



सत्यमेव जयते

ANNUAL REPORT

2015-16



DELHI SUBORDINATE SERVICES SELECTION BOARD

GOVERNMENT OF NCT OF DELHI

FC-18, INSTITUTIONAL AREA,

KARKARDOOMA, DELHI-110092

Website: www.dsssb.delhigovt.nic.in

www.dsssonline.nic.in





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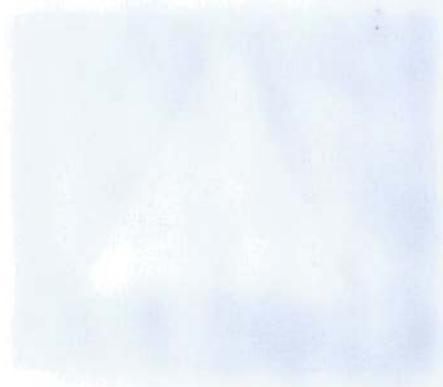
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ABBREVIATIONS USED

COE	Controller of Examination
DFS	Delhi Fire Service
DJB	Delhi Jal Board
DSSSB	Delhi Subordinate Services Selection Board
DTC	Delhi Transport Corporation
DAMB	Delhi Agriculture Marketing Board
DTL	Delhi Transco Ltd.
DSCSC	Delhi State Civil Supply Corporation
DIP	Directorate of Information & Publicity
EDMC	East Delhi Municipal Corporation
FSL	Forensic Science Laboratory
Govt. of NCT of Delhi	Government of National Capital Territory of Delhi
H&FW	Health and Family Welfare Department
IAS	Indian Administrative Service
IS&MH	Indian System and Medical Health
IT	Information Technology
M&PH	Medical & Public Health
MAIDS	Mulana Azad Institute of Dental Science
NORTH DMC	North Delhi Municipal Corporation
NDMC	New Delhi Municipal Council
NES	New Examination System
NIC	National Informatics Center

DELHI SUBORDINATE SERVICES SELECTION BOARD

OARS	Online Application Registration System
PSU	Public Sector Undertaking
OBC	Other Backward Class
OMR	Optical Marks Reader
RSB	Rajya Sainik Board
SDMC	South Delhi Municipal Corporation
SC	Scheduled Caste
ST	Scheduled Tribe
T&TE	Training and Technical Education

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2015-16 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 had issued advertisement for 1472 vacancies under 65 post codes. Further, the Board had called 1,49,010 applicants/candidates for written examinations and screening tests to fill vacancies under 126 post codes. The Board had also declared results of 76 post codes and 3405 applicants/candidates provisionally selected were recommended against the vacancies.

The Board has been making continuous efforts to streamline various activities involved in the recruitment process. The Board had also adopted the policy of accepting self attested documents instead of attested by Gazetted Officer.

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 number of backlog vacancies.

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 Group 'B' and Group 'C' posts in the various Ministries/Departments of the Government of India and its subordinate/ attached offices. However, the work relating to recruitment to Group A and Group B Gazetted posts remained with the UPSC.

Further, the work relating to recruitment of DASS and Stenographer cadre's posts for Delhi Administration (now Government of NCT of Delhi) was assigned to SSC. The recruitment to Group C ex-cadre posts and Group D posts remained with the respective Heads of Departments of Government of NCT of Delhi. The major recruitment of ex-cadre posts were done by Education, Medical and Health Departments. These departments had their own

DELHI SUBORDINATE SERVICES SELECTION BOARD

full fledged examination branches and Technical Recruitment Cells for the recruitment of teaching and para-medical posts. Delhi Police, MCD, NDMC, etc. had their own mechanism for recruitment and GNCT of Delhi had no role in it. Similarly, Autonomous Institutions, Undertakings, Boards and Bodies like DFC, DSCSC etc. of GNCT of Delhi were adopting their own procedures in the recruitment process.

But after enactment of Government of NCT Act, 1991 and to do away with the multiplicity of authorities in the recruitment process within the Government of NCT of Delhi, MCD NDMC and its subordinate/ attached offices, Autonomous Institutions, Undertakings, Boards etc. Government of NCT of Delhi had decided to set up an independent Delhi Subordinate Services Selection Board (DSSSB) with full autonomy for ensuring a free and fair recruitment process with transparency and accountability, for all these organizations, as an attached office to Services Department of Government of NCT of Delhi in 1997, vide Resolution No. F 3(7)93-5, III dated 04.10.1996. However, the work relating to recruitment to Group A and Group B Gazetted posts remained with the UPSC.

