

DELHI SUBORDINATE SERVICES SELECTION BOARD



सत्यमेव जयते

ANNUAL REPORT

2014-15



DELHI SUBORDINATE SERVICES SELECTION BOARD

GOVERNMENT OF NCT OF DELHI

FC-18, INSTITUTIONAL AREA,

KARKARDOOMA, DELHI-110092

Website : www.dsssb.delhigovt.nic.in



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DELHI SUBORDINATE SERVICES SELECTION BOARD

Abbreviations Used

COE	Controller of Examination
DANICS	Delhi & Andaman Nicobar Island Civil Service
DASS	Delhi Administrative 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 System
NIC	National Informatics Center
OARS	Online Application Registration System
OBC	Other Backward Class
OMR	Optical Marks Reader
P. D.	Planning Department

DELHI SUBORDINATE SERVICES SELECTION BOARD

PET	Physical Endurance Test
PSU	Public Sector Undertaking
SAG	Senior Administrative Grade
SC	Scheduled Caste
ST	Scheduled Tribe
TTE	Training and Technical Education
UTCS	Union Territory Civil Services

CONTENTS

Particulars of Contents	Page No.
From Chairman's Desk	06
History of Recruitment Process	08
Composition of Board	10
Chairpersons of DSSSB	11
Members of DSSSB	12
Secretaries of DSSSB	13
Composition & Mandate of the Board	
1.1 Brief History	14
1.2 Organization Chart	14
1.3 Duties and Responsibilities of the Board, Chairman, Members, Controller of Examination and Secretary	15
1.4 Mission/Vision	15
1.5 Functions	15
1.6 Activities performed to achieve the objective	15
1.7 Commencement of work	16
1.8 Location of Office	16
Posts Advertised, Recruitment Tests Conducted and Selection Made During 2014-15	
2.1 Posts Advertised	17
2.2 Examination/Screening Tests conducted	17
2.3 Interviews Conducted	17

DELHI SUBORDINATE SERVICES SELECTION BOARD

2.4 Results Processed/Declared	18
2.5 Five Year status of Examination Conducted & Result Declared	20
Major Initiatives/Policy Decisions	
3.1 Payment Gateway	21
3.2 Correction Module	21
3.3 Tier II Examination Process	21
3.4 Policy Decisions	21
Other Important Aspects	
4.1 Income and Expenditure	22
4.2 Mode of Payment of Fee	23
4.3 Employee of the month	23
4.4 Welfare of SC/ST/OBC/Physically Challenged	23
4.5 Implementation of Delhi Right to Information Act, 2001 and Right to Information Act, 2005	24
4.6 Information and Facilitation Counter	24
4.7 Citizen Charter	24
4.8 Working Hours	25
4.9 Grievance Redressal Mechanism	25

APPENDIX

Number	Contents	Page Number
Appendix I	Resolution dated 4 th October 1996 regarding constitution of DSSSB	26
Appendix II	Resolution dated 12 th May 2008 regarding reconstitution of DSSSB	28
Appendix III	Sanctioned Post for DSSSB	32
Appendix IV	Details of Posts Advertised During 2014-15	33
Appendix V	Details of examinations/screening test conducted during 2014-15	35
Appendix VI	Details of Interview conducted during 2014-15	39
	Location Map	41

FROM CHAIRMAN'S DESK

FROM CHAIRMAN'S DESK

**JANAK DIGAL, IAS
CHAIRMAN, DSSSB**



The DSSSB was set up by a Government Resolution dated 4th 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.

2014-15 was a very hectic year for the Board as the Board had to clear a large number of backlog vacancies accumulated over the years. During this period, the Board has issued advertisement for 1223 vacancies under 26 post codes. Further the Board has conducted 10 written examinations and 2 screening Tests to fill up 13,700 vacancies under 113 post codes. The Board has also conducted 47 Interviews to fill up 361 vacancies under 47 post codes and 3 Skill Tests to fill up 644 vacancies under 3 post codes for the post of Assistant Superintendent, Warder and Matron in the Prison Department.

The Board has been making continuous efforts to streamline various activities involved in the recruitment process. During the year the Board introduced a correction module to enable the candidates to make correction in their name, surname etc., if they have committed mistake at the time of filling up of application through OARS.

The Board also adopted the policy of accepting self attested documents instead of attested by Gazetted Officer. The Board has also initiated action to introduce a payment gateway, which will enable the candidates to pay examination fees through Credit Card, Debit Card etc.

I 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

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 47th 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. Accordingly, it was decided by the Government of India to set up Subordinate Service Commission to conduct recruitment examinations to Class III categories, which constituted the bulk of the staff of the Government at the Centre and in the States. After a careful consideration of the recommendations, the Government of India constituted the Subordinate Services Commission vide the Department of Personnel and Administrative Reforms Resolution No.46/1/(S)/74-Estt. 'B' dated the 4th November, 1975. This commission was subsequently re-christened as Staff Selection Commission (SSC) in September, 1977. It was empowered to make recruitment to various Class III (non technical) (now Group 'C') posts in the various Ministries/Departments of the Government of India and in Subordinate/ attached Offices. However, the work relating to recruitment to Group A and Group B Gazetted posts remained with the UPSC.

