



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
(D.S.S.B)

FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092
 Website: <https://dsssb.delhi.gov.in>

No. F.1(383)/P&P/DSSSB/2024/Advt./3092

Dated:21.08.2025

VACANCY NOTICE
ADVERTISEMENT NO. 04/2025

The opening date and closing date for receipt of online applications are as under :-

Opening Date for Submission of Online Applications: - 26/08/2025 (26th August, 2025) (From 12.00 Noon)
Closing Date for Submission of Online Applications :- 24/09/2025 (24th September, 2025) (Till 11.00 PM)

Delhi Subordinate Services Selection Board (DSSSB) invites online applications on behalf of Delhi High Court from eligible candidates from Indian Nationals (citizens of India as defined in the Constitution of India) or is a subject of Nepal, as per instructions issued by Government of India from time to time for recruitment to the posts of **Chauffeur and Despatch Rider-cum-Process Server** against vacancies in Delhi High Court and for preparing a panel thereof as per details given here under :-

S No	Post Code	Name of the Post	Name of Deptt.	Group	Vacancy*							
					UR	OBC	SC	ST	EWS	Total	PwBD (incl.)	ESM (incl.)
1	53/25	Chauffeur	Delhi High Court	C	05	02	01	00	00	08	--	01
2	54/25	Despatch Rider-cum-Process Server	Delhi High Court	C	07	03	01	00	01	12	--	01
TOTAL VACANCIES					12	5	2	0	1	20	--	2

*The above vacancies are tentative and based on inputs of the indenting Departments/ Bodies.

Candidates must apply online through the website <https://dssbonline.nic.in> . The closing date for submission of online application is up to **24/09/2025 (till 11:00 PM)** after which the link will be disabled.

DSSSB will conduct examinations for making recruitment against the vacancies notified above. The date of conduct of examinations and Skill Test / Interview will be intimated in due course only through the website of the Board and Delhi High Court respectively. The applicants are advised to visit DSSSB's website i.e. <https://dssbonline.nic.in> to check the detailed advertisement and confirm their eligibility for the above vacancies based on the Recruitment Rules of the indenting departments.

Further, candidate is advised to visit website of the Board / Delhi High Court on regular basis to get updates. The Board shall not be responsible for any lapse on the part of the candidate in this regard.

IMPORTANT NOTE:- Only online applications will be accepted. Applications received by post/by hand/by mail etc. will not be accepted and will be summarily rejected. No correspondence will be entertained in this regard.

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Deputy Secretary (P&P)
DSSSB

ADVERTISEMENT NO. 04/2025

The details regarding name of the post(s), post code, number of vacancies, educational qualifications (essential/desirable), experience required (essential/desirable), pay scale, age limit etc. as per the Recruitment Rules provided by the Indenting Departments are as under :-

Post Code:-	53/25	Name of the post:-		CHAUFFEUR						
		Department:-		DELHI HIGH COURT						
Number of Vacancies										
UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)
						Category (a)	Category (b)	Category (c)	Category (d) & (e)	
05	02	01	00	00	08	--	--	--	--	01
This post is identified as not suitable for PwBD candidates as per user department letter no. 116 dated 19.06.2024.										
Educational Qualification:-			Essential:-		Matric / Higher Secondary with driving license of light motor vehicles. Preference to be given to the candidates who are working as Driver in Indian Armed Forces and Central Armed Police Forces. Note:- The Chauffeurs can be asked to perform the duties of Despatch Van Driver (Rider) or Despatch Rider.					
			Desirable:-		NIL					
Experience:-			Essential:-		2 years unblemished experience in the line.					
			Desirable:-		NIL					
Pay Scale:-			Level – 5 as per 7 th CPC. Group - C							
Age Limit:-			Not below 18 years of age and over 27 years of age as on 01.01.2025. Age Relaxation will be given as per the table at para 7.							
Post Code:-	54/25	Name of the post: -		DESPATCH RIDER-CUM-PROCESS SERVER						
		Department:-		DELHI HIGH COURT						
Number of Vacancies										
UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)
						Category (a)	Category (b)	Category (c)	Category (d) & (e)	
07	03	01	00	01	12	--	--	--	--	01
This post is identified as not suitable for PwBD candidates as per user department letter no. 116 dated 19.06.2024.										
Educational Qualification:-			Essential:-		Matric / Higher Secondary with Driving License of light motor vehicles/ motor cycle.					
			Desirable:-		NIL					

Experience:-	Essential:-	2 years unblemished driving experience.
	Desirable:-	NIL
Pay Scale:-	Level – 5 as per 7 th CPC. Group - C	
Age Limit:-	Not below 18 years of age and over 27 years of age as on 01.01.2025.	
	Age Relaxation will be given as per the table at para 7.	

