

# **RIGHT TO INFORMATION ACT 2005**

**DELHI SUBORDINATE SERVICE SELECTION BOARD**

**GOVT. OF N.C.T. OF DELHI**

**FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-92**

**Manual 1**  
**Particulars of organization, functions and duties**  
**[Section 4 (1) (b) (i)]**

The particulars of its organization, functions and duties:

**DELHI SUBORDINATE SERVICES SELECTION BOARD**

**COMPOSITION OF BOARD**

**CHAIRMAN**

**MEMBER-I**

**MEMBER-II**

**CONTROLLER OF EXAMINATION**

**SECRETARY**

**SUPPORTING STAFF**

The major function of the Board is to make selection and recommendations of suitable candidate for Grade B (Non-Gazetted) and Grade C categories, both technical and non-technical, for the Government of National Capital of Delhi and its Local Bodies, Autonomous Bodies, Undertakings etc. The Board is an attached Office of the Services Department GNCT of Delhi.

**Manual 2**  
**Powers and Duties of Officers & Employees**  
[Section 4 (1) (b) (ii)]

**The powers and duties of its officers and employees:**

The duties and responsibilities of the Board and its Chairman, Members, Controller of Examinations and Secretary are as under :-

- (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-Gazetted and Group C categories of posts;
- (ii) Utilize state of art techniques including IT 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 Group C categories of posts.

**Manual 3**  
**Procedure followed in decision-making Process**  
[Section 4 (1) (b) (iii)]

**The procedure followed in the decision making process, including channels of supervision and accountability:**

The Chairman of the Board 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.

**Manual 4**  
**Norms set for the discharge of functions**  
[Section 4 (1) (b) (iv)]

**The norms set by it for the discharge of its functions:**

- a) On receipt of requisitions from the user Departments/organizations 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 “Online 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 is obtained for setting up of Examination Centres and making necessary arrangements for the smooth conduct of the examinations, in a fair and transparent manner.
- f) Written/Online examination, skill test are conducted as per the examination scheme and policy of the the Board for fair selection.

- g) OMR sheets/Online result are evaluated and result 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 for issue of offer/appointment letters etc.

### **Manual 5**

#### **Rules, regulations, instruction, manuals and records for discharging functions**

[Section 4 (1) (b) (v)]

#### **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

Exams are conducted as per New Examination Scheme, 2013 amended from time to time, other functions are carried out as per extant rules & guidelines of DoPT, GOI.

### **Manual 6**

#### **A statement of the categories of documents that the held by it for under its control**

[Section 4 (1) (b) (vi)]

#### **A Statement of the categories of documents that are held by it or under its control:**

Documents/records are held and retained as per Record Retention Schedule of the Board.

## **Manual 7**

### **Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.**

[Section 4 (1) (b) (vii)]

The Board is not a public dealing department.

## **Manual 8**

### **Statement of Boards, Councils, Committees or Other Bodies**

[Section 4 (1) (b) (viii)]

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes such meetings are accessible for public:**

The minutes of meetings are not accessible for public.

## Manual 9

### **Directory of Officers and Employees**

[Section 4 (1) (b) (ix)]

#### **A directory of its officers and employees:**

DELHI SUBORDINATE SERVICES SELECTION BOARD				
FC-18, Institutional Area, Karkardooma, Delhi - 110092				
<a href="http://dsssb.delhigovt.nic.in">http://dsssb.delhigovt.nic.in</a>				
secy-dsssb@nic.in				
Designation	Name of the Officer	Contact No.		Residential Address
		Landline	Mobile	
Chairperson	Ms. Gitanjali Gupta, IAS	22370600		
Controller of Examination	Mr. Anil Kumar Singh, IAS	22378382		
Secretary	Mr. D. Verma, IAS	22371011		
Jt. Secretary	Mr. Kuldeep Singh, DANICS	22374984		

## Manual 10

### **The monthly remuneration received by each of the officers, including the system of compensation provide in the regulations**

[Section 4 (1) (b) (x)]

