

**Government of National Capital  
DELHI SUBORDINATE SERVICES SELECTION BOARD.**

UTCS Building, Behind Karkardooma Courts Complex, Vishwas Nagar, Shahdara, Delhi, 110032

Advertisement No.02/2002  
Last Date for Receipt of Application-15.07.2002  
Application will be received by post only.

Applications are invited from eligible candidates for recruitment to various posts as per the details given below.

**Part 1: Post, Pay Scale, Age Limits, Educational and other Qualifications**

Post Code/Group	Name of Post/Department	Number of Post(s)	Pay Scale (Rs*)	Age Limits (in years)	Educational and Other Qualifications
022 C	Grade-II (DASS) GNCT of Delhi	274 (UR-127,SC-47,ST-25,OBC-75) Including EXS-27,SP-12,PH(O)-2, VH-3,D&D-3	5000-8000	20-27	<b>Essential:</b> Degree of recognised University in Arts, Commerce, Science or Agriculture. <b>Desirable:</b> Knowledge of Hindi.
023 C	Assistant Superintendent Central Jail, GNCT of Delhi	25 (UR-13,SC-5,ST-1,OBC-6) Including 10 Female	4500-7000	18-27	<b>Essential Educational Qualifications:</b> A Degree from a recognised University. <b>Essential Physical Standards (Male):</b> Height: 5'-4 1/2" for Gorkhas & Dogras, 5'-6" for others. Chest: Minimum 32" (Girth). <b>Essential Physical Standards (female):</b> Height: 5'-0" (Essential) Educational Qualification and physical standards relaxable in the case of incumbents holding the post of Assistant Superintendent, Central Jail, and Assistant Security Officer in the College of Art having 3 years service in their respective grade/post at the time of promulgation of these rules. <b>Note:</b> Preference to be given to such Home Guard & Civil Defence Volunteers who have rendered at least 03 years service in the organisation and are trained in "basic" & "refresher" course in Home Guards & Civil Defence provided they fulfill the essential qualifications of age, education & physical standard etc. As stipulated vide Home (G) Department, GNCT circular dated-10.09.99
024 C	Fire Operator Delhi Fire Service GNCT of Delhi	124 (SC-43,ST-15,OBC-66)	3200-4900	27	<b>Essential:</b> Manic Pass from a recognised Institute/Board or equivalent. (2) Should possess valid licence for driving heavy-duty vehicles. (3) Should qualify physical endurance test, driving test and written test as prescribed by the Chief Fire Officer. <b>Physical Standard:</b> Min. Height: 165 cms. (returable of 5 cms forilly area people). Min. Weight: 50 kgs. Chest (Normal): 81 cms. Chest (Expanded): 86.5 cms. Eye Sight: 6/6. <b>Disqualifications:</b> (1) Wearing glasses/squint eyes/colour blindness. (2) Flat Feet. (3) Knock Knee (4) Deformity of any limb/extra limb. <b>Desirable:</b> (1) Technical qualification in profession. (2) Swimming/driving. (3) Experience in playing band. <b>Note:</b> Candidate selected for appointment to the post shall have to undergo a pre-service training of 6 months as prescribed by Chief Fire Officer and shall have to pass the prescribed test. The training shall be terminated if the work and conduct of the candidate is not found satisfactory. During Training a fixed amount of stipend shall only be paid.