DELHI SUBORDINATE SERVICES SELECTION BOARD

COMPOSITION OF BOARD

Chairman

Member-I

Member-II

Controller of Examination

Secretary

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

S.NO.	NAME OF THE OFFICER	FROM	TO
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	01.05.2000	12.02.2001
4	Ms. 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	Ms. P.M. Singh, IAS	18.04.2002	10.12.2002
8	Sh. T.T. Joseph, IAS	11.12.2002	31.05.2004
9	Ms. 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	09.11.2015
15	Sh. A. Majumdar, IAS	09.11.2015	09.03.2016

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

S.NO.	NAME OF THE OFFICER	FROM	TO
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	Ms. Rinku Dhugga, IAS	11.08.2014	30.11.2014
6	Sh. Kailash Chandra, IAS	01.12.2014	31.12.2015
7.	Sh. G. L. Meena, IAS	02.03.2014	15.09.2015
8.	Sh. Ashutosh Kumar, IAS	09.11.2015	Till Date

DELHI SUBORDINATE SERVICES SELECTION BOARD

CONTROLLER OF EXAMINATION OF D.S.S.S.B.
(Since June, 2014)

S.NO.	NAME OF THE OFFICER	FROM	TO
1	Sh. A.K.Kaushal, DANICS	20.06.2014	16.09.2015
2	Ms. Gitanjali Gupta, IAS	16.09.2015	16.11.2015
3	Sh. Ashutosh Kumar, IAS	16.11.2015	14.03.2016

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

S.NO.	NAME OF THE OFFICER	FROM	TO
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	Ms. 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

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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	31.12.2015
20.	Sh. R Chopra, DANICS	01.01.2016	Till date

Composition & Mandate of the Board

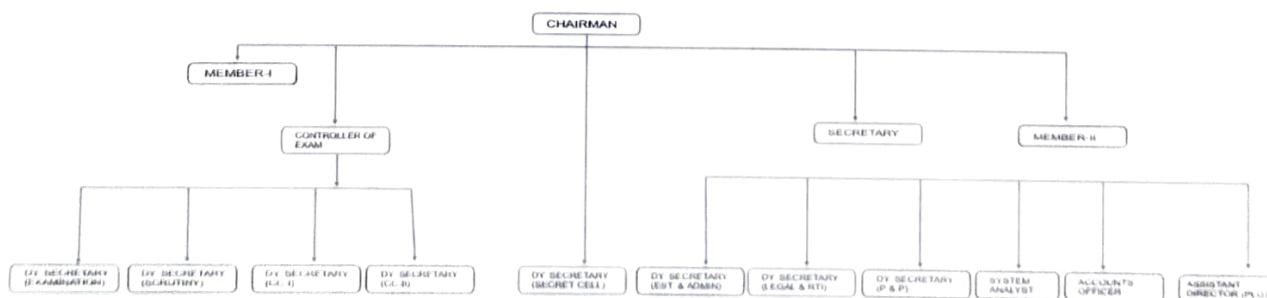
1.1 Brief History:

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. The details of the sanctioned posts for the Board are given in **Appendix III**.

1.2 Organization Chart:

ORGANISATIONAL CHART OF 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**.

1.3.1 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' non gazette and 'C' categories of posts;
- (ii) utilize state of art techniques including I.T. enabled services for increasing its efficiency, effectiveness and transparency for evaluating candidates as deemed fit;
- (iii) consider the feasibility of utilizing the services of specialist agencies/human resource agencies available within the Government or from outside;
- (iv) 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' non gazetted and 'C' categories of posts.

1.4 Mission/Vision:

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 Group 'B' and Group 'C' categories of posts, both technical and non-technical for the Government of NCT of Delhi, MCD NDMC and its subordinate/ attached offices, Autonomous Institutions, Undertakings, Boards etc. The Allocation of Business to DSSSB is defined vide Resolution dated 4th 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 objectives, the Board broadly undertakes the following activities:-

- a) On receipt of requisitions for from the user Departments/organisations for the recruitment of various posts the Board examines the proposals, compiles and collates the data/information for initiating 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 organisation viz Directorate of Education, 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 as per the examination scheme and policy of the Board for fair selection.
- g) OMR sheets are evaluated and results tabulated.
- h) After finalization of the results names of the selected candidates are declared and also placed on the website www.dsssb.delhigovt.nic.in 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 offer/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:

Delhi Subordinate Services Selection Board

FC-18, Institutional Area,
Karkardooma, Delhi 110092.