1. **ELIGIBILITY CRITERIA:**

- (i) The candidate must be a citizen of India as defined in the Constitution of India or is a subject of Nepal, as per instructions issued by Government of India from time to time or under any law made by the Parliament to regulate the rights for citizenship.
- (ii) The candidate must be eligible in terms of age, educational qualifications, experience etc. as per Recruitment Rules notified by the User Department for the post in which he/she intends to apply.
- (iii) The age eligibility will be reckoned as on 01.01.2025.**
- (iv) The educational qualification, experience etc. as stipulated in advertisement shall be determined as on **24/09/2025**.

2. **HOW TO APPLY :**

- (i) Before submitting online applications, candidate must ensure that he/she is registered on DSSSB's portal i.e. <https://dsssbonline.nic.in>. The instructions for Registration are available on the Board's website (**Annexure- I**). Registration with DSSSB is a onetime exercise. The user ID and password generated after registration should be used to log in whenever a candidate is applying for examinations of the posts notified by DSSSB. No separate registration is required for each of examination conducted by DSSSB. If an applicant submits multiple registrations and appears in the examination (at any stage) more than once, his/her candidature will be cancelled and he/she will be debarred from the examinations of the Board.
- (ii) Eligible candidates may apply online through the website <https://dsssbonline.nic.in> from 26th August, 2025 (From 12.00 Noon) up to 24th September, 2025 (till 11:00 PM) after which the link will be disabled.**
- (iii) The candidates must go through the **INSTRUCTIONS FOR APPLYING ONLINE** carefully while filling up Online Application Form for the post concerned.
- (iv) The candidates must submit their application through **Online Mode** only. **No other mode of application** shall be accepted. Applications received through any other mode i.e. by post/by hand/by mail etc. will not be accepted and will be summarily rejected. No correspondence will be entertained in this regard.
- (v) Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the Board's website on account of heavy load on the website during the closing days. DSSSB will not be responsible for the candidates not being able to submit their applications in stipulated time limit for any reason(s) stated to be beyond their control.

- (vi) Before submission of the online application, candidates must check and ensure that they have filled correct details in each field of the online application form. **Once online application form is submitted, no request for change/ correction/ modification (including change of category) will be entertained or allowed under any circumstances.** Request received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained and no correspondence will be made in this regard. Candidates will be responsible for any mistake in the data of application form & fee paid by him/her.

3. APPLICATION FEES AND MODE OF PAYMENT:

₹ 100/- (One Hundred only)

- (i) Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, PwBD (Person with Benchmark Disability) & Ex-Serviceman category are exempted from paying Application fees.
- (ii) Ex-Servicemen who have already secured employment in civil post under Central Government/Government of NCT of Delhi or its Autonomous /Local Bodies on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are **NOT** eligible for fee concession.
- (iii) The candidates submitting their application online should pay the requisite fees only through **SBI e-pay**. Other mode of payment will not be considered and the application of such candidates will be rejected out rightly and payment made shall stand forfeited.
- (iv) Application Fee once paid will not be refunded under any circumstances.
- (v) **Skill Tests would be conducted by Delhi High Court and Charges/fee for Skill tests shall be payable by the concerned candidates on the date of the test directly to the Agency which would conduct such tests. Amount of such charges/fee will be notified at the relevant stage by the Delhi High Court, while amount of such charges/fee will be the same for all successful candidates irrespective of category of applicant/candidate.**

4. Examination Scheme:

DSSSB / Delhi High Court will conduct Examination for the posts of **Chauffeur & Despatch Rider-cum-Process Server** as per examination scheme mentioned below :-

