



सत्यमेव जयते

# ANNUAL REPORT 2013-14



**DELHI SUBORDINATE SERVICES SELECTION BOARD**  
**GOVERNMENT OF NCT OF DELHI**  
**FC-18, INSTITUTIONAL AREA,**  
**KARKARDOOMA, DELHI-110092**  
**WEBSITE: [www.dsssb.delhigovt.nic.in](http://www.dsssb.delhigovt.nic.in)**





**Board Meeting**



**Opening of Exam Strong  
Room, DSSSB**



**Exam Strong Room, DSSSB**

# DELHI SUBORDINATE SERVICES SELECTION BOARD

## Abbreviations Used

COE	Controller of Examination
DANICS	Delhi & Andaman Nicobar Island Civil Service
DASS	Delhi Administration Subordinate Services
DFS	Delhi Fire Service
DJB	Delhi Jal Board
DSSSB	Delhi Subordinate Services Selection Board
DTC	Delhi Transport Corporation
FSL	Forensic Science Laboratory
Govt of NCT of Delhi	Government of National Capital Territory of Delhi
IAS	Indian Administrative Service
IPO	Indian Postal Order
IS&MH	Indian System and Medical Health
IT	Information Technology
JAG	Junior Administrative Grade
M&PH	Medical & Public Health
MCD	Municipal Corporation of Delhi
NDMC	New Delhi Municipal Council
NES	New Examination Scheme
NIC	National Informatics Center
OARS	Online Application Registration System
OBC	Other Backward Class
OMR	Optical Marks Reader
Plg Deptt.	Planning Department
PSU	Public Sector Undertaking
SAG	Senior Administrative Grade
SC	Scheduled Caste
ST	Scheduled Tribe
Trg & Tech Edn.	Training and Technical Education
UTCS	Union Territory Civil Services



# DELHI SUBORDINATE SERVICES SELECTION BOARD

## Contents

Particulars of Contents	
From Chairman's Desk	5
History of Recruitment Process prior to setting up of DSSSB	7
Composition of Board	8
Chairpersons of DSSSB	9
Members of DSSSB	10
Secretaries of DSSSB	11
<b>Composition &amp; Mandate of the Board</b>	12
1.1 Brief History	12
1.2 Organisational Chart	12
1.3 Duties and Responsibilities of the Board, Chairman, Members, Controller of Examination and Secretary	12
1.4 Mission/Vision:	13
1.5 Functions	13
1.6 Activities performed to achieve the objective	13
1.7 Commencement of work	14
1.8 Location of Office	14
<b>Posts Advertised, Recruitments Tests Conducted and Selection Made During 2013-14</b>	15
2.1 Posts Advertised	15
2.2 Examination/Screening Tests conducted	15
2.3 Interviews Conducted	15
2.4 Results Processed/Declared	16
2.5 Retrospective activities	17



# DELHI SUBORDINATE SERVICES SELECTION BOARD

<b>Major Initiatives/Policy Decision</b>	18
3.1 New Examination Scheme	18
3.2 Interview Policy	18
3.3 Information Technology initiatives	18
3.4 Computer based examination system (Online Examination)	18
3.5 Welfare of SC/ST/OBC/Physically challenged	18
3.6 Strengthening of Examination System	18
3.7 Optical Marking System	19
3.8 Placing Question Bank and Answer Key in Public Domain	19
<b>Other Important Aspects</b>	20
4.1 Income and Expenditure	20
4.2 Mode of Payment of Fee	21
4.3 Implementation of Delhi Right to Information Act, 2001 and Right to Information Act, 2005	21
4.4 Information and Facilitation Counter	21
4.5 Citizens' Charter	21
4.6 Working Hours	21
4.7 Grievances Redressal Mechanism	21

## DELHI SUBORDINATE SERVICES SELECTION BOARD

<b>Appendix</b>		
Appendix I	Resolution dated 4 <sup>th</sup> October 1996 regarding constitution of DSSSB	22
Appendix II	Resolution dated 12 <sup>th</sup> May 2008 regarding reconstitution of DSSSB	24
Appendix III	Sanctioned Strength of the DSSSB	27
Appendix IV	Details of Posts Advertised During 2013-14	28
Appendix V	Details of examinations/screening tests conducted during 2013-14	40
Appendix VI	Details of Interview conducted during 2013-14	41
Appendix VII	New Examination Scheme	43
Appendix VIII	Interview Policy	55



## FROM CHAIRMAN'S DESK

**SHRI JANAK DIGAL, IAS**  
**CHAIRMAN, DSSSB**



The DSSSB was set up by a Government Resolution dated 4<sup>th</sup> October, 1996 with an objective to make recruitment to various Group-B (non-gazette) and Group-C posts under Government of NCT of Delhi, Public Sector Undertakings, Local Bodies (MCD, NDMC) and various Autonomous Bodies under the Government of NCT of Delhi. The Board started functioning with the appointment of its first Chairman from July 1997. As per above resolution, the Board was to comprise of a Chairman, an Adhoc Member and a Secretary-cum-Controller of Examination. This resolution was modified vide another resolution dated 12th May, 2008 and the Board was restructured with the composition of a Chairman, two Members, a Controller of Examination, a Secretary and supporting staff. However, till December, 2012 no Member was appointed in the Board as the posts were not created. After the creation of the two posts of Member the first Member was appointed in the Board on 11.12.2012.

From July 1997 till date, 14 persons have held the office of the Chairman in the Board which implies that on an average each Chairman held office for a period of about one year and three months. Further, out of 14, nine officers held the office of Chairman for less than one year each, 2 officers held office for 1-2 years and only 3 officers including the present Chairman held office for more than 2 years each. This adversely affected the performance of the Board which resulted in accumulation of large backlog of requisitions by the end 2012. Further, the Board continued to follow the old and obsolete process of recruitment without undertaking any reform which also contributed for such accumulation. Till the end of 2012, the Board used to invite applications in the manual format and the pre-examination activities were out sourced to various private agencies. This resulted in incorrect data entry and delay in recruitment process leading to various court cases.

To streamline the recruitment process to make it more objective, transparent and faster, a New Examination Scheme was formulated and notified with the approval of the Government of NCT of Delhi in 2013. Subsequently, the Online Application and Registration System (OARS) was developed and introduced with the help of NIC. The IT application was substantially increased for both Pre and Post Examination activities as a result of which the examination process became more transparent, objective and faster apart from resulting substantial savings to the exchequer. Since 2013, all applications are being invited in the Online Mode and the Admit Cards are generated online which has resulted in saving of large expenditure on account of postal charges apart from providing big relief to the candidates. Further the Board formulated and implemented an Interview Policy to make the interview more transparent, fair and objective.

## DELHI SUBORDINATE SERVICES SELECTION BOARD

---

Due to untiring efforts put up by the Officers and the Staff of the Board, the Board has been able to clear most of the backlog of requisitions vacancies accumulated between 2007 to 2011 in addition to a large number of requisitions received between 2012 and 2014. Efforts are being made to clear remaining backlog vacancies. During this period (2013-14) the Board has conducted 06 written examinations, 01 Screening Test and 20 Interviews to fill up 11,798 vacancies under 20 post codes which includes Teaching Posts (Special Educator) & Para Medical Posts (Lab Assistants, Lab Technicians etc.), Technical & Scientific posts of FSL etc.

The Board is greatly indebted to Hon'ble LG, Shri Najeeb Jung, Chief Secretaries Shri S.K. Srivastava and Shri D.M. Spolia and Principal Secretary to LG, Smt. Nutan Guha Biswas for their kind support for achieving the desired objectives. The Board also likes to place on record the co-operation received from Shri Anindo Majumdar, IAS, Principal Secretary (Education), Dr. M.M. Kutty, IAS, Principal Secretary (Finance), Shri Arvind Ray, IAS, Principal Secretary (Services) for undertaking various activities in connection with the recruitment to various posts.

I also take this opportunity to place my sincere appreciation for the efforts made by all Officers and Staff of the Board for conducting various examinations and interviews in a time bound manner to clear the large backlog vacancies.

**Janak Digal, IAS**

**Chairman, DSSSB**



## DELHI SUBORDINATE SERVICES SELECTION BOARD

---

### History of Recruitment process prior to setting up of DSSSB

As per Article 320 of the Constitution of India, the examinations for recruitment to all posts and services of the Central Government are required to be conducted by the UPSC. However, the Estimates Committee of Parliament in its 47<sup>th</sup> Report (1967-68) recommended setting up of a Service Selection Commission for taking over from the UPSC, examinations for recruitment to lower category of Class III posts. The Administrative Reforms Commission also in their Report on Personnel Administration made similar recommendations. The Government of India constituted the Subordinate Services Commission vide the department of Personnel and Administrative Reforms Resolution No.46/4/(S)/74-Estt. 'B' dated the 4<sup>th</sup> November, 1975. This commission was subsequently rechristened as Staff Selection Commission (SSC) in September, 1977. It was empowered to make recruitment to various Class III (now Group 'C') (non-technical) posts in the various Ministries/Departments of the Government of India and in Subordinate/ attached Offices. However, the work relating to recruitment of Group 'A' and Group 'B' Gazetted posts remained with the UPSC.

In so far as Delhi Government, now GNCT of Delhi, is concerned, prior to establishment of DASS cadre the recruitment to various non-Gazetted posts was done by the respective Heads of the Departments. After constitution of DASS cadre in late 1960 all Group 'C' posts in Grade IV, Grade III and Grade II (i.e. LDC, UDC, Assistants and their equivalent posts on Executive side) viz a viz Stenographers Grade III were brought under one umbrella, for all the Departments of GNCT of Delhi, with a joint cadre. This made these posts transferable on intra departmental basis within GNCT of Delhi. The Services Department took upon itself the work relating to conducting of recruitment examinations in respect of these posts.

However, with the constitution of Staff Selection Services Commission by the Government of India the work relating to recruitment to DASS cadre posts was handed over by Government of NCT of Delhi to the SSC for ensuring free and fair selection with transparency and accountability. But after enactment of GNCT Act, 1991 the SSC decided to transfer back the work regarding recruitment of these posts to the GNCT of Delhi and it stopped entertaining request for recruitment.

The recruitment to Group 'C' ex-cadre posts and Group 'D' posts remained with the respective Heads of Departments. The major recruitment of ex-cadre posts was done by Education Department and Medical and Health Department. Both these departments had their own full fledged Examination Branch and Technical Recruitment Cell respectively which looked after the recruitment of teaching and para-medical posts.

Delhi Police, MCD, NDMC, Delhi Jal Board etc. had their own mechanism for recruitment and GNCT of Delhi had no role in their recruitment process. Similarly, the Autonomous Bodies like DSIDC, DTTDC, DSCSC etc., Undertakings and Academies of GNCT of Delhi were adopting their own procedures in the recruitment process.

