



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092
<https://dsssbonline.nic.in>

No. F.4 (406)/P&P/ DSSSB /2021/Advt./04

Dated: 03/01/2022

VACANCY NOTICE / ADVERTISEMENT NO. 05/22

COMBINED EXAMINATION, 2022 FOR ASSISTANT LAW OFFICER/LEGAL ASSISTANT
POST CODE - 805/22

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

Opening Date of Application: 10/01/2022 (10th January, 2022)
Closing Date of Application: 09/02/2022 (09th February, 2022) (Till 11.59 pm)

Delhi Subordinate Services Selection Board (DSSSB) invites online applications from eligible candidates for recruitment to the post of **Assistant Law Officer / Legal Assistant (Post Code - 805/22)** against vacancies in respect of various Departments of Government of NCT of Delhi /Autonomous Bodies/Local Bodies as below :-

<u>ASSISTANT LAW OFFICER / LEGAL ASSISTANT POST CODE - 805/22</u>										
SI No	Name of Department	Vacancies *								
		UR	EWS	OBC	SC	ST	Total	PwD	Ex- SM	Sports
1	Delhi Fire Service (DFS)	0	0	0	0	0	0	0	0	0
2	Delhi Jal Board (DJB)	2	0	0	0	0	2	1	0	0
3	Delhi Transport Corporation (DTC)	0	0	0	0	0	0	0	0	0
4	Directorate of Education	0	0	0	0	0	0	0	0	0
5	Delhi Pollution Control Committee (DPCC)	1	0	1	1	0	3	0	0	0
6	Department of Law Justice and Legislative Affairs	2	0	1	1	0	4	0	0	0
7	Department of Trade & Taxes	5	0	1	0	0	6	0	0	0
8	Delhi Urban Shelter Improvement Board (DUSIB)	3	0	1	0	0	4	0	0	0
9	Delhi Transco Limited (DTL)	0	0	0	0	0	0	0	0	0
10	New Delhi Municipal Council (NDMC)	0	0	0	0	0	0	0	0	0
11	North Delhi Municipal Corporation (North DMC)	4	0	0	0	0	4	0	0	0
12	South Delhi Municipal Corporation (South DMC)	2	0	0	0	0	2	0	0	0
13	East Delhi Municipal Corporation (East DMC)	0	0	0	0	0	0	0	0	0
14	Delhi Pollution Control Committee (DPCC)	1	0	0	0	0	1	0	0	0
	GRAND TOTAL	20	0	4	2	0	26	1	0	0

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

DSSSB will conduct examinations (Tier-I & Tier-II) for making recruitment against the vacancies notified above. The date of conduct of examinations will be intimated in due course only through the website of the Board. The applicants are advised to visit DSSSB's website i.e <https://dsssbonline.nic.in> to check the detailed advertisement and confirm their eligibility for the above vacancies based on the Recruitment Rules of the indenting departments.

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.

**--sd--
Deputy Secretary (P&P), DSSSB**

ADVERTISEMENT NO.05/22

The details regarding name of the post, duties associated with the post, 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 user department are tabulated below :-

S.No.	Assistant Law Officer / Legal Assistant (Post Code 805/2022)		
1.	Name of Department : Delhi Fire Service (DFS) (805/01)		
	Number of Vacancies	(Total-00)	
	Educational Qualification	Essential	(i) Degree in Law from a recognized University or equivalent. (ii) One year experience as a Legal Practitioner or one year experience in legal work in a Government Department /Autonomous Bodies /PSU. (iii) Working knowledge in Hindi
		Desirable	Nil
	Experience	Essential	One year experience as a Legal Practitioner or one year experience in legal work in a Government Department /Autonomous Bodies /PSU.
		Desirable	Nil
	Pay Scale	₹ Rs. 9300-34800+ Grade Pay 4200/- Group: 'B'	
	Age Limit	18-30 years	
2.	Name of Department : Delhi Jal Board (DJB) (805/02)		
	Number of Vacancies	(Total-02)- (UR-02) including PwD-01 (VH-01)	
	Nature of Duties associated with the Post	To follow up the court cases sub judice in different courts. To co-ordinate with the department counsels in the respective court case. To process the file for appointment of advocate in case. To give legal opinion.	
	Educational Qualification	Essential	1. Degree in Law from a Recognized University or equivalent. 2. Two years experience as Legal Practitioner or Two years experience of legal work in Govt. Deptt./Semi govt./Autonomously Statutory Organization.
		Desirable	Nil
	Experience	Essential	Two years experience as Legal Practitioner or Two years experience of legal work in Govt. Deptt./Semi govt./Autonomously Statutory Organization.
		Desirable	Nil
	Pay Scale	₹ Rs. 9300-34800+ Grade Pay 4200/- Group: 'B'	
	Age Limit	18-27 years. Age Relaxation will be given as per para -10 (Tabulated - Category-wise) of this Advertisement.	
	This post is identified suitable for PwD (B, LV, D, HH, OA, BA, OL, BL, OAL, BL, BLA, BLOA, CP, LC, Dw, AAV, ASD (M), SLD, MI, MD) candidates as per requisition of user department.		
	R.No.	No. DJB/AC(D)/Legal Assistant/2021/1191	Dt. 18/10/2021
3.	Name of Department : Delhi Transport Corporation (DTC) (805/03)		
	Number of Vacancies	(Total-00)	
	Educational Qualification	Essential	BA, L.L.B. with at least one year experience of working with Advocate and enrolled with Bar Council. Should also have knowledge (read and write) of Hindi and Urdu Language.
		Desirable	Nil
	Experience	Essential	At least one year experience of working with Advocate and enrolled with Bar Council