<b>Monthly Remuneration of the Officers/Officials who are drawing pay from DSSSB as on 31/10/2019</b>		
<b>S. No.</b>	<b>Designation</b>	<b>Remuneration</b>
1	Chairperson*	On Diverted
2	Controller of Examination	196593/-
3	Secretary	117045/-
4	Deputy Secretary (Exam Branch)	99333/-
5	Deputy Secretary (Secret Cell)	140682/-
6	Deputy Secretary (Admin/RTI/CT)	On Diverted
7	Deputy Secretary (CC-II / P & P)	140682/-
8	Deputy Secretary * (CC-I)	On Diverted
9	Deputy Secretary * (I-Cell)	On Diverted
10	Deputy Secretary * ( CT/Legal)	On Diverted
11	Deputy Secretary * (CC-II)	On Diverted
12	Sr. System Analyst	122493/-
13	System Analyst	94857/-
14	System Analyst *	On Diverted
15	Assistant Director (Planning)	121224/-
16	Statistical Assistant	71328/-
17	Account Officer	121224/-
18	Asstt. Accounts Officer	79788/-



19	Supdt / Section Officer (RTI)	124608/-
20	Supdt / Section Officer (CC-I)	111636/-
21	Supdt / Section Officer (Legal)	117981/-
22	Supdt / Section Officer (Secret Cell)	100074/-
23	Supdt / Section Officer ( P & P )	86838/-
24	Supdt / Section Officer (Exam Branch)	99333/-
25	Supdt / Section Officer (Exam Branch)	117981/-
26	Supdt / Section Officer * (Secret Cell)	On Diverted
27	Supdt / Section Officer * ( I-Cell)	On Diverted
28	Supdt / Section Officer * ( Care Taking )	On Diverted
29	Supdt / Section Officer * (CC-II)	On Diverted
30	Supdt / Section Officer * ( Legal)	On Diverted
31	Supdt / Section Officer * ( Legal)	On Diverted
32	Supdt / Section Officer * (Exam Branch)	On Diverted
33	Supdt / Section Officer * (CC-II)	On Diverted
34	Supdt / Section Officer * ( CC-I)	On Diverted
35	Sr. PA / Private Secretary	117981/-
36	Sr. PA / Private Secretary	117981/-
37	Sr. PA / Private Secretary	108975/-
38	Sr. PA / Private Secretary	108975/-
39	Sr. PA / Private Secretary	108975/-
40	Grade-II (Steno) / Personal Assistant	108975/-
41	Grade-II (Steno) / Personal Assistant	108975/-
42	Grade-II (Steno) / Personal Assistant	108975/-

43	Grade-II (Steno) / Personal Assistant	108975/-
44	Grade-III Stenograher	43551/-
45	Grade-III Stenograher	41295/-
46	Grade-III Stenograher	41295/-
47	Grade-III Stenograher (against PA)	41295/-
48	Head-Clerk / Assistant Section Officer ( Legal)	84441/-
49	Head-Clerk / Assistant Section Officer (Legal)	77532/-
50	Head-Clerk / Assistant Section Officer (Accounts)	82044/-
51	Head-Clerk / Assistant Section Officer I (Admin)	79788/-
52	Head-Clerk / Assistant Section Officer (Exam Branch)	84441/-
53	Head-Clerk / Assistant Section Officer (Admin)	82044/-
54	Head-Clerk / Assistant Section Officer (RTI)	79788/-
55	Head-Clerk / Assistant Section Officer (CC-II)	82044/-
56	Head-Clerk / Assistant Section Officer (CC-I)	79788/-
57	Head-Clerk / Assistant Section Officer (CC-II)	82044/-
58	Head-Clerk / Assistant Section Officer (I-Cell)	79788/-
59	Head-Clerk / Assistant Section Officer (Accounts)	67521/-
60	Head-Clerk / Assistant Section Officer (Exam Branch)	67521/-
61	UDC / Senior Assistant(CCA Branch)	63855/-
62	UDC / Senior Assistant(CC-II)	82044/-
63	UDC / Senior Assistant(Exam Branch)	57228/-
64	UDC / Senior Assistant(I-cell)	44343/-
65	UDC / Senior Assistant(Accounts)	50755/-
66	UDC / Senior Assistant(Accounts)	63855/-