In above back ground, to do away the multiplicity of authorities in the recruitment process within the GNCT of Delhi, it was decided to set up an independent Delhi Subordinate Services Selection Board with full autonomy for ensuring a free and fair recruitment process with transparency and accountability for all these organizations as an attached office of Services Department in 1997 vide Resolution No. F3(7)93-5, III Dated 04-10-1996

**DELHI SUBORDINATE SERVICES SLECTION BOARD**  
**COMPOSITION OF BOARD**

<b>Chairman</b>	<b>Shri Janak Digal, IAS</b>
<b>Member-I</b>	<b>Dr. Ashish Chandra Verma, IAS</b>
<b>Member-II</b>	<b>Shri Kailash Chandra, IAS</b>
<b>Secretary</b>	<b>Shri Ajay Kumar Garg</b>
<b>Controller of Examination</b>	<b>Shri A.K. Kaushal</b>



**CHAIRPERSONS OF THE D.S.S.S.B.**  
**(Since July, 1997)**

<b>S.NO.</b>	<b>NAME OF THE OFFICER</b>	<b>FROM</b>	<b>TO</b>
1	Sh. Ramesh Chandra	July 1997	28.02.2000
2	Sh. Rakesh Mehta, IAS	01.03.2000	30.04.2000
3	Sh. D.C. Mishra, IAS	1.05.2000	12.02.2001
4	Mrs. K.L. Sood, IAS	13.02.2001	08.03.2001
5	Sh. Narendra Prasad, IAS	09.03.2001	26.08.2001
6	Sh. R.P. Rai, IAS	27.08.2001	17.04.2002
7	Mrs. P.M. Singh, IAS	18.04.2002	10.12.2002
8	Sh. T.T. Joseph, IAS	11.12.2002	31.05.2004
9	Mrs. Gita Sagar, IAS	01.06.2004	31.03.2005
10	Sh. Anand Prakash, IAS	01.05.2005	25.11.2005
11	Sh. Ved Prakash, IAS	09.12.2005	03.07.2006
12	Sh. D.M. Spolia, IAS	03.07.2006	19.02.2008
13	Sh. V.K. Singh, IAS	20.02.2008	31.10.2012
14	Sh. Janak Digal, IAS	09.11.2012	Till date

**MEMBERS OF THE D.S.S.S.B.**  
**(Since 11.12.2012)**

<b>S.NO.</b>	<b>NAME OF THE OFFICER</b>	<b>FROM</b>	<b>TO</b>
1	Dr. Mohan Jeet Singh, IAS	11.12.2012	01.04.2013
2	Sh. Jitendra Narain, IAS	07.06.2013	23.01.2014
3	Dr. Ashish Chandra Verma, IAS	23.01.2014	31.12.2014
4	Sh A.B. Shukla, IAS	23.01.2014	31.07.2014
5	Smt. Rinku Dhugga, IAS	11.08.2014	30.11.2014
6	Shri Kailash Chandra, IAS	01.12.2014	Till date



**SECRETARIES OF THE D.S.S.S.B.  
(Since July, 1997)**

<b>S.NO.</b>	<b>NAME OF THE OFFICER</b>	<b>FROM</b>	<b>TO</b>
1	Sh. Hans Raj, DANICS	July 1997	31.05.2001
2	Sh. S.R. Yaduvanshi, IAS	01.06.2001	31.07.2001
3	Sh. Amit Yadav, IAS	01.08.2001	16.10.2001
4	Sh. K.S. Wahi, IAS	16.10.2001	17.03.2002
5	Sh. S.R. Yaduvanshi, IAS	18.03.2002	30.04.2003
6	Sh. K.S. Wahi, IAS	30.04.2003	02.06.2003
7	Sh. Amar Nath, IAS	02.06.2003	31.05.2005
8	Sh. V.K. Jha, IAS	01.06.2005	17.07.2005
9	Mrs. J. Raghuraman, IAS	18.07.2005	20.06.2006
10	Sh. C.P. Tripathi, IAS	30.06.2006	22.10.2007
11	Smt. Achla Singh, DANICS	23.10.2007	27.05.2008
12	Sh. Manoj Kumar, DANICS	03.06.2008	22.12.2009
13	Sh. N.K. Sharma, DANICS	22.12.2009	30.04.2012
14	Sh. K.K. Dahiya, DANICS	01.06.2012	14.09.2012
15	Sh. Zothankhuma, IAS	14.09.2012	12.12.2012
16	Sh. K.K. Dahiya, DANICS	13.12.2012	07.08.2013
17	Sh. Rajesh Sommal, IAS	01.08.2013	31.10.2013
18	Sh. Sanjeev Kumar, DANICS	01.11.2013	27.01.2014
19	Sh. Ajay Kumar Garg, DANICS	27.01.2014	Till date

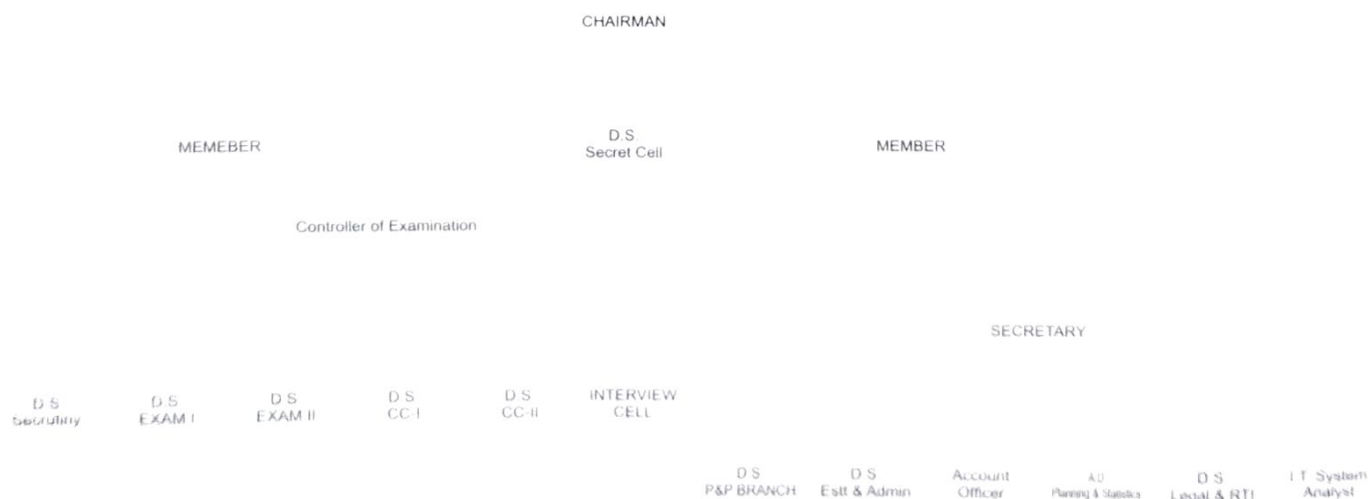
## 1. Composition & Mandate of the Board

**1.1 Brief History:** The Government of National Capital Territory of Delhi (hereinafter called the GNCT of Delhi) set up the Delhi Subordinate Services Selection Board (hereinafter called "Board") on 50th anniversary of the Indian Independence, vide Resolution dated 4<sup>th</sup> October, 1996 (Appendix-I). It has been set up primarily to take over the work relating to selection/recruitment of Grade 'B' (Non-Gazetted) and Grade 'C' posts, both technical and non-technical of different Departments of GNCT of Delhi (including Delhi Police) and its Local Bodies, Autonomous Bodies, Undertakings etc. The Board is an attached Office of the Services Department GNCT of Delhi. Prior to this the recruitment of Grade II & IV posts of DASS cadre (Assistants/Inspectors and LDCs) and Stenographers etc. was under taken by the Staff Selection Commission of Government of India and those of ex-cadre posts by the respective Departments/organisations.

The GNCT of Delhi restructured the Board vide Resolution dated 12th May 2008 (Appendix - II). The Board is headed by a Chairman and comprises of two Members. The Board is assisted by a Secretary and a Controller of Examination along with other supporting staff. Initially the Board consisted of one Member but the number of members were raised to two under the restructured set up. Likewise the staff strength of the Board was enhanced from 58 to 121. The details of the sanctioned posts for the Board are given in Appendix – III.

**1.2 Organisation Chart:** The Organisational Chart of the Board is given below:

### ORGANISATIONAL CHART OF THE DSSSB



**1.3 Duties and Responsibilities of the Board, Chairman, Members, Controller of Examination and Secretary:** The duties and responsibilities of the Board and its Chairman, Members, Controller of Examinations and Secretary are well defined and given in Appendix – II.



## DELHI SUBORDINATE SERVICES SELECTION BOARD

---

### 1.3.1 As per the Resolution the Board Shall-

- (i) Recommend suitable candidates for appointment in various departments of Government of NCT of Delhi and local bodies/PSUs under the direct recruitment quota to Group 'B' and 'C' categories of posts;
- (ii) be distinct from the Interview Committees. The Chairman, Members and other temporary Expert Members each may head Interview Committees separately. The Board can constitute such numbers of Interview Committees with such Members/Experts, as deemed fit;
- (iii) make recommendation(s) of suitable candidate(s) within 180 days from the date of receipt of an indent for the vacant post(s) from the concerned department(s), bodies and PSU(s) of Government of NCT of Delhi. Delay(s), if any, shall be explained along with submission of the recommendation(s), giving necessary justification(s);
- (iv) utilize state of the art techniques including I.T. enabled services for increasing its efficiency, effectiveness and transparency for evaluating candidates as deemed fit;
- (v) consider the feasibility of utilizing the services of specialist agencies/human resource agencies available within the Government or from outside for (iii) above;
- (vi) perform any other related task entrusted to it subject to guidelines issued by the Government from time to time for making recommendations of candidate for vacant Group 'B' and 'C' categories of posts.

**1.4 Mission/Vision:** The Board shall recruit capable, competent, highly skilled persons by conducting written tests, professional tests and or through personal interviews as per requirement and suitability. The Board is committed to develop selection and recruitment procedures that conform to the global standards in testing and promises selection by fair and transparent means for the user Departments. The Board continuously endeavors to ensure that the recruitment is done purely on merits in an impartial and objective manner.

**1.5 Functions:** The major function of the Board is to make selection and recommendations of suitable candidates for recruitment to Group 'B' and Group 'C' categories of posts, both technical and non-technical for the Government of NCT of Delhi its Public Sector Undertakings, Local Bodies including the three MCDs & NDMC and Autonomous Bodies, etc. The Allocation of Business to DSSSB is defined vide Resolution dated 4<sup>th</sup> October, 1996 of Services Department, Government of NCT of Delhi which was amended by Resolution dated 12th May, 2008 (Appendix I & II).

**1.6 Activities performed to achieve the objective:** In order to achieve the above objectives the Board broadly under takes the following activities:

- a) On receipt of requisitions for selection of candidates from the user Departments/organisations for various posts the Board examines the proposals, compiles and collates the data/information for initiating the process of selection.

- b) A consolidated Advertisements of various posts for which recruitment is to be done is prepared for publication in leading daily Newspapers for inviting applications from eligible candidates.
- c) Online Applications are received from the candidates through the 'On Line Registration System' (OARS) along with requisite fee.
- d) The applications are scrutinized to find out the eligible candidates for the respective posts and Roll Numbers issued to them.
- e) Institutions are identified for conducting the examination and consent of the concerned organization viz Education Department, Kendriye Vidhalaya, Board etc is obtained for setting up of Examination Centers and making necessary arrangements for the smooth conduct of the examinations, in a fair and transparent manner.
- f) Written Examination, Screening Tests and Interviews etc. are conducted for various posts as per the examinations scheme and policy of the Board for fair selection.
- g) Answer sheets are got evaluated from the experts and results tabulated.
- h) After finalization of the results names of the selected candidates are declared and also placed on the website of the Board.
- i) Lists of selected candidates along with their dossiers are sent to the concerned user Department(s)/organisation(s) for issue of appointment letters etc.

**1.7 Commencement of work:** The Board commenced its functioning in July, 1997. The first advertisement for inviting applications for recruitment was issued by the Board on 21st March, 1998.

**1.8 Location of Office:** The Board commenced its functioning from U.T.C.S. Complex, GNCT of Delhi, Vishwas Nagar, Delhi. It was later on shifted to FC-18, Institutional Area, Karkardooma, Delhi 110092, during 2005 - 06.



**2. Posts Advertised, Recruitments Tests Conducted and Selection Made During 2013-14**

**2.1 Posts Advertised:** Three major advertisements were published for inviting applications for various post codes as follow:-

- i) Vacancies in respect of 15 different post codes of various Departments of GNCT of Delhi/Autonomous Bodies/Local Bodies were advertised through Advertisement No. 2/2013 in the month of June 2013.
- ii) Vacancies in respect of 33 different post codes of various Departments of GNCT of Delhi/Autonomous Bodies/Local Bodies were advertised through Advertisement No. 3/2013 in the month of September 2013.
- iii) Vacancies in respect of 193 different post codes of various Departments of GNCT of Delhi/Autonomous Bodies/Local Bodies were advertised through Advertisement No. 1/2014 in the month of January 2014.

Details of the posts advertised is given in Appendix -IV

**2.2 Examination/Screening Tests conducted:** The Board conducted examinations/ screening test for 11,798 vacancies for various post codes during the year 2013-14. Some of the major examinations conducted were as follow:

- Staff Nurse (20/13), Nurse 'A' Grade (21/13) and Nurse Grade 'A' (22/13) for Department of H&FW, GNCTD, MCD and NDMC respectively for 1613 vacancies.
- Assistant Teacher (Primary) (71/09, 101/12) and Teacher Primary (70/09) for Directorate of Education and MCD respectively for 7577 vacancies.
- Matron (Female) (36/13), Warder (Male) (37/13) and Assistant Superintendent (Jail) (38/13) for Delhi Prison Department for 644 vacancies.
- Skill Test was conducted for Post code 52/09 & 76/09 (Sub Officer & Sub Fire Officer) for Delhi Fire Services for 21 vacancies.
- Screening test for filling of various posts of FSL Department was held on 09.03.2014 for 15 post codes involving 30 vacancies.

