



GOVERNMENT OF NCT OF DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092
<https://dsssb.delhi.gov.in>

E-File No. 341248/ 1978

Dated: 15/07/26

GENERAL INSTRUCTIONS

General Instructions to candidates for **Typing Skill Test** for various posts of **Grade-IV/Junior Assistant/Lower Division Clerk-cum-Typist/Lower Division Clerk/Asstt. Grade-I** advertised under the **Post Code – 802/23**.

The details of these posts is given as under :-

Sr. No.	Name of the post	Department
1.	Grade-IV/Junior Assistant	Services
2.	Lower Division Clerk-cum-Typist	Delhi Urban Shelter Improvement Board
3.	Junior Assistant	SCERT
4.	Junior Assistant	DTTDC
5.	Junior Assistant	DPCC
6.	Lower Division Clerk	DAMB
7.	Junior Assistant	MAIDS
8.	Asstt. Grade-I	Delhi State Civil Supplies Corporation

Important Note :

1. The Typing Test will be conducted in screen-to-screen mode. The typing passage will be displayed in a window on the computer screen, and candidates shall be required to type the same.
2. For the convenience of the candidates, a Mock Test has been made available on the website of DSSSB i.e. <https://dsssb.delhi.gov.in/>. Candidates are advised to take the Mock Test to familiarize themselves with the module/interface of the Typing Test.
3. Candidates were required to exercise their option for the language of the Skill Test through the OARS portal during the period **09.07.2026 to 13.07.2026**. Those candidates who failed to exercise their option within the stipulated period have been deemed to have opted for **ENGLISH**, and it has been presumed that their choice of language for the Typing Test is **ENGLISH**. Accordingly, their Typing Test shall be conducted in **ENGLISH** only. No request or representation in this regard shall be entertained at any stage. Candidates shall not be permitted to exercise or change their option for the medium of the Skill Test (Typing Test), i.e., **English** or **Hindi**, on the day of the test.

1. Specific Date of a candidate will be given in the E-Admit Card of the Candidate.
2. The candidate must report at the centre as per reporting time given in E-Admit Card. **No entry will be allowed after entry closing time under any circumstances.**
3. Photo Attendance Sheets will be provided at the centre and the same is to be handed over to the invigilator on the exam day after signing, affixing thumb impression and after completing writings in the presence of invigilator. Candidates are allowed to retain E-Admit Card after the completion of exam. **A candidate, under no circumstances shall be allowed to leave exam centre before time of completion of exam.**

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4. Candidate should bring original E-Admit Card and **Original valid Government Photo ID proof having the date of birth as printed on the E-Admit Card**. The Original Government Photo ID proof should have clear photograph of the candidate, which could be verified with the face of the candidate. Mutilated/very old ID cards from which candidate could not be verified will not be allowed to enter the examination venue. No request/plea will be entertained in this regard.
5. If the Original Government Photo ID proof does not have the date of birth printed on it, then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards, Birth Certificate, Category Certificate) in proof of their date of birth. **In case of mismatch in the date of birth mentioned in the E-Admit Card and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.**
6. The E-Admit Card will be uploaded on the website of DSSSB, after which the candidate may download the e-admit card by visiting the website- <https://dsssb.delhi.gov.in>
7. The candidature of the Skill Test is provisional. The candidates should satisfy themselves regarding possession of the required qualification, age, caste and admissibility of benefit of reservation etc. as stipulated for the post he/she has applied for, as on the cutoff date, before appearing in the examination. The candidature will be treated as debarred/**invalid** ab-initio in case he/she does not fulfill the eligibility criteria.
8. The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment. Further, candidature of every candidate is purely provisional at every stage until he/she is offered appointment by the concerned Department to which the post belongs, after due verification of documents and eligibility in respect of the post.
9. The Board will provide Computer and Keyboard for Typing Test.
10. The font of Hindi for Skill Test is **KrutiDev/Mangal (Remington GAIL/Inscript)** and accordingly compatible normal English key board will be provided.
11. Travelling and other expenses shall be borne by the candidates themselves. The Board does not make any arrangements for the lodging and boarding of the candidates.
12. All the candidates are advised to converse themselves thoroughly with the scheme of Skill Test given in the Vacancy Notice Advertisement No.03/23 dated 10.11.2023.
13. The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Typing Skill Test (English/Hindi) as per details given below:-

Typing Speed	Typing test duration (in minutes)	Typing test duration for candidates eligible under PwBD category (in minutes)
35 wpm (English)	10	15
30 wpm (Hindi)		

14. In adherence with the Notice No. F.55(83)/DSSSB/Exam-II/2017/306 dated 02.01.2018 issued by DSSSB, the Persons with Benchmark Disabilities (PwBD) candidates who claim to be permanently unfit for appearing in the Typing Test because of a physical disability, may be exempted from the Typing Test, provided such a candidate submits a Certificate in the prescribed format (Annexure-A) along with undertaking in this regard at Skill Test Centre on the date mentioned on E-Admit Card. This Certificate (**Annexure-A**) should be issued by the Competent Medical Authority, i.e. the Civil Surgeon of a Government Health Care Institution declaring him/her to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant medical



certificate issued by the Competent Authority at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the DSSSB. **No further request in this regard will be entertained under any circumstance.**

