



No.F.55 (164)/Exam/DSSSB/2019/633

Dated : 21/6/19

GENERAL INSTRUCTIONS OF EXAMINATION FOR CANDIDATES FOR THE POST OF GRADE-II (DASS) (POST CODE 81/17) (TIER-I) OF SERVICES DEPARTMENT & THE POST OF MEDICAL RECORD CLERK (POST CODE 11/18) OF HEALTH & FAMILY WELFARE DEPARTMENT

EXAMINATION SCHEDULE

S.No	Post Code	Name of the Post	Date & Day of Examination	Advt. NO.
1	81/17	Grade-II (DASS) (Tier-I)	16.07.2019 (Tuesday) 17.07.2019 (Wednesday) 18.07.2019 (Thursday) 19.07.2019 (Friday) 22.07.2019 (Monday) 23.07.2019 (Tuesday) 24.07.2019 (Wednesday) 25.07.2019 (Thursday) & 26.07.2019 (Friday)	03/17
2	11/18	Medical Record Clerk (Tier-I)		02/18

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 containing three pages and without any I.D. proof (in original) under any circumstances.
3. The candidates are required to bring their recent coloured 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")** upper half displaying only Face, both ear and both Shoulders, which is required to be pasted on the second page of Admit Card. Candidates shall sign 2nd page of Admit Card and also imprint his/her left hand thumb impression at stipulated place in the presence of invigilator. No Candidates shall sign on the 2nd page of Admit card and put left hand thumb impression on it in the absence of invigilator. In such cases invigilator shall cross signature and left hand thumb impression and ask candidates to sign and put thumb impression on 2nd page of Admit Card in his/her presence and then handed over to the invigilator. Candidates should ensure that the 2nd page of the Admit Card is handed over to

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- the invigilator 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 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 and 3rd page of Admit Card will be taken back immediately after completion of the Exam by the Invigilator. However, the candidates are allowed to take back home 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 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.
 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. In any case of impersonation comes to notice then Overall Incharge & Observer shall lodge FIR against both persons i.e. candidates who applied and the impersonator under relevant sections. These persons shall also be debarred from appearing in future exams of DSSSB and other Board/Commissions.
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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.

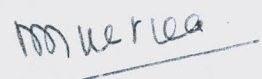
No arrangement will be made at the centres for Keeping any articles/items belongings to the candidates.

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.

18. 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.


DEPUTY SECRETARY (EXAM)
:DSSSB