**Posts Advertised, Recruitments Tests Conducted and
Selection Made During 2015-16**

2.1 Posts Advertised:

One major advertisement was published for inviting applications for 1472 number of vacancies in respect of 65 different post codes through Advertisement No. 01/2015 in the month of October 2015, in the leading news papers and on the website of the Board.

In response to Advt. No.01/2015, more than seven lakh applications have been received. Post Code 61/15 {Grade IV (DASS)} having 808 vacancies had been received highest number of application (268860). Whereas, ratio between number of vacancy and application received 901:3155) was highest in Post Code 19/15 {Junior Clerk} in DTC.

Details of the posts advertised is given in **Appendix -IV**

2.2 Examination/Screening Tests conducted:

Board conducted four written examinations and eight Skill Tests for 126 numbers of various post codes during the year 2015-16. Some of the major examinations conducted were as follow:

✓ **PGTs** - Engineering Drawing, Agriculture, Biology, Chemistry, Commerce, Economics, English, Geography, Hindi, History, Home Science, Math, Music, Physical Education, Physics, Political Science, Sanskrit, Sociology, Urdu, Painting and Punjabi having post codes 147/07, 46/10, 47/10, 122 to 156/12 (35 post codes), and 159 to 191/14 (33 post codes) having Male & Female candidates for Directorate of Education, Government of NCT of Delhi. Written test held on 28/06/2015.

✓ **Assistant Engineer (Civil & Electrical), Administrative Officer, Zonal Revenue Officer, Assistant Assessor & Collector, Deputy Vigilance Officer and Deputy Security Officer** having post codes 2/12, 3/12, 4/12, 6/12, 11/12, 13/12, 15/12, 67/12, 46/13, 64/13, 66/13, 67/13, 68/13, 69/13, 70/13, 197/13, 213/14, 215/14, 216/14 & 217/14, for Delhi Jal Board, MCD, DAMB, NDMC, DTL & DTC. Written test held on 31/05/2015.

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✓ **Medical Record Clerk, Fee Collector/Sub Inspector/Auction Recorder, Clerical Assistant and LDC** having post codes 49/12, 59/12, 153/14 & 156/14 for MCD, DAMB, NDMC & MAIDS. Written test held on 30/08/2015.

Details of Examination/Skill Tests conducted are available in **Appendix-V**.

2.3 Results Processed/Declared: Results for the following post codes were declared during the year 2015-16:

Department/ Organization	Nomenclature of Post	Post Code	No of candidates provisionally recommended Vacancies
Health & Family Welfare Department	Auxiliary Nurse Midwife	108	01
	Staff Nurse	20/13	16
	Occupational Therapist/ Recreational Therapist	02/14	09
	Refractionist	37/14	01
	Speech Therapist	03/14	04
	Technician OT/CSSD	36/14	20
	Audiometric Assistant	26/14	06
	Laboratory Tech.	28/14	01
Drug Control	Senior Scientific Assistant– Pharmacology	79/14	01
	Laboratory Assistant – Micro Biology	81/14	01
	Laboratory Assistant – Chemistry	82/14	01
DISM&H	Pharmacist – Unani	11/14	06
	Pharmacist – Homeopathy	01/08	01
Services Department	Gr.II (DASS)	59/06	02

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Education Department	Assistant Teacher Primary	71/09	490
	Assistant Teacher Primary	57/06	01
	Special Education Teacher	01/13	03
	Assistant Teacher Primary	101/12	515
	Assistant Teacher Nursery	3/13	329
	Special Educator Primary	146/14	238
	Librarian	69/10	13
	Special Education Teacher	1/13	01
	Assistant Teacher Nursery	3/13	05
	Librarian	2/13	200
	PGT – Math	27/10	01
	TGT – Hindi	53/10	01
	TGT – Hindi	54/10	01
	TGT – Math	55/10	02
	TGT – Math	56/10	05
	TGT – Sanskrit	61/10	03
	TGT – Sanskrit	62/10	04
	PGT – Math	28/10	01
	Assistant Teacher	164/07	02
	TGT – English	51/10	09
	TGT – English	52/10	10
	TGT – Natural Science	08/10	01
	Legal Assistant	96/07	01
SCERT	Lecturer II – Work Experience – DIETS	260/4	01