In so far as Delhi Government, now Govt. of NCT 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 1960s all Group C posts in Grade IV, Grade III and Grade II (i.e. LDC, UDC, Assistants and their equivalent posts 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 with in 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 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 & Public Health Department. Both these departments had their own full fledged Examination Branch and Technical Recruitment Cells, respectively which looked after the recruitment of teaching and para-medical posts.

DELHI SUBORDINATE SERVICES SELECTION BOARD

Delhi Police MOD MEMC Delhi Sub Board etc. had their own mechanism for recruitment and GNC-1 of Delhi had no role in this recruitment process. Similarly, the Autonomous Bodies like DFC, DSC SC etc. undertakings and Associates of GNC-1 of Delhi were adopting their own procedures in the recruitment process.

In view of the ground to do away with the multiplicity of authorities in the recruitment process with in the GNC-1 of Delhi, it was decided to set up an independent Delhi Subordinate Services Selection Board with full autonomy for conducting a fair and free recruitment process with transparency and accountability for all these organizations as an attached office to Services Department of GNC-1 of Delhi. (Ref. No. 100/1985-2 dt. 13.11.1985)

DELHI SUBORDINATE SERVICES SLECTION BOARD

COMPOSITION OF BOARD

Chairman	Shri Janak Digal, IAS
Member-I	Shri Kailash Chandra, IAS
Member-II	Shri G. L. Meena, IAS
Secretary	Shri Ajay Kumar Garg
Controller of Examination	Shri A.K. Kaushal

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

S.NO.	NAME (S/Sh/Ms)	FROM	TO
1	Ramesh Chandra	July 1997	28.02.2000
2	Rakesh Mehta, IAS	01.03.2000	30.04.2000
3	D.C. Mishra, IAS	01.05.2000	12.02.2001
4	K.L. Sood, IAS	13.02.2001	08.03.2001
5	Narendra Prasad, IAS	09.03.2001	26.08.2001
6	R.P. Rai, IAS	27.08.2001	17.04.2002
7	P.M. Singh, IAS	18.04.2002	10.12.2002
8	T.T. Joseph, IAS	11.12.2002	31.05.2004
9	Gita Sagar, IAS	01.06.2004	31.03.2005
10	Anand Prakash, IAS	01.05.2005	25.11.2005
11	Ved Prakash, IAS	09.12.2005	03.07.2006
12	D.M. Spolia, IAS	03.07.2006	19.02.2008
13	V.K. Singh, IAS	20.02.2008	31.10.2012
14	Janak Digal, IAS	09.11.2012	Till date

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

S.NO.	NAME (S/Sh/Ms)	FROM	TO
1	Dr. Mohan Jeet Singh, IAS	11.12.2012	01.04.2013
2	Jitendra Narain, IAS	07.06.2013	23.01.2014
3	Dr. Ashish Chandra Verma, IAS	23.01.2014	31.12.2014
4	A.B. Shukla, IAS	23.01.2014	31.07.2014
5	Rinku Dhugga, IAS	11.08.2014	30.11.2014
6	Kailash Chandra, IAS	01.12.2014	Till date
7	G. L. Meena, IAS	02.03.2014	

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

S.NO.	NAME (S/Sh/Ms)	FROM	TO
1	Hans Raj, DANICS	July 1997	31.05.2001
2	S.R. Yaduvanshi, IAS	01.06.2001	31.07.2001
3	Amit Yadav, IAS	01.08.2001	16.10.2001
4	K.S. Wahi, IAS	16.10.2001	17.03.2002
5	S.R. Yaduvanshi, IAS	18.03.2002	30.04.2003
6	K.S. Wahi, IAS	30.04.2003	02.06.2003
7	Amar Nath, IAS	02.06.2003	31.05.2005
8	V.K. Jha, IAS	01.06.2005	17.07.2005
9	J. Raghuraman, IAS	18.07.2005	20.06.2006
10	C.P. Tripathi, IAS	30.06.2006	22.10.2007
11	Achla Singh, DANICS	23.10.2007	17.05.2008
12	Manoj Kumar, DANICS	03.06.2008	22.12.2009
13	N.K. Sharma, DANICS	22.12.2009	30.04.2012
14	K.K. Dahiya, DANICS	01.06.2012	14.09.2012
15	Zothankhuma, IAS	14.09.2012	12.12.2012
16	K.K. Dahiya, DANICS	13.12.2012	07.08.2013
17	Rajesh Sommal, IAS	01.08.2013	31.10.2013
18	Sanjeev Kumar, DANICS	01.11.2013	27.01.2014
19	Ajay Kumar Garg, DANICS	27.01.2014	Till date