		Desirable	Nil
	Pay Scale	₹ Rs. 5200-20200+ Grade Pay 2800/- Group: 'C'	
	Age Limit	18-35 years.	
4.	Name of Department : Directorate of Education (DOE) (805/04)		
	Number of Vacancies	(Total-00)	
	Educational Qualification	Essential	Bachelor degree in any subject with Bachelor's in Law from recognized university/institute. OR Five years integrated graduate degree in Law from a recognized university/institute.
		Desirable	Nil
	Experience	Essential	Nil
		Desirable	Two years experience as Legal Practitioner or experience in handling legal work in a Govt. department
	Pay Scale	₹ Rs. 9300-34800+ Grade Pay 4200/- Group: 'B'	
	Age Limit	Not exceeding 30 years.	
5.	Name of Department : Delhi Pollution Control Committee (DPCC) (805/05)		
	Number of Vacancies	(Total-03)- (UR-01, OBC-01 & SC-01)	
	Nature of Duties associated with the Post	To handle legal matters and attending courts.	
	Educational Qualification	Essential	1. Degree in Law from a recognized University. 2. Three years experience as Legal Practitioner or one years experience of legal work in Government Department.
		Desirable	Nil
	Experience	Essential	Three years experience as Legal Practitioner or one years experience of legal work in Government Department.
		Desirable	Nil
	Pay Scale	₹ Rs. 9300-34800+ Grade Pay 4200/- Group: 'B'	
	Age Limit	18-30 years. Age Relaxation will be given as per para -10 (Tabulated - Category-wise) of this Advertisement.	
	This post is identified suitable for PwD (B, LV, D, HH, OA, BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV, ASD (M), SLD, MI, MD) candidates as per requisition of user department.		
	R.No.	F.No.DPCC/(3)(2)(32)/Admn.-017/5194	Dt. 10/12/2021
6.	Name of Department : Department of Law Justice & Legislative Affairs (805/06)		
	Number of Vacancies	(Total-04)- (UR-02, OBC-01 & SC-01)	
	Nature of Duties associated with the Post	They study facts, available documents or papers pertaining to legal aspect of different issue raised by various Government Departments and give opinions and advice to the Govt. if necessary. May scrutinize and advise on legal aspects of Govt. rules and regulations etc. May prepare and file legal proceeding complaints, legal statement, affidavits etc., in civil and criminal courts of law, advice Govt. department to procure evidence and documents etc. in support of particular case. May prepare witness appearing on behalf of Government. May appear in the court of law to plead the Government case. May prepare briefs for the senior lawyers. Will assist the officers for the above work.	
	Educational Qualification	Essential	(i) Degree in Law from a recognized University. (ii) Two years experience as Legal Practitioner or one year experience in handling legal work in a Government Department / PSU.
		Desirable	Nil