DELHI SUBORDINATE SERVICES SELECTION BOARD

Delhi Prison	Assistant Superintendent Jail	38/13	15
	Matron	36/13	33
	Warder	37/13	215
Delhi Fire Service	Radio Technician	95/14	03
	Battery Fitter	70/14	01
FSL	Senior Scientific Assistant – Chemistry	28/13	02
	Scientific Assistant – Chemistry	33/13	05
	Senior Scientific Assistant – Lie Detection	219/14	01
	Senior Scientific Assistant – Documents	160/12	01
	Armourer	30/13	01
	Scientific Assistant – Physics	34/13	01
	Scientific Assistant – Chemistry	163/12	01
Social Welfare Department	Welfare Officer Gr.II	148/14	61
Labour Department	Electrical Overseer	64/09	01
Transport Department	Motor Vehicle Inspector	21/12	05
	Motor Vehicle Inspector	42/13	05
Irrigation & Flood Control Department	Surveyor	85/14	02
DTC	Driver	187/07	01
Delhi Finance Corporation	Deputy Manager – Tech.	17/12	02

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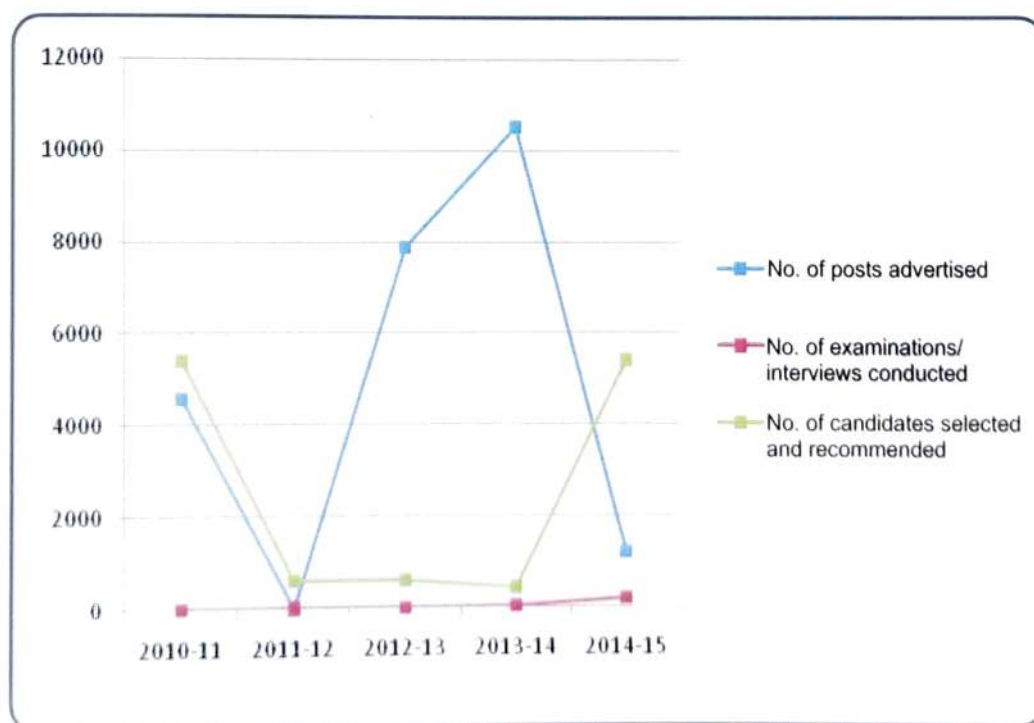
Delhi Transco Ltd.	Junior Pharmist	12/14	01
	Legal Assistant	95/07	01
DJB	Assistant Sanitary Inspector	74/09	03
	Junior Engineer – Electrical & Mechanical	14/12	34
	Assistant Chemist	02/08	02
	Laboratory Technician	73/14	03
MCD	Teacher Primary	70/09	561
	Assistant Teacher Nursery	68/10	344
	Special Educator Primary	147/14	89
	Cameraman	83/14	02
	Teacher Primary	165/07	03
	J.E – Civil	18/08	01
	Mechanic – Air Conditioning & Refrigeration	89/14	01
	Dental Hygienist/Technician	25/14	01
	Plaster Assistant	27/14	04
N D M C	Assistant Teacher Primary	150/14	85
	O.T. Assistant	20/14	04
	Homeopathy Compounder	08/14	01
	E.C.G. Technician	24/14	02
	Total	76	3405

DELHI SUBORDINATE SERVICES SELECTION BOARD

2.4 Five years status of Exams Conducted / Results Declared:

The Board had undertaken the following major activities during the preceeding five years.

