Registration System (OARS).
- (II) Notices to candidates for information about conduct of examination/skill test/interview and thereafter the written examination/skill test are conducted at designated centres as per schedule which is also displayed on the DSSSB website i.e. [www.dsssb.delhigovt.nic.in](http://www.dsssb.delhigovt.nic.in)
- (III) Declaration of result on the website of DSSSB at the notice board.