	Experience	Essential	Two years experience as Legal Practitioner or one year experience in handling legal work in a Government Department / PSU.
		Desirable	Nil
	Pay Scale	₹ Rs. 9300-34800+ Grade Pay 4200/- Group: 'B'	
	Age Limit	18-30 years. Age Relaxation will be given as per para -10 (Tabulated - Category-wise) of this Advertisement.	
	This post is identified suitable for PwD (B, LV, D, HH, OA, BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV, ASD (M), SLD, MI, MD) candidates as per requisition of user department.		
	R.No.	F.No.11(35)/Admn/Misc/LJ&LA/17/5972	Dt. 23/07/2021
7.	Name of Department : Department of Trade & Taxes (DT&T) (805/07)		
	Number of Vacancies	(Total-06)- (UR-05 & OBC-01)	
	Nature of Duties associated with the Post	Legal Assistants are pivot point where communications that happen between Pairvi Officer, Govt. Counsel, Court and other officials of departments are centralized. They assist by coordinating between different authorities and ensure timely reply of notices, submission of appeals or affidavits, counter affidavits and inform Court officers of compliance of the orders. They shall keep record of court cases and obtain or inform or remind of instructions or coordinate meetings with Govt. Advocate s or Counsels, etc. They shall provide legal opinion on various matters regarding filing of appeal before the Higher Courts in various matters. They shall draft Writ Petitions, Special Leave Petitions, replies, rejoinders and Counter Affidavits on behalf of the department in consultation with Govt. Counsels. They shall also brief the Govt. Counsels as well as Officers of the department on various aspects of the DVAT and GST Act and liaison with them.	
	Educational Qualification	Essential	Degree in Law from a recognized University.
		Desirable	Nil
	Experience	Essential	Two years experience as Legal Practitioner or one year experience in handling legal work in a Government Department / PSU.
		Desirable	Nil
	Pay Scale	₹ Rs. 9300-34800+ Grade Pay 4200/- Group: 'B'	
	Age Limit	21-30 years. Age Relaxation will be given as per para -10 (Tabulated - Category-wise) of this Advertisement. Contractual employee of same department:- Relaxation in upper age as a one-time measure up to the actual time spent as contractual employee of the same department, subject to a maximum of 5 years provided they have worked for at least 180 working days in that particular year in accordance with OM No. F.19 (11)/2015/S-IV/1751-1756 dated 11/06/2019 issued by Services Department, Govt. of NCT of Delhi (Annexure-I).	
	This post is identified suitable for PwD (B, LV, D, HH, OA, BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV, ASD (M), SLD, MI, MD) candidates as per requisition of user department.		
	R.No.	No. F.IV/07/HR/T&T/A.R.Study/2018/5356	Dt. 29/06/2021
8.	Name of Department : Delhi Urban Shelter Improvement Board (DUSIB) (805/08)		
	Number of Vacancies	(Total-04)- (UR-03 & OBC- 01) including PwD-01 (OH-01)	
	Nature of Duties associated with the Post	Assisting the Junior Law Officer/Law Officer in proper monitoring and proper disposal of court cases.	

Educational Qualification	Essential	(a) Possessing Regular Degree in Law (entitling the incumbent for Registration at bar and appearing before the Courts) from a recognized University or equivalent; and (b) 03 years experience at Bar. For DUSIB Employees: Regular Degree in Law (entitling the incumbent for Registration at bar and appearing before the Courts) from a recognized University or equivalent and 03 years of regular service.
	Desirable	Nil
Experience	Essential	Nil
	Desirable	03 years experience at Bar
Pay Scale	₹ Rs. 9300-34800+ Grade Pay 4600/- Group: 'B'	
Age Limit	18-30 years. Age Relaxation will be given as per para -10 (Tabulated - Category-wise) of this Advertisement. Contractual employee of same department:- Relaxation in upper age as a one-time measure up to the actual time spent as contractual employee of the same department, subject to a maximum of 5 years provided they have worked for at least 180 working days in that particular year in accordance with OM No. F.19 (11)/2015/S-IV/1751-1756 dated 11/06/2019 issued by Services Department, Govt. of NCT of Delhi (Annexure-I).	
This post is identified suitable for PwD (B, LV, D, HH, OA, BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV, ASD (M), SLD, MI, MD) candidates as per requisition of user department.		
R.No.	No. DA/1140/1/Admn/2018/D-228	Dt. 04/05/2020
9.	Name of Department : Delhi Transco Limited (DTL) (805/09)	
Number of Vacancies	(Total-00)	
Educational Qualification	Essential	1. Degree in LLB from a 'recognized University or equivalent. 2. Two years experience at the Bar. OR Two year experience in Legal work in a Government department or autonomous organization or PSU.
	Desirable	Nil
Experience	Essential	Two years experience at the Bar. OR Two year experience in Legal work in a Government department or autonomous organization or PSU.
	Desirable	Nil
Pay Scale	₹ Rs. 10900-34800+ Grade Pay 4800/- Group: 'B'	
Age Limit	18-27 years.	
This post is identified suitable for PwD (BOL, LV, PD, OA) candidates as per requisition of user department.		
10.	Name of Department : New Delhi Municipal Council (NDMC) (805/10)	
Number of Vacancies	(Total-00)	