**PART II - Read the instructions carefully before filling the application form.**

**SECTION I: CLOSING DATE, VACANCIES, FEE AND MODE OF PAYMENT**

**A. CLOSING DATE:** 1. Complete application form should be addressed by post to The Secretary, Delhi Subordinate Services Board, Post Box No.0030, Shahdara Post Office, Delhi 110 032 so as to reach his office by 15.07.2002. The Board will not be entertained under any circumstances.  
2. Candidates should note that the Board will in no case be responsible for non receipt of their applications or any delay in its receipt on any account whatsoever. Applications received after the prescribed closing date i.e. 15.07.2002 will be entertained under any circumstances and all such applications received after closing date will be summarily rejected.  
**B. NUMBER OF VACANCIES/RESERVATION:** The number of vacancies are indicated in Column 3 of Part I. The Board reserves the right to modify and/or change the number of vacancies without assigning any reason, whatsoever. Additional vacant positions in equivalent/comparable posts may also be filled through this announcement. The reservation will be provided for ST/OBC/EXS/PH/O&D/VH category as per rules/regulation issued by the Govt. from time to time.  
**C. ABBREVIATIONS:** The abbreviations in this announcement and the application form used are: GNCT of Delhi Government of National Capital Territory of Delhi (UR - Unreserved (General) candidate, SC - Schedule Caste, ST - Schedule Tribe, OBC - Other Backward Classes, VH - Visually Handicapped person, DMG - Deaf & Dumb, PH(O) - Physically Handicapped (ORTHO) - Orthopaedic, SP - Merititious Short person, WID - Widow, DVOR - Divorcee, GOVT. EMP - Government Employee.  
**D. FEE AND MODE OF PAYMENT:** 1. Candidates shall have to pay a non-refundable fee of Rs. 50/- for Group 'C' Post in favour of the Secretary, Delhi Subordinate Services Selection Board. 2. The fee will be payable by way of crossed Indian Postal Order(s) in favour of the Board, 3. Separate fee shall be paid by the candidates for applying for each post code.  
**Note:** 1. Indian Postal Order must have been issued after the date of publication of this advertisement and should not be later than the last date of submission of the application form. 2. No fee is to be paid by the candidate belonging to SC/ST/EX-Servicemen and Physically Handicapped Person. 3. Fee once paid shall not be refunded under any circumstances.

**SECTION II: ELIGIBILITY CONDITIONS**

**A. GENERAL:**  
1. The eligibility conditions have been indicated in Part I subject to conditions and relaxations in this Part and will be determined by the Educational Qualification, Professional Experience if required by the Post Code, Category etc. of the candidates. 2. Before submitting the application form, the candidate must carefully read the eligibility conditions of the post(s) applied for and satisfy himself that he fulfills all the eligibility conditions. The Board does not undertake any scrutiny of the applications before the examination. 3. The Board does not undertake any relaxation of the eligibility conditions of the applicants except those applicants whose applications are summarily rejected, are allowed to appear in the examination and their eligibility is verified only after the examination. 4. Accordingly merely because a candidate's name has been included in the advertisement card for consideration for issue of a duplicate Admit Card.

**C. SUBMISSION OF APPLICATION FORM:**  
1. The envelope containing the application form must be superimposed in bold letters as "APPLICATION FOR THE POST (S) OF \_\_\_\_\_ AND POST CODE NO. \_\_\_\_\_".  
2. The Application Form must be submitted in the format as given in Section IV of this announcement only. A candidate may also submit the Application Form published in the newspaper. He may use photo copy of this Application Form also as long as the format and size of application forms remains the same as published with this announcement (A4 size only). This Application Form along with the application form can also be downloaded from the web site <http://delhi.govt.nic.in>  
3. One envelope should contain Application Form of one candidate only.  
4. A candidate should submit separate Application Form for each post code applied for in response to this announcement. The candidate should send his Application Form, duly filled in, addressed to the Secretary, Delhi Subordinate Services Selection Board, Post Box No. 0030, Shahdara Post Office, Delhi 110 032 by POST ONLY.  
5. A candidate is required to submit along with his application form, photocopies of certificates, Diplomas/Degree in support of his claim regarding Age, along with his application form, photocopies of certificates, Diplomas/Degree Category & Disability etc. duly attested by Gazetted Officer.  
6. A departmental candidate may send his application directly to the Board after intimation to his Head of Office/Department and need not send another copy through proper channel. However, in case of candidates to send a copy through proper channel, he must ensure that the application is complete in all respects and reaches the Board by the closing date. Application, incomplete in any respect will be rejected by the Board.  
7. The application form will be summarily rejected at any stage of the recruitment process; if the same does not conform to the official photograph pasted at the appropriate space/submitting more than one application form for one post code, and not received by the closing date.  
**D. ACKNOWLEDGMENT CARD:**  
1. The Board will acknowledge the receipt of application form of a candidate by way of an acknowledgment card. Enclose a post card with a postal stamp of Rs. 3/- pasted on it with application for acknowledgment and furnish the following details on it: (a) Name of applicant (b) Post code number (c) Name of candidate (d) Date of Birth (e) Details of PPO used and (f) The date of posting the Application Form.  
2. In case of non-receipt of admit card to the examination, a candidate is required to produce this acknowledgment card for consideration for issue of a duplicate Admit Card.  
**E. CHANGE OF ADDRESS:**  
Any change of address given in the application form should at once be communicated to the Secretary of the Board, clearly indicating name, birth, father's name, the Advertisement Number, Post code Number, Name of the post applied, and identification number/roll number given by Board, if any.



