



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092
Website: <http://dsssb.delhi.gov.in>

No.F.4(18)/P&P/2012/DSSSB/2842

Date: 24-09-2019

Circular

As you are aware of that the Board has switched over to online requisition w.e.f. March 2019 and all the indenting departments have to send online requisition in OARS. The user ID & PW has already been given to all the departments. While examining the requisitions, it has been noticed that indenting departments are making some errors while submitting the requisitions leading to delay in finalising the same. To avoid the delay, all the departments are requested to follow the following guidelines while filling up the requisition online:-


1. Login to <http://intradsssb.delhigovt.nic.in> with the given ID and Password.
2. Click on the link: Options. Update the address of the department.
3. Click on the link: Requisition- new entry. Fill up the details. It may be noted that special characters are not allowed.
4. Select whether post is for Male/Female/Both.
5. Name of post, pay, Group, Probation period, Age limit, Educational qualifications, as prescribed in RRs, have to be mentioned.
6. In case there is any physical standard (height/chest/vision etc.) required for the post, the details should be given.
7. Fill up the requisition no. & date. Click on the "Insert" button, next page will be opened.
8. Upload the PDF of RRs of the post.
9. Vacancies of all categories (EWS/UR/OBC/SC/ST/PWD/ExSM) should be clearly given, even if, vacancy of any category is nil it should be entered as '0'(zero).
10. Again select the qualification from drop down box below the "Add Eligible qualification". In case the qualifications prescribed in the RRs are not available in the drop down list, a letter alongwith certified copy of RRs may be sent to DSSSB, P&P branch to add the said qualification.
11. Age relaxations (as per DoP&T instructions) should be marked/ticked as under:-

S.no.	For Group 'B' posts	For Group 'C' posts
1	Ex-Servicemen	Ex-Servicemen
2	Ex-Servicemen (already in Civil Job)	Ex-Servicemen (already in Civil Job)
3.	Kashmiri Migrant (applicable only upto December 2019)	Kashmiri Migrant (applicable only upto December 2019)
4.	Departmental candidates- by 5years	Departmental candidates- upto 40years of age
5	Differentially abled	Differentially abled
6	-----	Widow/Divorced women
7	-----	Meritorious sports person

(note: In case of provision of any other relaxation in RRs, the same may be selected)

12. In case RRs are prior to 21/12/1998 upper age limit should be increased by 2 years as per DoPT OM dated 21/12/1998.
13. In case of contractual employee working against the post, if one time age relaxation has been granted by competent authority as per the circular issued by Services Department (copy enclosed), the same may be ticked in age relaxation.

14. In case of multiple educational essential qualifications/experience connected with 'OR', proper grouping of qualifications should be done so that the candidate can apply in that particular group of qualification.
15. In case post is suitable for any category of PwD, the box against the concerned category should be ticked even if there is no vacancy reserved as per reservation roster. This will enable the PwD candidates to compete against their respective category & they will avail benefit of age/fee relaxation as per RPwD Act 20016. In case vacancy is reserved for PwD, the vacancy against each category (OH/HH/VH/multiple disability etc.) should be clearly indicated. Further, sub-categories of the OH/HH/VH/multiple disability which are suitable for the post should also be ticked.
16. Any kind of editing is permitted only before the finalization of application. After finalization or generation of PDF no editing facility is available. As such, departments are requested to re-check the application prior to finalization.
17. Every field of check list is mandatorily 'Yes'. In case of no, the application will remain pending on the part of the department.
18. After updating check list, the requisition may be sent to the Board. After clicking on the button 'send to the Board' the requisition will disappear from the pending list and will appear in the list of 'forwarded'.
19. Take printout of the application form and check list and submit to the Board alongwith RRs. Pls. ensure that each page of requisition proforma/checklist/RRs should be certified and stamped by the competent authority who is authorized for this purpose.
20. HoD certificate in the prescribed proforma (copy enclosed) forwarded separately through a recent Demi-Official letter should be sent with requisition of each post.


Dy. Secretary (P&P) 24/9/19
DSSSB

To

All HoDs
GNCT of Delhi
.....(as per list)....

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Copy for information to:-

1. P.S. to Chairperson, DSSSB
2. P.A. to Controller of Examination, DSSSB
3. P.A. to Secretary, DSSSB
4. P.A. to Jt. Secretary, DSSSB
5. Sr. SA(IT)/DS(IT) with request to upload on the website of the Board.

Deptt. name and address

CERTIFICATE

This is to certify that the vacancy position for the post of, against the Direct Recruitment Quota forwarded by the Department in requisition includes all vacancies including those arising against a post which are presently being manned by contract/re-employment/guest appointment/outsource basis, as well as those returned unfilled in previous examination for the particular post. Such posts have been duly treated as "Vacant" and included in the vacancy position against the respective DR quota. Further, it is also certified that this requisition also includes post vacant/created due to resignation, death, promotion, creation of posts and anticipated retirement upto the end of calendar year.

Date

Signature of HOD.....

Name of HOD

Name of Department

Office seal/stamp