Composition & Mandate of the Board

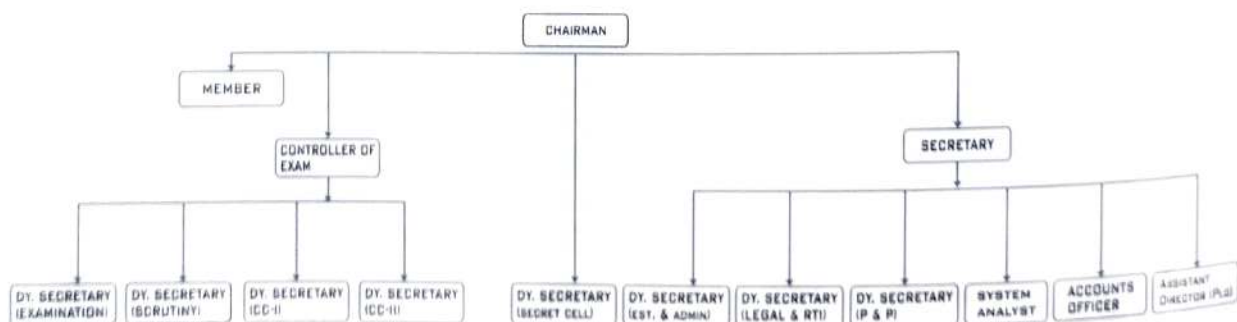
1.1 Brief History:

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 4th 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/Organizations.

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 numbers 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 Organization Chart:

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 in the Resolutions of Board (Appendix I & II).

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 recommend the 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 4th October, 1990 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 objectives, the Board broadly undertakes the following activities:

- a) On receipt of requisitions for selection of candidates from the user Departments/ organizations for various posts the Board examines the proposals, compiles and collates the data/information for initialing the process of selection;
- b) A consolidated advertisement 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, Kendriya 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)/organization(s) for issuance 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 on 21st March, 1998.

1.8 Location of Board:

Presently, Board is functioning from FC-18, Institutional Area, Karkardooma, Delhi 110092 and prior from U.T.C.S. Complex, GNCT of Delhi, Vishwash Nagar, Delhi.

**Posts Advertised, Recruitments Tests Conducted and Selection Made
During 2014-15**

2.1 Posts Advertised:

One major advertisement was published for inviting applications for 1223 vacancies in respect of 26 different post codes for various Departments of GNCT of Delhi/Autonomous Bodies/Local Bodies were advertised through Advertisement No. 2/2014 in the month of December 2014 in the leading news papers as well as at the website of the Board. (Appendix IV)

2.2 Examination/Screening Tests conducted:

The Board conducted 10 written examinations and 08 PE / Screening Test for 13,909 vacancies for various post codes during the year 2014-15. Some of the major examinations conducted were as follow:

- TGTs (different subjects) under post code 4/13 to 19/13 and 106/13 to 121/13 and PGTs (different subjects) under post code 141/07, 46/10, 47/10, 122/14 to 156/14 and 159/14 to 191/14 for Directorate of Education, GNCTD for 6178 vacancies.
- Assistant Teacher Nursery (Female) (68/10), Spl. Educator (Primary) (147/14), Librarian (69/10 & 2/13), Spl. Education Teacher (146/14) Asstt. Teacher Primary (150/14) both MCD and Directorate of Education for 3673 vacancies.
- Fire Operator (71/14) and Stenographer (91/09, 92/09, 41/13, 50/13 & 59/13) & LDC (48/12, 52/12 & 68/12) for DFS and Services Department, GNCTD respectively for 3502 vacancies.
- Physical Endurance Test (PET) for Matron (Female) (36/13), Warder (Male) (37/13) and Asstt. Superintendent (Jail) (38/13) for Delhi Prison Department, 644 vacancies.
- Screening tests for filling of 32 post codes of 341 vacancies were held for various user departments.

Details of which are available in Appendix-V

2.3 Interviews Conducted:

The Board conducted 47 interviews of different technical/scientific posts for various post codes for 362 vacancies, Appendix- VI

DELHI SUBORDINATE SERVICES SELECTION BOARD

2.4 Results Processed/Declared:

Department/ Organization	Nomenclature of Post	Post Code	No of Candidates Recommended
GNCTD	Staff Nurse	20/13	1683
MCD	Nurse "A" Grade	21/13	164
NDMC	Nurse Grade "A"	22/13	10
MCD	Teacher Primary Urdu	69/09	56
Delhi Fire Service	Fire Operator	03/09	14
MCD	Teacher Primary	70/09	3178
GNCTD	PGT Eng. Male	21/10	02
Delhi Jal Board	Asstt. Sanitary Inspector	74/09	38
Dte. of Education	TGT-Hindi (M/F)	53/10 & 54/10	51
	TGT N/S (M/F)	57/10 & 58/10	37
	TGT-Math (M & F)	55/10 & 56/10	24
FSL	Scientific Assistant (Finger Printing)	57/09	01
	Scientific Assistant (Ballistics)	42/09	02