67	UDC / Senior Assistant(CC-I)	49755/-
68	UDC / Senior Assistant(CC-I)	49755/-
69	UDC / Senior Assistant(I-cell)	65688/-
70	UDC / Senior Assistant(Legal)	65688/-
71	UDC / Senior Assistant(I-cell)	65688/-
72	UDC / Senior Assistant(CC-I)	43551/-
73	UDC / Senior Assistant(CC-I)	36855/-
74	LDC / Junior Assistant(Chairperson Branch)	32369/-
75	LDC / Junior Assistant(Admin)	32369/-
76	LDC / Junior Assistant(Caretaking)	31667/-
77	LDC / Junior Assistant (R & I)	17743/-
78	LDC / Junior Assistant (CC-I)	31667/-
79	LDC / Junior Assistant (Scrutiny Branch)	32369/-
80	LDC / Junior Assistant (RTI)	32369/-
81	LDC / Junior Assistant (CC-II)	32369/-
82	LDC / Junior Assistant (P & P)	32369/-
83	LDC / Junior Assistant (R & I)	32369/-
84	LDC / Junior Assistant (Legal)	32369/-
85	LDC / Junior Assistant (Legal)	32369/-
86	LDC / Junior Assistant (R & I)	32369/-
87	LDC / Junior Assistant (IT Branch)	32369/-
88	LDC / Junior Assistant (Secret Cell)	26969/-
89	LDC / Junior Assistant (CC-I)	32369/-
90	LDC / Junior Assistant (Caretaking)	26969/-

91	LDC / Junior Assistant (I-cell)	32369/-
92	LDC / Junior Assistant (Exam Branch)	32369/-
93	LDC / Junior Assistant (IT Branch)	32369/-
94	LDC / Junior Assistant (P & P)	32369/-
95	LDC / Junior Assistant (Exam Branch)	32369/-
96	LDC / Junior Assistant (Legal)	32369/-
97	LDC / Junior Assistant (CC-I)	32369/-
98	LDC / Junior Assistant (CC-II)	17743/-
99	LDC / Junior Assistant (P & P)	32369/-
100	LDC / Junior Assistant(CC-II)	32369/-
101	LDC / Junior Assistant(Scrutiny Branch)	30263/-
102	LDC / Junior Assistant(Exam Branch)	32369/-
103	LDC / Junior Assistant * (Secret Cell)	On Diverted
104	LDC / Junior Assistant * (RTI)	On Diverted
105	LDC / Junior Assistant * (CC-II)	On Diverted
106	LDC / Junior Assistant * (Exam Branch)	On Diverted
107	LDC / Junior Assistant * (Exam Branch)	On Diverted
108	Driver	64560/-
109	Peon / MTS	48063/-
110	Peon / MTS	39321/-
111	Peon / MTS	28040/-
112	Peon / MTS *	On Diverted
113	Peon / MTS *	On Diverted

**\* means On diverted capacity**

**NOTE :- Names not mentioned to maintain the confidentiality of the officers/officials in the Board.**

# Manual 11

## The Budget Allocated to each agency

[Section 4 (1) (b) (xi)]