S.No	Name of post	Scheme of examination				
		STAGE-I				
		Preliminary Examination (Objective Type)	<u>Total Ques. (MCQs)</u>	<u>Total Marks (MCQ)</u>	<u>Time Duration</u>	<u>Syllabus</u>
1	Chauffeur		50	100	90 Mins	Multiple Choice Questions (in Hindi as well as in English Language) on driving skills/ knowledge, road signals, road safety, advanced

						navigation and GPS technologies, basic mechanical knowledge, etc. (02 marks each)
						- There would be 25% Negative Marking (i.e. deduction of 0.50 Mark for each wrong answer). - The following shall be the qualifying criteria for the next stage of Examination: General Category: 50 Marks (50% of 100) Reserved Category (SC/ST/OBC-NCL): 45 Marks (45% of 100) Same criteria of 45 Marks (45%) would be applicable for candidates belonging to Ex-Servicemen category. - Out of successful candidates, candidates to the extent of ten (10) times the number of vacancies advertised in each category would be called for the next stage of the Examination.
STAGE-II						

			<u>The payment of Charges/fee for Skill tests shall be payable by the concerned candidates on the date of the test directly to the Agency which would conduct such tests. Amount of such charges/fee will be notified at the relevant stage by the Delhi High Court, while amount of such charges/fee will be the same for all successful candidates irrespective of category of applicant/candidate</u>			
		STAGE-III				
		Interview	Total Marks: 15 Marks - Preference shall be given to candidates having proficiency/ knowledge of driving automatic vehicles and /or possessing any certificate of having undergone driving course from recognized/certified Institution (s). - There will be no minimum qualifying marks in the Interview.			

Notes:

- There shall be no rounding off of marks at any stage of the Examination.
- The final select/ merit list will be prepared by Delhi High Court by adding the marks secured by candidate(s) in different stages of the Examination i.e. Preliminary Examination (Objective Type), Skill Tests and Interview.
- No request for re-checking and/or re-evaluation of papers would be entertained as the same is not provided for in the Recruitment Rules.
- DSSSB will provide a list of qualified candidates in order of merit to Delhi High Court after conducting Preliminary Examination (Objective Type). **Skill Tests and Interview shall be conducted by Delhi High Court.**

S.No .	Name of post	Scheme of examination				
		STAGE-I				
2.	Despatch Rider-cum-Process Server	Preliminary Examination (Objective Type)	<u>Total Ques. (MCQs)</u>	<u>Total Marks (MCQ)</u>	<u>Time Duration</u>	<u>Syllabus</u>
			50	100	90 Mins	Multiple Choice Questions (in Hindi as well as English Language) on driving skills/ knowledge, road signals, road safety, advanced navigation and GPS technologies, basic mechanical knowledge, etc. (02 marks each)

			• There would be 25% Negative Marking (i.e. deduction of 0.50 Mark for each wrong answer). • The following shall be the qualifying criteria for the next stage of Examination: General Category : 50 Marks (50% of 100) Reserved Category (SC/OBC-NCL/EWS): 45 Marks (45% of 100) Same criteria of 45 Marks (45%) would be applicable for candidates belonging to Ex-Servicemen category. • Out of successful candidates, candidates to the extent of ten (10) times the number of vacancies advertised in each category would be called for the next stage of the Examination.				
		STAGE-II					
		Skill Test	<table><tr><th>Total Marks</th><th>Syllabus</th></tr><tr><td>150</td><td>Skill Tests shall comprise :- a) Skill Test on Scooty on road in Real Traffic Conditions (75 Marks); and b) Skill Test on Bike (Motorcycle) on road in Real Traffic Conditions (75 Marks)</td></tr></table> • In each Skill Test, minimum pass marks for General Category candidates will be 50% (i.e. 37.5 Marks out of 75 Marks) and for Reserved Category (SC/OBC-NCL/EWS including Ex-Servicemen) candidates will be 45% (i.e. 33.75 Marks out of 75 Marks) • It is hereby clarified that the candidates(s) will have to qualify both the aforesaid Skill Tests, i.e. on Scooty and Bike (Motorcycle) on road in Real Traffic Conditions. • All successful candidates of this stage (both Skill Tests) will be called for the next stage of the Examination. NOTE :- • Skill Tests would be conducted by Delhi High Court itself through some other agency as approved by the competent authority. • <u>The payment of Charges/fee for Skill tests shall be payable by the concerned candidates on the date of the test directly to the Agency which would conduct such tests. Amount of such charges/fee will be notified at the relevant stage by the Delhi High Court, while amount of such</u>	Total Marks	Syllabus	150	Skill Tests shall comprise :- a) Skill Test on Scooty on road in Real Traffic Conditions (75 Marks) ; and b) Skill Test on Bike (Motorcycle) on road in Real Traffic Conditions (75 Marks)
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			<u>charges/fee will be the same for all successful candidates irrespective of category of applicant/candidate</u>
		STAGE-III	
		Interview	Total Marks: 15 Marks
			There will be no minimum qualifying marks in the Interview.
Notes: - There shall be no rounding off of marks at any stage of the Examination. - The final select/ merit list will be prepared by Delhi High Court by adding the marks secured by candidate(s) in different stages of the Examination i.e. Preliminary Examination (Objective Type), Skill Tests and Interview. - No request for re-checking and/or re-evaluation of papers would be entertained as the same is not provided for in the Recruitment Rules. - DSSSB will provide a list of qualified candidates in order of merit to Delhi High Court after conducting Preliminary Examination (Objective Type). Skill Tests and Interview shall be conducted by Delhi High Court.			