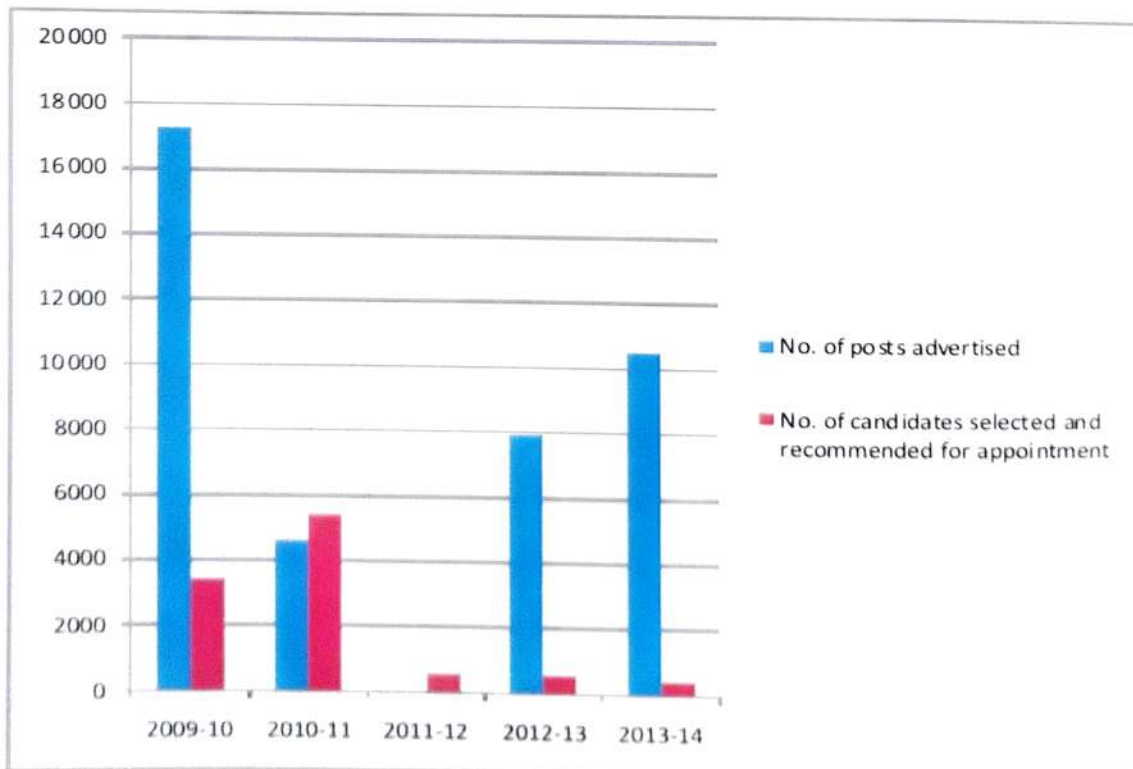
DELHI SUBORDINATE SERVICES SELECTION BOARD

MCD	Special Educator	01/12	40
Dte.of Education	LT (Urdu) TGT (Urdu) (M & F)	15/10 16/10	32
	TGT-Sanskrit (M & F)	61/10 & 62/10	16
	TGT-English (M & F)	51/10 & 52/10	50
FSL	Scientific Assistant (Documents)	32/13	02
	Lab. Assistant (HRD/Quality Control)	27/13	01
	Lab. Assistant (Physics)	24/13	03
	Scientific Assistant (Biology)	31/13	02
	Lab. Assistant (Finger Printing)	35/13	01
	Lab. Assistant (Photo)	26/13	02
	Lab. Assistant (Ballistics)	25/13	03
	Sr. Scientific Asstt. (Photo)	159/12	01
	Sr. Scientific Assistant (Biology)	29/13	02
	Lab. Assistant (Ballistic)	25/13	01
	Total	33	5416

2.5 Five year status for Exams Conducted and Results Declared:

Year	No. of posts advertised	No. of examinations/ interviews conducted	No. of candidates selected and recommended
2009-10	17268	30	3451
2010-11	4593	10	5421
2011-12	--	19	613
2012-13	7898	03	607
2013-14	10537	27	449

Bar diagram showing the number of post advertised & number of candidate selected and recommended during the year 2009-10 to 2013-14



Major Initiatives/Policy Decisions Taken During 2014-15

3.1 Payment Gateway:

As per existing system candidates are required to make payment of fees in SBI through system generated challan after filling of on-line application forms under OARS. Under OARS the proposed payment gateway would have facilities for all modes of payment i.e., Net Banking, Electronic Clearance System (ECS), Credit/Debit Card payment by automatically generated Bank Challan at the branches of major Banks with wider presence across the GNCT of Delhi and others States/UTs. The proposal is under consideration.

3.2 Correction Module:

A correction module has been incorporated in OARS to make the corrections in the fields of Name, Father's Name and gender of the candidate. The corrections can only be made before Randomization process has been started, no correction can be made for those post codes. This facility is available at the Board level with competent approval. This will help the candidates, who wants to change their name, gender etc., if they have committed mistakes at the time of submission of online application.