DEMAND No.2 - GENERAL ADMINISTRATION			अनुदानों की सीधें 2019-20 DEMANDS FOR GRANTS 2019-20	
वर्षावधि ACTUALS 2017-2018 जोड़ TOTAL	बजट अनुमान BUDGET ESTIMATES 2018-2019 जोड़ TOTAL	संशोधित अनुमान REVISED ESTIMATES 2018-2019 जोड़ TOTAL	(₹ हजार) (₹ IN THOUSANDS) बजट अनुमान BUDGET ESTIMATES 2019-2020 जोड़ TOTAL	
1222304	2573700	1059300	जोड़- निर्देशन व प्रशासन (लघु शीर्ष)	2220 01 001 Total - Direction & Admn. (Minor Head)
1222304	2573700	1059300	जोड़- चलचित्र (उप मुख्य शीर्ष)	2220 01 Total - Films (Sub Major Head)
			अन्य (उप मुख्य शीर्ष)	2220 60 Others (Sub Major Head)
			अन्य व्यय (लघु शीर्ष)	2220 60 800 Other Expenditure (Minor Head)
			पत्रकार कल्याण (उप शीर्ष)	2220 60 800 78 Journalist Welfare (Sub Head)
			पत्रकारों के लिए सहायता	78 98 Assistance for Journalists
	500	500	अन्य प्रभार	78 98 50 Other Charges
	500	500	जोड़-पत्रकारों के लिए सहायता	78 98 Total - Assistance for Journalists
	500	500	जोड़-पत्रकार कल्याण (उप शीर्ष)	2220 60 800 78 Total - Journalist Welfare (Sub Head)
	500	500	जोड़-अन्य व्यय (लघु शीर्ष)	2220 60 800 Total - Other Expenditure (Minor Head)
	500	500	जोड़-अन्य (उप मुख्य शीर्ष)	2220 60 Total - Others (Sub Major Head)
1222304	2574200	1059800	जोड़-मुख्य शीर्ष "2220"	2220 TOTAL - MAJOR HEAD "2220"
1222304	2574200	1059800	जोड़-राजस्व भाग	TOTAL - REVENUE SECTION
1222304	2574200	1059800	जोड़-सूचना व प्रसारण	TOTAL - INFORMATION & PUBLICITY
दिल्ली अधीनस्थ कर्मचारी चयन बोर्ड			DELHI SUBORDINATE SERVICES SELECTION BOARD	
राजस्व भाग :			REVENUE SECTION :	
मुख्य शीर्ष "2051"			MAJOR HEAD "2051"	
लोक सेवा आयोग (मुख्य शीर्ष)			Public Service Commission (Major Head)	
कर्मचारी चयन आयोग (लघु शीर्ष)			2051 00 103 Staff Selection Commission (Minor Head)	
दिल्ली सरकार के लिए कर्मचारी भर्ती बोर्ड (उप शीर्ष)			2051 00 103 98 Staff Selection Board for Delhi Government (Sub Head)	
वेतन			98 00 01 Salaries	
84744	114875	94840	स्वीकृत	Voted 110000
	150	150	भारित	Charged 150
1169	1200	1500	मजदूरी	98 00 02 Wages 4800
	10	10	समयोपरि भत्ता	98 00 03 O.T.A. 10
2460	3550	3550	चिकित्सा उपचार	98 00 06 Medical Treatment 4000
258	440	440	घरेलू यात्रा व्यय	98 00 11 Domestic Travel Expenses 450

27/11/19.  
D.D.O.  
Delhi Sub. Ser. Sel. Board  
Govt. of NCT of Delhi

**S.**

वस्तुविक	बजट अनुमान	संशोधित अनुमान
ACTUALS	BUDGET ESTIMATES	REVISED ESTIMATES
2017-2018	2018-2019	2018-2019
जोड़	जोड़	जोड़
TOTAL	TOTAL	TOTAL

Delhi Sub. Ser. Sel. Board  
Govt. of NCT of Delhi,

**Manual 12**  
**The manner of execution of subsidy program**

[Section 4 (1) (b) (xii)]

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

-NIL-

**Manual 13**  
**Particulars of recipients of concession, permits or authorization granted**

[Section 4 (1) (b) (xiii)]

-NIL-

**Manual 14**  
**Information available in an electronic form**

[Section 4 (1) (b) (xiv)]

**Details in respect of the information, available to or held by it, reduced in an electronic form:**

Complainants can access the action taken/status on their grievances/complaints, sent to this office, on the Public Grievance Monitoring System website: [www.pgms.delhi.gov.in](http://www.pgms.delhi.gov.in) by entering their mobile number & grievance ID and on the RTI Portal regarding their RTI status submitted online by his/her. The information available on DSSSB website is as under -



# Delhi Subordinate Services Selection Board

Government of NCT of Delhi (/)

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**Manual 15**  
**Particulars of facilities available to citizens for obtaining information**

[Section 4 (1) (b) (xv)]

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

-NIL-

**Manual 16**  
**Particulars of PIOs**

[Section 4 (1) (b) (xvi)]

**The names, designations and other particulars of the Public Information Officer.**

As per List attached

**GOVERNMENT OF NCT OF DELHI**  
**DELHI SUBORDINATE SERVICES SELECTION BOARD**  
**FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092**  
Administration Branch: 011-22371885

No. F. 10(93)/2008/DSSSB/Admn./RTI/10624-32

Dated 01/10/18

**OFFICE ORDER**

In pursuance of the provisions of Sub-section-1 & 2 of Section 5 of the Right to Information Act-2005 (22 of 2005), and in supersession to all the previous orders in this regard, the Head of Department, DSSSB, hereby, designates the following officers as State Public Information Officers and State Assistant Public Information Officer for the Delhi Subordinate Services Selection Board:-

