

RESOLUTION DATED 04.10.1996

SERVICES DEPARTMENT

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 (Ad-hoc) 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 92- 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 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)

RESOLUTION DATED 12.05.2008

SERVICES DEPARTMENT (III)

No.F.3(24)/DSSSB/2008-S.III/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);
- (iv) utilize state of the art techniques including IT. 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, whichever is earlier. However, the Government of NCT of Delhi reserves the right to withdraw the services of 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 interview 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 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.

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)

RESOLUTION DATED 13.10.2015

SERVICES DEPARTMENT (III)

No.F. 3(24)/DSSSB/2008-S.III/2338-40.--- 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, member, controller of examinations and secretary in the heading 'B' – Chairman – 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 the 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)

RESOLUTION DATED 02.06.2017

NOTICE No. F.04 (100)/2013/P&P/NES/DSSSB/440-445

The Delhi Subordinate Services Selection Board (DSSSB) had notified a New Examination Scheme vide notification no. F.4(100)/2013/P&P/NES/DSSSB/44-54 dated 14.02.2013 for recruitment to various posts to be made by the Board. The scheme had been made applicable w.e.f.01.01.2013.

Instructions of DoPT, Government of India vide OM No. 39020/01/2013-Estt(B)-Part dated 29.12.2015 were forwarded to the Board by Services Department as per which interview is not to be conducted for recruitment upto the level of Group B Posts. At present, the Board has prescribed interview as the 3rd tier of exam process for some Group 'B' posts. Further, interview is also being conducted for selection of candidates of scientific and technical posts, either alone or after a written screening, if the number of candidates is less than 500. After issue of aforesaid instructions by the Government, the interview method can no longer be used.

The Board (DSSSB) vide resolution no. P&P/2017/12 dated 25.05.2017 has decided to dispense with the interview from the selection process in respect of all posts. As such, selection process in respect of posts having three tier examination scheme, whether already advertised with such scheme and/or posts where selection process is in mid-way, shall be converted into two-tier examination scheme with immediate effect and the final selection shall be made based on merit in Tier-II examination.

Further, all posts for which screening test has been conducted and it was to be followed by interview, the screening test shall be disregarded/scrapped and selection shall be made as per the general scheme of exam prescribed for that post for number of candidates is more than 500.

Sd/-

DEPUTY SECRETARY (P&P)

RESOLUTION DATED 19.07.2017

NOTICE No.F.04 (100)/2012/P&P/NES/DSSSB/760

The Delhi subordinate Services Selection Board (DSSSB) had notified a New Examination Scheme vide notification no. F.4(100)/2012/P&P/NES/DSSSB/44-54 dated 14/2/2013 for recruitment to various posts to be made by the Board. The scheme had been made applicable w.e.f. 01/01/2013. In continuation of the NES, the Board framed the Interview policy in the year 2014.

In compliance of DoPT OM No. 390/01/2013-Estt(B)-Part date 29/12/2015, the Board vide resolution no. P&P/2017/12 dated 25/05/2017 decided to dispense with the interview from the selection process in respect of all posts and a notification dated 02/06/2017 in this regard had already been issued.

There are some post codes wherein interview was to be conducted but interview process did not start prior to the aforesaid DoPT notification. The matter had been reviewed by the Board and it has been decided vide resolution no. P&P/2017/18 dated 17/07/2017 as under:-

A. For pending posts where Interview was to be conducted:

- (i) In case of posts where the selection process was based on One Tier examination, as per New Examination Scheme 2013, the same may be followed.
- (ii) In case of post codes, where the selection process was based on Two Tier examination or Three Tier examination, as per New Examination Scheme 2013, but the number of candidates are low in number, in such cases it has been decided to dispense with the Tier-I examination in respect of these post codes and selection may be made directly through Tier-II examination.