3.3 Tier II Examination Process:

The DSSSB has also started to conduct Tier-II exams with the OARS, on the basis of software developed by NIC. The list of shortlisted candidates is uploaded in CSV format to enable these candidates for Tier-II examination and all other process is similar to that followed for Tier-I examination.

3.4 Policy Decision:

The Board always tries to make the system user friendly and easier for the candidate. To help the candidates, the Board vide its decision dated 04/03/2015 adopted the policy of acceptance of self attested documents by the candidates in place of affidavits or attested by Gazetted Officer.

Other Important Aspects

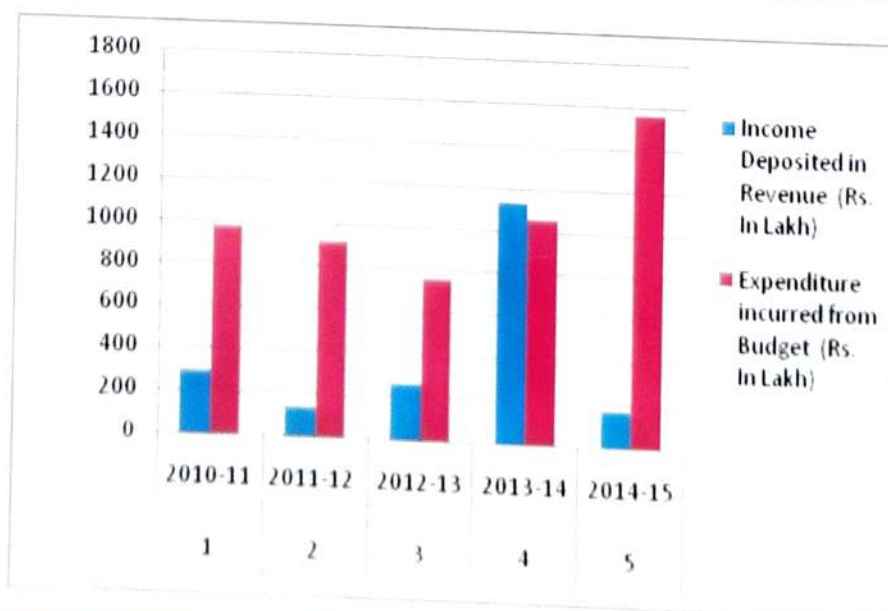
4.1 Income and Expenditure:

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" Public Service Commission, Minor Head 00.103 Staff Selection Commission, Sub Head 98 Staff Selection Board for Delhi Government. However, the Board also entitled to collect some revenue in the form of examination fee through SBI or on-line payment through SBI portal, from the candidates, SC/ST/PH candidates are exempted from payment of examination fee.

INCOME AND EXPENDITURE STATEMENT FOR FIVE YEARS

(Rs. In Lakh)

Sl. No.	Year	Revenue/Examination Fee	Expenditure incurred
1.	2010 -11	291	982
2.	2011 -12	137	920
3.	2012 -13	265	760
4.	2013 -14	1137	1059
5.	2014 -15	169.83	1568.34



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 (OARS) under which the payment of fee can also be made online through State Bank of India portal or through the challans generated in various branches of the State Bank of India.

4.3 Employee of the month:

In pursuance of DOPT, GOI OM dated 18.12.2013 and 18.06.2014 regarding best practice / new initiative introduced by the Department of Personnel & Training to boost moral and effective functioning of the employee of the department, the Board has also introduced the scheme of declaring "Employee of the Month" for motivating the industrious employee of DSSSB. Under the aforesaid Scheme, an employee is selected every month by a committee, constituted for the purpose amongst the employee of the level of Dy. Secretary and below, for the award of "Employee of the Month". Award is given as a certificate from which is presented to the employee by the Chairman, DSSSB.

4.4 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/PH 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 1,037 SC, 562 ST, 940 OBC and 78 Physically Challenged candidates were selected.

4.5 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 2444 applications under the RTI Act, 2005 during 2014-15 out of which 2360 stand disposed off. It received 299 first appeals during the said period out of which 224 appeals stand disposed off.

4.6 Information and Facilitation Counter:

The Board has set up an Information & Facilitation Counter 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 acknowledgements 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.

4.7 Citizen 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.

4.8 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., whereas Board office remain open on Sundays / Saturdays in Examination Days.

4.9 Grievance Redressal Mechanism:

At initial stage, the public grievances are mitigated at the Enquiry Counter/ Information & Facilitation 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 ad 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 :**
 - a. **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 he activities of the Board to the Services Department.
- (ix) Any other duty or duties entrusted by the Government from time to time.

b. 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 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)
Principal Secretary

RESOLUTION

Delhi the 12th May 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 ad 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.

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) services of 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 withdraw the 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 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.

