



GOVERNMENT OF NCT OF DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-92

No. F.1 (463)/CC-II/DSSSB/2022/749-755

Date :06/02/2024

NOTICE NO.:-1457

Sub: Release of Tier-II marks and calling of e-dossier for the post of Assistant Law Officer / Legal Assistant in different Departments under Post Code 805/22.

1. The candidates may please refer to the DSSSB advertisement no. 05/22 dated 03/01/2022 with closing date 09.02.2022 read with Notices No F.4(406)/P&P/DSSSB/ 2021/Advt/186-193 dated 03.02.2022 and 1217 dated 27.04.2023 advertising **26 vacancies (UR-20, OBC-04, SC-02 including PwD-VH-01)** for the Post of Assistant Law Officer / Legal Assistant in different Departments under Post Code 805/22.
2. For the convenience of candidates the Department wise vacancy position alongwith detailed nomenclature of the posts is tabulated below

Deptt Code	Deptt Name	Post	Grade Pay	Vacancies				
				UR	OBC	SC	TOTAL	Including PH-VH
805/02	Delhi Jal Board	Legal Assistant	4600	2	0	0	2	1
805/05	Delhi Pollution Control Committee	Legal Assistant	4200	1	1	1	3	0
805/06	Deptt of Law, Justice & Legislative Affairs	Legal Assistant	4200	2	1	1	4	0
805/07	Department of Trade and Taxes	Legal Assistant	4200	5	1	0	6	0
805/08	Delhi Urban Shelter Improvement Board	Legal Assistant	4600	3	1	0	4	0
805/11, 805/12	Municipal Corporation of Delhi	Assistant Law Officer	5400	6	0	0	6	0
805/14	Delhi Pollution Control Committee	Assistant Law Officer	4600	1	0	0	1	0

3. The result of online Tier-I examination held on 20.06.2022 was declared on 20.02.2023 and 343 candidates were shortlisted for appearing in Tier-II exam. The Tier-II examination was conducted on 27.09.2023.
4. The marks obtained by **267 candidates** who appeared in Tier-II written examination held on 27.09.2023 has been uploaded on Board's website. Candidates can view their marks by logging in to their account in OARS module on www.dssbonline.nic.in.
5. Based on the performance in the examination, the candidates who have secured equal or more marks in their respective category as per details given below in the table have been provisionally shortlisted to upload e-dossier subject to attaining minimum qualifying marks

and correctness of the information furnished by the candidates in their online application forms

Post Code 805/22	UR	OBC	SC	Including VH
Vacancies	20	04	02	01
Number of candidates shortlisted for calling e-dossiers	66	20	10	None Available
Cut off Marks	144.95	126.01	135.86	Not applicable

6. As per the Examination Scheme, notified vide advertisement no. 05/22, the Tier-I exam was qualifying in nature. The evaluation of Tier-II exam has been done based on the cumulative marks of Part I and II. The selection will be made on the basis of marks obtained in Tier-II exam. The final allocation of Posts/Departments will be made on the basis of merit cum preference. Hence, the candidates who have scored equal to or more than the cut off marks indicated in point No. 5 above and shortlisted for uploading documents in e-dossier are informed to give their preferences for the Posts/Departments in serial order in the e-dossier. Before exercise of such option they must satisfy themselves that they are eligible for the post as per the RR and the terms and conditions stipulated in the Advertisement Notice for the posts.
7. The **PREFERENCE FORM** is attached with this notice. The candidate has to take print out of the same and upload it duly signed by him in e-dossier link in OARS. **The candidate has to compulsorily exercise at least one preference before uploading the Preference Form in e-dossier link otherwise he will not be considered for any post /Department.**
8. Following points must be kept in mind before exercising the option in the dossier :
 - a. *As per the Board (DSSSB) resolution dated 14.7.2022, DSSSB shall neither undertake scrutiny of documents uploaded by the shortlisted candidates in their e-dossier nor check the eligibility of the candidates as per the Recruitment Rules for the post or the terms and conditions stipulated in the Vacancy Notice relating to age, experience, educational qualification, reserved category status, PwBD status etc. These will be checked by the User Department at the time of Document verification for deciding the eligibility of the candidate for the post. The candidates should therefore ascertain their eligibility as per RR and the terms and conditions of the Vacancy Notice and indicate their preference for those Posts/Departments only for which they are eligible.*
 - b. *Final Merit list will be prepared on the basis of overall performance of candidates in Tier-II Examination held on 27/09/2023.*
 - c. *The result will be declared only once by the DSSSB and no further nomination of candidates would be made, in the event of candidates not joining/not found eligible, subsequent to the conduct of Document Verification by the User Departments. In such cases, the Departments*

may take further action regarding carrying forward of vacancies in accordance with the extant rules. There shall not be any Waiting List/ Reserve List after declaration of Final Result.

