



GOVT. OF NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, Institutional Area, Karkardooma, Delhi – 110092.
www.dsssb.delhigovt.nic.in

No.F.55(1277)/Exam-I/DSSSB/2017/1742-44

Dated: 09/06/2017

GENERAL INSTRUCTIONS FOR CANDIDATES FOR THE POST OF THE FOLLOWING EXAMS DATED 11.06.2017.

S.No	Post code	Post Name	User Department
1	07/12	Draftsmen Gr. III (Civil)	MCD
2	47/12	Junior Steno (English)	NDMC
3	152/14	Stenographer, Grade-III	MAIDS
4	211/14	Stenographer, Grade-III	Services Department, GNCT of Delhi
5	50/15	Asstt. Manager (Accts)	DSCS Corpn.
6	32/15	Draftsmen Gr. III	NDMC
7	02/12	AE (Civil)	DJB
8	03/12	AE (Civil)	MCD
9	197/14	AE (Civil)	DAMB
10	64/15	MVI	Transport
11	45/13	Food Safety Officer	Food Safety

1. Reporting time for the candidates at the examination centre on the day of examination is between **8.30 A.M. to 9:30 A.M.** The examination will commence at **10.30 A.M. Sharp**. Entry to the examination Centre will be closed at **9.30 A.M** for candidates. No candidate will be allowed to enter the examination Centre **after 9.30 A.M. 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 candidates are required to bring their recent colored passport size photograph which is required to be pasted on 1st Page of Admit Card. Further candidate is also directed to bring **one post card size photograph (4"x6")** which is required to be pasted on the second page of Admit Card 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 2nd page is handed over as 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 of examination is of **2 hours from 10.30 am to 12.30 pm [except post code 02/13, 03/13 & 197/14, AE (Civil)].**
6. The duration of Examination for the **post code 02/13, 03/13 & 197/14 AE (Civil)** is of **3 Hours from 10.30 am to 1.30 pm.**
7. **There will be negative marking for wrong answers; 0.25 mark will be deducted for each wrong answer.**

8. 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 and eligible candidates may download their e-admit card w.e.f. 29/05/2017(10.00 a.m.) to 09/06/2017 (11.59 p.m.).
9. Detailed instructions to download e-admit cards are available on official website of the Board. In case any faces any difficulty in downloading the e-admit card he/she may contact the Board Office (IT Branch) on Telephone No. 22379204. A list of eligible candidates is being uploaded on the website.
10. 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.
11. 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 the cutoff date, before appearing in the examination.
12. The OMR Answer Sheet and 2nd page of Admit Card will be taken back after completion of the Exam by the Invigilator immediately. However, the candidates are allowed to take back home the question booklet and first page of Admit Card after the completion of Exam. A candidate, under no circumstances, shall be allowed to leave Exam centre before expiry of 2 hours.
13. The questions will be bilingual i.e. in Hindi & in English, wherever applicable, except for the test of language section of the paper.
14. 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, after due verification of documents and eligibility in the post.
15. 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 at Examination does not entitle him/her to any claim for the post.

16. Special Instructions to Physically Handicapped Candidates

Physically Handicapped (PH) candidates in upper extremities including orthopedic disabilities (OH) 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.

17. Common Instructions to Physically Handicapped & Visually Handicapped Candidates (VH)

(a) The **Visually handicapped candidates** not less than 40% with Physical disabilities can avail the assistance of a scribe for writing replies on their behalf and **other than Visually handicapped candidates who are covered under mentioned policy para 15** can also avail the assistance of a scribe for writing replies on their behalf, the candidates will bring disability certificate (wherein type of disability and its percentage is mentioned) from competent medical board on the day of exam and should have opted for the same in the requisite column of the application form).

(b) PH/VH candidates will have to bring their own scribe (writer). The educational qualification certificate produced by the scribe should NOT have been issued prior to one year of the date of examination.

(c) A prescribed Proforma "Declaration of the Scribe (Writer)" & "Declaration by the VH/PH candidate" are available & can be downloaded from the official website of the Board at www.dsssb.delhigovt.nic.in.

(d) 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.

(f) 20 minutes extra per hours shall be given in addition to the normal time allowed to all the VI/PH candidates only with permission to use the facility of scribe duly verified by DSSSB.

N.B.-Candidates are strictly advised not to bring mobile phones/cellular phones, ear phones, books, notes, electronic watches with facility of calculations, watches, calculators, and pagers or any other communication device, bags, Pen, Pencil & Pencil box 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.


Deputy Secretary (Exam):DSSSB