

- (xiii) If there is any inaccuracy or any discrepancy in filling OMR Sheet, their OMR sheets will not be evaluated.

8. 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. Candidates are also warned that they should neither attempt to alter or otherwise tamper with any entry in a document or the self attested certified copy submitted by them nor submit a tampered/fabricated document.

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 mode and on person or otherwise.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonate/Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Board's representatives.
- (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed by the Board for the conduct of examination.
- (xii) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- (xiii) 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.

9. If any candidate uses offensive/abusive/foul language / obscene picture he/she will be liable for necessary penal action under relevant provision of the IT Act.

Annexure-I

Tier	Posts Code	Exam Code	Time	Total Ques. (MCQ)	Total Marks (MCQ)	Total Marks (Descriptive)	Grand Total	Syllabus
One Tier (General)	01/20, 05/20, 06/20, 07/20, 13/20	I-T-G	2 hrs.	200	200	N.A.	200	MCQs of one mark each: 1. General Awareness. 2. General Intelligence & Reasoning ability. 3. Arithmetical & Numerical Ability. 4. Test of Hindi Language & Comprehension. 5. Test of English Language & Comprehension. (40 Marks each)
One Tier (Technical)	04/20, 09/20, 10/20, 12/20, 14/20, 15/20, 16/20, 18/20	I-T-T	2 hrs.	200	200	N.A.	200	Section - A:- 1. General Awareness. 2. General Intelligence & Reasoning ability. 3. Arithmetical & Numerical Ability. 4. Test of Hindi Language & Comprehension. 5. Test of English Language & Comprehension. (20 Marks each) Section- B:- Objective type multiple choice questions on the subject concerned as per the qualification prescribed for the post. (100 Marks)
Two Tier (General)	08/20	II-T-G	Tier-I	200	200	N.A.	200	MCQs of one mark each: 1.General Awareness 2. General Intelligence & Reasoning ability 3. Arithmetical & Numerical Ability 4. Test of Hindi Language & comprehension, 5. Test of English Language & comprehension (40 Marks each) : 200 Marks
			2 Hrs.					
			Tier-II	200	200	75	275	Part – I (MCQ): 1.General Intelligence & Reasoning 2. Quantitative Abilities 3. General Awareness with special emphasis on the History, Culture Demography, Geography & Economy of Delhi, Administrative set up and Governance in NCT of Delhi, 4. English Language & Comprehension, (50 Marks each) : 200 Marks Part – II: (Descriptive) (75 Marks) Essay (in English) 50 Marks Letter writing/ Expansion of Ideas (In English) 25 Marks

DSSSB will conduct One Tier and Two Tier Examination for the post codes as per examination scheme given in **Annexure-I**. However, DSSSB reserves the right to change/amend the examination scheme, if so required, any time before the examination.

Note:

- (i) The Examination questions will be bilingual (Hindi & English) except for the Language papers which would be in the language concerned only.
- (ii) There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in respect of the examinations conducted by DSSSB.
- (iii) The DSSSB reserves the right to cancel/withdraw any question/questions from the Test.
- (iv) The Board has fixed the minimum qualifying marks for different categories (UR/SC/ST/OBC/P.W.D/EXSM) vide notice No. F.4(130)/P&P/13/DSSSB/20-33 dated 26/04/2013, in order to achieve qualitative selection and to recruit the best talent available and the same is available on the website of the Board, however, cutoff marks for selection in different categories may go higher depending upon the marks obtained by the candidates and number of vacancies.
- (v) The Board makes provisional selection of the candidates on the basis of information provided in the application and documents/certificates provided by the candidate at the time of submission of document / e-dossiers and recommend the same to the indenting/user department. Further the Appointing Authority i.e. the indenting/user department verifies and satisfies itself about the authenticity of documents/certificates and eligibility as per the Recruitment Rules and as per Government of India instructions issued in this regard vide MHA OM No. 2/29/54-RPS, 19/11/1954 before finally appointing the candidate(s). Therefore, the provisional selection of a candidate does not confer upon him/her any right of appointment unless the Appointing Authority is satisfied, after such inquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the post.
- (vi) In case of combined examination for more than one related posts the preference order of the posts by the candidate will be obtained at the time of document verification/e-dossier.
- (vii) In case of Combined Examination of common posts, the result of earlier post code Notified earlier shall be processed first.
- (viii) If there are two or more candidates in the same category having equal marks in the examination:
 - i. In case of One/Two Tier Technical Posts:-**
 - (a) Candidate securing more marks in subject specific section is to be placed higher in merit;
 - (b) In case where the marks mentioned at (a) above are also equal, the candidate senior in age is to be placed higher in merit.
 - (c) In case where the dates of birth are also the same, the candidate whose first name comes first in Alphabetical order (in English) is to be placed higher in merit.
 - ii. In case of Non-technical / General Posts:-**
 - (a) Candidate senior in age is to be placed higher in merit.
 - (b) In case where the dates of birth are also the same, the candidate whose first name comes first in Alphabetical order (in English) is to be placed higher in merit.
- (ix) Candidates may apply for more than one post codes but The Board may hold the examinations of two or more different post codes on the same day and candidate shall have to opt to take the examination of any one post code only.