DELHI SUBORDINATE SERVICES SELECTION BOARD

- (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 Post for the DSSSB

Sl. No	Designation/Post	Pay Band + Grade Pay	No of sanctioned posts
1	Chairman	67000-79000	1
2	Member	37400-67000+10000 (PB-4)	2
3	Controller of Exams	37400-67000+8700 (PB-4)	1
4	Dy. Controller of Exam	15600-39100+7600 (PB-3)	2
5	Secretary	15600-39100+6600 (PB-3)	1
6	Deputy Secretary	15600-39100+5400 (PB-3)	5
7	Assistant Director	15600+39100+5400 (PB-3)	1
8	System Analyst	15600-39100+5400 (PB-3)	1
9	Programmer	15600-39100+5400 (PB-3)	1
10	Accounts Officer	9300-34800+5400 (PB-2)	1
11	Superintendent	9300-34800+4800 (PB-2)	10
12	Assistant Accounts Officer	9300-34800+4800 (PB-2)	1
13	Statistical Officer	9300-34800+4600 (PB-2)	1
14	Senior PA	9300-34800+4600 (PB-2)	7
15	Head Clerk	9300-34800+4600 (PB-2)	17
16	Steno (Gr-II)	9300-34800+4600 (PB-2)	7
17	Assistant Programmer	9300-34800+4600 (PB-2)	3
18	Statistical Assistant	9300-34800+4200 (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

Details of Posts Advertised During 2014-15

Advt. No.	User Department/ Organization	Name of Post	Post Code	Number of Posts	Number of Applicants
02/14	DTTE	Assistant Store Keeper	194/14	12	1129
	SCERT	Librarian	195/14	3	1202
		Technician	196/14	4	183
	DAMB	Assistant Engineer(Civil)	197/14	3	2449
	DJB	Pharmacist	198/14	11	2448
		Staff Nurse Grade "B"	199/14	2	1019
	GAD	Technical Assistant (Hindi)	200/14	3	268
	Food Safety	Field Assistant	201/14	7	4879
	NCC	Ship Modeling Instructor (Male only)	202/14	1	28
		Ship Modeling Store Keeper (Male only)	203/14	2	89
	Dte. of Education	Swimming Coach	204/14	7	86
		Swimming Life Guard	205/14	7	292
		Librarian (special Drive for Physically Disabled Persons)	206/14	9	354
		Music Teacher	207/14	62	3634

DELHI SUBORDINATE SERVICES SELECTION BOARD

		Drawing Teacher	208/14	202	7507
		Domestic Science Teacher	209/14	117	2144
		Physical Education Teacher	210/14	424	16646
	Services Department	Stenographers Gr. II (Reserved only for Female Candidates)	211/14	47	17384
	Women & Child Development	Supervisors Gr. II (Reserved only for Female Candidates)	212/14	290	11662
	DTC	Manager (Civil)	213/14	1	115
		Deputy Manager (Traffic)	214/14	3	57
		Manager (Electric)	215/14	1	138
		Deputy Vigilance Officer	216/14	1	157
		Deputy Security Officer	217/14	1	254
		Labour Welfare Officer	218/14	2	540
	FSL	Senior Scientific Assistant (Lie-Detection)	219/14	1	25
	TOTAL		26	1223	74689

Appendix V

Details of Examination / Screening Test conducted during 2014-15

User Department/ Organization	Name of Post	Post code	No of posts	Date of Examination /Screening Test	No of Candidates Appeared
01	02	03	04	05	06
DJB	Assistant Chemist	02/08	12	25.05.2014	1761
H & FW	Occupational/Recreational Therapist	02/14	12		
	Speech Therapist	03/14	04		
MCD	Physiotherapist	04/14	02		
NDMC	Homeopathic Compounder	08/14	04		
I.S.M & H.	Pharmacist (Unani)	11/14	08		
Delhi Transco Ltd	Jr. Pharmacist	12/14	01		
NDMC	Medico Social Worker	17/14	01		
	O.T. Assistant	20/14	04		
	T. B. Health Visitor	23/14	01		
MCD	ECG Technician	24/14	02		
	Dental Hygienist/Technician	25/14	03		
H & FW	Audiometric Asstt.	26/14	09		
MCD	Plaster Asstt.	27/14	04		

DELHI SUBORDINATE SERVICES SELECTION BOARD

01	02	03	04	05	06
H & FW	Lab Asstt.(Group-IV) in PCR-Hepatitis Laboratory	31/14	01	25.05.2014	
	Assistant (OT/CSSSD)	35/14	99		
H & FW	Technician (OT/CSSSD)	36/14	49		
	Refractionist	37/14	11		
	Assistant Dietician	38/14	24		
DFS	Battery Fitter	70/14	01		
DJB	Lab. Technician	73/14	8		
	Lab. Assistant	74/14	11		
	Asstt. Bacteriologist	75/14	05		
Drug Control	Sr. Scientist Asstt.(Chemistry)	78/14	03		
	Sr. Scientist Asstt. (Pharmacology)	79/14	01		
	Sr. Scientist Asstt. (Micro-Biology)	80/14	01		
MCD	Cameraman	83/14	03		
I & FC	Surveyor	85/14	04		
MCD	Publicity Asstt.	88/14	06		
	Mechanic (Air-Conditioning & amp. Refrigeration)	89/14	01		
DFS	Radio Technician	95/14	03		
	Workshop Asstt.	145/14	03		