NOTE:

- (i) **DSSSB reserves the right to change/amend the examination scheme, if so required, any time before the examination.**
- (ii) **There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in respect of the examinations conducted by DSSSB. No correspondence in this regard shall be entertained.**
- (iii) **The DSSSB reserves the right to cancel/withdraw/delete any question/questions from the Question Paper and the marks scored shall be prorated out of the maximum marks.**
- (iv) Negative Marking will be applicable as per examination scheme made for each wrong answer.
- (v) **Skill Test / Endurance Test / Driving Test will be taken as per requirement of job.**

5. Mode of Selection:

- (i) Marks scored by candidates in the Computer Based Examination will be normalized (If required) by using the formula published by DSSSB vide Notice No. 10 (271)/Sec.Cell/DSSSB/18/989 dated 11.07.2018 (**Annexure-II**) and such normalized scores shall be used to determine final merit and selection. Final selection will be done as per examination scheme given in Para 4. Final merit list shall be prepared by the Delhi High Court itself.
- (ii) In case of any question(s) appearing in the exam are held to be invalid, those questions will not be evaluated and the marks scored by the candidate will be calculated on prorated basis (out of maximum marks).
- (iii) Draft Answer Keys of the Computer Based Examination will be displayed on the website of DSSSB after the Examination. Candidates may go through the draft Answer Keys and submit online objections, if any, within the stipulated time limit given by the Board. Objection(s)

regarding the draft Answer Keys received through the online mode within the time limit fixed by the Board will be considered and scrutinized before finalizing the Answer Keys. However, the decision of the Board in this regard will be final. Objections received through any other mode(s) e.g. letter, application, email, etc. shall not be entertained.

- (iv) In order to achieve qualitative selection and to recruit the best talent available, has fixed the minimum qualifying marks are fixed as mentioned in the Examination Scheme.
- (v) The DSSSB reserves its right to prescribe a cut off mark for any post as per availability of candidates.

Note : Cut off marks for selection in different categories may go higher depending upon the marks obtained by the candidates and number of vacancies in respective categories.

- (vi) If there are two or more candidates in the same category are having equal marks in the examination, then
 - a) Candidate senior in age is to be placed higher in merit.
 - b) In case where the date of birth(s) are also the same, the candidate whose first name comes first in Alphabetical order (in English) is to be placed higher in merit.
- (vii) The vacancies reported by the User Department till the shortlisting of candidates will be considered for making recruitment.
- (viii) SC, ST, OBC, EWS, ESM and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved vacancies. Such candidates will be accommodated against the general/ unreserved vacancies for the post as per their position in the overall merit. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS, ESM and PwBD candidates.
- (ix) Provisional selection in the examination confers no right of appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
- (x) The applicant applying for the above said vacancies should ensure that he/she fulfills all the eligibility conditions for this examination in all respects for appointment to the service/ post.
- (xi) The admission at all stages of the examination is purely provisional, subject to his/her satisfying the prescribed eligibility conditions prescribed for the Delhi High Court. If, upon verification, at any time before or after the examination, it is found that the candidate does not fulfill any of the eligibility conditions, his/her candidature for the examination will be summarily cancelled.