	Educational Qualification	Essential	(i) Degree in Law from a recognized University or equivalent. (ii) Two years experience in Legal Matters.
		Desirable	Nil
	Experience	Essential	Two years experience in Legal Matters.
		Desirable	Nil
	Pay Scale	₹ Rs. 9300-34800+ Grade Pay 4600/- Group: 'B'	
	Age Limit	18-30 years.	
11.	Name of Department : North Delhi Municipal Corporation (North DMC) (805/11)		
	Number of Vacancies	(Total-04) - (UR-04)	
	Nature of Duties associated with the Post	To tender legal advice, to attend courts and meetings, to vet reply on the part of Department and all legal work of Zone, Department, HQ.	
	Educational Qualification	Essential	(i) Degree in Law from a recognized University or equivalent (ii) Two years professional experience as Advocate.
		Desirable	Nil
	Experience	Essential	Two years professional experience as Advocate.
		Desirable	Nil
	Pay Scale	₹ Rs. 9300-34800+ Grade Pay 5400/- Group: 'B'	
	Age Limit	18-35 years. Age Relaxation will be given as per para -10(Tabulated - Category-wise) of this Advertisement.	
	This post is identified suitable for PwD (B, LV, HH, OA, BA, OL, BL, OAL, BLA, CP, LC, Dw, AAV, SLD, MI, MD) candidates as per requisition of user department.		
	R.No.	No.Law/NDMC/ASO/2021/608	Dt. 11/11/2021
12.	Name of Department : South Delhi Municipal Corporation (South DMC) (805/12)		
	Number of Vacancies	(Total-02)- (UR-02)	
	Nature of Duties associated with the Post	To defend SDMC cases in various courts, render legal opinion. To vet documents like agreement, contracts, affidavits and other legal documents.	
	Educational Qualification	Essential	(i) Degree in Law from a recognized University or equivalent (ii) Two years professional experience as Advocate.
		Desirable	Nil
	Experience	Essential	Two years professional experience as Advocate.
		Desirable	Nil
	Pay Scale	₹ Rs. 9300-34800+ Grade Pay 5400/- Group: 'B'	
	Age Limit	21-35 years. Age Relaxation will be given as per para -10 (Tabulated - Category-wise) of this Advertisement.	
	This post is identified not suitable for PwD candidates as per requisition of user department.		
	R.No.	No.SDMC/LAW(HQ)/2021/954	Dt. 23/11/2021
13.	Name of Department : East Delhi Municipal Corporation (East DMC) *(805/13)		
	Number of Vacancies	(Total-00)	
	Educational Qualification	Essential	(i) Degree in Law from a recognized University or equivalent (ii) Two years professional experience as Advocate.
		Desirable	Nil

	Experience	Essential	Two years professional experience as Advocate.
		Desirable	Nil
	Pay Scale	₹ Rs. 9300-34800+ Grade Pay 5400/- Group: 'B'	
	Age Limit	Not exceeding 35 years.	
*Candidates who will be selected against the posts of East Delhi Municipal Corporation (East DMC) will not be entitled for inter-corporation transfer and will exclusively serve as the employees of East DMC.			
14.	Name of Department : Delhi Pollution Control Committee (DPCC) (805/14)		
	Number of Vacancies	(Total-01)- (UR-01)	
	Nature of Duties associated with the Post	For handling cases in Hon'ble Supreme Court, High Court, Lower / District Court and various other appellate authorities.	
	Educational Qualification	Essential	(i) Bachelor's Degree in Law from recognized University/Institution. (ii) Four years experience as Legal Practitioner, or four years experience in handling legal work in a Government Department/Public Sector Undertaking.
		Desirable	Nil
	Experience	Essential	Four years experience as Legal Practitioner, or four years experience in handling legal work in a Government Department / Public Sector Undertaking.
		Desirable	Nil
	Pay Scale	₹ Rs. 9300-34800+ Grade Pay 4600/- Group: 'B'	
	Age Limit	18-30 years. Age Relaxation will be given as per para -10 (Tabulated - Category-wise) of this Advertisement.	
This post is identified suitable for PwD (B, LV, HH, OA, BA, OL, BL, OAL, BLA, CP, LC, Dw, AAV, SLD, MI, MD) candidates as per requisition of user department.			
	R.No.	No.DPCC/(3)(2)(37)/Admn-19/4311	Dt. 07/07/2021

Note :- Candidates, for the purpose of determining their eligibility based on age, experience, essential/desirable qualifications viz each User Department, are advised to go through the Website of the Board to see the Recruitment Rules notified by each of the User Department for the post of Assistant Law Officer / Legal Assistant.

1. ELIGIBILITY CRITERIA:

- (i) The candidate must be a citizen of India.
- (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 educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on 09 /02/2022.

2. HOW TO APPLY :

1. Before submitting online applications, candidate must ensure that he/she is registered on DSSSB's portal i.e. <https://dsssonline.nic.in>. The instructions for Registration are available on the Board's website (**Annexure-II**). 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.