Year	No. of Vacancies advertised	No. of examinations/ interviews conducted	No. of candidates selected and provisionally recommended
2010-11	4593	10	5421
2011-12	—	19	613
2012-13	7898	03	607
2013-14	10537	27	449
2014-15	1223	207	5416



Major Initiatives/Policy Decisions 2015-16

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, Credit/Debit Card, payment by automatically generated Bank Challan at the branches of major Banks with wider presence across the State and others.

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 started. This will help the candidates who want to change their name, gender etc., if they have committed mistakes at the time of submission of online application. This facility is available at <https://dsssbonline.nic.in> link.

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

Other Important Aspects

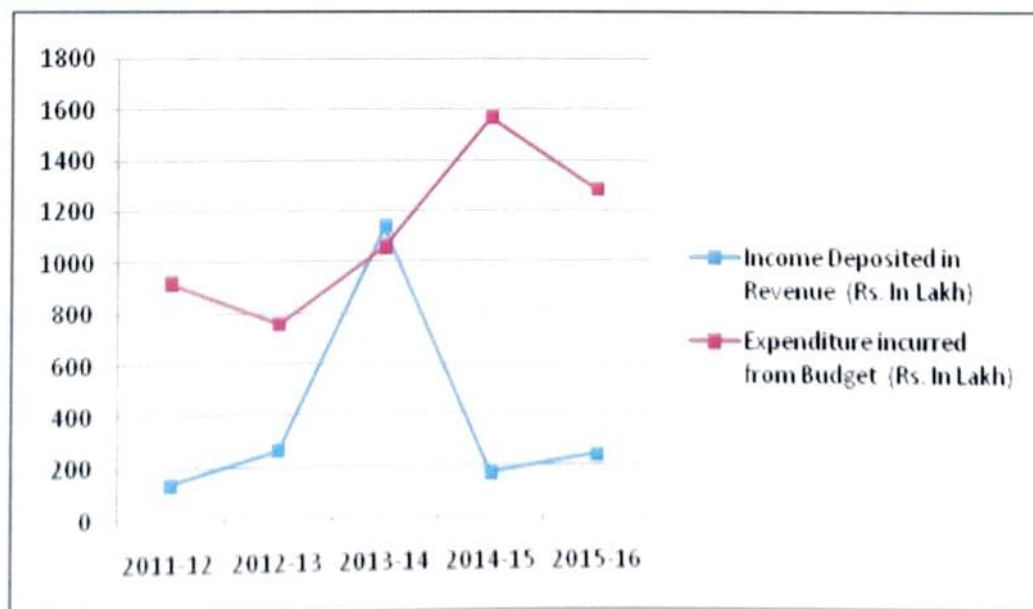
4.1 Income and Expenditure:

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. Board also entitled to collect some revenue in the form of examination fee from the candidates. SC/ST/PH and female candidates are exempted from payment of examination fee.

4.1.1 Income and Expenditure during five years was as under:

INCOME AND EXPENDITURE STATEMENT OF FIVE YEARS

Financial Year	Income Deposited in Revenue	Expenditure incurred from Budget
	(Rs. In Lakh)	(Rs. In Lakh)
2011-12	137	920
2012-13	265	760
2013-14	1137	1059
2014-15	170	1568
2015-16	240	1286



4.2 Used of OARS for Tier II Examination:

Board has upgraded On-line Application Registration System (OARS) for issuance of admit cards to successful candidates of Tier I examination, for appearing Tier II examination.

4.3 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 dossiers of 925 SC, 661 ST, 677 OBC and 79 Physically Challenged candidates were sent to user departments.

4.4 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. Board disposed off, 3212 RTI application during 2015-16 as compared to 2360 in the previous year.

4.5 Information and Facilitation Counter:

The Board has set up an Information & Facilitation Counter at its Headquarters 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.
- Information through Telephone helpline 011-22370237
- Information relating to declared results across the counter for all examinations of Board.
- Receipt of applications/fee under Right to Information Act.

4.6 Citizen Charter:

Citizens' Charter of Board is available on the website of the Board free of cost.

4.7 Working hours:

The Board functions on five days per week pattern with working hours from 9.30 a.m. to 06.00 p.m. (lunch break 1:30 pm to 2:00 pm) on all working days except Saturdays, Sundays and Gazatted Holidays.