Details of Examinations/Screening Tests conducted is given Appendix-V

**2.3 Interviews Conducted:** The Board conducted interviews for various post codes for 1647 vacancies during the year 2013-14 details at Appendix- VI

# DELHI SUBORDINATE SERVICES SELECTION BOARD

**2.4 Results Processed/Declared:** Results for the following post codes were declared during the year 2013-14:

Department/Organization	Nomenclature of Post	Post Code	No of candidates recommended for appointment
MCD	Binder Grade-II	50/07	02
	Teacher Primary	165/07	04
	Teacher Primary	16/08	08
	Special Educator	1/12	31
Directorate of Education	Lt./TGT Urdu	310, 312, 15/10, 16/10, 65/10, 66/10	19
	TGT Punjabi (M/F)	63/10, 64/10	04
	PGT Pol. Science	30/10	01
	PGT Biology	39/10	01
	PGT Chemistry	36/10	01
	TGT English	02/10	02
Directorate of Training and Technical Education	Craft Instructor (Printer & Decorator)	39/07	01
DJB	Assistant Chemist	152	01
Health & Family Welfare	Sr. Radiographer	85/09	09
	Jr. Radiographer	86/09	01
DTC	Driver	65/09	01
Planning Department	Statistical Assistant	85/07	01
Maid & H&FW	Lab. Assistant etc.	78/09 to 83/09	36
DFS	Sub Officer Fire	76/09	07
	Sub Officer	52/09	08
	Junior Engineer	02/09	01
Dte. of Education	Spl. Education Teacher	01/13	228
	Teacher Primary (Urdu)	69/09	82
	<b>Total</b>	<b>29</b>	<b>449</b>

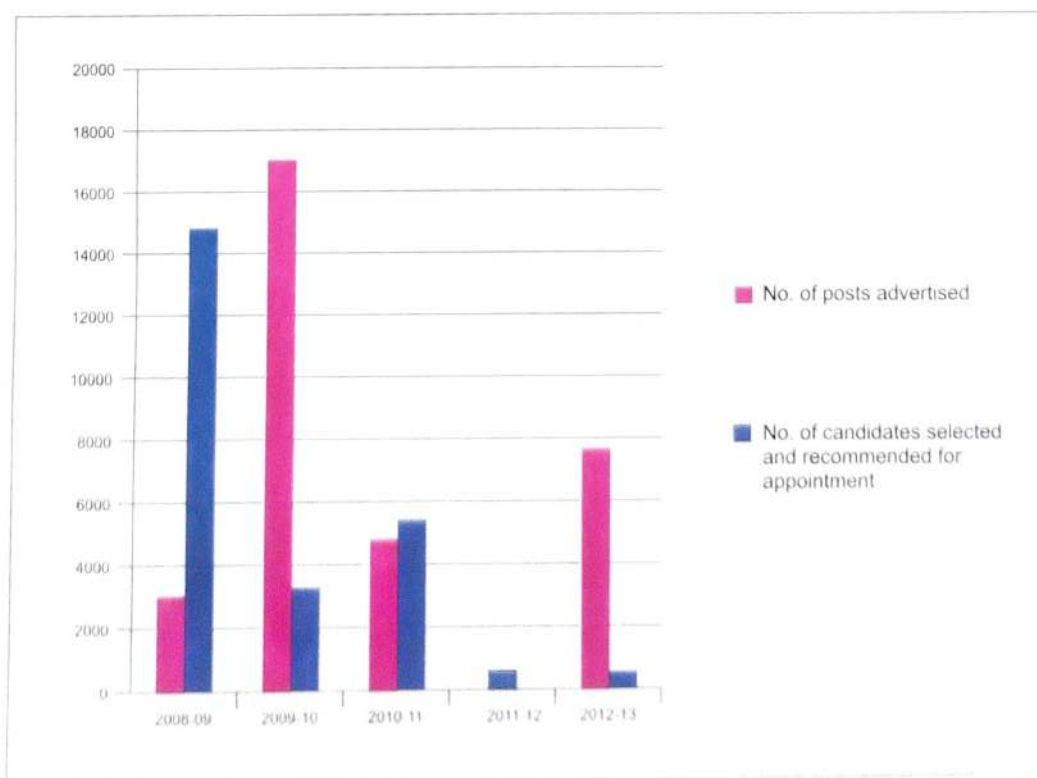


## DELHI SUBORDINATE SERVICES SELECTION BOARD

**2.5 Retrospective activities:** In retrospective the Board had undertaken the following major activities during the preceding five years.

Year	No of posts advertised	No of examinations / interviews conducted	No of candidates selected and recommended for appointment
2008-09	3472	27	14819
2009-10	17268	30	3451
2010-11	4593	10	5421
2011-12	–	19	613
2012-13	7898	03	607

Bar diagram showing the number of post advertised & number of candidate selected during the year 2008-09 to 2012-13.



### 3. Major Initiatives/Policy Decisions

The Board has undertaken the following major initiatives/policy decisions for improving the work culture and making the recruitment process more objective fair and transparent.

**3.1 New Examination Scheme:** A New Examination Scheme has been formulated and notified by the Board vide Notice No. F.4(100)/2012/P&P/NES/DSSSB/135-51 dated 14th February, 2013 with the approval of Govt of NCT of Delhi. As per the new scheme posts have been categorized as per their Recruitment Rules and selection methods for different posts has been divided in Tier-I/II/III. The New Examination Scheme has been made applicable w.e.f. 1st January 2013 (**Appendix -VI**).

**3.2 Interview Policy:** In order to make the interview more transparent, objective & fair Interview policy has been framed for selection to various posts vide notice F. 4(130)/ P&P/ 13/ DSSSB/428-433 dated 18/12/2013 (**Appendix - VIII**).

**3.3 Information & Technology Initiatives:** Board has successfully introduced '**Online Application Registration System**' (OARS) with the assistance of NIC replacing the old system of manual receipt of applications, processing and generation of admit cards etc. OARS has automated the registration process and provided user friendly access to the candidates for registration and submission of online applications.

3.3.1 The admit cards are now generated through the system and candidates can download their admit cards from the website of the Board. Implementation of Online Application Registration System (OARS) has resulted in substantial saving of time and energy and quickened the pace for handling the work relating to issue of admit cards. It has given great relief to the candidates, also. During the year under report 15,13,958 applications were received through Online Application Registration System (OARS).

**3.4 Computer based examination system (Online Examination):** The Board has decided in principle to introduce computer based examination system initially for the posts where the numbers of candidates are up to ten thousand. The process has been initiated for selection of expert vendors to undertake the job.

**3.5 Welfare of SC/ST/OBC/Physically challenged:** In order to ensure that the posts reserved for SC/ST/OBC/Physically challenged candidates are filled up to the required extent and SC/ST/OBC candidates take advantage of Board Examinations it was ensured that there is a wide dissemination of information regarding various recruitments conducted by publishing advertisements in the Employment News and other Newspapers with wide circulation. During the year under report 13 SC, 07 ST, and 60 OBC candidates were selected.

**3.6 Strengthening of Examination System:** The main concern of the Board is to conduct the examinations successfully on schedule, free from incidents and malpractices at all the centres. Since the number of posts available is limited, the competition has become fierce leading sometimes to display and use of unfair means by some for personal advantage. The Board has been making concerted efforts to ensure that such unhealthy practices are nipped in the bud. The system of



appointing Chief Invigilators, Observers, Assistant Observers and Flying Officers for the venues of the examinations has been strengthened. Each information/complaint received regarding adoption of any unfair means, is promptly looked into, investigated to its logical end and candidates found using unfair means are debarred and their names are notified on the website.

**3.7 Optical Marking System:** For evaluation of answer scripts of objective type Question Papers, Optical Mark Reading System (OMRS) is used by the Board in examinations. During 2013-14 evaluation of scripts of objective type Question Papers was done on OMRS system in all major examinations. In this system, responses to questions are immediately and accurately captured and time taken for processing results is minimized.

**3.8 Placing Question Papers and Answer Key in Public Domain:** With a view to bring transparency and improve the knowledge of the candidates the Board has placed a large number of Question Papers along with their Answer Key, for the previous examinations conducted by the Board, for a large number of posts, on its website which can serve as useful reference material to the candidates.

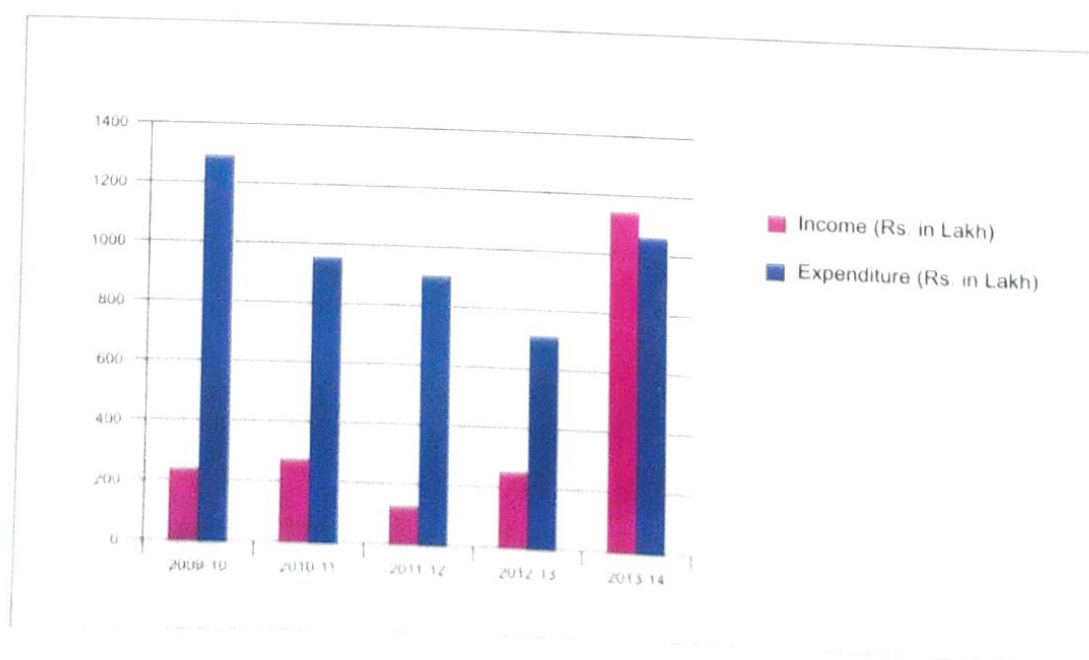
#### 4. Other Important Aspects

**4.1 Income and Expenditure:** Government of NCT of Delhi provides funds for defraying the entire expenditure/cost to be met by the Board including salaries of the officers and staff, conducting of examinations etc. The DSSSB gets its budget allocation under Major Head "2051" G 1 Public Service Commission and Minor Head G1(1) (1) Staff Selection Board for Delhi Government. However, the Board also generates some revenue in the form of examination fee from the candidates at the rate of Rs 100/- per candidate SC/ST/PH candidates are exempted from payment of examination fee.

4.1.1 The Income and Expenditure during the last five years was as under:

#### INCOME AND EXPENDITURE STATEMENT DURING THE LAST 05 YEARS

Sl. No.	Financial Year	Income Deposited in Revenue (Rs. in Lakh)	Expenditure incurred from Budget (Rs. in Lakh)
1.	2009-10	258	1310
2.	2010-11	291	982
3.	2011-12	137	920
4.	2012-13	265	760
5.	2013-14	1137	1059





The above Chart shows that income up to 2012-13 in the form of fee was less than the expenditure but it went up substantially during 2013-14, surpassing the expenditure. If the current trend persists the Board may become self sustaining in near future.

**4.2 Mode of Payment of Fee:** Earlier the board used to collect the fee in the form of I.P.Os. along with the application forms. But it has now switched over to On-line Application Registration System under which the payment of fee can also be made online through State Bank of India or through the challans generated in various branches of the State Bank of India.

**4.3 Implementation of Delhi Right to Information Act, 2001 and Right to Information Act, 2005:** The Board is meticulously implementing both the Right to Information Acts. It received 2366 applications under the RTI Act, 2005 during 2013-14 out of which 2366 stand disposed of. It received 183 first appeals during the said period out of which 183 appeals stand disposed of.

