

MODIFIED INSTRUCTIONS



Govt. of NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, Institutional Area, Karkardooma, Delhi – 110 302. Ph. 22370237
www.dsssb.delhigovt.nic.in.

Superseding all the earlier notifications issued by the DSSSB, the general instructions for candidates will be as mentioned below for the examinations notified henceforth.

GENERAL INSTRUCTIONS FOR CANDIDATES

1. Reporting time for the candidates at the examination centre on the day of examination is between 09:00 A.M. to 10:00 A.M. The examination will commence at 10.30 A.M. sharp. Entry to the Examination Centre will be closed at 10:00 A.M for candidates. No candidate will be allowed to enter the Examination Centre after 10:00 A.M. under any circumstances.
2. The duration of examination is of 2 hours from 10.30 am to 12.30 pm. There will be 200 multiple choice questions carrying one mark each (see Scheme of Examination for details).
3. **There will be negative marking for wrong answers. 0.25 mark will be deducted for each wrong answer.**
4. Admit Card shall be dispatched only to the eligible candidates. The Board is not responsible for any postal delay/loss. If any candidate does not receive the admit card by the date specified in the schedule of exam above, he/she may collect the Duplicate Admit Card from the office of the Board (Reception Hall), FC-18, Institutional Area, Near Railway Reservation Centre, Karkardooma, Delhi – 110092, between 10.00 AM and 05.00 PM, on the specified dates. The candidate who comes to collect the Duplicate Admit Card must bring with him/her the Acknowledgement Slip and/or any other proof of submitting the application form as well as proof of his/her identity. If any of the dates, on which duplicate admit card is being issued happens to be a public holiday, the counters would be opened on the next working day as well.
5. Admit card is being issued purely on the basis of information furnished by the candidate in his/her application. The DSSSB has not verified/scrutinized this information and therefore, mere appearance at the examination does not, in any way, entitle him/her to claim for the post.
6. 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, caste etc. as stipulated for the post he/she has applied for, as on cutoff date, before appearing in the examination.

7. If any candidate appearing for any examination finds that his/her name, reservation category, post name, post code, photo or signature is missing or is incorrect in his/her Admit Card, he/she should get it rectified by visiting the office of the Board on the dates of issue of duplicate admit cards, time and venue mentioned in examination schedule published in Employment News and other Newspapers. **The Board does not make any kind of corrections in admit cards received by post.** No modification, whatsoever, in the admit card at the examination centre will be allowed.
8. If a candidate receives more than one Admit Card either for the same post code or for more than one post code, he/she should contact the office of the Board and get a single Admit Card issued on the above mentioned dates (in Para 5). No request will be entertained after the above mentioned dates.
9. OMR sheet (Answer Sheet) will be taken back after completion of the exam by the Invigilator immediately. However, candidates are allowed to take back home the question booklet and admit card after the completion of exam. Candidate, in no way, allowed to leave exam centre before expiry of 2 hours.
10. The questions will be bilingual i.e. in Hindi & in English, wherever applicable, except for the test of language section of the paper.
11. The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment. Further, candidature of any candidate is purely provisional, at every stage until he is offered appointment by the concerned Department to which the post belongs.

Special Instructions to (A-1) Physically Handicapped & (A-2) Visually Handicapped Candidates i.e. Blind (VH) & Partially Blind Candidates (VI)

(A-I)

Special Instructions to Physically Handicapped Candidates

Physically Handicapped (PH) candidates in upper extremities including orthopedic disabilities which affect the motor and coordination skills, dyslexic and cerebral palsy persons (hereinafter referred to as PH candidates) who are unable to write themselves (with Physical disabilities not less than 40%) can avail the assistance of a scribe for writing replies on their behalf.

(A-II)

Special Instructions to Visually Handicapped Candidates i.e. Blind (VH) & Partially Blind Candidates (VI).

- a. If any blind (VH) or Partially blind (VI) candidate receives the admit card indicating any category other than VH or VI, as the case may be, the candidate should approach to the Board for correction of category in the admit card on the above mentioned dates.
- b. Visually handicapped (VH) candidates (including Blind and partially blind persons) with visual disabilities not less than forty percent can avail the assistance of a SCRIBE for writing answers on their behalf.

Common Instructions to Physically Handicapped & Visually Handicapped Candidates i.e. Blind (VH) & Partially Blind Candidates (VI).

- (a) For allowing the scribe, the candidates will submit disability certificate (wherein type of disability and its percentage is mentioned) from competent medical board and should have opted for the same in the requisite column of the application form.
- (b) If any VH/PH/VI candidate receives the admit card indicating any category other than VH/PH/VI, as the case may be, the candidate should approach the **BOARD** for correction of category in the admit card on the dates & time mentioned above for issue of duplicate admit cards.
- (c) VH/PH/VI candidates will have to bring their own scribe (writer) but the educational qualification of the scribe should be one level below the educational qualification prescribed for the post applied for. The educational minimum qualification certificate produced by the scribe should NOT have been issued prior to one year of the date of examination.
- (d) A prescribed Proforma "Declaration of the Scribe (Writer)" & "Declaration by the VH/PH candidate" in this regard is being sent to the Visually & Physically Handicapped candidates along with his Admit Card. In case of non receipt of the above Performa, the candidates may collect the same from the Office of the Board on any of the working days from 10:00 a.m. to 5:00 p.m. and can also download it from the official website of the board at www.dsssb.delhigovt.nic.in.
- (e) The declaration of the scribe and the declaration of the VH/PH Candidate, duly attested by a Gazetted officer, shall be verified / countersigned by a designated officer of the board at the office of the Board on the dates & time mentioned above for issue of duplicate admit cards and at the Examination Centre on the day of Exam.

- (f) The VH/PH candidate is required to bring his own original Disability Certificate issued by competent Medical Board along with above mentioned declarations and the following documents of the Scribe at the office of the Board on the dates & time mentioned above for issue of duplicate admit cards i.e. (i) Attested copy of the Identification Proof, (ii) Attested copies of Educational Qualification and (iii) Two recently taken Passport size color photograph duly attested by a Gazetted Officer.
- (g) The declaration of the scribe and the declaration of the VH/PH, duly attested by a Gazetted officer, shall be verified / countersigned by a designated officer of the board at the examination centre itself. These candidates should come to the examination centre at least one hour before the normal reporting time for the purpose of verification of all such document. The candidates are not required to come to the office of the Board for verification purpose.
- (h) 40 minutes extra shall be given in addition to the normal time allowed of 2 hours to all the VH/PH candidates only with permission to use the facility of scribe duly verified by DSSSB/Centre Superintendent.

13. The candidature of the candidate to 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 Admit Card or appearance at Examination does not entitle him/her to any claim for the post.

N.B.-Candidates are strictly advised not to bring mobile phones/cellular phones, books, notes, electronic watches with facility of calculation, calculators, pagers or any other communication device, bags etc. inside the Center premises. In case any candidate is found to possess the same, he/she will be debarred from the examination and legal proceedings will be initiated.

Sd/-

DEPUTY SECRETARY (EXAM)