4.8 Grievance Redressal Mechanism:

Public grievances are mitigated at the Information & Facilitation Counter situated at the office of DSSSB and also on Board Helpline no. 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

Appendix- I

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.

DELHI SUBORDINATE SERVICES SELECTION BOARD

- (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 in 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 interviews 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 (Services)

SERVICES DEPARTMENT III

Appendix - II

RESOLUTION

Delhi, the 12th May, 2008

No. F3(24)/DSSSB/2008-S.3/1764 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 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 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);

DELHI SUBORDINATE SERVICES SELECTION BOARD

- (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 Department on behalf of the Board and take into account the 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, which ever is earlier. However the Govt. of NCT of Delhi reserve 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 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 Schedule Castes, Scheduled Tribes, Others Backward Classes and other categories as per guidelines/norms/circulars/ notification issued by the Government from time to time;
- (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.

DELHI SUBORDINATE SERVICES SELECTION BOARD

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 pertaining to the 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)

DELHI SUBORDINATE SERVICES SELECTION BOARD

SERVICES DEPARTMENT III

Appendix - II A

RESOLUTION

Delhi, the 13th October, 2015

No. F3(24)/DSSSB/2008-S.III/2338 In partial modification of Resolution dated the 12th May, 2008, the Government of National Capital Territory of Delhi has decided to make amendments as under :-

In the said resolution, in clause 3 regarding duties and responsibilities of the Board, Chairman, Members, Controller of Examinations and secretary in the heading 'B - Chariman - ' for para (iii), the following shall be substituted, namely :-

The Chairman of the Board -

"(iii) will exercise administrative and financial powers of Principal Secretaries / Secretaries to the Government, on behalf of the Board and take into account the recommendations of the Controller of Examinations and the Secretary of the Board."

Sd/-

(RAJENDRA KUMAR)

Principal Secretary (Services)

DELHI SUBORDINATE SERVICES SELECTION BOARD

Appendix III

Sanctioned Strength of the DSSSB

S. No	Nomenclature of Post	Pay Level	No of sanctioned posts
1	Chairman	15	1
2	Member	14	2
3	Controller of Exams.	13	1
4	Dy. Controller of Exam	13	2
5	Secretary	12	1
6	Deputy Secretary	10	5
7	Assistant Director (PLG)	10	1
8	Senior System Analyst	11	1
9	Programmer	9	1
10	Accounts Officer	9	1
11	AAO	8	1
12	Statistical Officer	7	1
13	Superintendent/ Gr.-I	8	10
14	Senior PA	10	7
15	Steno (Gr-II)	7	7
16	Head Clerk/ Gr.-II	7	17
17	Assistant Programmer	7	3
18	Statistical Assistant	6	6
19	Steno (Gr-III)	6	5
20	UDC/ Gr.-III	4	20
21	LDC/ Gr.-IV	2	30
22	Driver	2	3
23	Peon/MTS	1	8

Details of Posts Advertised During 2015-16

AdvtNo.	Post Code	Nomenclature of Post	Department/Organisation	Number of Posts	Number of Applicants
01/15	1/15	Scientific Assistant (Lie Detection)	FSL	10	1615
01/15	2/15	Laboratory Assistant (Lie Detection)	FSL	3	598
01/15	3/15	Laboratory Assistant (HRD/QC)	FSL	1	1716
01/15	4/15	Laboratory Assistant (Physics)	FSL	1	616
01/15	5/15	Senior Scientific Assistant (Physics)	FSL	1	330
01/15	6/15	Scientific Assistant (Physics)	FSL	2	479
01/15	7/15	Senior Scientific Assistant (Chemistry)	FSL	2	555
01/15	8/15	Scientific Assistant (Chemistry)	FSL	2	715
01/15	9/15	Scientific Assistant (Documents)	FSL	2	765
01/15	10/15	Senior Scientific Assistant (Ballistics)	FSL	3	216
01/15	11/15	Scientific Assistant (Ballistics)	FSL	2	300
01/15	12/15	Sr. Scientific Assistant (Photo)	FSL	1	116
01/15	13/15	Laboratory Assistant (Photo)	FSL	1	789
01/15	14/15	Sr. Scientific Assistant (Biology)	FSL	2	954
01/15	15/15	Scientific Assistant (Biology)	FSL	4	1499