**4.4 Information and Facilitation Counter:** The Board has set up an Information & Facilitation Counter at its Headquarter for public-interface, transparency in administration, providing easy and speedy access of information to candidates and others in respect of services and activities of the Board. It provides the following facilities:

- General assistance to all visiting candidates regarding various queries on examinations. It also provides an integral link between officers of Board and candidates
- Receipt of application forms for examinations and issuing acknowledgments for the same
- Issue of duplicate admission certificates to candidates.
- Information through Telephone Helpline 011-22370237
- Information relating to declared results across the counter for all examinations of Board
- Provision of drop box facility for applications after office hours/holidays.
- Seating arrangements for candidates waiting for information and for writing applications.
- Receipt of applications/fee under Right to Information Act.

**4.5 Citizens' Charter:** The Board has prepared its Citizens' Charter which is available on the website of the Board. These are also available free of cost with the Information Facilitation Counter.

**4.6 Working hours:** The Board functions on five days per week pattern and people can visit on all working days from 9.30 a.m. to 06:00 p.m. with lunch break of 30 minutes from 1:30 pm to 2:00 pm.

**4.7 Grievance Redressal Mechanism:** At initial stage, the public grievances are mitigated at the enquiry counter situated at the office of DSSSB and also upon telephone helpline 011-22370237. Senior officers are also available to meet visitors/ public on all working days between 11:00 a.m. to 1.00 p.m. excluding Wednesday.

## RESOLUTION

Delhi the 4th October, 1996

1. No. F-3(7)/93-S.III – On a careful consideration of the recommendation of the services Department the Government of National Capital Territory of Delhi have decided to set up a Selection Board to be known as “Delhi Sub-ordinate Services Selection Board” hereinafter called Board.
2. Constitution of the board --- The board will be an attached Office of the Services Department Government of National Capital Territory of Delhi and will comprise of a Chairman, a Member (Adhoc) and a Secretary cum-Controller of Examinations to be appointed on such terms and conditions as may be prescribed by the government from time to time. The Board will be provided such supporting staff as may be considered necessary by the Government
3. Functions --- To start with the Board will select candidates for Group 'B' and 'C' posts in Municipal Corporation of Delhi (including Delhi Electric Supply Undertaking) and New Delhi Municipal Council. The Board will among other things, conduct examinations and hold interviews, whenever required in the selection process according to the relevant Recruitment Rules in accordance with Section 02 A of Delhi Municipal Corporation Act 1957 and Section 42 of the New Delhi Municipal Council Act 1994. Board will take over recruitment to Gr. 'B' and 'C' posts in different departments of Government of National Capital Territory of Delhi (including Delhi Police) and its autonomous bodies in the jurisdiction of this Board, when approval of Government of India is obtained.
4. Duties and Responsibilities :

### Chairman

The Chairman as Administrative head of the Board will be responsible for:-

- (i) Ascertaining from the departments the number of Group 'B' & 'C' posts for which recruitment is to be made from time to time.
- (ii) Inviting applications by means of advertisements.
- (iii) Scrutinizing applications received in response to the advertisements.
- (iv) Selection of candidates either by competitive examinations or interviews of candidates or by both.
- (v) Submission to the departments concerned the names of the selected candidates.
- (vi) Taking steps to ensure that making recommendations; the departments will liable to discharge their obligation in respect of the recruitment of the members of the Scheduled Castes, Scheduled Tribes and Other Backward Classes.
- (vii) Maintaining records of selections made by the Board.
- (viii) Submitting an annual report of the activities of the Board to the Services Department.
- (ix) Any other duty or duties entrusted by the Government from time to time.



**MEMBER (AD-HOC)**

- (i) Assisting the Chairman in conducting examinations and interview of candidates as and when necessary. He will sit in the interview held by the Board as a Member/Expert or Chairman.
- (ii) Any other duty or duties to be assigned by the Chairman, who can delegate any administrative or financial powers exercised by him.

5. **Delegation of Powers:-**

The Chairman of the Board will exercise the administrative and financial powers of the "Head of Department". The Board will also have a Secretary, who will exercise the powers of the "Head of Office".

Ordered that a copy of this Resolution be communicated to the Chairman of the Board who will exercise the administrative and financial powers of the "Head of Department". The Board will also have a Secretary, who will exercise the powers of the "Head of Office".

Ordered that a copy of this Resolution be communicated to the Municipal Corporation of Delhi and New Delhi Municipal Corporation and also that the resolution be published in the Gazette of Delhi.

Sd/-  
**(R. P. RAI)**  
Pr. Secretary(Services)

# DELHI SUBORDINATE SERVICES SELECTION BOARD

Appendix- II

## RESOLUTION

Delhi the 12th October, 2008

In partial modification of resolution dated the 4th October, 1996, the Government of National Capital Territory of Delhi have decided to restructure the Delhi Subordinate Services Selection Board (hereinafter called "Board") as under:-

1. **CONSTITUTION OF THE BOARD** – The Board shall continue to be a attached office of the Services Department and will comprise of a Chairman, two Members, a Controller of Examinations, a Secretary and supporting staff.
2. **FUNCTIONS** – The Board's function, as at present, is to make recommendations for recruitment of suitable candidates for Group 'B' and 'C' categories of posts, both technical and non-technical.
3. **DUTIES AND RESPONSIBILITIES OF THE BOARD, CHAIRMAN, MEMBERS, CONTROLLER OF EXAMINATIONS AND SECRETARY** – The duties and responsibilities of the Board and its Chairman, Members, Controller of Examinations and Secretary shall be as given below:-

### A – Board

The Board shall –

- (i) Recommend suitable candidates for appointment in various departments of Government of NCT of Delhi and local bodies/PSUs under the direct recruitment quota to Group 'B' and 'C' categories of posts;
- (ii) be distinct from the Interview Committees. The Chairman, Members and other temporary Expert Members each may head Interview Committees Separately. The Board can constitute such numbers of Interview Committees with such Members/Experts, as deemed fit;
- (iii) make recommendation (s) of suitable candidate (s) within 180 days from the date of receipt of an indent for the vacant post(s) from the concerned department(s), bodies and PSU(s) of Government of NCT of Delhi. Delay(s), if any, shall be explained along with submission of the recommendation(s), giving necessary justification(s);
- (iv) utilize state of the art techniques including I.T. enabled services for increasing its efficiency, effectiveness and transparency for evaluating candidates as deemed fit;
- (v) consider the feasibility of utilizing the services of specialist agencies/human resource agencies available within the Government or from outside for (iii) above;
- (vi) perform any other related task entrusted to it subject to guidelines issued by the Government from time to time for making recommendations of candidate for vacant Group 'B' and 'C' categories of posts.



## DELHI SUBORDINATE SERVICES SELECTION BOARD

---

### **B – Chairman –**

The Chairman of the Board –

- (i) will be primus inter pares in the Board and be a person of stature in the field of public service;
- (ii) will preside over Board meetings;
- (iii) will exercise administrative and financial powers of the Head of recommendations of the Controller of Examinations and the Secretary of the Board;
- (iv) may be appointed on deputation / re-employment / extension of service;
- (v) will perform his/her duties for a period of five years in the Board or till he/she attains 65 years of age, whichever is earlier. However, the Government of NCT Delhi reserves the right to withdraw the services of the Chairman at any time, without assigning any reason;
- (vi) shall, on the expiration of his/ her term of office, be ineligible for re-appointment to that office.

### **C – Member –**

- (i) there will be two Members apart from the Chairman, one Member would preferably be a woman and other Member preferably from the reserved category or minority category;
- (ii) Members will assist the Chairman in conducting examinations and other selections tests, including interviews of candidates, wherever necessary;
- (iii) Members will perform such other functions as may be assigned to them by the Chairman;
- (iv) Members will be persons of eminence in their respective fields;
- (v) Members may be appointed on deputation / re – employment / extension of service;
- (vi) A member will perform his / her duties in the Board for a period of five years or till he/she attains 62 years of age, whichever is earlier. However, the Government of NCT of Delhi reserves the right to withdraw the services of a Member at any time, without assigning any reason;
- (vii) A Member shall, on the expiration of his/ her term of office be ineligible for re-appointment to that office.

**Note** – The combined term of a member in case he/she was to become Chairman will also not exceed five years in the Board.

### **D – Controller of Examinations -**

The Controller of Examination shall report to the Board and shall be responsible for all matters relating to examinations such as preparation of confidential papers, registration of candidates, conduct of examinations, evaluation, publication of results and issue of results. He shall recommend

---

## DELHI SUBORDINATE SERVICES SELECTION BOARD

and also ensure the process of up gradation and reforms of examination procedures subject to the approval of the Board. He shall also introduce and implement changes, retrofit, computerization, IT enabled objective type, scientifically designed modules to make the examinations procedure precise, scientific, fair and above all merit based. In particular, he/she shall be responsible for-

- (i) Ascertaining in advance the requirement of various departments, bodies and PSUs of the Government of NCT of Delhi so as to make recommendations within time and in the prescribed manner;
- (ii) Preparing schedule of examinations;
- (iii) Release of advertisements/ vacancy circulars in the media;
- (iv) Scrutiny of applications of candidates;
- (v) Conducting examinations, skill tests and/or interviews of candidates;
- (vi) Publications of results;
- (vii) Forwarding of list of recommended candidates to concerned departments/bodies/PSUs within 180 days of the requisition received;
- (viii) Ensuring implementation of reservation in respect of members of the Scheduled Castes, Scheduled Tribes, Others Backward Classes and other categories as per guidelines/norms /circulars/ notification issued by the Board;
- (ix) Maintaining records of all examinations conducted by the Board;
- (x) Any other duty(s) or responsibility(s) entrusted by the board from time to time.

### **E – Secretary –**

The Secretary of the Board shall report to the Chairman of the Board and shall –

- (i) Exercise administrative and financial powers as Head of the office;
- (ii) Assist the Chairman in the day to day functioning of the Board;
- (iii) Receive or cause to receive all petitions, applications or references etc.
- (iv) Submit an Annual Performance Report on the major activities of the Board to the Services Department and other authorities as prescribed from time to time;
- (v) Perform any other duty(s) or responsibility(s) entrusted by the Board/Government from time to time.

The supporting staff strength of the board shall be raised from the existing 58 personnel to 121 personnel. The number of staff would be enhanced as per requirement from time to time.

The post of Chairman and two Members shall be created and notified after obtaining due approval/concurrence from the Ministry of Home Affairs, Government of India.

Sd/-  
(S.K. SRIVASTAVA)  
Principal Secretary (Services)



**Sanctioned Strength of the DSSSB**

S. No	Nomenclature of Post	Pay Band/Grade Pay	No of sanctioned post
1	Chairman	67000-79000	1
2	Member	37400-67000+10000 (PB-4)	2
3	Controller of Exams	37400-67000+10000 (PB-4)	1
4	Dy. Controller of Exam	15600-39100+8700 (PB-4)	2
5	Secretary (IAS)	15600-39100+7600 (PB-3)	1
6	Deputy Secretary (Danics)	15600-39100+5400 (PB-3)	5
7	System Analyst	15600-39100+6600 (PB-3)	1
8	Programmer	15600-39100+5400 (PB-3)	1
9	Assistant Director (Plg.)	15600+39100+5400 (PB-3)	1
10	Accounts Officer	9300-34800+5400 (PB-2)	1
11	AAO	9300-34800+4800 (PB-2)	1
12	Statistical Officer	9300-34800+4800 (PB-2)	1
13	Superintendent	9300-34800+4800 (PB-2)	10
14	Sr. PA	9300-34800+4800 (PB-2)	7
15	Steno (Gr-II)	9300-34800+4600 (PB-2)	7
16	Head clerk	9300-34800+4600 (PB-2)	17
17	Assistant Programmer	9300-34800+4600 (PB-2)	3
18	Statistical Assistant	9300-34800+4600 (PB-2)	6
19	Steno (Gr-III)	5200-20200+2400 (PB-2)	5
20	UDC	5200-20200+2400 (PB-1)	20
21	LDC	5200-20200+1900 (PB-1)	30
22	Driver	5200-20200+1900 (PB-1)	3
23	Peon	5200-20200+1800 (PB-1)	8