6. RESERVATION BENEFITS:

- (i) Reservation benefits will be available to the SC/ST/OBC/EWS/PwBD/ESM & other special category candidates in accordance with the extant Instructions / Orders / Circulars issued from time to time by the Govt. of India and Delhi High Court. **The candidate has to select the particular category when applying online for the Post. No request for change of Category will be entertained at any later stage.**
- (ii) **The Board will make shortlisting of candidates in pursuance to the vacancies reported for various posts by Delhi High Court. The Board does not have any role in deciding the number of vacancies in Delhi High Court. Implementation of reservation policy,**

maintaining reservation roster and earmarking of vacancies amongst different categories fall under the domain of the Delhi High Court.

- (iii) The cut-off date will be the closing date of application i.e. 24/09/2025 for ascertaining the eligibility of the Candidates for extension of any benefits wherever applicable (except age criteria).**
- (iv) OBC reservation benefit shall be given to only those candidates who are in possession of OBC Certificate issued by the Competent Authority of the Govt. of NCT of Delhi for the caste recognized as OBC by the Government of NCT of Delhi. Candidates belonging to OBC category would be required to submit the non-creamy layer (NCL) certificate issued from the Competent Authority of the Govt. of NCT of Delhi in case his/her Caste Certificate was issued in the previous financial year(s). **OBC (Outside) candidates will be treated as Un-reserved candidate and they must apply under UR category.** The OBC candidates must be in possession of non-Creamy layer certificate, along with his/her caste certificate on or before cut off date i.e.24/09/2025.
- (v) The vacancies advertised under EWS category are as per the requisition sent by Delhi High Court. The appointment against EWS category shall be provisional and is subject to the Income and Asset Certificate being verified through the proper channels and if the verification reveals that the claim of belonging to EWS is fake/false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Bharatiya Nyaya Sanhita, 2023 for production of fake/false certificate. The Income and Asset Certificate issued by any of the authorities mentioned in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.
- (vi) Reservation shall be available to Ex-serviceman in accordance with the Rules, Orders and Notifications issued from time to time by the Government of India.

Candidates belonging to SC/ST/OBC-NCL/EWS and Ex-Serviceman category, who are selected on the same standard as applied to General category candidates and who appear in the general merit list, would be treated as General candidates owing to their merit. Such candidates are adjusted against unreserved point of the reservation roster. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC-NCL/EWS candidate, for example, in the age limit, marks, etc., SC/ST/OBC-NCL/EWS candidates shall be counted against reserved vacancies only. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

7. AGE RELAXATION:

Permissible relaxation in upper age limit for different categories is as under:

S.NO.	CATEGORIES	EXTENT OF AGE CONCESSION
1.	SC/ST	05 years
2.	OBC	03 years
3.	Govt. Employees who have rendered not less than 3 years regular and continuous service as on crucial date.	There is no provision in "Delhi High Court Establishment (Appointment and Conditions of Service) Rules, 1972 with regard to age relaxation for Government Servant (Minimum 3 year service, Meritorious Sportsperson and Widows/Divorced Women) as clarified by user department vide their letter no. 137/Exams-NJ/2024 dated 14.08.2024. It is further clarified that the upper age limits shall not apply to a person already serving on the establishment of the High Court.
4.	Ex-Servicemen Group B (Non-Gazetted) & Group C	Period of Military service plus 3 years (Maximum upto the age of 55 years)
5.	Disabled Defence services personnel (Group "C")	As per prevailing Govt. Orders.

Note:- The Candidate should note that Date of Birth as recorded in the Matriculation / Secondary School Examination Certificate or an equivalent certificate will only be accepted for determining the age- eligibility and no subsequent request for its change will be considered or granted. The above age relaxations will be regulated as per extant rules of Delhi High Court. The Date of Birth will be reckoned as on 01.01.2025.