DELHI SUBORDINATE SERVICES SELECTION BOARD

01/15	16/15	Sr. Scientific Assistant (Documents)	FSL	2	1154
01/15	17/15	Section Officer (Electrical)	DTC	7	2261
01/15	18/15	Assistant Foreman	DTC	41	5952
01/15	19/15	Jr. Clerk	DTC	57	179815
01/15	20/15	Section Officer (Civil)	DTC	6	3630
01/15	21/15	Jr. Telephone Operator	DTC	5	2677
01/15	22/15	Labour Welfare Inspector	DTC	2	2186
01/15	23/15	Manager (Information Technology)	DTC	1	1159
01/15	24/15	Accountant	DTC	5	7530
01/15	25/15	Manager (Traffic)	DTC	18	5065
01/15	26/15	Deputy Manager (Personnel)	DTC	1	1534
01/15	27/15	Deputy Manager (Accounts)	DTC	10	1442
01/15	28/15	Pharmacist	DTC	5	3705
01/15	29/15	Legal Assistant	DTC	2	939
01/15	30/15	Junior Engineer (E &M)	DJB	91	34849
01/15	31/15	Assistant Law Officer	NDMC	4	1114
01/15	32/15	Draftsman Grade - III	NDMC	22	2432
01/15	33/15	Vaccinator	NDMC	4	1004
01/15	34/15	Assistant Sanitary Inspector	NDMC	8	2984
01/15	35/15	Surveillance Worker	NDMC	3	508
01/15	36/15	Assistant Archivist Grade-I	Delhi Archives	8	200
01/15	37/15	Pharmacist (Unani)	ISM	10	367
01/15	38/15	Section Officer (Accounts)	DSIIDC	12	1034
01/15	39/15	Statistician	SCERT	5	1892
01/15	40/15	Translator (Punjabi)	DIP	1	103
01/15	41/15	Data Entry Operator	DAMB	17	45043

DELHI SUBORDINATE SERVICES SELECTION BOARD

01/15	42/15	Junior Chemist	DAMB	1	641
01/15	43/15	Laboratory Technician	DAMB	1	1159
01/15	44/15	Assistant Engineer (Electrical)	DAMB	1	2359
01/15	45/15	UDC (Accounts/Auditor)	DAMB	13	7625
01/15	46/15	Assistant Sanitary Inspector	DAMB	4	1381
01/15	47/15	Work Assistant	DAMB	2	1181
01/15	48/15	Junior Engineer (Electrical)	DAMB	2	3308
01/15	49/15	Assistant Secretary - II	DAMB	6	18204
01/15	50/15	Assistant Manager (Accounts)	DSCSC	5	2094
01/15	51/15	Manager (Accounts)	DSCSC	1	484
01/15	52/15	Private Secretary	DSCSC	1	1126
01/15	53/15	Chemist	FOOD SAFETY	7	1708
01/15	54/15	Technical Assistant	FOOD SAFETY	3	1152
01/15	55/15	Welfare Officer	SOCIAL WELFARE	6	2381
01/15	56/15	Fireman (Band) - Male	DFS	26	8949
01/15	57/15	Welfare Organizer - Male	RSB	1	429
01/15	58/15	LDC – Male	RSB	1	3779
01/15	59/15	Manager (Managerial Service Cadre)	DSCSC	3	1128
01/15	60/15	Clinical Instructor	H&FW	10	3698
01/15	61/15	Grade - IV (DASS)	SERVICES	808	268860
01/15	62/15	Warder – Male	PRISON	152	75219
01/15	63/15	Matron – Female	PRISON	20	7684
01/15	64/15	Motor Vehicle Inspector	TRANSPORT	13	1194
01/15	65/15	Translator (Urdu)	DIP	1	281
		TOTAL	65	1472	737866

DELHI SUBORDINATE SERVICES SELECTION BOARD

Appendix V

Details of Examination / Skill Test conducted during 2015-16

Date of Examination/ Skill Tests	Nomenclature of Post	Post code	No of Candidates		
			Called for	Appeared	Absent
26/04/2015	PHYSIOTHERAPIST	01/14	1091	241	850
	PHARMACIST	5/14	5951	1802	4149
	PHARMACIST ALLOPATHY	6/14			
	PHARMACIST	7/14			
	AUXILIARY NURSE/MIDWIFE	14/14, 15/14 & 16/14	5951	2226	3725
	LAB ASSISTANT GROUP – IV	30/14	4351	1795	2556
	TECHNICAL ASSISTANT (Lab.) GROUP IV	32/14			
	LABORATORY TECHNICIAN GROUP IV	33/14			
	LAB TECHNICIAN GROUP III	34/14			
	PUBLIC HEALTH NURSE	39/14	3657	1821	1836
	JUNIOR LAW OFFICER	33/12	1414	194	1220
	ASSISTANT LAW OFFICER – LABOUR COUNSEL	47/13			