# DELHI SUBORDINATE SERVICES SELECTION BOARD

## Details of Posts Advertised During 2013-14

Appendix- IV

Advt. No.	Department/ Organisations	Nomenclature of Post	Post Code	Number of Posts	Number of Applicants
02/013	FSL	Laboratory Asstt (Physics)	24/13	03	227
		Laboratory Asstt (Ballistics)	25/13	03	147
		Laboratory Asstt (Photo)	26/13	02	153
		Laboratory Asstt (HRD/ Quality Control)	27/13	01	225
		Sr. Scientific Asstt. (Chemistry)	28/13	02	142
		Sr. Scientific Asstt.(Biology)	29/13	03	254
		Armorer	30/13	01	32
		Scientific Asstt.(Biology)	31/13	02	365
		Scientific Asstt.(Document)	32/13	02	93
		Scientific Asstt.(Chemistry)	33/13	06	282
		Scientific Asstt.(Physics)	34/13	01	61
		Laboratory Asstt. (Finger Printing)	35/13	01	129
	Delhi Prison	Matron (Female)	36/13	81	4153
		Warder (Male)	37/13	528	54387
		Asstt. Supdt.	38/13	35	9462
03/13	Revenue Deptt.	Patwari (Male)	39/13	93	231130
	Services Deptt.	Grade-II DASS	40/13	374	146907
		Stenographer Gr.-III	41/13	236	25767
	Transport Deptt.	MVI (Male)	42/13	19	387
		Head Constable (Male)	43/13	109	36796
		Foot Constable (Male)	44/13	220	90058



# DELHI SUBORDINATE SERVICES SELECTION BOARD

## Details of Posts Advertised During 2013-14

Deptt of Food & Safety	Food Safety Officer	45/13	20	4287
MCD	Admn. Officer/Asstt. Assessor and Collector	46/13	31	3149
MCD	Asstt. Law Officer/ Labour Counsel	47/13	7	1318
MCD	Asstt. Director in Community service	48/13	6	482
MCD	Assistant Director (Press & Information)	49/13	2	264
MCD	Steno Typist	50/13	128	15318
MCD	LDC	51/13	386	301484
NDMC	Asstt. Director (Horticulture)	52/13	2	77
DSIIDC	Manager Legal	53/13	3	473
DSIIDC	Asstt. Grade-II	54/13	131	69782
Delhi Transco Ltd.	Executive (Legal)	55/13	1	281
Delhi Transco Ltd.	Jr, Personal Asstt. (English)	56/13	12	2728
Delhi Transco Ltd.	Asstt. Grade-III	57/13	39	29960
Delhi SC/ST/OBC/ Minorities/ Handicapped Financial & Dev. Corp.	Asstt.( Legal)	58/13	1	235
Delhi Agricultural Marketing Board	Jr. Stenographer	59/13	5	3643
Delhi Fire Service	Legal (Asstt.)	60/13	1	361
Delhi Jal Board	Legal (Asstt.)	61/13	3	130
Delhi Financial Corp.	Dy. Manager (Legal)	62/13	1	171
Rajya Sainik Board	PA to Secy.	63/13	1	551
NDMC	Jr. Engineer (Civil)	64/13	57	13398
DSIIDC	Jr. Engineer (Civil)	65/13	8	6319
Delhi Jal Board	Jr. Engineer (Civil)	66/13	107	14787

# DELHI SUBORDINATE SERVICES SELECTION BOARD

## Details of Posts Advertised During 2013-14

	Delhi Agricultural Marketing Board	Jr. Engineer (Civil)	67/13	4	944
	MCD	Jr. Engineer (Elec.)	68/13	61	8504
	MCD	Jr. Engineer (Civil)	69/13	298	13166
	Delhi Transco Ltd	Jr. Engineer (Elect.)	70/13	95	18648
	DSIIDC	Jr. Engineer (Civil)	71/13	2	2880
01/14	H.& F.W, GNCT of Delhi	Physiotherapist	01/14	18	1170
		Occupational therapist/recreational therapist	02/14	12	113
		SpeechTherapist	03/14	04	82
	MCD	Physiotherapist	04/14	02	515
		Pharamacist/Dispenser	05/14	63	3326
	NDMC	Pharmacist (Allopathy)	06/14	07	1767
	H&FW, GNCT of Delhi	Pharmacist	07/14	75	2882
	NDMC	Homeopathic Compounder	08/14	04	347
	DAMB	Pharmacist	09/14	01	903
	DISMH	Pharmacist (Ayurveda)	10/14	12	557
		Pharmacist (Unani)	11/14	08	188
	DTL	Junior Pharmacist	12/14	01	522
	DJB	Staff Nurse Grade-B	13/14	06	2990
	MCDs	Auxilliary Nurse/ Midwife	14/14	225	4033
	H&FW, GNCTD	Auxilliary Nurse /Midwife	15/14	100	2458
	NDMC	Auxilliary Nurse /Midwife (ANM)	16/14	33	2443
		Medico Social Worker	17/14	01	155



**Details of Posts Advertised During 2013-14**

	MCD	Medical Social Worker	18/14	04	63
	NDMC	Laboratory Technician	19/14	02	663
		O.T. Assistant	20/14	04	518
	MCD	Assistant Malaria Inspector	21/14	302	6371
		Assistant Public Health Inspector/Vaccinator	22/14	108	4026
	NDMC	T.B. Health Visitor	23/14	01	140
		E.C.G. Technician	24/14	02	101
	MCD	Dental Hygienist/Tech.	25/14	03	120
	H&FW, GNCTD	Audiometric Assistant	26/14	09	213
	MCD	Plaster Assistant	27/14	04	179
	H&FW, GNCTD	Laboratory Tech. Grade-IV in PCR Hepatitis	28/14	01	54
	NDMC	Vaccinator	29/14	05	679
	H&FW, GNCTD	Laboratory Assistant Group-IV	30/14	01	3450
		Laboratory Assistant Group-IV in PCR Hepatitis	31/14	01	101
		Technical Assistant Lab. (Group-IV)	32/14	12	567
		Laboratory Tech. (Group-IV)	33/14	18	677
		Laboratory Tech. (Group-III)	34/14	29	1729
		Assistant (O.T/CSSD)	35/14	49	510
		Tech. (OT/CSSD)	36/14	49	541
		Refractionist	37/14	11	211
		Assistant Dietician	38/14	24	364
		Public Health Nurse	39/14	70	3829
	SCERT	Librarian	40/14	01	605

**Details of Posts Advertised During 2013-14**

	Lecturer-II CMDE, DIETs	41/14	04	900
	Lecturer-II Art Education, DIETs	42/14	05	810
	Lecturer-II S.Science, DIETs	43/14	09	793
	Lecturer-II WE&VE	44/14	01	477
	Lecturer-II Work Experience, DIETs	45/14	04	1763
	Lecturer-II Physical Education, DIETs	46/14	06	699
	Lecturer-II P&M, DIETs	47/14	07	540
	Lecturer-II Educational Technology (ET), DIETs	48/14	06	1538
	Lecturer-II IFIC, DIETs	49/14	07	893
	Lecturer-II District Resource Unit (Urdu), DIETs	50/14	12	854
	Lecturer-II Foundation, DIETs	51/14	17	2423
	Lecturer-II ET	52/14	01	673
	Lecturer-II EF & NFE	53/14	01	194
	Lecturer-II Hindi, DIETs	54/14	05	833
	Lecturer-II Maths, DIETs	55/14	07	465
	Lecturer-II Planning & Administration	56/14	03	446
	Lecturer-II S. Science & Hum. Education	57/14	05	479
	Lecturer-II Science & Maths	58/14	02	164
	Lecture-II Science, DIETs	59/14	07	533



**Details of Posts Advertised During 2013-14**

NDMC	Assistant Teacher (Urdu)	60/14	27	656
DAMB	Accountant	61/14	02	774
Delhi SC/ST/OBC/ Min/Handicapped Financial & Devel- opment Corp.	Accounts Clerk	62/14	08	287
DSIIDC	Account Assistant	63/14	04	5580
MCD	Auditor	64/14	15	20773
	Junior Auditor	65/14	24	23049
Planning Department	Statistical Assistant	66/14	135	54505
Forest & Wild Life Deptt.	Wild Life Inspector	67/14	02	429
	Forest Guard	68/14	36	17454
Delhi Fire Service	Sub Officer	69/14	09	374
	Battery Fitter	70/14	01	169
	Fire Operator	71/14	803	13649
	Radio Telephone Operator	72/14	55	2418
Delhi Jal Board	Laboratory Tech.	73/14	08	101
	Laboratory Assistant	74/14	11	502
	Assistant Bacteriologist	75/14	05	347
	Fitter Electrical 2nd Electric Driver 2nd Class, Motorman/Pump Driver/ Switch Board Operator	76/14	47	1617
Dte. of Information & Publicity	Photographer	77/14	02	43
Drug Control Deptt.	Sr. Scientific Assistant (Chemistry)	78/14	03	450
	Sr. Scientific Assistant (Pharmacology)	79/14	01	167

# DELHI SUBORDINATE SERVICES SELECTION BOARD

## Details of Posts Advertised During 2013-14

		Sr. Scientific Assistant (Microbiology)	80/14	01	277
		Laboratory Assistant (Microbiology)	81/14	01	56
		Laboratory Assistant (Chemistry)	82/14	01	54
	MCD	Camerman	83/14	03	130
	NDMC	Programming Assistant	84/14	03	1747
	I&FC Deptt.	Surveyor	85/14	04	321
	MCD	Architectural Assistant /Asstt. Architect	86/14	05	381
	H&FW	Telephone Operator	87/14	12	1165
	MCD	Publicity Assistant	88/14	06	310
		Mechanic (Air Conditioning & Refrigeration)	89/14	01	77
	NDMC	Painter	90/14	07	174
	NDMC	Sewer Cleaning Machine Driver	91/14	05	16
		Veterinary & Live Stock Inspector	92/14	04	262
		Assistant Sanitary Inspector	93/14	19	3724
	MCD	Assistant Planner	94/14	08	92
	Delhi Fire Service	Radio Tech.	95/14	03	249
	Deptt. Of Trg. & Tech. Edu.	Craft Instructor Surveyor	96/14	01	63
		Craft Instructor of Draughtsman Mechanical	97/14	10	671
		Craft Instructor Refrigeration & Air Conditioner Mechanic	98/14	13	558
		Craft Instructor Welder (Gas & Electric)	99/14	07	380



**Details of Posts Advertised During 2013-14**

	Craft Instructor Mechanic Motor Vehicle	100/14	08	376
	Instructor driving	101/14	27	915
	Craft Instructor Electrician	102/14	11	655
	Craft Instructor (Auto Electrician)	103/14	02	93
	Craft Instructor Scooter & Auto cycle Mechanic	104/14	04	122
	Craft Instructor (Wireman)	105/14	02	137
	Craft Instructor (Hair & Skin Care)	106/14	03	99
	Instructor (Mill Wright)	107/14	06	190
	Craft Instructor Tool & Dies Maker (Dies & Muolds)	108/14	01	123
	Craft Instructor Tools & Dies Maker (Press tools, Jigs & Fixtures)	109/14	04	195
	Craft Instructor Food Production(Gen)	110/14	01	47
	Craft Instructor Steward	111/14	01	51
	Craft Instructor1 Draughtsman (Civil)	12/14	10	602
	Craft Instructor Machinist Grinder	113/14	01	98
	Craft Instructor Plastic Processing Operator	114/14	01	64
	Craft Instructor Computer Operator & Programming Assistant	115/14	15	853
	Craft Instructor Commercial Art	116/14	02	69
	Craft Instructor Architectural Assistant	117/14	02	216

**Details of Posts Advertised During 2013-14**

	Craft Instructor Digital Photographer	118/14	01	49
	Craft Instructor Front Office Assistant	119/14	01	74
	Craft Instructor Health & Sanitary Inspector	120/14	01	234
	Craft Instructor Interior Decoration & Dressing	121/14	04	137
	Craft Instructor Tourist Guide	122/14	01	17
	Craft Instructor Computer Hardware & Networking	123/14	14	1131
	Craft Instructor Data Entry Operator	124/14	09	624
	Craft Instructor Fashion Technology	125/14	15	254
	Craft Instructor Information Technology & Electronic System Maintenance	126/14	08	677
	Craft Instructor Secretarial Practice (English)	127/14	08	53
	Craft Instructor Basic fitting & Measurement	128/14	02	189
	Craft Instructor Basic Sheet Metal Work & Welding	129/14	02	133
	Craft Instructor Basic Electrical & Electronic and Computer Skill	130/14	01	353
	Craft Instructor Basic Turning & Grinding	131/14	01	76
	Craft Instructor Basic Milling & Gear Cutting	132/14	01	78
	Craft Instructor Basic CNC Programming & operation and Hydraulics & Pneumatic	133/14	01	49



