



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(1329)/Exam-I/DSSSB/2017/ 1590-92

Dated: 27/11/12

**GENERAL INSTRUCTIONS FOR THE CANDIDATES OF POST CODE 16/17 FOR EXAM
DATED 29.10.2017.**

S.No.	Date & Time of Exam	Post Code	Name of the post	Name of the Organization /Deptt. to which the post belongs to
1	(29.10.2017) 01.30 P.M to 03.30 P.M	16/17	Primary Teacher	MCD

1. Reporting time for the candidates at the examination centre on the day of examination is between **11.00 A.M. to 12:30 P.M.** The examination will commence at **01.30 P.M. Sharp.** Entry to the examination Centre will be closed at **12.30 P.M** for candidates. No candidate will be allowed to enter the examination Centre **after 12.30 P.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")** displaying only Face and Shoulders, 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 of the Admit Card is handed over to 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 of examination is of **2 hours from 01.30 pm to 03.30 pm.**
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 and eligible candidates may download their e-admit card upto **27/10/2017 (11.59 p.m)**.
8. Detailed instructions to download e-admit cards are available on official website of the Board. In case any candidate faces any difficulty in downloading the e-admit card, he/she may contact the Board Office (IT Branch) on Telephone No. 22379204.
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, caste etc. as stipulated for the post he/she has applied for, as on the cutoff date, before appearing in the examination.
11. 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.
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 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 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 at 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.**

Prohibited Items for the Exam dated 29/10/2017

The candidates are not allowed to carry the following items inside the examination centre under any circumstances. The candidates will be subjected 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.

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

F.No. 16-110/2003-DD.III
Government of India
Ministry of Social Justice & Empowerment
Department of Disability Affairs

Shastri Bhawan, New Delhi
Dated: 26th February, 2013

Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Disabilities.

The undersigned is directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.65/1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

- I. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- II. There is no need for fixing separate criteria for regular and competitive examinations.
- III. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- IV. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/ reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

- V. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in mal-practices like copying and cheating during the examination.
- VI. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages.
- VII. Persons with disabilities should be given the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.
- VIII. The candidates should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified.
- IX. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- X. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- XI. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
- XII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
- XIII. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or

distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

- XIV. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.
- XV. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,

Sd/-

(Jagdish Kumar)

Deputy Secretary to the Govt. of India

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. All National Institutes and RCI under administrative control of Department of Disability Affairs, Ministry of SJ&E, New Delhi

Copy to : CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041/12-13.