2. **Eligible candidates may apply online through the website <https://dsssbonline.nic.in> from 10th January, 2022 up to 9th February, 2022 (till 11:59 PM) after which the link will be disabled.**
3. The candidates must go through the **INSTRUCTIONS FOR APPLYING ONLINE** carefully while filling up Online Application Form for the post concerned.
4. 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.
5. **The opening date for submission of online application is 10-01-2022. The closing date for submission of online application is 09-02-2022(11:59 pm).**
6. To avoid last minute rush, candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date. DSSSB will not be responsible for the candidates not being able to submit their applications for reasons beyond its control.
7. Before submission of the online application, candidates must check and ensure that they have filled correct details in each field of the 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.

5. APPLICATION FEES AND MODE OF PAYMENT:

₹ 100/- (One Hundred only)

- a) Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, P.W.D. & Ex-serviceman category are exempted from paying Application fee.
- b) Ex-servicemen who have already secured employment in Civil side 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.
- c) 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.
- d) Application Fee once paid will not be refunded under any circumstances.

6. EXAMINATION SCHEME:

DSSSB will conduct Two Tier Examination i.e. Tier-I & Tier-II for the post of Assistant Law Officer / Legal Assistant. The Examination Scheme for Tier-I & Tier-II are given below :-

TIER-I

Syllabus	Duration of Exam	Total Questions (All Multiple Choice Questions)	Total Marks	Grand Total Marks

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)	2 Hrs.	100	100	200
Section – B:- Objective type multiple choice questions on the subject concerned as per the qualification prescribed for the post. (100 Marks)		100	100	

TIER-II

Syllabus	Duration of Exam	Total Questions (All Multiple Choice Questions)	Total Marks	Grand Total Marks
Part-I Objective type multiple choice questions covering the entire syllabus of the qualifying subject. (100 Marks)	3 Hour	100	100	300
Part-II:- Objective type multiple choice questions to evaluate the ability for application of concepts, problem-solving capacity, and abilities to comprehend context, analyze situations, evaluate options, make informed choice, apply theoretical aspects and principles, etc. relating to the technical and domain knowledge of the subject (200 Marks)		100	200	

- (i) The Examination questions will be bilingual (Hindi & English) except for the Language papers which will be in the language concerned only.
- (ii) Candidates are advised to visit the Board's website to see the detailed syllabus in respect of Tier-I & Tier-II Examination.

- (iii) DSSSB reserves the right to change/amend the examination scheme, if so required, any time before the examination.
- (iv) Tier-I examination is only qualifying in nature and used for short listing only. Further selection will be made on the basis of merit/marks obtained in Tier-II examination.
- (v) Evaluation of Tier-I examination will be undertaken based on cumulative marks of Section A & B. Evaluation of Tier-II examination will be undertaken based on cumulative marks of Part I and II.
- (vi) 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.
- (vii) 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.
- (viii) Negative Marking will be applicable and deduction of 0.25 marks will be made for each wrong Multiple Choice Question (MCQ) answer.

7. Post Preferences:

The Examinations will be held for the post of Assistant Law Officer / Legal Assistant for various Departments/Local/Autonomous Bodies of Govt. of NCT of Delhi. Detailed preference from candidates for the post in respect of Departments/Local/Autonomous Bodies of Govt. of NCT of Delhi will be taken at the time of online calling of e-dossier. In case a candidate does not exercise his/her preference, then, in the case of his/her selection, the allotment of Department will be made by the Board at its discretion in a Department for which the candidate is found eligible as per RRs and such decision will be final. Preferences once confirmed at the time of online calling of e-dossier will be treated as final and will not be allowed to be changed subsequently under any circumstances. **Therefore, candidates must be careful in exercising the preference.**

8. 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-III**) and such normalized scores will be used to determine final merit and selection.

ii. 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.

iii. The Board, in order to achieve qualitative selection and to recruit the best talent available, has fixed the following minimum qualifying marks for different categories (UR/SC/ST/OBC/EWS/P.W.D/EX-SM) :-

General/EWS :40%

OBC (Delhi) :35%

SC/ST/PH (PwD) :30%

Ex-servicemen will be given 5% relaxation in their respective categories subject to a minimum of 30%.

iv. The DSSSB reserves its right to prescribe a minimum cut off mark for any post as per availability of candidates.