S.No.	Age Limit	Remarks
1.	Not below 18 years of age and over 27 years of age as on 01.01.2025.	Candidate must have been born not earlier than 02.01.1998 and not later than 01.01.2007

- (i) Any specific age relaxation provided in the Recruitment Rules for posts of Delhi High Court shall be applicable.
- (ii) An Ex-serviceman who has already secured employment under the Central Government/Delhi Govt. or its autonomous/local bodies in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Serviceman for their re-employment are not eligible for reservation in ESM category and fee concession. However, such Ex-Serviceman will be permitted to avail the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in any higher post or service. However, such candidate will not be eligible for benefit of reservation.
- (iii) In case of Physically Handicapped/Person with Disability, relaxation in age-limit shall be applicable irrespective of the fact whether post is reserved or not, provided the post is identified suitable for persons with disabilities.

8. IMPORTANT INSTRUCTIONS TO CANDIDATES:

(i)	The Board does not undertake any scrutiny of applications for the eligibility and other aspects at the time of examination(s) and, therefore, candidature will be accepted only on provisional basis. As such merely, applying under the above said Post Codes does not make the candidate eligible for the same. Candidates must go through the requirements of essential educational qualification, age, experience etc. and satisfy themselves that they are eligible for the posts as per RRs. Copies of supporting documents will be sought at later stage. During scrutiny of documents, if any claim made by the candidate in the application is found to be false or not substantiated, the candidature of such candidate will be cancelled without any notice or correspondence. The Board's / Delhi High Court decision in this regard shall be final.
(ii)	The educational qualification, experience and other eligibility conditions for the post shall be determined as on 24/09/2025 i.e., closing date of Online application.
(iii)	The cut off date will be the closing date of application i.e. 24/09/2025 for ascertaining the eligibility of the Candidates for extension of any benefits wherever applicable (except age criteria). However, latest DopT guidelines issued from time to time may be taken into consideration for final appointment by the user department.
(iv)	If a candidate successfully submits his/her application, it will be accepted only on 'Provisional' basis. Candidates should take printout of the online Application Form for their own records.
(v)	Only one online registration is allowed to be submitted by a candidate. Therefore, candidates must exercise due diligence at the time of filling their online Registration Forms. In case, more than one Registration of a candidate is detected, all such registrations will be rejected and his/her candidature for the examination will be cancelled. If a candidate submits multiple registrations and appears in the examination (at any stage) more than once, his/her candidature will be cancelled and he will be debarred from the examinations of the Board.
(vi)	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate is detected, all such applications will be rejected and his/her candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/her candidature will be cancelled and he will be debarred from the examinations of the Board.
(vii)	Candidates are advised to upload recent and clear photograph. Applications with blurred/ illegible Photograph/ Signature will be rejected.
(viii)	Request for change/ correction in any particulars of the Application Form including change of category, once submitted, will not be entertained under any circumstances. Such requests received through Post/ Fax/ Email/ By hand, etc. will neither be entertained nor any correspondence will be made.
(ix)	Candidates must fill their correct and active e-mail addresses and mobile number in the online application so that any communication from the Board is properly received by the candidate. Further, candidate is advised to visit website of the Board on regular basis to get updates as the communications sent through email & sms are additional facilities. The Board shall not be responsible for any lapse on the part of the candidate in this regard.

(x)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
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9. **GENERAL INSTRUCTIONS FOR CANDIDATES :**