**Details of Posts Advertised During 2013-14**

	Craft Instructor Basic Electrical & Electronic	134/14	01	289
	Craft Instructor Basic Microprocessor	135/14	01	227
	Craft Instructor Basic Electrical Engineering	136/14	01	287
	Craft Instructor Basic Wiring & Winding	137/14	01	64
	Craft Instructor Basic Petrol Diesel Engine	138/14	01	116
	Craft Instructor Transm- -ission, suspension, Steering System & Breaks	139/14	01	59
	Craft Instructor Basic Engineering Skill	140/14	01	193
	Craft Instructor Basic Electrical Engineering	141/14	01	105
	Craft Instructor Basic Power Generation, trans- mission & Distribution	142/14	01	95
	Craft Instructor Basic Computer Operating skills & its Applications	143/14	01	255
	Instructor Mathematics	144/14	36	730
Delhi Fire Service	Workshop Assistant	145/14	03	339
Dte. of Education GNCTD	Special Education teacher	146/14	669	2443
MCD	Special Educator	147/14	1692	3042
Deptt. Of Social Welfare	Welfare Officer Grade-II	148/14	74	1860
MAIDS	Staff Nurse	149/14	07	2411
NDMC	Assistant Teacher (Primary)	150/14	88	23412
MAIDS	Dental Hygienist	151/14	03	54

# DELHI SUBORDINATE SERVICES SELECTION BOARD

## Details of Posts Advertised During 2013-14

		Stenographer Grade -III	152/14	04	2039
	NDMC	Clerical Assistant	153/14	61	31355
	Delhi Prisons	Staff Car Driver	154/14	07	2457
	College of Art	Driver	155/14	01	1708
	MAIDS	LDC	156/14	14	45728
	NDMC	Mason	157/14	49	179
		Statistical Assistant	158/14	02	340
	Dte. of Education, GNCTD	PGT-Biology (Male)	159/14	05	526
		PGT-Biology (Female)	160/14	03	1126
		PGT-Chemistry (Male)	161/14	05	511
		PGT- Chemistry (Female)	162/14	01	579
		PGT-Commerce (Male)	163/14	06	622
		PGT-Commerce (female)	164/14	10	1437
		PGT-Economics (Male)	165/14	26	931
		PGT-Economics (Female)	166/14	03	940
		PGT-English (Male)	167/14	25	1525
		PGT-English (Female)	168/14	09	2540
		PGT-Hindi (Male)	169/14	12	2164
		PGT-Hinde (Female)	170/14	21	4948
		PGT-History (Male)	171/14	16	2089
		PGT-History (Female)	172/14	10	1501
		PGT-Physical Education (Male)	173/14	01	429
		PGT-Physical Education (Female)	174/14	02	266
		PGT-Pol. Science(Male)	175/14	12	1417
		PGT-Pol. Science(Female)	176/14	21	2468
		PGT-Sanskrit (Male)	177/14	09	1509
		PGT-Sanskrit (Female)	178/14	16	1820



**Details of Posts Advertised During 2013-14**

	PGT-Geography (Male)	179/14	06	760
	PGT-Geography (Female)	180/14	01	312
	PGT-Maths (Male)	181/14	12	993
	PGT-Maths (Female)	182/14	04	1097
	PGT-Physics (Male)	183/14	07	588
	PGT-Physics (Female)	184/14	05	490
	PGT-Engineering Drawing (Male)	185/14	03	386
	PGT-Painting (Male)	186/14	01	262
	PGT-Painting (Female)	187/14	04	437
	PGT-Home Science (female)	188/14	09	1149
	PGT-Punjabi (Male)	189/14	01	31
	PGT-Punjabi (Female)	190/14	01	82
	PGT-Urdu (Female)	191/14	02	91
	TGT Computer Science	192/14	2026	65701
	Drawing Teacher	193/14	08	668
	<b>Total</b>	<b>241</b>	<b>10537</b>	<b>1515402</b>

# DELHI SUBORDINATE SERVICES SELECTION BOARD

## Appendix-V

### Details of Examination / Screening Tests conducted during 2013-14

Deptt/Org.	Nomenclature of Post	Post code	No of posts	Date of Examination /Screening Test	No of Candidates Appeared
MCD	Teacher (Primary-Urdu)	69/09	200	28.04.2013	1834
Dte. of Education	Spl. Education Teacher	01/13	927	28.04.2013	780
H&FW, GNCTD	Staff Nurse	20/13	2199	09.06.2103	27145
MCD	Nurse 'A' Grade	21/13	225		
NDMC	Nurse Grade 'A'	22/13	26		
Date. of Education	Asstt. Teacher (Primary)	71/09	520	25.08.2013	25821
	Asstt. Teacher (Primary)	101/12	557		
MCD	Teacher (Primary)	70/09	6500	02.02.2014	47471
Delhi Prison Deptt.	Matron (Female)	36/13	81	02.03.2014	54197
	Warder (Male)	37/13	528		
	Asstt. Supdt.(Jail)	38/13	35		8621
FSL	Various Scientific & Tech. Posts	57/09, 160/12, 162/12, 163/12, 24/13, 25/13, 26/13, 27/13, 28/13, 29/13, 31/13, 32/13, 33/13,35/13	1	09.03.2014	263
<b>Total</b>		<b>25</b>	<b>11828</b>		<b>166132</b>



Appendix-VI

Details of Interview conducted during 2013-14

S. No.	Name of the Post	Post Code	Total Vacancy	Date of Interview
1	Special Educator (Primary) in MCD	01/12	1610	21 & 22 June 2014
2	Armourer	30/13	01	20.02.2014
3	Scientific Assistant (Physics)	34/13	01	21 & 24 Feb. 2014
4	Sr. Scientific Assistant (Ballistics)	45/09	02	20.02.2014
5	Scientific Assistant (Ballistics)	42/09	02	24.02.2014
6	Sr. Scientific Assistant (Photo)	159/12	01	28.02.2014
7	Sr. Scientific Assistant (Document)	160/12	01	19.03.2014
8	Sr. Scientific Assistant (Biology)	162/12	02	19.03.2014
9	Sr. Scientific Assistant (Chemistry)	163/12	01	19 & 20 March 2014
10	Sr. Scientific Assistant (Biology)	29/13	03	24.03.2014
11	Sr. Scientific Assistant (Chemistry)	28/13	02	24.03.2014
12	Scientific Assistant (Biology)	31/13	02	25.03.2014
13	Sr. Scientific Assistant (Documents)	32/13	02	25.03.2014
14	Laboratory Assistant (HRD/Quality Control)	27/13	01	25.03.2014
15	Scientific Assistant (Chemistry)	33/13	06	26 & 27 March 2014
16	Sr. Scientific Assistant (Finger Printing)	57/09	01	26.03.2014
17	Laboratory Assistant (Finger Printing)	35/13	01	26.03.2014

**Details of Interview conducted during 2013-14**

S. No.	Name of the Post	Post Code	Total Vacancy	Date of Interview
18	Laboratory Assistant (Physics)	24/13	03	27.03.2014
19	Laboratory Assistant (Ballistics)	25/13	03	28.03.2014
20	Laboratory Assistant (Photo)	26/13	02	28.03.2014
	<b>Total</b>	<b>20</b>	<b>1647</b>	



**GOVT. OF NCT OF DELHI  
DELHI SUBORDINATE SERVICES SELECTION BOARD  
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-92**

No.F4/(100)/2012/P&P/NFS/DSSSB/44-54

Date: 14.02.2013

**NOTICE**

**NEW EXAMINATION SCHEME FOR RECRUITMENT TO VARIOUS POSTS BY DSSSB**

The Delhi Subordinate Services Selection Board has introduced a new Examination Scheme for recruitment to various posts to be made by this board. The Scheme has been made applicable w.e.f. 1.1.2013

All pending requisitions and future vacancies shall be filled up as per the new examination scheme. The detailed scheme is enclosed at Annexure 'A'.

An indicative list of posts with applicable examination scheme is placed at Annexure 'B'.

The detailed information regarding examination scheme applicable for each individual post shall be posted separately at the time of advertising the post / schedule of examination for that post.

Sd/-  
**CONTROLLER OF EXAMINATION**

## NEW EXAMINATION SCHEME: DSSSB

### Annexure - A

Tier	Indicative Posts	Exam. Code	Time	Total Ques. (MCQ)	Total Marks (MCQ)	Total Marks (Descript.)	Total Marks (Interview)	Grand Total	Syllabus
One Tier (General Posts)	<b>Pay Band – 1 Posts</b> LDC, Steno, Steno-typist, Warder, Patwar, C.W., Driver and equivalent posts.	I T-G	2 Hrs.	200	200	N.A.	N.A.	200	1. General Awareness. 2. General Intelligence & Reasoning ability. 3. Arithmetical & Numerical Ability. 4. Test of Hindi Language & Comprehension. 5. Test of English Language & Comprehension. (40 Marks each)
			2 Hrs.	200	200	N.A.	N.A.	200	<b>A). 1. General Awareness. 2. General Intelligence &amp; Reasoning ability. 3. Arithmetical &amp; Numerical Ability. 4. Test of Hindi Language &amp; Comprehension. 5. Test of English Language &amp; Comprehension. (20 Marks each)</b> <b>B). Objective type multiple choice questions on the subject concerned as per the qualification prescribed for the post (100 Marks)</b>
One Tier (Tech. / Teaching Posts)	<b>Pay Band – 1 Posts</b> Security Supervisor, DEO, Librarian, Asst. Sanitary Inspector, ANM, Veterinary and Livestock Inspector, etc. <b>Pay Band – 2 Posts</b> Trained Graduate Teacher, Nurse, Sound Technician, Primary Teacher, Nursery Teacher, Lab. Technician, Technical Asstt. and equivalent posts.	I T-T	Tier - I 2 Hrs.	200	200	N.A.	N.A.	200	1. General Awareness. 2. General Intelligence & Reasoning ability. 3. Arithmetical & Numerical Ability. 4. Test of Hindi Language & Comprehension. 5. Test of English Language & Comprehension. (40 Marks each)
			Tier - II 3 Hrs. (One Session)	200	200	75	N.A.	275	<b>Part - I (MCQ): 1. General Intelligence &amp; Reasoning. 2. Quantitative Abilities. 3. General awareness with special emphasis on the History, Culture, Demography, Geography &amp; Economy of Delhi, Administrative set up and Governance in NCT of Delhi. 4. English Language and comprehension (50 Marks each)</b> <b>Part - II: (Descriptive) (75 Marks)</b> Essay (In English) : 25 Marks Letter writing/ Expansion of ideas (In English) : 25 Marks <b>A). 1. General Awareness. 2. General Intelligence &amp; Reasoning ability. 3. Arithmetical &amp; Numerical Ability. 4. Test of Hindi Language &amp; Comprehension. 5. Test of English Language &amp; Comprehension. (20 Marks each) : 100 Marks</b> <b>B). Subject / Qualification Related Paper : 100 Marks</b> <b>A). Subject / Qualification Related Paper (150 Marks (150 Question) (75% weightage)</b> <b>B). English Language &amp; Comprehension (50 Marks (50 Question) (25% weightage)</b>
Two Tier (General Posts)	<b>Pay Band – 2 Posts</b> Gr. II-DASS / Head Clerk, Assistants and equivalent posts.	II T-G	Tier - I 2 Hrs.	200	200	N.A.	N.A.	200	1. General Awareness. 2. General Intelligence & Reasoning ability. 3. Arithmetical & Numerical Ability. 4. Test of Hindi Language & Comprehension. 5. Test of English Language & Comprehension. (40 Marks each)
			Tier - II 3 Hrs. (One Session)	200	200	75	N.A.	275	<b>Part - I (MCQ): 1. General Intelligence &amp; Reasoning. 2. Quantitative Abilities. 3. General awareness with special emphasis on the History, Culture, Demography, Geography &amp; Economy of Delhi, Administrative set up and Governance in NCT of Delhi. 4. English Language and comprehension (50 Marks each)</b> <b>Part - II: (Descriptive) (75 Marks)</b> Essay (In English) : 25 Marks Letter writing/ Expansion of ideas (In English) : 25 Marks <b>A). 1. General Awareness. 2. General Intelligence &amp; Reasoning ability. 3. Arithmetical &amp; Numerical Ability. 4. Test of Hindi Language &amp; Comprehension. 5. Test of English Language &amp; Comprehension. (20 Marks each) : 100 Marks</b> <b>B). Subject / Qualification Related Paper : 100 Marks</b> <b>A). Subject / Qualification Related Paper (150 Marks (150 Question) (75% weightage)</b> <b>B). English Language &amp; Comprehension (50 Marks (50 Question) (25% weightage)</b>
Two Tier (Tech. Posts - 1)	<b>Pay Band – 2 Posts</b> Junior Engineer, Sub Officer, Motor Vehicle Inspector, Food Inspector, Wild Life Inspector, Section Officer (Horticulture), Junior Manager (DFC) and equivalent posts	II T-T1	Tier - I 2 Hrs.	200	200	N.A.	N.A.	200	1. General Awareness. 2. General Intelligence & Reasoning ability. 3. Arithmetical & Numerical Ability. 4. Test of Hindi Language & Comprehension. 5. Test of English Language & Comprehension. (40 Marks each)
			Tier - II 2 Hrs.	200	200	N.A.	N.A.	200	<b>Part - I (MCQ): 1. General Intelligence &amp; Reasoning. 2. Quantitative Abilities. 3. General awareness with special emphasis on the History, Culture, Demography, Geography &amp; Economy of Delhi, Administrative set up and Governance in NCT of Delhi. 4. English Language and comprehension (50 Marks each)</b> <b>Part - II: (Descriptive) (75 Marks)</b> Essay (In English) : 25 Marks Letter writing/ Expansion of ideas (In English) : 25 Marks <b>A). 1. General Awareness. 2. General Intelligence &amp; Reasoning ability. 3. Arithmetical &amp; Numerical Ability. 4. Test of Hindi Language &amp; Comprehension. 5. Test of English Language &amp; Comprehension. (20 Marks each) : 100 Marks</b> <b>B). Subject / Qualification Related Paper : 100 Marks</b> <b>A). Subject / Qualification Related Paper (150 Marks (150 Question) (75% weightage)</b> <b>B). English Language &amp; Comprehension (50 Marks (50 Question) (25% weightage)</b>