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

v.If there are two or more candidates in the same category having equal marks in the Tier-1 examination :

- (a) Candidate securing more marks in subject specific section i.e. Section-B 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.

vi. If there are two or more candidates in the same category having equal marks in the Tier-II examination:

- (a) Candidate securing more marks in subject specific section i.e. Part-II 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.

vii.Final selection and allocation of Departments/Local/Autonomous Bodies of Govt. of NCT of Delhi to the candidates qualified will be made on the basis of their performance in Tier-II Examination, preference of Posts/ Departments/Local/Autonomous Bodies given by the candidates at the time of online calling of e-dossier, and their eligibility for the post as per Recruitment Rules (RRs).

viii.Once a candidate has been allocated first available preference, as per merit, he/she will not be considered for subsequent preference(s). Subsequent request for change of Posts/ Departments by candidates will not be entertained under any circumstances. **Candidates are, therefore, advised to exercise preference of Posts/ Departments very carefully.** The option/ preference once exercised and confirmed by the candidates will be treated as **FINAL** and **IRREVERSIBLE**.

ix.The final allotment of posts/departments will be made on the basis of merit-cum-preferences of Posts/ Departments of candidates. **Once a post/department is allocated, no change of posts will either be entertained or allowed by the Board.**

x.The vacancies reported by the User Department upto the shortlisting of candidates will be considered for making recruitment.

xi. SC, ST, OBC, EWS, Ex.SM and PwD 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, Ex.SM and PwD candidates and preferences of Departments of these SC, ST, OBC, EWS, Ex.SM and PwD candidates will be allocated only against the posts reserved for such categories.

xii.A person with disability who is selected on his own merit can be appointed against an

unreserved vacancy provided the post is identified suitable for Persons with Disability of the relevant category.

xiii. 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.

xiv. The applicant applying for the above vacancies should ensure that he/she fulfills all the eligibility conditions for this Combined Examination in respect of the Departments he/she desires to be selected.

xv. The admission at all stages of the examination is purely provisional, subject to his/her satisfying the prescribed eligibility conditions prescribed for the respective Department(s). 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.

9. RESERVATION BENEFITS:

- (i) Reservation benefits will be available to the SC/ST/OBC/EWS/PwD & other special category candidates in accordance with the extant Instructions / Orders / Circulars issued from time to time by the Govt. of NCT of Delhi/DOP&T, Govt. of India.
- (ii) The Board makes selection of candidates in pursuance to the vacancies reported by the concerned User Departments for various posts. The Board does not have any role in deciding the number of vacancies of any User Department. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories come under the domain of the User Departments.
- (iii) Candidates who wish to be considered against reserved vacancies and /or to seek relaxation(s), **must be in possession of relevant certificates (SC/ST/OBC/EWS/Non Creamy layer/PwD etc.) issued by the competent/notified authority (in prescribed format) on or before the cutoff date i.e. 09/02/2022** 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.**
- (iv) 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 (**Annexure-IV**) and No. F.19(01)/2012/S.IV/1241-1258 dated 28/07/2016 (**Annexure-V**) will be given the benefit of reservation/age relaxation under OBC category. This has further been clarified by Services Department, Govt. of NCT of Delhi Vide its Office Memorandum No.F.19(02)/2011/S.IV/Vol.I/856 dated 31/05/2021 (**Annexure-VI**). **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.
- (v) **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.**

- (vi) A candidate belonging to SC/ST/OBC who is selected on the same standard as applied to unreserved category candidates and who appears in the combined 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 unreserved 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, extended zone of consideration larger than what is provided for unreserved 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.

10. AGE RELAXATION:

Permissible relaxation in upper age limit for different categories is asunder:

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 i.e. regular Govt. servant with at least three years continuous service. (These instructions are applicable only to Central Government Civilian Employees and Employees of all Departments/Autonomous/Local Bodies of Govt. of NCT of Delhi)	<p>For Group B Post: - 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 27th March, 2012 (Annexure-VII).</p> <p>For Group C Post: - Up to 40 years of age (45 years for SC/ST, 43 years for OBC) for Group 'C' post (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 27th March, 2012 (Annexure-VII).</p>
7.	Meritorious Sports Persons (Only for Group 'C' posts)	Up to 05 years (10 years for SC/ST and 08 years for OBC candidates)
8.	Ex-Servicemen Group B & C (Non-Gazetted)	Period of Military service plus 3 years
9.	Disabled Defence services personnel (Group "C")	45 years (50 years of SC/ST, 48 years for OBC)
10.	Widows/ divorced women/ women judicially separated and who are not re-married.	<p>For Group C Post: - Up to the age of 35 years (up to 40 yrs for SC/ST & 38 for OBC)</p>

(Note:- The above age relaxations will be regulated as per DOPT Guidelines.)

- (i) Any specific age relaxation provided in the Recruitment Rules for posts of MCDs, NDMC and Autonomous Bodies of Government of NCT of Delhi shall be applicable in respect of those particular posts.
- (ii) In Recruitment Rules for the posts of MCDs, NDMC and Autonomous bodies of Government of Delhi, wherever it is mentioned that age relaxation shall be given as per Government of India instruction, the age relaxation given here-in-above shall be applicable.
- (iii) An Ex-serviceman who has already secured employment under the Central Government/Delhi Govt. or its autonomous/local bodies in Group C will be permitted to avail the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in higher grade or cadre in Group C. However, such candidate will not be eligible for benefit of reservation.
- (iv) 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.
- (v) If a person with disability is entitled to age concession by virtue of being a Departmental employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Departmental employee' whichever may be more beneficial to him/her.

