



GOVT. OF NCT OF DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI - 110092.

[www.dsssb.delhi.gov.in](http://dsssb.delhi.gov.in)

No. F.55 (1474)/Exam/DSSSB/2019/Pt.file/2315

Dated-21/01/21

NOTICE

SUBJECT: CONDUCTING OF SKILL TEST FOR VARIOUS POST CODES.

In continuation of Notification No. F.55 (1474)/Exam/DSSSB /2019/2816-24 dated 16/11/2019, No. F.55 (1474)/Exam/DSSSB/2019/3484-92 dated 13/12/2019 and No. F.55 (1474)/Exam/DSSSB/2019/687 dated 24/02/2020, No. F.55 (1474)/Exam/DSSSB/2019/805 dated 13/03/2020, No. F.55 (1474)/Exam/DSSSB/2019/890 dated 25/03/2020 & No. F.55 (1474)/Exam/DSSSB/2019/891 dated 17/04/2020, the skill test of the shortlisted candidates for the following post codes will be held at **Indira Gandhi Delhi Technical University for Women Kashmiri Gate, Delhi-110054**. The schedule of the same is as under:

Sr. No.	Post Name & Code	Name of the Center	Exam date	Reporting Time for Candidates		Exam Start Time
				Shift	Batch	
1.	Junior Auditor(LDC) Post Code 65/14, MCD	Indira Gandhi Delhi Technical University for Women Kashmiri Gate, Delhi-110054	19.02.2021 (Friday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
					(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
			22.02.2021 (Monday)	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
					(Batch 4) 03:00 PM to 03:30 PM	04:00 PM
2.	Junior Clerk, Post Code 19/15, DTC	Indira Gandhi Delhi Technical University for Women Kashmiri Gate, Delhi-110054	22.02.2021 (Monday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
					(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
			23.02.2021 (Tuesday)	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
					(Batch 4) 03:00 PM to 03:30 PM	04:00 PM
3.	Data Entry Operator, Post Code 41/15, DAMB	Indira Gandhi Delhi Technical University for Women Kashmiri Gate, Delhi-110054	23.02.2021 (Tuesday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
					(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
			24.02.2021 (Wednesday)	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
					(Batch 4) 03:00 PM to 03:30 PM	04:00 PM
4.	Data Entry Operator, Post Code 45/12, NDMC	Indira Gandhi Delhi Technical University for Women Kashmiri Gate, Delhi-110054	24.02.2021 (Wednesday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
					(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
			25.02.2021 (Thursday)	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
					(Batch 4) 03:00 PM to 03:30 PM	04:00 PM
5.	Translator Urdu, Post Code 65/15, DIP	Indira Gandhi Delhi Technical University for Women Kashmiri Gate, Delhi-110054	26.02.2021 (Friday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
					(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
6.	LDC, Post Code-51/13 MCD	Indira Gandhi Delhi Technical University for Women Kashmiri Gate, Delhi-110054	26.02.2021 (Friday)	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
					(Batch 4) 03:00 PM to 03:30 PM	04:00 PM
			01.03.2021 (Monday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
					(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
7.	Junior Clerk, Post Code 19/15, DTC	Indira Gandhi Delhi Technical University for Women Kashmiri Gate, Delhi-110054	01.03.2021 (Monday)		(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
					(Batch 4) 03:00 PM to 03:30 PM	04:00 PM
			02.03.2021 (Tuesday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
					(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
8.	Junior Clerk, Post Code 19/15, DTC	Indira Gandhi Delhi Technical University for Women Kashmiri Gate, Delhi-110054	02.03.2021 (Tuesday)	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
					(Batch 4) 03:00 PM to 03:30 PM	04:00 PM