DELHI SUBORDINATE SERVICES SELECTION BOARD

01	02	03	04	05	06
Social Welfare GNCTD	Welfare Officer (Gr. II)	148/14	74	22.06.2014	823
Services Deptt. GNCTD	Gr. II (DASS) (Tier-I)	90/09	231	29.06.2014	8224
	Stenographers	91&92/09	221	27.07.2014	9047
		41, 50&59/13	369		19855
DFS	Fire Operator	71/14	803	31.08.2014	5844
MCD	Asstt. Teacher Nursery (F)	68/10	381		4042
Dte. of Edu.	Asstt. Teacher Nursery	3/13	445		
	Librarian	69/10	15		1897
	Librarian	2/13	382		
Transport Department	Head Constable - Male	43/13	99	28.09.2014	8618
Forest Deptt.	Forest Guard	68/14	36		3536
Dte. of Edu.	Spl. Education Teacher	146/14	670	19.10.2014	877
MCD	Spl. Educator Primary	147/14	1692		621
Dte. of Edu.	Asstt. Teacher (Primary)	150/14	88		13494
DJB	LDC	48/12	319	16.11.2014	15771
RSB(M)	LDC	52/12	03		
Services Deptt.	LDC	68/12	1683		

DELHI SUBORDINATE SERVICES SELECTION BOARD

01	02	03	04	05	06
Dte. of Edu.	PGTs	141/07, 46&47/10,122 to 156/12 (35 post codes) & 159 to 191/14 (33 post codes)	1123	30.11.2014	27757
Dte. of Edu., DJB & Transport Deptt.	TGTs, JE(Elec. & Mech.) & MVI	4/13 to 19/13, 106/12 to 121/13, 67/10 & 165/12 (34 Post Codes)	5055	28.12.2014	11214
Delhi Prison	Physical Endurance of Asstt. Supdt. (Jail), Warder and Matron	36/13, 37/13 & 38/13	644	16.03.2014 to 22.03.2014	674
Services Deptt.	Gr. II (DASS) Tier - II	90/19	231	29.03.2015	2136
Transport Department	Motor Vehicle Inspector	21/12	24		56
		42/13	09		
Total		160	13,909	--	1,36,249

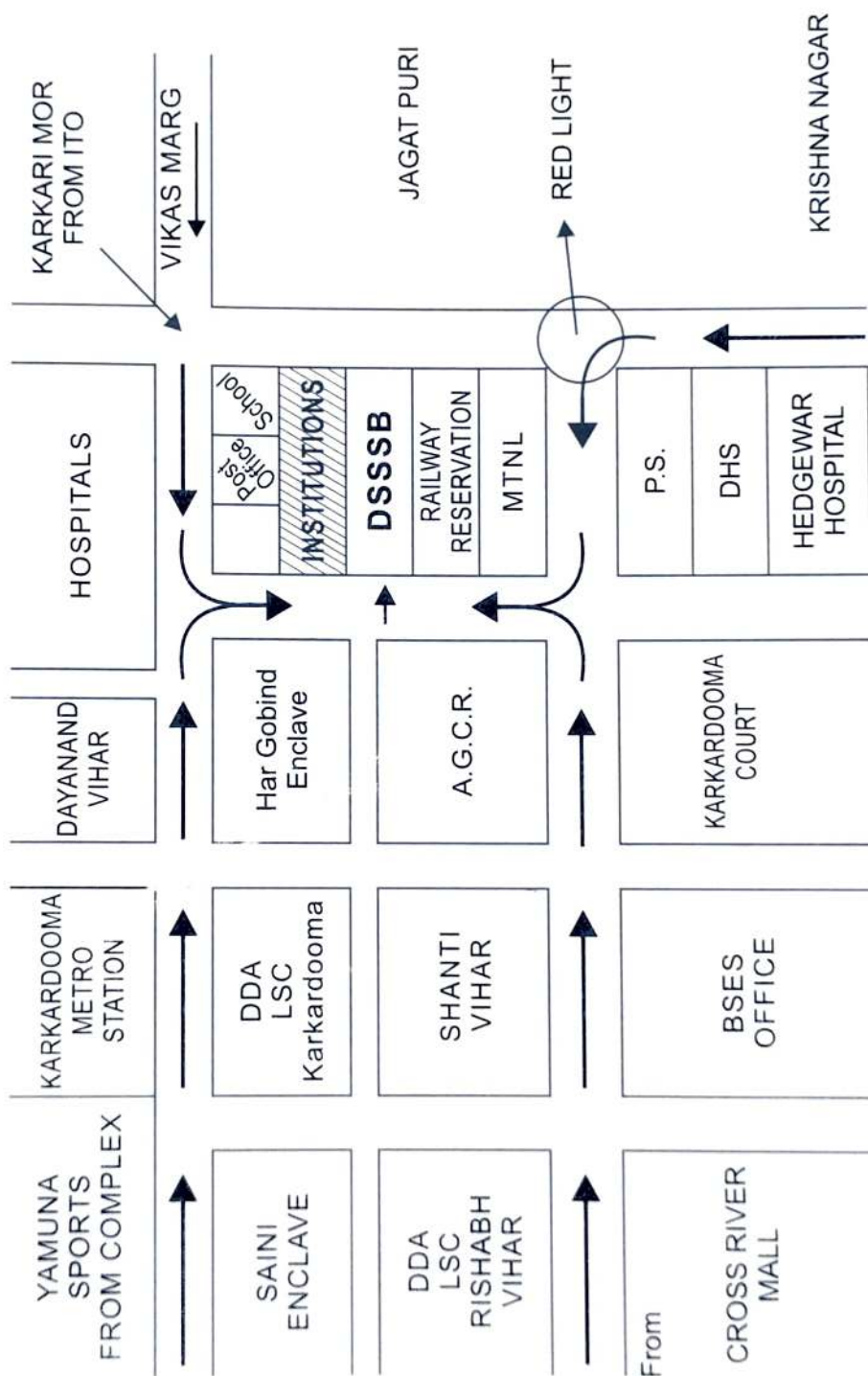
Details of Interview conducted during 2014-15