Please read the instruction carefully before filling this form. Documents mentioned in Section III B are to be attached with the form by the applicant. Those candidates who wish to apply for more than one post code as advertised, should fill up and submit separate application form for each post code applied for. Application form has to be filled by candidate in his/her own handwriting with a blue ball-point pen only and should be sent by post addressed to the Secretary, Delhi Subordinate Services Selection Board, Post box No. 9930, Shantara Post Office, Delhi-110032 so as to reach latest by 15.07.2002. Application will be received by post only.

1. (a) Post Code No.

(b) Name of the Post Office with the Department for which you are applying:

2. Indian Postal Order Details:  
 IPO Number with date of issue  Name of issuing POSTOFFICE  Amount (In Rs.)

3. CANDIDATE'S NAME (IN BLOCK LETTERS)

4. FATHER'S NAME (IN BLOCK LETTERS)

5. ADDRESS FOR CORRESPONDENCE (IN BLOCK LETTERS)

6. Date of Birth (use numerals, one in each box)  
 Day  Month  Year

7 Sex (Mark  in the applicable box)  
 Male  Female

8 Community (Mark  in the applicable box)  
 SC  ST  OBC  UR

9 Educational and Professional Qualifications  
 SI No.  Examination Passed  Name of Board/University  Duration  Month and year of passing  % of Marks obtained  Subjects

10 DETAILS OF EMPLOYMENT STARTING FROM THE MOST RECENT  
 Name of Department  Post Held  From (DDMMYY)  To (DDMMYY)  Total (Years, Months)  Scale of Pay  Total Monthly Emoluments  Nature of Duties

11 Mark  in the applicable box, if you seek the benefit of Reservation.  
 SC ST OBC (RESERVED) DEAF & MUTILATED (DUMAB) ORTHO EDS SP WID. GOVT. DIVORCEE, B.M.P.  
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13. Declaration: I hereby declare that the above information is true, correct and complete to the best of my knowledge and belief. I also declare that I have submitted only one application for one post code in response to this advertisement. I understand that in the event of any information being found false or incorrect at any stage, my application/candidate is liable to be summarily rejected.

Place  Date  Signature of Candidate

any scrutiny of the applications before the start of the examination and the candidates who are not eligible to appear in the examination are summarily rejected, and no ground for his being eligible for the posts applied for. The admission at all the stages of recruitment for which a candidate is admitted by the Board, will be provisional subject to his satisfying the prescribed eligibility conditions for the posts applied for, if on verification at any time during the recruitment process thereafter, it is found that he does not fulfil any of the eligibility conditions, his candidature will be cancelled by the Board without giving any notice whatsoever.

3. In case of any clarification, the English version of this announcement will be treated as authoritative. Any dispute with regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over National Capital Territory of Delhi.

**B. NATIONALITY/CITIZENSHIP:**  
 A. Candidate must be a Citizen of India or a person in whose favour a certificate of eligibility to this effect has been issued by Government of India.

**C. EDUCATIONAL AND OTHER QUALIFICATIONS:**  
 A. The educational and other qualifications have been indicated in Column 6 of Part I. Please read them carefully.

**D. AGE LIMITS AND RELAXATION:**  
 1. The age limits as mentioned in this announcement against each post are normal.  
 2. Age Relaxation for SC/ST and OBC: The age limits are relaxable for SC/ST applicants upto 5 years and for OBC applicants upto 3 years.  
 3. Age relaxation for Ex-servicemen: The age relaxation for Ex-servicemen will be allowed in accordance with the orders issued by the Government of India from time to time and they shall be allowed to deduct military service from their actual age and such resultant age should not exceed the prescribed age limit by more than three years.