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26/04/2015	JUNIOR LEGAL ASSISTANT	59/09	745	47	698
	LITIGATION ASSISTANT	60/09			
	EXECUTIVE LEGAL	55/13			
	ASSISTANT (LEGAL)	58/13			
	LEGAL ASSISTANT	60/13 & 61/13			
	DEPUTY MANAGER LEGAL	62/13			
31/05/2015	ASSISTANT ENGINEER- CIVIL	2/12, 3/12 & 197/14	26496	7170	19326
	JUNIOR ENGINEER- CIVIL	4/12, 6/12, 64/13, 66/13, 67/13 & 69/13			
	MANAGER- CIVIL	213/14			
	ASSISTANT ENGINEER- ELECTRICAL	11/12, 13/12, 15/12, 68/13 & 70/13.	19604	3338	16266
	MANAGER- ELECTRICAL	215/14			
31/05/2015	ADMINISTRATIVE OFFICER/ ASSISTANT ASSESSOR & COLLECTOR	46/13	3396	1012	2384
	ADMINISTRATIVE OFFICER/ZONAL REVENUE OFFICER	67/12			
	DEPUTY VIGILANCE OFFICER	216/14			
	DEPUTY SECURITY OFFICER	217/14			

DELHI SUBORDINATE SERVICES SELECTION BOARD

28/06/2015	PGT – MALE – FEMALE				
	HINDI	136/12, 137/12, 169/14 & 170/14	1551	1425	126
	MATHS	141/12, 142/12, 181/14 & 182/14	363	327	36
	POLITICAL SCIENCE	149/12, 150/12, 175/14 & 176/14	1291	1145	146
	ECONOMICS	130/12, 131/12, 165/14 & 166/14	283	249	34
	GEOGRAPHY	134/12, 135/12, 179/14 & 180/14	293	257	36
	HOME SCIENCE	140/12 & 188/14	127	119	8
	HISTORY	138/12, 139/12, 171/14 & 172/14	951	861	90
	AGRICULTURE	122/12 & 123/12,	3	3	0
	CHEMISTRY	126/12, 127/12, 161/14 & 162/14	64	57	7
	MUSIC	143/12, 144/12	5	5	0
	SOCIOLOGY	153/12, 154/12	23	22	1
	URDU	155/12, 156/12 & 191/14	32	26	6

DELHI SUBORDINATE SERVICES SELECTION BOARD

28/06/2015	BIOLOGY	124/12, 125/12, 159/14 & 160/14	86	77	9
	PUNJABI	189/14 & 190/14	16	16	0
	ENGINEERING DRAWING	141/07, 46/10, 47/10 & 185/14	61	57	4
	PAINTING	186/14 & 187/14	44	40	4
	COMMERCE	128/12, 129/12, 164/14 & 163/14	479	432	47
	SANSKRIT	151/12, 152/12, 177/14 & 178/14	328	298	30
	ENGLISH	132/12, 133/12, 167/14 & 168/14	508	460	48
	PHYSICAL EDUCATION	145/12, 146/12, 173/14 & 174/14	174	159	15
	PHYSICS	147/12, 148/12, 183/14 & 184/14	73	69	4
28/06/2015	STATISTICAL ASSISTANT	66/14 & 158/14	4221	693	35.3
30/08/2015	MEDICAL RECORD CLERK	49/12	55381	9748	456.3
	FEE COLLECTOR/ SUB INSPECTOR/ AUCTION RECORDER	59/12			
	CLERICAL ASSISTANT	153/14			
	LDC	156/14			

DELHI SUBORDINATE SERVICES SELECTION BOARD

11/04/2015 to 14/04/2015 (Skill Tests)	STENOGRAPHER	91/09, 92/09, 41/13, 50/13 & 59/13	1255	635	620
16/05/2015 to 24/05/2015 (Skill Tests)	LDC	48/12, 52/12 & 68/12	8742	7474	1268
TOTAL			149010	44300	104710

LOCATION MAP