11. IMPORTANT INSTRUCTIONS TO CANDIDATES:

a.	The Board does not undertake any detailed 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. Merely applying under the Combined Examination does not make the candidate eligible for all the cadres included in such advertisement. Candidates must go through the requirements of essential educational qualification, age, experience etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of online calling of e-dossier only. 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 decision in this regard shall be final.
b.	The educational qualification, age, experience and other eligibility conditions for the post shall be determined as on 09/02/2022.
c.	Candidates seeking reservation benefits available for SC/ ST/ OBC/ PwD/ EWS/ ExSM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format issued by the competent authority on or before 09/02/2022.
d.	Candidates with only benchmark physical disability will be considered as Persons with Disabilities (PwD) and only such candidates will be entitled to age-relaxation/ reservation for Persons with Disabilities.
e.	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.
f.	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.

g.	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.
h.	Candidates are advised to upload recent and clear photograph. Applications with blurred/ illegible Photograph/ Signature will be rejected.
i.	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.
j.	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.
k.	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.

12. GENERAL INSTRUCTIONS FOR CANDIDATES :

- (i) 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. Further, vacancies in respect of PH/ PwD candidates are liable to vary (increase or decrease) subject to provisions of RPwD Act,2016.
- (ii) The DSSSB reserves the right to cancel or modify the advertisement or part of it at any stage.
- (iii) The centers for holding the examination will be in Delhi/NCR only.
- (iv) 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.
- (v) The Board reserves the right to change or make amendment in the examination scheme, any time before the examination, if so required.
- (vi) 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.
- (vii) Abbreviations used are denoted as under:
EWS-Economically Weaker Sections, ExSM- Ex-Serviceman, UR-Unreserved (General), SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes, PwD-Person with Disability, OH-Orthopedically Handicapped, VH- Visually Handicapped, HH-Hard of Hearing.
- (viii) Use of Calculator, Laptop, Palmtop, 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.

- (ix) 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.
- (x) 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.
- (xi) 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.

13. 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:

- (ix) 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.
- (x) Involved in malpractices.
- (xi) Using unfair means in the examination hall.
- (xii) Obtaining support for his / her candidature by any means.
- (xiii) Impersonate/Procuring impersonation by any person.
- (xiv) Submitting fabricated documents or documents which have been tampered with.
- (xv) Making statements which are incorrect or false or suppressing material information.
- (xvi) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (xvii) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Board's representatives.
- (xviii) Taking away the 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.
- (xix) Intimidating or causing bodily harm to the staff employed by the Board for the conduct of examination.
- (xx) Not fulfilling the eligibility conditions mentioned in the Notice.
- (xxi) 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.
- (xxii) 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.

14. Board's Decision Final:

The decision of the Board in all matters relating to eligibility, acceptance or rejection of the

applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

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.

Sd/-

Deputy Secretary (P&P)

ANNEXURE - I

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT - (BRANCH-IV)
7TH LEVEL, B-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002**

No.F.19(11)/2015/S-IV/ 1751-1756

Dated: 11/06/2019

OFFICE MEMORANDUM

Sub: Relaxation in upper age limit to the contractual employees working under Government of NCT of Delhi at the time of regular appointment on direct recruitment basis.

The issue with regard to suitable relaxation in upper age limit to contractual employees, as a one time measure, in Direct Recruitment has been examined in the light of various judicial pronouncements, DOPT guidelines, the opinion of Additional Solicitor General and in consultation with Finance Department and Law Department of GNCTD.


2. The Competent Authority is pleased to order all Head of Departments to fill-up the posts as per the recruitment rules and contractual employees hired against those posts may be given age relaxation as per the the following modalities to be adopted on uniform basis for in respect of contractual employees under Government of NCT of Delhi.

- I. The contractual employees working against teaching posts will be eligible for one time relaxation in upper age limit upto maximum period of 5 years. The quantum of age relaxation will be subject to number of years spent in the department on contract basis provided, they have worked for at least 120 days in a particular academic year.
- II. The contractual employees working against all other administrative posts, will be eligible for one time relaxation in upper age limit upto maximum period of 5 years. The quantum of age relaxation will be subject to number of years spent in the department on contract basis provided, they have worked for at least 180 days in a particular year.
- III. The contractual employees, working at the time of applying for direct recruitment, shall only be considered eligible for relaxation in upper age limit.
- IV. The contractual employees would be considered eligible for relaxation in upper age limit only for the department in which they are working.
- V. The contractual employees, who have already availed one time age relaxation, granted by the respective department, would not be eligible under the scheme.