3. SYLLABUS: (for One Tier and Two Tier Examination Schemes)

One Tier (General/Technical) Examination:-

Section-A:

- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions etc.
- (ii) **General Intelligence & Reasoning Ability:** The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Arithmetical & Numerical Ability :** The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Data Interpretation, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.
- (iv) **Hindi Language & Comprehension and English Language & Comprehension:** In addition to the testing of candidate's understanding and comprehension of the English and Hindi Languages, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered.

SECTION B (Applicable only for one Tier Technical only): Post specific subject related questions: Objective Type Multiple Choice Questions on the subject concerned as per the qualification prescribed in the Recruitment Rules for the post.

Two Tier Examination Schemes:

- I.** Syllabus of TIER-I Exam will be same as of One Tier exam.
- II.** Syllabus of TIER-II Exam:

A. Part-I (MCQ/Objective type)

- (i) General Intelligence & reasoning ability - same as in One Tier exam but with slightly higher level.
- (ii) Quantitative Aptitude - In addition to Arithmetical and Numerical Abilities as in tier-I with slightly higher level, there will be questions on data interpretation & Analysis.
- (iii) General Awareness in addition to topics given for Tier-I there shall be question on history, culture, demography, geography & economy of Delhi, Administrative set up and Governance in NCT of Delhi, various schemes of Delhi Govt.
- (iv) English language & Comprehension - same as in tier-I but with slightly higher level.

B. Part-II : (Descriptive)

As per the Examination Scheme mentioned in the Annexure-I.

4. ELIGIBILITY CRITERIA:

- (i) The candidate must be a citizen of India.
- (ii) The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on the closing date of submission of application.

5. RESERVATION BENEFITS:

- (i) Reservation benefits will be available to the EWS/SC/ST/OBC/PwD & other special category candidates in accordance with the instructions / orders / circulars issued from time to time by the Govt. of Delhi.
- (ii) Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, ***must be in possession of relevant certificates (EWS/SC/ST/OBC/Non Creamy layer/PwD/Educational/Experience etc.) issued by the competent/notified authority (in prescribed format) on or before the cutoff date (closing date of advertisement)*** otherwise their claim for any category will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies, if eligible otherwise. ***The candidate has to select that particular category when applying online for the Post. No request for change of Category will be entertained at any later stage.***
- (iii) Only OBC (Delhi) candidates notified by Govt. of NCT of Delhi vide letter/order No. F.19(10)/2001/S-III/Pt.File/2278-2285 dated 27/07/2007 and No. F.19(01)/2012/S.IV/1241-1258 dated 28/07/2016 will be given the benefit of reservation/age relaxation under OBC category. ***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.
- (iv) ***Only following two types of certificates will be accepted as valid certificates for grant of benefit of reservation to OBCs:-***
 - (A) OBC certificate (Delhi) issued by the Revenue Department of GNCT of Delhi, on the basis of a old certificate issued to any member of individual's family from GNCT of Delhi.***
 - (B) OBC certificate issued by a competent authority outside Delhi to a person belonging to a community duly notified as OBC by GNCT of Delhi. This certificate should have mandatorily been issued on the basis of OBC certificate issued by Govt. of NCT of Delhi to a family member of the concerned person who had been residing in Delhi before 08/09/1993.***
- (v) A Candidate belonging to SC/ST/OBC who is selected on the same standard as applied to general category candidates and who appears in the general merit list is treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. Only such SC/ST/OBC candidates who are selected on the same standard as applied to general candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, permitted number of chances in written examination, extended zone of consideration larger than what is provided for general category candidates, etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

6. AGE RELAXATION:

S.NO.	CATEGORIES	EXTENT OF AGE CONCESSION
1.	SC/ST	05 years
2.	OBC	03 years
3.	PwD	10 years
4.	PwD + SC/ST	15 years
5.	PwD. + OBC	13 years
6.	Departmental candidate with at least three years continuous service in Govt. of NCT of Delhi/its local or autonomous bodies.	<i>For Group B Post: -</i> Up to 05 years for Group 'B' posts (which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post) as per DoP&T O.M. No. 15012/2/2010-Estt.(D) dated 27 th March, 2012.