15. Only those candidates who submit proper medical certificate for exemption from typing test will specifically be permitted for exemption of typing, but they have to physically remain present in the typing test center.
16. Absence of PwBD candidate from typing test without seeking exemption will disqualify the candidate, though he / she may be entitled to such exemption.
17. Visually Handicapped Candidates (Low Vision/Blind) are eligible for Scribe / Passage dictator. The Scribe/ Passage dictator is identified by the candidates at their own cost and as per their own choice. Passage will not be provided in Braille for the candidates. The Scribe / Passage dictator will read out the passage to candidates only within the allotted time.
18. A person acting as a Scribe / Passage dictator for one candidate cannot be a Scribe / Passage dictator for another candidate and the Scribe / Passage dictator arranged by the candidate should not be a candidate for the same examination.
19. The candidate shall be responsible for any misconduct on the part of the Scribe / Passage dictator brought by him during the Typing test.
20. Candidates as well as the scribe / passage dictator have to submit in the prescribed format 'Letter of Undertaking for using own scribe as per **Annexure-B**.
21. The PwBD candidates who are availing the facility of Scribe / Passage reader and / or compensatory time must produce relevant original documents as well photocopy for the eligibility of scribe / compensatory time at the time of exam & Document Verification conducted by the user department. Failure to produce such supporting documents will lead to cancellation of their candidature for the test. In case, the candidate fails to produce the required documents (in original) on the date of examination, he / she shall not be allowed to avail the above exemption from appearing in the typing test.
22. The candidates are instructed to check all the keys of the computer at exam center and should ensure and satisfy themselves that the computer machine is functioning properly during the mock test.
23. Candidates must abide by the further instructions, which may be given to them by the Centre Supdt./Invigilator/board staff etc. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test as well as other penalty as the Board may deem fit to impose.
24. If any candidate is found using any unfair means or impersonation, he/she will be debarred from all examination of DSSSB for lifetime and/or necessary legal action will be initiated.
25. The candidature of the candidate to the Skill Test is entirely provisional and subject to the outcome of any direction/decision/order/pronouncement of any **court of law and mere issuance of E-Admit Card or appearance at examination/Test does not entitle him/her to any claim for the post.**
26. **The Board reserves the right to cancel a part of or entire process of examination/test due to administrative reason(s), 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. **No request for change in date, time and centre of exam will be accepted under any circumstances.**
27. The decision of the Board in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and allotment of examination centre, selection and allotment of posts/organizations to selected

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- candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
28. The candidate should not bring any articles such as books, notes, loose sheets etc. in the examination hall.
29. Items such as mobile phones, smart watches, Bluetooth devices, other electronic devices, metallic items or any other item which may cause hindrance to conduct of examination are strictly prohibited and the candidates will not be allowed to carry such items in the examination centre.
30. **No arrangement will be made at the centre for keeping bag/mobile phones/any other belonging of the candidates.**
31. The candidates are advised to visit the website of DSSSB i.e. <https://dsssb.delhi.gov.in> regularly for any update/information of the said post code as the communication sent through e-mail & SMS are additional facilities. The Board shall not be responsible for any lapse on the part of candidate in this regard.
32. Candidates are advised to again carefully read the Para-11 and Para-12 of the Vacancy Notice Advertisement No.03/23 dated 10.11.2023 regarding "Action against candidates found guilty of misconduct" and "Board's Decision Final" respectively.



DEPUTY SECRETARY (EXAM)
DSSSB

Dated:

No. F. 55(439)/Exam/DSSSB/2025/

Copy to:

1. A.D. (IT), DSSSB with the request to upload the same on the official website of DSSSB and send e-mail & SMS to candidates in this regard.



DEPUTY SECRETARY (EXAM)
DSSSB

ANNEXURE-A

**Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities
candidates who seek exemption from appearing in the Typewriting Test**

This is to certify that Sh./Smt./Km. _____ Son/Daughter/Wife of
Shri _____ is suffering from _____.

Clinical diagnosis as a result of which, he/she has the following disabilities (brief description):-

This is a permanent disability and the extent of his/her disability works out to _____ % of
disability. This disability is likely to interfere with Typewriting (specify):-

Recent Photo of
Candidate

Signature of Civil Surgeon:

Name:

(Official Stamp):

Place:

Date:

Signature of Candidate:

Name:

Roll No.:

Annexure-B

**UNDERTAKING BY PERSON WITH DISABILITIES (PwBD)
CANDIDATES WHO WISH TO USE SCRIBE/PASSAGE DICTATOR
(Letter of undertaking for using Own Scribe/Passage Dictator)**

I, _____ (name) son/daughter of _____ (father name), a candidate appearing for the skill test of the _____ (Post Code) bearing Roll No. _____ at _____ (centre name).

My highest qualification is _____ and scribe's highest qualification is _____. We (Candidate & Scribe) together hereby declare that _____ (name of scribe) will provide the service of scribe/passage dictator for the candidate for taking the aforesaid examination and also undertake that we (Candidate & Scribe) have read/been read out the '**General Instructions to candidates for Typing Skill Test for various posts of Grade-IV/Junior Assistant/Lower Division Clerk-cum-Typist/Lower Division Clerk/Asstt. Grade-I advertised under the Post Code – 802/23**' issued by DSSSB and it is hereby undertaking to abide by them. It is also stated that the Scribe arranged by the candidates should not be a candidate for the same examination and also cannot be a Scribe for another candidate. We also understand that in case it is detected at any stage of recruitment and even after recruitment that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), or that scribe's qualification is not as declared and I Shall forfeit my right to the post and claim relating thereto.

Given under our signature:

Signature of the Scribe/Passage Dictator

ID Proof type:

ID no.:

Recent Passport size
photograph of the
Scribe/Passage dictator.

To be cross signed by
Scribe and Candidate.

Signature of the Candidate

Roll No.:

Post Code:

Post Name:

Date:

Shift:

***Scribe/Passage dictator is required to carry his ID proof in original at the time of Examination**