- (i) The Board will make shortlisting of candidates in accordance with the vacancies reported by the Delhi High Court for various posts. The Board does not have any role in deciding the number of vacancies of any user department. The vacancies advertised are liable to vary (increase or decrease). In case the vacancy position is reduced to any number or even nil by the user department, Board is not liable to compensate the applicant for any consequential damage/loss.
- (ii) Implementation of reservation policy, maintaining reservation roster, earmarking of vacancies for different categories and identification of suitability of posts for various benchmark disabilities are under the domain of the user departments. Any information / Litigation related to these matters will be dealt by Delhi High Court.
- (iii) The DSSSB reserves the right to cancel or modify the advertisement or part of it at any stage.
- (iv) The centers for holding the examination will be in Delhi/NCR or any other states as decided by DSSSB.
- (v) The Board reserves the right to cancel a part or entire process of examination or a part of it due to administrative reason(s) and in case of unfair means, cheating or other irregularities/ malpractice noticed by the Board. The Board also reserves the right to cancel or set up a new examination centre and divert the candidates from a particular examination centre to another examination centre if required. The Board also reserves the right to direct candidates of any centre to some other centre to take the Exam. No request for change in date, time and centre of exam will be accepted under any circumstances.
- (vi) **In case of any inadvertent error in publication of advertisement, the final result will be prepared on the basis of Recruitment Rules of the concerned post, DoPT guidelines, Examination Schemes and any other prevailing guidelines of Delhi High Court and GOI.**
- (vii) **The Board reserves the right to change or make amendment in the examination scheme, any time before the examination, if so required.**
- (viii) **While applying for the post, the applicants should also bear in mind that the selected candidates will also have to work even at odd hours and on holidays, if so required.**
- (ix) The candidature of the candidate to the Examination is entirely provisional and subject to the outcome of any direction/ decision/ order/ pronouncement of any Court of Law and mere issuance of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
- (x) Abbreviations used are denoted as under:
EWS-Economically Weaker Sections, ESM- Ex-Serviceman, UR-Unreserved (General), SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes.
- (xi) Use of Calculator, Laptop, Palmtop, Bluetooth, earbuds, camera, other Digital Instrument/ Mobile/ Cell phone, Pager/ electronic watches and any metallic items etc. is/ are not allowed. Candidates are advised not to bring any of the above gadgets in the

examination centre as no arrangements for keeping or for security of these items will be available at the centers.

- (xii) In case any candidate is caught/ found to be in possession of any gadget/instrument, he/ she would be debarred from the examination and legal proceedings shall also be initiated against the candidates.
- (xiii) The candidates are instructed to follow the following dress code while appearing for DSSSB Exam :
 - (a) Light clothes with half sleeves not having big buttons, brooch/badge, flower etc. with Salwar/Trouser.
 - (b) Slippers, sandals with low heels. Shoes are not allowed.
- (xiv) In case there is any discrepancy among the English, Hindi, Urdu and Punjabi version of advertisement/ information, the English version will be treated as final.

10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form.

Without prejudice to criminal action/debarment from DSSSB's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:

- (i) Possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centre, whether in use or in switch off or switch on mode.
- (ii) Involved in malpractices.
 - a. Using unfair means in the examination hall.
 - b. Obtaining support for his / her candidature by any means.
 - c. Impersonate/Procuring impersonation by any person.
 - d. Submitting fabricated documents or documents which have been tampered with.
 - e. Making statements which are incorrect or false or suppressing material information.
 - f. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
 - g. Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Board's representatives.
 - h. Taking away the Question Paper/Answer Sheet (in case of offline/online/descriptive/skill test papers) with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
 - i. Intimidating or causing bodily harm to the staff employed by the Board for the conduct of examination.
 - j. Not fulfilling the eligibility conditions mentioned in the Notice.
 - k. Candidature can also be cancelled at any stage of the recruitment for any other ground which the Board considers to be sufficient cause for cancellation of candidature.
 - l. If any candidate uses offensive/abusive/foul language /obscene picture

he/she will be liable for necessary penal action under relevant Act.

In such cases, if required, the Board may also report the matter to Police/ Investigating Agencies, as deemed fit and the Board may also take appropriate action to get the matter examined by the concerned authorities/ forensic experts, etc.

The candidature of such candidate shall not only be rejected for the said examination, but he/she shall also be debarred for all times to come for any of the other recruitment processes conducted by High Court of Delhi / DSSSB.

11. Final Decision on selection / shortlisting :

- (i) The decision of the Board in matters relating to acceptance or rejection of the applications, penalty for false information, conduct of examination(s), allotment of examination centres and debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- (ii) The decision of the Delhi High Court in matters relating to eligibility, penalty for false information and Interview/Personality Test, selection and suitability of the selected candidates shall be final and binding and no enquiry/correspondence in this regard shall be entertained.

Disclaimer:- The vacancy notice is based on the requisitions received from the indenting departments. The essential qualifications have been given as prescribed in the RRs of the posts. In case of any typographical error, the recruitment will be strictly as per the RRs only.