**Note:** 1. Ex-Serviceman who have already joined a Government or a Government Servant, as on the opening date of this announcement will not be eligible for the benefit of reservation as ex-servicemen. 2. Ex-servicemen who have been granted a concession, however, such candidates will not be eligible for the benefit of reservation as ex-servicemen. 3. Ex-servicemen who have been granted a concession, however, such candidates will not be eligible for the benefit of reservation as ex-servicemen. 4. Ex-servicemen who have been granted a concession, however, such candidates will not be eligible for the benefit of reservation as ex-servicemen. 5. Ex-servicemen who have been granted a concession, however, such candidates will not be eligible for the benefit of reservation as ex-servicemen.

**Note:** 1. The relaxation in upper age limit is not applicable to Commissioned Officers including ECOs and SSCOs as have been given in the advertisement. 2. The relaxation in upper age limit is not applicable to Commissioned Officers including ECOs and SSCOs as have been given in the advertisement. 3. The relaxation in upper age limit is not applicable to Commissioned Officers including ECOs and SSCOs as have been given in the advertisement. 4. The relaxation in upper age limit is not applicable to Commissioned Officers including ECOs and SSCOs as have been given in the advertisement. 5. The relaxation in upper age limit is not applicable to Commissioned Officers including ECOs and SSCOs as have been given in the advertisement.

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**E. OTHER CONDITIONS:**  
 1. (i) The benefit of reservation will be given only to those SC/OBC candidates whose state of origin is N.C.T. of Delhi in terms of the conditions laid down in the circular No. SC/2025/276-SC/ST(I) dated 22.03.77 of M.H.A. Govt. of India. Other states SC/OBC certificates even if issued by G.N.C.T. of Delhi do not entitle candidates to seek reservation against a reserved post.  
 2. Candidates who are Government employees or have been employed by a Government servant, should note that in case a communication is received from their employer by the Board withholding permission to the candidates applying for the examination (s), their applications shall be rejected/candidate shall be cancelled.  
 F. MEDICAL FITNESS AND EXAMINATION: A candidate must be in good mental and physical health and free from any physical defects likely to interfere with the efficient discharge of his official duties. A successful candidate who, after such medical examination as may be prescribed by the competent authority is found unfit with these requirements, will not be appointed. Only such successful candidates will be considered for appointment who are found as medically fit by the prescribed medical board.

**SECTION III: FILLING AND SUBMISSION OF APPLICATION FORM**

**A. FILLING OF APPLICATION FORM:**  
 1. A candidate should go through this announcement very carefully so as to ensure that he is eligible in all respects for this examination before filling his application form.  
 2. Application Form must be filled in by the candidate in his/her own handwriting with a blue ball point pen only.  
 3. Application Form may be filled either in Hindi or in English. No other language will be accepted by the Board.  
 4. The candidate must write his/her name as it appears in the Matriculation Certificate and if a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Higher Secondary (or any other Matric, etc.) he/she must submit an attested copy of Notification to the effect that his/her name has changed. Matriculation Certificate.  
 5. The date of birth mentioned in the application form must be the same as in the Matriculation Certificate.  
 6. All applicable columns of the application form must be filled by him in the application form and in the OMR answer sheet is the same. If a candidate appears in the examination by filling wrong caste/category, either in his/her application form or OMR answer sheet, his/her candidature is liable to be cancelled, without any notice.

**B. ENCLOSURES:**  
 The candidates must enclose the following documents along with their Application Form.  
 1. Indian Postal Order of Rs.50/- for Group 'C' post as indicated in sub-section D of section-1.  
 2. A self-addressed post card for acknowledgement with the application form, pasted on it.  
 3. One copy of recent passport size photograph pasted in the application form as specified space and one additional photograph attached with the application form in support of claim regarding Age, Educational Qualification, Professional Qualification, Matriculation Certificate, Date of Birth, Caste/Category & Disability, etc. duly attested by Gazetted Officer.

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