S. No.	Name of the Post	Post Code	Total Vacancy	Date of Interview
1	2	3	4	5
1	Radio Technician	66/07	03	28/05/2014
2	Store-Keeper (Technical)	104/07	01	28/05/2014
3	Chemist	25/08	02	28/05/2014
4	Workshop Assistant (Wireless)	67/07	03	04th & 05th June 2014
5	Junior Draft Man (Electric)	77/07	03	08/07/2014
6	Lab Assistant (Microbiology)	81/14	01	08/07/2014
7	Photographer	77/14	02	09th & 10th July 2014
8	Dental Hygienist	151/14	03	10th & 11th July 2014
9	Laboratory Technician Gr. -IV in PCR Hepatitis	28/14	01	22nd & 23rd July 2014
10	Laboratory Assistant (Chemistry)	82/14	01	22nd & 23rd July 2014
11	Assistant Chemist	02/08	12	05/08/2014
12	Occupational Therapist/Recreational Therapist	02/14	12	05/08/2014
13	Speech Therapist	03/14	04	07/08/2014
14	Laboratory Technician	73/14	08	05/08/2014
15	Laboratory Assistant	74/14	11	07th & 08th Aug.2014
16	Assistant Bacteriologist	75/14	05	07th & 08th Aug.2014
17	Homeopathic Compounder	08/14	04	20/08/2014
18	Pharmacist (Unani)	11/14	08	20/08/2014
19	Cameraman	83/14	03	21/08/2014
20	Publicity Assistant	88/14	06	20th & 21st Aug 2014
21	Mechanic (Air Conditioning & Refrigeration)	89/14	01	21/08/2014
22	Physiotherapist	04/14	02	10/09/2014
23	Junior Pharmacist	12/14	01	10/09/2014
24	O. T. Assistant	20/14	04	10/09/2014
25	T. B. Health Visitor	23/14	01	10/09/2014

DELHI SUBORDINATE SERVICES SELECTION BOARD

1	2	3	4	5
26	ECG Technician	24/14	02	11/09/2014
27	Dental Hygienist / Technician	25/14	03	11/09/2014
28	Audiometric Assistant	26/14	09	11/09/2014
29	Refractionist	37/14	11	11/09/2014
30	Assistant Dietician	38/14	24	17th & 18th Sept.2014
31	Plaster Assistant	27/14	04	18/09/2014
32	Sr. Scientific Assistant (Pharmacology)	79/14	01	17/09/2014
33	Sr. Scientific Assistant (Microbiology)	80/14	01	17/09/2014
34	Radio Technician	95/14	03	18/09/2014
35	Surveyor	85/14	04	18/09/2014
36	Battery Fitter	70/14	01	18/09/2014
37	Jr. Engineer (Civil) in DSIIDC	--	--	04/12/2014
38	Assistant (OT/CSSSD)	35/14	99	11/03/2015
39	Dy. Manager (Technical)	17/12	03	11/03/2015
40	Sr. Scientific Assistant (Microbiology)	80/14	01	11/03/2015
41	Assistant (OT/CSSSD)	36/14	49	12/03/2015
42	Dy. Manager (Accounts)	25/14	02	12/03/2015
43	Dy. Manager (IT)	20/12	01	12/03/2015
44	Ship Modeling Instructor (For Male)	202/14	01	13/03/2015
45	Sr. Scientific Assistant (Lie-Detection)	219/14	01	13/03/2015
46	LDC	157/12	01	13/03/2015
47	Jr. Engineer (E & M)	14/12	39	25/03/2015 to 27/03/2015 & 30/03/2015
TOTAL		47	362	

LOCATION MAP



Note : Map not on Scale





राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार
दिल्ली अधीनस्थ सेवा चयन बोर्ड
एन. सी. टी. इन्स्टीट्यूशनल एरिया, कान्हाडूबा, दिल्ली-110002

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

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार
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