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**Deputy Secretary(P&P)
DSSSB**

INSTRUCTIONS FOR CANDIDATES FOR NEW REGISTRATION ON OARS PORTAL

(Only for those candidates who have not done registration earlier on OARS portal)

1. Candidates are required to register online using the website <https://dsssonline.nic.in> and "Click for New Registration".
2. Candidates are required to complete the Online Registration Form through the DSSSB OARS portal. The session time to fill complete online registration form is 30 minutes.
3. Before start filling up of Online Registration the candidate must have ready with his/her photo identity proof (PAN Card/Voter ID Card/Driving License/Passport) duly scanned in the jpg/jpeg format in such a manner that each file should not be less than 15 kb and should not exceed 60 KB. Candidates should not upload blur photo identity proof. In case Aadhaar number is provided as identity proof then no scanned id proof is required to be uploaded.
4. The Online Registration can be done by the candidates through the DSSSB website any time 24x7.
5. The applicants must ensure that while filling their Online Registration Forms, they must provide their valid and active email IDs as the DSSSB may use electronic mode of communication while contacting with candidates at different stages of examination process. The email ID already registered with OARS portal will not be accepted.
6. The candidate should also provide one valid and active mobile number on which they may receive any exam related information through SMS from the Board. The mobile number already registered with OARS portal will not be accepted.
7. It is recommended that the applicants need to verify both their Mobile No and Email ID via OTP (One Time Password) received on their registered Mobile No and Email Id.
8. In case applicant not receive OTP either on Mobile No or on Email Id then applicant can register with only one OTP received either on Mobile or Email.
9. The applicants are advised to check their emails at regular intervals.
10. In case, Roll No. of Class X is in Alphanumeric then use only numeric characters of the Roll No. For example, if your Roll No. is 12CSC0204, then use 120204.
11. Please do not enter/ prefix zero in class X roll no as system will truncate all leading zero from left automatically,
E.g. if roll number is 00123456012 then system will truncate all leading zeros and actual roll is 12345012 only as class X roll number will be saved in OARS system.
12. The Id proof that is entered by the applicant will be cross checked at the time of examination and submission of e-dossier, if shortlisted. Also, the ID proof given by the applicant will be the part of the Admit Card.
13. Guidelines for scanning and uploading of photo identity proof online: The candidate will be required to have a scanned (digital) image of his/her photo identity proof as per the specifications given below.
 - a. Photo identity card image: Must be a valid photo identity card clearly showing the all the details and photo of candidate.
 - b. Allowed Size: Size of file should be between 15kb - 60 kb and minimum resolution (width height): 300*200 pixels for PAN/DL, 200*300 pixels for Voter Card and 450 350 pixels

for Passport.

14. Applicants are advised to view preview of the registration form to ensure that all details filled by him/her are correct. When satisfied with the preview then the candidate may finally submit the registration form as registration details once finally submitted will not change on later stages
- 15. The applicants are advised to enter the correct details required for their registration number in OARS. As the details e.g. Name, Gender, Fathers name once entered can't be edited under any circumstances.**
- 16. The Applicant should create only one unique registration number in OARS.**
- 17. The Applicant can apply for various posts only after registration. After registration, applicants are required to quote his/her registration number as login ID and password for future accessing the OARS.**

**GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA, KARKARDOOMA DELHI-110092**

F.No.10(271)/Sec.Cell/DSSSB/18/989

Dated:-11/07/18

NOTICE

As mentioned in the public notice F.No.10(271)/Sec. Cell/DSSSB/18/718 dated 31/05/2018 regarding partially shifting to online exam, in case of an exam being held in multiple shifts, normalisation of marks obtained by candidate will be done to account for variation in difficulty level. Normalisation will be done by using "Score Normalisation Based on Deviation Method" formula which is as under;

$$X_n = (S_2/S_1) * (X - X_{av}) + Y_{av}$$

(X _n)	Normalized Score for each candidate
S ₂	Is the SD of the shift with the Highest Average Score taken as base for normalization
S ₁	Standard Deviation for the corresponding shift (to be scaled to S ₂)
X	Raw score of a candidate
X _{av}	Simple average of the Shift
Y _{av}	Average corresponding to shift with highest Average (taken as base for normalization)


Dy. Secretary
DSSSB