**State Public Information Officer:-**

Designation (1)	Office Address (2)	Tel. No (3)	Jurisdiction (4)	Link Officer (5)
Jt. Secretary	DSSSB, FC-18, Institutional Area, Karkardooma, Delhi-92	011-22370237	Matters relating to results, qualifying lists of examinations, OMR Sheets for post codes dealt by CC-I/CC-II/Interview Cell and matters related to question paper evaluation, Computer Cell, OARS Registration/ Data Base of Candidates, Issuance of Admit Cards	Deputy Secretary (P&P)
Deputy Secretary (Legal)	-do-	-----	Court/Legal matters of DSSSB	Deputy Secretary (RTI)
Deputy Secretary (P&P)	-do-	-----	Policy and Publication matters	Deputy Secretary (Scrutiny)
Deputy Secretary (Scrutiny)	-do-	-----	Data base in respect of Physical Forms of Candidates	Deputy Secretary (P&P)
Deputy Secretary (Admn/CT)	-do-	-----	Admn./HR/Vig./ Caretaking/ R&I/ Reception Counter	Deputy Secretary (Legal)
Deputy Secretary (Exam-I)	-do-	-----	Matters related to conduct of examination/Skill Test/PET	Dy. Secretary (Exam-II)
Deputy Secretary (Exam-II)	-do-	-----	Matters related to conduct of PET	Dy. Secretary (Exam-I)
Accounts Officer	-do-	-----	Accounts related matters	AAO

**State Assistant Public Information Officer**

Designation (1)	Office Address (2)	Tel. No (3)	Jurisdiction (4)	Link Officer (5)
Section Officer (RTI)	DSSSB, FC-18, Institutional Area, Karkardooma, Delhi-92	011-22370237	Delhi Subordinate Services Selection Board	Section Officer (P&P)

The Deputy Secretaries of respective branches viz. Dy. Secretary (CC-I/CC-II/Int. Cell/Secret section (4) of the RTI Act, 2005 and for the purposes of any contravention of the provisions of the aforesaid Act, they shall be treated as State Public Information Officer, as the case may be. Further, the Link Officers shown in the column No. (5) shall also function as State Public Information Officer/State Asstt. Public Information Officer respectively during the absence/non-availability of the designated State Public Information Officer/State Asstt. Public Information Officer.

Further in pursuance of the provisions of the sub-section (1) of Section 19 of the said Act, the following officer is designated as the First Appellate Authority for the Delhi Subordinate Services Selection Board:-

Designation (1)	Office Address (2)	E-Mail (3)	Tel. No (4)	Jurisdiction (5)	Designation of the Link Officer (6)
Secretary	DSSSB, FC-18, Institutional Area, Karkardooma, Delhi-92	dsssb_Secy @nic.in	011-22370237	Court/Legal matters of DSSSB, Adman/HR/ Vig/Caretaking/ R&I/Reception Counter, Policy and Publication matters, Computer Cell, OARS Registration,, Data Base of Candidates, Issuance of Admit Cards, Accounts related matters.	Controller of Examination, DSSSB
Controller of Examination	-do-	-do-	011-22370237	Matters related to Examinations, Scrutiny matters, matters related to question paper evaluation & OMR sheets.	Secretary

The Link Officer shown in Column 6 will function as First Appellate Authority during the absence/non availability of the designated First Appellate Authority.

  
(GITANJALI GUPTA)  
CHAIRPERSON (DSSSB)  
Dated

No. F. 10(93)/2008/DSSSB/Admn./RTI/

Copy for information to:-

1. The Chief Information Commissioner, Old JNU Campus, Ber Sarai, New Delhi.
2. All the Pr. Secretaries/Secretaries/HODs, GNCTD.
3. Secretary (AR), Govt. of NCT of Delhi, Level-4, C-Wing, Delhi Secretariat, IP Estate, New Delhi.
4. All the Deputy Secretaries/Branch Incharges, DSSSB.
5. Sr. PA to Chairpeson; DSSSB.
6. PA to Secretary, DSSSB.
7. Sr. PA to COE, DSSSB.
8. Sr. PA to Jt. Secretary, DSSSB.
9. Guard file.



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(GITANJALI GUPTA)  
CHAIRPERSON (DSSSB)

**Manual 17**  
**Other information as may be prescribed**

[Section 4 (1) (b) (xvii)]

No such information.