# DELHI SUBORDINATE SERVICES SELECTION BOARD

Tier	Indicative Posts	Exam. Code	Time	Total Ques. (MCQ)	Total Marks (MCQ)	Total Marks (Descript.)	Total Marks (Interview)	Grand Total	Syllabus
Two Tier (Tech. Posts - 2)	<b>Pay Band – 2 Posts</b> Post Graduate Teacher, Junior Law Officer, Welfare Officer Gr. II, Publicity Officer and District Staff Officer.	II T-T2	Tier – I 2 Hrs.	200	200	N.A.	N.A.	200	<b>A).</b> 1. General Awareness. 2. General Intelligence & Reasoning ability. 3. Arithmetical & Numerical Ability. 4. Test of Hindi Language & Comprehension. 5. Test of English Language & Comprehension. (20 Marks each) :100 Marks <b>B).</b> Subject / Qualification Related Paper :100 Marks
			Tier - II 3 Hrs. (One Session)	200	200	50	N.A.	250	<b>Part – I (MCQ):</b> Subject / Qualification Related Paper (80% weightage) (50 Marks) <b>Part – II: (Descriptive)</b> Essay (In English) : 30 Marks Letter writing/ Expansion of Idea (In English) : 20 Marks (20% weightage)
Three Tier (General Posts)	<b>Pay Band – 2 Posts</b> Asstt. Assessor & Collector / Admn. Officer, Zonal Revenue Officer and equivalent posts.	III T-G	Tier – I 2 Hrs.	200	200	N.A.	N.A.	200	1. General Awareness. 2. General Intelligence & Reasoning ability. 3. Arithmetical & Numerical Ability. 4. Test of Hindi Language & Comprehension. 5. Test of English Language & Comprehension.
			Tier - II 3 Hrs. (One Session)	200	200	75	25	300	<b>Part – I (MCQ):</b> 1. General Intelligence & Reasoning. 2. Quantitative Abilities. 3. General awareness with special emphasis on the History, Culture, Demography. Geography & Economy of Delhi, Administrative set up and Governance in NCT of Delhi. 4. English Language and comprehension. (50 Marks each) <b>Part – II: (Descriptive)</b> Essay (In English) : 25 Marks Letter writing/ Expansion of ideas (In English) : 25 Marks <b>A).</b> 1. General Awareness. 2. General Intelligence & Reasoning ability. 3. Arithmetical & Numerical Ability. 4. Test of Hindi Language & Comprehension. 5. Test of English Language & Comprehension. (20 Marks each) :100 Marks <b>B).</b> Subject / Qualification Related Paper :100 Marks
Three Tier (Tech. Posts)	<b>Pay Band – 2 Posts</b> Asstt. Director, Asstt. Engineer, Asstt. Law Officer, Manager (DSIIDC), Deputy Manager (DFC), Manager Mech. (DTC), Asstt. Architect and equivalent posts.	III T-T	Tier – I 2 Hrs.	200	200	N.A.	N.A.	200	<b>A).</b> 1. General Awareness. 2. General Intelligence & Reasoning ability. 3. Arithmetical & Numerical Ability. 4. Test of Hindi Language & Comprehension. 5. Test of English Language & Comprehension. (20 Marks each) :100 Marks <b>B).</b> Subject / Qualification Related Paper :100 Marks
			Tier - II 3 Hrs. (One Session)	200	200	50	25	275	<b>Part – I (MCQ):</b> Subject / Qualification Related Paper (80% weightage) (50 Marks) <b>Part – II: (Descriptive)</b> Essay (In English) : 30 Marks Letter writing/ Expansion of idea (In English) : 20 Marks (20% weightage)

## DELHI SUBORDINATE SERVICES SELECTION BOARD

---

### NOTE:

- Negative Marking will be applicable and deduction of 0.25 marks will be made for each wrong MCQ answer.
- The Board reserves its right to prescribe a minimum cut off mark for any post as per availability of candidates.
- Candidates numbering 6 to 10 times of vacancies will be called for Tier – II examination subject to number of vacancies / applicants.
- Skill test / Endurance test will be taken as per requirement of job.
- In Two Tier examinations, Tier I exam to be used for short listing only. Selection will be made on the basis of marks obtained in Tier II Examination.
- In Three Tier examinations, Tier I exam to be used for short listing only. Selection will be made on the basis of marks obtained in Tier II examination and interview.
- In Three Tier examination scheme, if vacancies are 4 and above, candidates numbering three times of vacancies shall be called for interview. If vacancies are 1, 2 and 3 only, candidates numbering 5, 8 and 10 respectively will be called for interview for those vacancies.



# DELHI SUBORDINATE SERVICES SELECTION BOARD

New Examination Scheme: DSSSB Annexure - B			
Indicative List of Posts			
1 Tier Examination Posts			
S. No.	Name of Post	Pay Band	Examination Mode
1	Assistant Superintendent	1	IT-G
2	Clerical Asstt.	1	IT-G
3	Dhobi	1	IT-G
4	Driver (HMT & LMT)	1	IT-G
5	Fee Coll./S.I./ Auc. Recorder	1	IT-G
6	Field Clerk	1	IT-G
7	Grade IV (DASS)/LDC	1	IT-G
8	Jr. Personal Asstt.	1	IT-G
9	Junior Executive	1	IT-G
10	Junior Stenographer	2	IT-G
11	Matron	1	IT-G
12	Medical Record Clerk	1	IT-G
13	Naik	1	IT-G
14	Patwari	1	IT-G
15	Personal Assistant	2	IT-G
16	Private Secy.(English)Gr-II	2	IT-G
17	Security Supervisor	1	IT-G
18	Steno Gr. III	1	IT-G
19	Steno Typist	1	IT-G
20	Store Keeper	1	IT-G
21	Store Superintendent	1	IT-G
22	Store Supervisor	1	IT-G
23	UDC	1	IT-G
24	Warder	1	IT-G
25	Community Worker	1	IT-G
26	Accounts Assistants	1	IT-T
27	Accounts Clerk	1	IT-T
28	ANM	1	IT-T
29	Armourer	1	IT-T
30	Assistant Chemist	2	IT-T
31	Assistant Programmer	2	IT-T
32	Assistant Teacher (Nursery)	2	IT-T
33	Assistant Teacher (Primary)	2	IT-T
34	Asstt. Bacteriologist	2	IT-T
35	Asstt. Commercial Accountant	2	IT-T
36	Asstt. Community Organizers	1	IT-T
37	Asstt. Dietician	1	IT-T
38	Asstt. Electrical Fitter	1	IT-T

# DELHI SUBORDINATE SERVICES SELECTION BOARD

S. No.	Name of Post	Pay Band	Examination Mode
		1	I T-T
39	Asstt. Malaria Inspector	1	I T-T
40	Asstt. Sanitary Inspector	1	I T-T
41	Asstt. Teacher (Deaf & Dumb)	2	I T-T
42	Asstt. Sister Tutor	1	I T-T
43	Auditor	2	I T-T
44	B.A.B.T Teacher (for Blind)	1	I T-T
45	Battery Fitter	2	I T-T
46	Camerman	1	I T-T
47	Carpenter Master	1	I T-T
48	Chemical Assistant	2	I T-T
49	Chemist	2	I T-T
50	Community Organizers	1	I T-T
51	Compunder(Homeo)	2	I T-T
52	Craft Instructor(Carpainter)	1	I T-T
53	Data Entry Operator	1	I T-T
54	Dental Hygienist / Technician	2	I T-T
55	Domestic Science Teacher	1	I T-T
56	Draftman Gr-III (Civil)	1	I T-T
57	ECG Technician	1	I T-T
58	Electro Physio Technician	1	I T-T
59	Fitter(Electrical-II Class)	1	I T-T
60	Forest Guard	1	I T-T
61	Head constable(Male)	1	I T-T
62	Jr. Auditor	1	I T-T
63	Jr. Physiotherapist	1	I T-T
64	Jr. Radiographer	2	I T-T
65	Jr. Social Education Teacher	1	I T-T
66	Junior Draftsman (Electric)	1	I T-T
67	Junior Instructor (Home Guard)	1	I T-T
68	Lab Technician	1	I T-T
69	Lab. Asstt.	2	I T-T
70	Lib. & Info. Asstt. (Tech) Braille	2	I T-T
71	Librarian	2	I T-T
72	Library & Information Assistant	1	I T-T
73	Library Clerk	1	I T-T
74	Litigation Assistant	1	I T-T
75	Mechanics(A.C/Refrigeration)	2	I T-T
76	Medical Social Worker	2	I T-T
77	Music Teacher	2	I T-T
78	Nurse 'A' Grade	2	I T-T
79	O.T Assistant	1	I T-T



# DELHI SUBORDINATE SERVICES SELECTION BOARD

S. No.	Name of Post	Pay Band	Examination Mode
80	Occupational Therapist	2	I T-T
81	Painter	1	I T-T
82	Pharmacist	1	I T-T
83	Photographer	1	I T-T
84	Phy. Training/Mobility Inst.	2	I T-T
85	Physical Training Instructor	2	I T-T
86	Physiotherapist	2	I T-T
87	Plaster Asstt.	1	I T-T
88	Programming Assistant	2	I T-T
89	Public Relation Assistant	1	I T-T
90	Publicity Assistant	2	I T-T
91	Radio Technician	1	I T-T
92	Radio Telephone Operator	2	I T-T
93	Radiographer	2	I T-T
94	Scientific Assistant	1	I T-T
95	Senior Scientific Asstt.	2	I T-T
96	Sewer Cleaning Machine Operator	1	I T-T
97	Sound System Technician/ Operator	1	I T-T
98	Special Education Teacher	2	I T-T
99	Speech Therapist	2	I T-T
100	Spl. Educator (Primary)	2	I T-T
101	Sr. Architectural Draftsman	2	I T-T
102	Staff Nurse	2	I T-T
103	Staff Nurse Gr-B	1	I T-T
104	Statistical Assistant	2	I T-T
105	Sub Station Apprentice	1	I T-T
106	T.B. Health Visitor	1	I T-T
107	Teacher (Primary)	2	I T-T
108	Tech. Asstt.	1	I T-T
109	Trained Graduate Teacher	2	I T-T
110	Vaccinator/Asstt. Public Health Inspector	1	I T-T
111	Weaving Master	1	I T-T
112	Wireless Radio Mechanic (Tech)	1	I T-T
113	Wireless Radio Operator	1	I T-T
114	Workshop Assistant (Wireless)	1	I T-T
115	Veterinary and Livestock Inspector	1	I T-T