LDC, Post Code- 51/13 MCD	Indira Gandhi Delhi Technical University for Women Kashmiri Gate, Delhi- 110054	03.03.2021 (Wednesday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
				(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
			Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
				(Batch 4) 03:00 PM to 03:30 PM	04:00 PM
		04.03.2021 (Thursday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
				(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
			Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
				(Batch 4) 03:00 PM to 03:30 PM	04:00 PM
		05.03.2021 (Friday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
				(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
			Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
				(Batch 4) 03:00 PM to 03:30 PM	04:00 PM
		08.03.2021 (Monday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
				(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
			Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
				(Batch 4) 03:00 PM to 03:30 PM	04:00 PM
		09.03.2021 (Tuesday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM
				(Batch 2) 11:00 AM to 11:30 AM	12:00 PM
			Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM
				(Batch 4) 03:00 PM to 03:30 PM	04:00 PM
10.03.2021 (Wednesday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM		
		(Batch 2) 11:00 AM to 11:30 AM	12:00 PM		
	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM		
		(Batch 4) 03:00 PM to 03:30 PM	04:00 PM		
12.03.2021 (Friday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM		
		(Batch 2) 11:00 AM to 11:30 AM	12:00 PM		
	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM		
		(Batch 4) 03:00 PM to 03:30 PM	04:00 PM		
15.03.2021 (Monday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM		
		(Batch 2) 11:00 AM to 11:30 AM	12:00 PM		
	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM		
		(Batch 4) 03:00 PM to 03:30 PM	04:00 PM		
16.03.2021 (Tuesday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM		
		(Batch 2) 11:00 AM to 11:30 AM	12:00 PM		
	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM		
		(Batch 4) 03:00 PM to 03:30 PM	04:00 PM		
17.03.2021 (Wednesday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM		
		(Batch 2) 11:00 AM to 11:30 AM	12:00 PM		
	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM		
		(Batch 4) 03:00 PM to 03:30 PM	04:00 PM		
18.03.2021 (Thursday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM		
		(Batch 2) 11:00 AM to 11:30 AM	12:00 PM		
	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM		
		(Batch 4) 03:00 PM to 03:30 PM	04:00 PM		
19.03.2021 (Friday)	Shift 1	(Batch 1) 09:00 AM to 09:30 AM	10:00 AM		
		(Batch 2) 11:00 AM to 11:30 AM	12:00 PM		
	Shift 2	(Batch 3) 01:00 PM to 01:30 PM	02:00 PM		

The Typing speed for above mentioned post codes shall be under:-

1. Junior Auditor (LDC), Post Code -65/14.

"A Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word or as prescribed norm by the selection board or clerk grade examination for the post for LDC (Junior Auditor)".

Ac

2. **Jr. Clerk, Post Code-19/15**

"Typing Speed of 30 WPM in English or 25 WPM in Hindi on computer."

3. **Data Entry Operator, Post Code-41/15**

"Should possessing a speed of not less than 8000 key depressions per hour for data entry work and should/qualify the aptitude test."

4. **Data Entry Operator, Post Code-45/12**

"Should possess a speed of not less than 8000 key depressions per hour for data entry work and should qualify the aptitude test."

5. **Translator (Urdu), Post Code-65/15 (As per DSSSB Public Notice No. F.55(1474)/EXAM/DSSSB/2019/822 dated 17.03.2020)**

"A-speed of 25 w.p.m. in Urdu typing."

6. **LDC, Post Code-51/13**

"A Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer".

The candidates may download their e-admit cards for the above mentioned post code w.e.f. **14.02.2021 to 18.02.2021 upto 11:59 PM**. In case any candidate finds any difficulty in downloading the e-admit card, he/she may contact the Board office only through e-mail dsssb-secy@nic.in **upto 17.02.2021 (03:00 PM)**. No request will be entertained by any other source of correspondence in this regard.

Candidates are directed to follow the detailed **General Instructions No. F.55 (1474)/Exam/DSSSB/2019/2571 dated 20/11/2019 and F.55 (1474)/Exam/DSSSB/2019/3519 dated 13/12/2019** which is available on the website of DSSSB <http://dsssb.delhi.gov.in>. The font of Hindi for Typing is **KrutiDev** and accordingly compatible normal English/ Bilingual key board will be provided.

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.

Candidates will be allowed to carry only the following items with them into the examination venue:

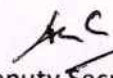
- Admit Card along with Self Declaration/Undertaking (available on the Admit Card) regarding recent health status of the Candidate;
- Valid Government ID proof;
- Personal transparent water bottle;
- Personal hand sanitizer (50 ml);
- Mask;

A Public Notice for Skill Test for Visually Impaired (VI) candidates of the aforesaid Post Codes will be issued separately and the same will be uploaded on the Board website in due course.

No. F.55 (1474)/Exam/DSSSB/2019/Pt.file/2315

Copy to:-

1. SA (IT) "with the request to upload the same on the official website of DSSSB and sent message and e-mail to the candidates as per norms".


Deputy Secretary(Exam)
: DSSSB

Dated-21/01/21


Deputy Secretary(Exam)