



GOVT. OF NCT OF DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI - 110092.
Phone- 011-22378380 www.dsssb.delhigovt.nic.in

No. F.55(365)/EXAM/DSSSB/2024/213

Dated: 05/02/2024

**GENERAL INSTRUCTIONS FOR CANDIDATES W.R.T. ONLINE
EXAMINATION FOR THE VARIOUS POST CODES OF VARIOUS
DEPARTMENTS TO BE SCHEDULED IN THE YEAR OF 2024.**

1. Reporting time and Examination time for the candidates at the examination centre on the day of examination is mentioned in the Admit Card. No candidate will be allowed to enter the examination Centre **after end of reporting time mentioned in the Admit Card under any circumstances what so ever.**
2. No candidate will be allowed to enter the examination centre without Admit Card and without any I.D. proof (in original) under any circumstances.
3. The Photo attendance Sheet will be provided at the center and the same is to be handed over to the invigilator on the Exam day after signing and affixing thumb impression in the presence of invigilator. Candidates should ensure that the Photo attendance Sheet & 3rd page of the Admit Card is handed over to the invigilator otherwise the candidate himself will be responsible for consequences.
4. The Candidates are directed not to carry Pen/ Pencil/Pencil Box with them as the **Pen is being provided by the Board.**
5. The duration for examination is of 2 or 3 hours as applicable.
6. **There will be negative marking for wrong answers; 0.25 mark will be deducted for each wrong answer.**
7. The e-admit card for the above mentioned post codes are being uploaded on the website of DSSSB i.e. www.dsssb.delhigovt.nic.in
8. Detailed instructions to download e-admit cards are available on official website of the Board.
9. The e-Admit cards are being issued purely on the basis of information furnished by the candidates in their application. The DSSSB has not verified/scrutinized this information and therefore, mere appearance in the examination does not, in any way, entitle him/her to claim for the post.
10. The candidature will be treated as **invalid, ab-initio**, in case he/she does not fulfill the eligibility criteria. Candidate should satisfy himself/herself regarding the possession of the required qualifications, age, 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.
11. The 2nd page of admit card is instruction of exam and 3rd page of Admit Card is COVID-19 declaration of candidate. The candidates are allowed to take back home 1st & 2nd page of Admit Card after the completion of Exam and the 3rd page of admit card will be taken back immediately by the Invigilator. A candidate, under no circumstances, shall be allowed to leave Exam centre before expiry of 2 or 3 hours as applicable.
12. The questions will be bilingual i.e. in Hindi & in English, wherever applicable, except for the test of language section of the paper.
13. 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 is offered appointment by the concerned Department to which the post belongs, after due verification of documents and eligibility in respect of the post.

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14. The candidature of the candidate in respect of 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 e-admit Card or appearance for Examination does not entitle him/her to any claim for the post.
15. Guidelines for conducting written examination for Persons with disabilities will be followed as the instructions issued by the Ministry of Social Justice & Empowerment, Department of Disability Affairs, Govt. of India, Shastri Bhawan, New Delhi vide Order No. F. No. 16-110/2003-DD.III dated 26th February, 2013.
16. **Instructions for Candidates to follow COVID-19 Norms;**

Candidates are directed to follow the "SOP issued by MoHFW on preventive measures while appearing in examination to contain spread of COVID-19". They will always:

- Practice physical distancing of at least 6 feet as far as possible, Mandatorily use face covers/masks;
- Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible;
- Strictly follow respiratory etiquette. This involves strict practice of covering one's mouth and nose while coughing/ sneezing with a tissue/ handkerchief/flexed elbow and disposing off used tissues properly;
- Self-monitor health by all and reporting any illness at the earliest;
- Spitting shall be strictly prohibited. Important Instructions for the exam and Advisories regarding COVID-19 have also been issued to the candidates in their respective Admit Cards. All candidates should download their Latest Admit Card, carefully read the Instructions and Advisories for COVID-19 given therein and strictly adhere to them.

17. **Prohibited Items for Online Exam i.e Computer Based Test.**

The candidates are not allowed to carry the following items inside the examination centre under any circumstances. The candidates will be subject to extensive and compulsory frisking before entering the examination centre with the help of highly sensitive metal detectors.

- (a) Any stationary item like textual material (printed or written), bits of papers, geometry/ Pencil Box, Plastic Pouch, Calculator, Pen Scale, Writing Pad, Pen drives, Eraser, Calculator, Log Table, Electronic Pen /Scanner etc.
- (b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- (c) Other items like Wallet, Goggles, Handbags, Belt, Cap etc.
- (d) All Ornaments like Ring, Earrings, Nose-pins, Chain/ Necklace, Pendants, Badge, Brooch etc.
- (e) Any Watch/ Wrist Watch, Bracelet, Camera etc.
- (f) Any metallic item.
- (g) Any eatable item opened or packed, water bottle etc.
- (h) Any other item which could be used for unfair means, for hiding communication devices like camera, Bluetooth device etc.
- (i) No arrangement will be made at the centers for keeping any articles/items belongings to the candidates.

18. In case any candidate is found in possession of any of the aforesaid prohibited items inside the centre, it will be considered as use of unfair means and action will be taken against the candidate in accordance with the relevant provisions.



19. **Dress Code:-**

The candidates are instructed to follow the following dress code while appearing for DSSSB Exam.

- a) Light clothes with half sleeves not having big buttons, brooch/badge, flower etc. with Salwar/Trouser.
- b) Slippers, sandals with low heels. Shoes are not allowed.

20. In compliance of the Hon'ble High Court Order dated 03.05.2018 in WP (C) No. 7550/2017 titled as DSGMC & Ors. Vs. Union of India & Ors. regarding allowing of "Kara & Kirpan" in examination hall all the such candidates are directed to report to the center atleast one hour prior to the reporting time as per direction of Hon'ble High Court so that proper frisking could be ensured. Further, if any candidate does not report at least one hour prior to the reporting time and if upon screening, he/she is found to be carrying of religious article such as "Kara & Kirpan", he/she shall not be allowed with the said articles in the examination hall.


DEPUTY SECRETARY (EXAM)
:DSSSB

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Copy to:-

1. SA (IT), DSSSB with the request to upload General Instructions on official website of DSSSB.