I T-G One Tier General Examination

I T-T One Tier Technical Examination

# DELHI SUBORDINATE SERVICES SELECTION BOARD

2 Tier Examination Posts			
S. No.	Name of Post	Pay Band	Examination Mode
1	Head Clerk Grade II (DASS)	2	II T-G
2	Publicity Officer	2	II T-G
3	Architectural Assistant	2	II T-T 1
4	Food Inspector	2	II T-T 1
5	Junior Enigneer (Civil, Electrical, E & M)	2	II T-T 1
6	Junior Manager, DFC	2	II T-T 1
7	Motor Vehicle Inspector	2	II T-T 1
8	Section Officer (Horticulture)	2	II T-T 1
9	Sub Officer, DFS	2	II T-T 1
10	Wildlife Inspector	2	II T-T 1
11	District Staff Officer	2	II T-T 2
12	Junior Law Officer / Legal Suptd.	2	II T-T 2
13	Legal Assistant Group-B, DTL	2	II T-T 2
14	Post Graduate Teacher	2	II T-T 2
15	Welfare officer Grade - II	2	II T-T 2

- II T-G Two Tier General Examination  
 II T-T 1 Two Tier Technical Non Descriptive Examination  
 II T-T 2 Two Tier Technical Descriptive Examination



## DELHI SUBORDINATE SERVICES SELECTION BOARD

3 Tier Examination Posts			
S. No.	Name of Post	Pay Band	Examination Mode
1	Administrative Officer/ AA&C	2	III T-G
2	Administrative Officer/ZRO	2	III T-G
3	Assistant Architect	2	III T-T
4	Asstt. Director (Horticulture)	2	III T-T
5	Asstt. Director (P&I)	2	III T-T
6	Asstt. Director (Community Services)	2	III T-T
7	Asstt. Engineer (Civil, Electrical, E & M)	2	III T-T
8	Asstt. Labour Welfare Officer	2	III T-T
9	Asstt. Law Officer/Labour Counsel	2	III T-T
10	Deputy Manager, DFC	2	III T-T
11	Manager, DSII DC	2	III T-T
12	Section Officer (Accounts), DSII DC	2	III T-T

III T-G Three Tier General Examination

III T-T Three Tier Technical Examination

**GOVT. OF NCT OF DELHI  
DELHI SUBORDINATE SERVICES SELECTION BOARD  
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-92**

No. F.4/(100)/2012/P&P/NES/DSSSB/135-51

Dated 09.04.2013

**NOTICE**

**NEW EXAMINATION SCHEME: - CRITERIA FOR IDENTIFICATION OF POSTS SUITABLE FOR SELECTION THROUGH ACADEMIC RECORDS/SCREENING TEST AND INTERVIEW**

The DSSSB has introduced a new examination scheme for recruitment of various posts vide notice No. F.4/(100)/2012/P&P/NES/DSSSB/44-54 dt. 14.02.2013. It was also notified that all pending requisitions and future vacancies shall be filled up as per the new examination scheme.

In continuation of that Notice, the DSSSB has decided to add the following provision:

Provision:

- (a) The Board at its discretion may make selection to any post of technical & specialized nature on the basis of academic record and interview or screening test and interview, where in the opinion of the Board, the number of candidates applied for post is so less that it is not desirable to conduct a written examination for the post subject to following conditions:
  - (i) If the number of eligible candidates is not more than 500.
  - (ii) The qualification prescribed for the post is of technical / specialized nature.
- (b) In case the eligible candidates are upto 100 for a particular post, selection may be made on the basis of academic records and interview.
- (c) In case the eligible candidates are above 100 but not more than 500 for a particular post, the Board may select the candidates on the basis of screening test and interview.

This is further informed that selection in respect of any pending requisition pertaining to a technical and specialized nature post falling under above criteria, shall also be made in accordance with the provision of above examination scheme.

Sd/-

**SECRETARY**



## DELHI SUBORDINATE SERVICES SELECTION BOARD

---

No. F.4/(130)/P&P/13/DSSSB/28-33

Dated 26.04.2013

### NOTICE

In continuation of this office notice of even no dated 09.04.2013, the Board has decided to prescribe minimum qualifying marks in one Tier/Two Tier Written examinations for different categories as under:

1. One Tier/Two Tier Written examination (Objective Type/Descriptive type)
  - General 40%
  - OBC 35%
  - SC/ST/PH 30%
  - Ex-serviceman will be given 5% relaxation in their respective categories subject to a minimum of 30%
2. There shall not be any minimum qualifying marks for interview in three tier examinations.
3. Selection through Academic Records & Interview/Screening Test & Interview
  - i. Wherever selection shall be made on the basis of Academic Records and Interview, there will be no minimum qualifying marks for interview.
  - ii. Where selection shall be made on the basis of Screening Test followed by Interview, the minimum qualifying marks in interview shall be the same as in one Tier & two Tier written examinations.

Sd/-

Dy. Secretary (P&P)

# DELHI SUBORDINATE SERVICES SELECTION BOARD

No. 4/100/2012/P&P/NES/DSSSB/269-83

Dated 11.07.2013

## NOTICE

In partial modification of Notice No F.4/100/2012/P&P/NES/DSSSB/135-51 dated 09.04.2013, the proviso in the said notice may be read as under:

1. (a) The board at its discretion may make selection to any post of Technical & Specialized nature on the basis of academic record, experience and interview or screening test and interview, where in the opinion of the Board, the number of candidates applied for post is so less that it is not desirable to conduct a written examination for the post subject to following conditions

- (i) If the number of eligible candidates is not more than 500.
- (ii) The qualification prescribed for the post is on technical/specialized nature.

(b) In case the eligible candidates are upto 100 for a particular post, selection may be made on the basis of academic record and interview. However, in case experience is also prescribed as essential/desirable qualification in the Recruitment Rules of a post, selection shall be made on the basis of academic record, experience and interview.

(c) In case the eligible candidates are above 100 but not more than 500 for a particular post, the Board shall conduct a screening test for short listing the candidates for interview. The selection after screening test shall be based upon academic record, experience and interview.

2. The Board has further decided that the weightage for academic record, experience and interview for such posts shall be as under:

Type of Post	Weightage for Academic Record	Weightage for Experience	Weightage for Interview
Post where experience is essential	40	20	40
Posts where experience is desirable	45	10	450
Posts where experience is not prescribed	50	---	50

(Ashish Kumar)  
Dy. Secretary (P&P)



**INTERVIEW POLICY**

As per policy for posts of technical/specialized nature where the no. of eligible candidates is not more than 500 recruitment may be done on the basis of academic records, experience, interview any also include screening test. Further as per new examination scheme notified by the Board and effective from 01.01.2013, for certain categories of posts of supervisory nature, the selection process includes a component of interview (III-Tier examination). In order to regulate such interviews the Board has formulated following policy:

An Interview Cell shall be setup in the Board, consisting of one Deputy COE/Deputy Secretary, one office Superintendent, one Head Clerk and one Lower Division Clerk and a Stenographer. The cell will provide secretarial assistance to the Interview Board, as well as pre and post interview process coordination which shall include interalia, the maintenance and updation of expert panels, list of candidates, handling of original documents of candidate's etc. detailed charter of duty for the cell will be separately issued.

The interview Board may be headed by the Chairman/Member, DSSSB or a Super Time Scale IAS Officer of Govt. of NCT of Delhi and shall consist of a total of 5 (Five) Members including the Chairman and may include two subject specialists, a Psychologist and a Generalist who will be drawn from a panel of serving/retired IAS/DANICS Officers of SAG/JAG scale with proven integrity. A sufficient panel of experts, both local, as well as outstation, shall be maintained for each category of experts.

The interview Board shall decide the criteria for awarding the marks and the methodology for the interview keeping in view various variables such as the technical nature of the job, relevance of communication skills to the post and other desirable personality attributes, etc. The scheme so adopted may be minutes in the minutes of the interview process.

In case of selection based on Academic Records, Experience & Interview (Where the number of candidates upto 100) all eligible candidates will be called for interview irrespective of the number of vacancy.

In case of selection based on Screening Test followed by Academic Record, Experience & Interview, candidates equal to 6-10 times the number of vacancies will be called for interview based on their performance in the Screening Test.

The Board, as per mandate will maintain transparency and fairness in selection process and for that purpose following important steps are proposed in the process of conducting interviews:

## DELHI SUBORDINATE SERVICES SELECTION BOARD

---

4. The grade/weightage, as per prescribed parameters in respect of academic records may not be disclosed to the Interview Board members. The marks awarded by the Board members to each candidate shall be compiled by the officials of Interview Cell and shall be forwarded to CC-I/CC-II Branch for preparation of result.
  - a) Required Certificate /Mark sheets shall be collected by the Interview cell on the days of Interview from the candidates and handed over to the Secret Cell immediately for academic assessment.
  - b) Assessment on basis of academic achievement, and experience, wherever applicable will be done separately in the Secret Cell after which the assessments will be forwarded to the CC-I/CC-II branch for the necessary action.
5. To maintain confidentiality, a series of checks shall be enforced till the selection of the candidates is finally made:
  - a) The panel of member, who may be nominated as Interview Board, will be called on the date of interview and the Board will be constituted then and there by the Competent Authority to avoid any conflict of interest. The number of members called shall be greater than the requirement of panels.
  - b) The process of selection of member of Interview Board may be adopted by draw of lot or any other method chosen by the Competent Authority.
  - c) The subject experts may not be from the department where the candidate is already working to maintain impartiality.

This Interview Policy will be applicable for all Interviews to be conducted by the Board as a part of selection process.

Sd/-

(Vinod Kumar)  
Dy. Secretary (P&P)



**NOTIFICATION**  
**Amendment of Interview Policy dated 18/12/2013**

DSSSB has formulated an interview policy on 18.12.2013 for conducting interview for various posts. As per this policy assessment on the basis of academic achievement and experience wherever applicable will be done separately in the Secret Cell after interview of the candidates.

It has been observed while making academic assessment for various posts that verification of certain documents is either not properly done or not properly authenticated by the representatives of the user Departments. Further, the user Departments do not depute officers of appropriate seniority for checking of documents. It has also been observed from earlier experience of conducting Interview that the Interview board needs to be constituted at least one day in advance so that board members nominated for the Interview can be intimated through their head of organization to deploy them for the purpose. Therefore, the Board has taken the following decisions:

- i. The user department shall depute atleast two Group 'A' officers on the interview day to assist in preliminary checking/verification of the documents.
- ii. The officers/officials deputed shall invariably put their signature, name and designation on the check list and the recommendation thereon during the preliminary scrutiny.
- iii. Only those candidates, called for the interview, who do not fulfill qualification/ experience very clearly in primary scrutiny, should not be allowed to appear. In case of doubt, matter should be brought before the Interview board and Chairman. As a thumb rule, benefit of doubt should go to the candidate who has been called for interview.
- iv. After the interview, comprehensive checking/scrutiny of experience/qualification shall be done by the interview cell and for the same, user department shall be asked to depute sufficiently senior officer, preperably the HOD or the number 2 in the department to counter check the recommendation given by the departmental representative and authenticate the same. Subsequently the dossiers will be forwarded to Secret Cell for awarding Marks on the bais of qualification and experience and the marks awarded by the interview Board will be forwarded to CC-I/CC-II Cell for preparation of result.
- v. Secret Cell after awarding the marks on the basis of qualification and experience will forward the same to CC-II alongwith the dossiers of results.
- vi. In case where interview have already been completed and there were discrepancies like no clear cut recommendation from the user Department with respect to experience and

## DELHI SUBORDINATE SERVICES SELECTION BOARD

---

qualification, these cases should also be returned to interview cell for proper authentication of the officers of the user Department.

vii. CC-II cell will again cross check and prepare the result.

Further, point 2 (a) of the Interview Policy dated 18.12.2013 is hereby amended as under:

"The names of the panel of members, who may be nominated in the Interview Board, will be obtained at least two days prior to the date of Interview and the Board will be constituted atleast one day before the date of Interview by the Competent Authority. The number of members nominated shall be greater than the requirement of panels."

The aforesaid amendments in the Interview policy dated 18.12.2013 shall be applicable for all Interviews to be conducted by the Board as a part of selection process.

Sd/-

(A.K. Yadav)

Dy. Secretary (P&P)





Arranging the packets containing Question Booklets in the Exam Strong Room



Despatch of Examination Material





Loading of Examination Material on vehicles



Attendance maintaining at DSSSB. of Exam Staff





**Allocation of duties to Exam related Staff**



**Announcing the instructions for Exam Staff**



राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार  
दिल्ली अधिनियम सेवा चरण बोर्ड  
प्लॉ. नं.-18 इन्स्टीट्यूशन सेवा, लखनऊ, दिल्ली-110002

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DELHI SUBORDINATE SERVICES SELECTION BOARD  
FC-18, INSTITUTIONAL AREA, LAKHNAU, DELHI-110002