- d. Final selection of candidates, in each category, will be made on the basis of overall performance in Tier-II Examination and preference of posts exercised by them. Once the candidate has been given his first available preference, as per his merit, he will not be considered for any other option. Candidates are, therefore, required to exercise preference of posts very carefully. The option/ preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of allocation/ service by candidates will not be entertained under any circumstances/ reasons. The final allotment of posts is made on the basis of merit-cum-preferences of Posts/ Departments given by the candidates and once a post is allotted, no change of posts will be made by the DSSSB due to non-fulfillment of any post specific requirements as per RRs or any other terms and conditions stipulated in the Vacancy Notice relating to age, experience, educational qualification, reserved category status, PwD status etc. In other words, for example, if a candidate has given higher preference for a post and is selected for that post, in that case, if he fails to meet the RR qualifications or any other terms and conditions stipulated in the Vacancy Notice relating to age, experience, educational qualification, reserved category status, PwBD status etc, his candidature will be rejected by the user department and he will not be considered for any other posts/departments by DSSSB.
 - e. Options once submitted shall be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates must be careful in exercise of such options. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the DSSSB.
 - f. As per the detailed Advertisement Notice No 05/22 dated 03.01.2022 available on DSSSB website for the combined exam for different Departments, the posts are identified suitable for certain categories of PwBD in some Departments and not in all the Departments. Therefore, due caution must be exercised by PwBD candidates at the time of indicating their preferences for the Departments. In case they give preference for a Department where the post is not identified suitable for their category of disability and the DSSSB allocates that Department on basis of merit cum preference, then in such a case his candidature shall be liable to be rejected by the User Department and the candidate will not be considered for any other post.
9. The shortlisted candidates for the above-mentioned post/post code are hereby informed to fill the e-dossier and upload the documents relating to Educational Qualifications/ Experience Certificates / Caste Certificate/Proof of Govt. Servant/Ex Servicemen/ Admit Cards, Preference Form etc., as applicable in the e-dossier module in OARS link in their individual accounts in OARS module.
 10. Kindly note that the e-dossier link will be activated to only those candidates who have been provisionally shortlisted to upload e-dossier as per details given above.
 11. The e-dossier link shall be active from **08/02/2024 to 22/02/2024**. If any candidate fails to upload the e-dossier during their above said period, his candidature will be rejected and no further opportunity will be given on whatsoever ground.

12. The above shortlisted candidates are also being separately informed through SMS and e-mail on their registered mobile number and e-mail ID as an additional facility only.
13. Mere asking the candidate for up-loading documents in the e-dossier module does not confer upon him any right to selection to the applied post. Allocation of Posts / Departments will be made purely on the basis of merit-cum-preference against the notified vacancies. The final selection / appointment to the post will be done by the User Department provided the candidate falling in the zone of consideration fulfills all the required eligibility conditions. It is reiterated that if the candidate fails to upload his documents on or before the date as mentioned above he will not be given any further opportunity and his candidature will be treated as cancelled.
14. The above shortlisting of candidates for calling of e-dossier for the post code mentioned above will be subject to outcome of pending court cases, if any.
15. While every care has been taken in preparing the list of shortlisted candidates, DSSSB reserves the right to rectify errors and omissions if any, detected at any later stage.

This issues with the prior approval of Chairman, DSSSB.


DEPUTY SECRETARY, DSSSB

No. F.1 (463)/CC-II/DSSSB/2022/749-755

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Copy forwarded for information to:

1. PS to Chairman, DSSSB.
2. PS to Member, DSSSB.
3. Sr. PA to COE, DSSSB.
4. PA to Secretary, DSSSB.
5. Dy. Secretary (Planning), DSSSB.
- ✓ 6. System Analyst, IT Branch with the request to upload on the website of the Board.
7. Reception Office/Notice Board/Guard File.


DEPUTY SECRETARY, DSSSB

DELHI SUBORDINATE SERVICES SELECTION BOARD

Post Code: 805/22

Post Name: ASSISTANT LAW OFFICER/LEGAL ASSISTANT

Deptt Code	Deptt Name	Post	Grade Pay	Vacancies					
				UR	OBC	SC	TOTAL	Including PH-VH	
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805/08	Delhi Urban Shelter Improvement Board	Legal Assistant	4600	3	1	0	4	0	
805/11, 805/12	Municipal Corporation of Delhi	Assistant Law Officer	5400	6	0	0	6	0	
805/14	Delhi Pollution Control Committee	Assistant Law Officer	4600	1	0	0	1	0	

PREFERENCE FORM

NAME OF APPLICANT :

ROLL NO. :

I have indicated the preferences in the order of Priority as per my eligibility as follows:

Preference	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
Deptt Code							

Declaration:

- The Preferences have been filled by me and not by any other person on my behalf.
- I have gone through the eligibility criteria in respect of Educational Qualification, Age, caste/ category certificate, PwBDs certificate, etc. as prescribed in the ADVERTISEMENT Notice No.05/22 dated 03/01/2022 of examination for the post(s) opted by me. I have indicated preference(s) for those Posts/Departments for which I am eligible as per the RR and the terms and conditions of the ADVERTISEMENT Notice.
- The preferences have been indicated by me in order of priority.
- I understand that the order of preference once exercised by me is final and will not be changed subsequently under any circumstances.
- I understand that the DSSSB makes the final allocation of posts in accordance with Merit-cum-Preference of the candidate and once a post is allotted, no change is made by the DSSSB for any reason whatsoever. Accordingly, if I am selected and nominated for any of these posts and subsequently my candidature is rejected by the User Department due to any reason, I am aware that I will not be considered for any other post/ Departments
- I certify that I hold the requisite certificates in support of my claim in this regard and undertake to produce the same as and when required including at the time of Document Verification by the concerned User Department allocated to me after declaration of final result. I understand that the post/ Department allocated to me would be final and any failure on my part to produce the requisite documents of eligibility in support of my candidature would lead to cancellation of my candidature and there would be no further consideration of my candidature for any other post/ Department even though I might be fulfilling the eligibility criteria for the latter preferences.
- I understand that any claim of my candidature after such rejection will not be considered and also that the DSSSB would not entertain any representation submitted through email, post, fax, etc. against such rejection.

Date:.....Time:.....

Signature.....