Contd....2/-

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- VI. Any contractual employee, whose service was terminated due to unsatisfactory work during their contractual employment, shall be treated as Ineligible for the benefit of relaxation in upper age limit.
 - VII. The contractual employees may seek "age - relaxation certificate" from the department where they are working on contract basis. The department concerned, after examination of application, in accordance with the above modalities, shall issue the certificate by clearly indicating the quantum of age relaxation, the contractual employee is eligible for. The Certificate shall be issued under the signature and seal of HoD concerned.
3. This issues with the approval of Competent Authority.



(S. N. MISRA)
SPECIAL SECRETARY (SERVICES)

No.F.19(10)/2015/S-IV/175-1756

Dated: 11/06/2019

Copy to :

1. All Pr. Secretaries / Secretaries / Head of Departments, Corporations, Boards, PSUs and Autonomous Bodies of Govt. of NCT of Delhi.
2. The Pr. Secretary to Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi.
3. The Staff Officer to Chief Secretary, 5th Level, A-Wing, Delhi Secretariat, New Delhi.
4. The Chairperson, DSSSB, Govt. of N.C.T. of Delhi,
5. Section Officer (Services-Coord) with the request to upload this circular to the website of Services Department.
6. Guard File.


(S. N. MISRA)
SPECIAL SECRETARY (SERVICES)

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://dsssborline.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 than 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 than 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 than 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.
-

Annexure-III

**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

MOST URGENT/OUT TODAY

NO F.19(10)/2001/S-III/Pt. File/ 2293-2295
 GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 (SERVICES DEPARTMENT : BRANCH - IV)
 7TH LEVEL, "B WING", DELHI SECRETARIAT,
 I.P. ESTATE, NEW DELHI 110 002.

C/D.No.

dated: 27/7/07

To

1. The Chairman
Delhi Subordinate Services Selection Board,
Government of NCT of Delhi
UTCS Building, Shahadra, Delhi
2. All Head of Department/Local/Autonomous Bodies/
PSUs, Government of NCT of Delhi.

Sub: Reservation for OBCs in the jobs under the Government of NCT of Delhi.

Madam/Sir,

I am directed to inform that the Hon'ble Lt. Governor has considered the matter regarding grant of benefit of reservation to OBCs in Civil posts under the Govt. of NCT of Delhi and has decided that the Central list for OBCs qua Delhi and castes defined as OBCs by OBC Commission and accepted so by the Government be extended the benefit of reservation in Delhi.

In light of the above, appropriate action for grant of benefits of reservation to OBCs in the civil posts of Govt. of NCT of Delhi may be taken accordingly.

Yours faithfully,

(S.P.SINGH)
 JOINT SECRETARY (SERVICES)

NO F.19(10)/2001/S-III/Pt. File/ 2298-2295

dated: 27/7/07

Copy to:

1. Secretary to Lt. Governor, Delhi, Govt. of NCT of Delhi
2. Secretary to the Chief Minister, Govt. of NCT of Delhi
3. Secretary (Legislative Assembly), Govt. of NCT of Delhi.
4. Staff Officer, Office of the Chief Secretary, Govt. of NCT of Delhi
5. Secretary to the Speaker, Delhi Vidhan Sabha, Govt. of NCT of Delhi
6. Secretaries to all Ministers of Govt. of NCT of Delhi
7. Superintendents (Services-I/II/III/IV/Coordination Branch)
8. Guard File.

(S.P.SINGH)
 JOINT SECRETARY (SERVICES)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 SERVICES DEPARTMENT - (BRANCH-IV)
 7TH LEVEL, B-WING, DELHI SECRETARIAT,
 I.P.ESTATE, NEW DELHI-110002

No.F.19(01)/2012/S.IV/1241-1258

Dated: 28/7/2016

To,

All Head of Departments,
 Govt. of N.C.T. of Delhi,
 Delhi / New Delhi

Sub: **Reservation for OBCs in the jobs under the Government of N.C.T. of Delhi - reg.**

Sir / Madam,

In continuation with this department's circular dated 27.07.2007 on the subject cited above (copy enclosed) I am directed to inform that Govt. of N.C.T. of Delhi has decided to accept the following two types of certificates as valid certificates for grant of benefit of reservation to OBCs in civil posts under Govt. of N.C.T. of Delhi:

- 1) OBC certificate (Delhi) issued by the Revenue Department of GNCT of Delhi, on the basis of any old certificate issued to any member of individual's family from GNCT of Delhi.
- 2) 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 N.C.T. of Delhi to any family member of the concerned person who had been residing in Delhi before 08.09.1993.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

Encl: As above.

(ANUPMA CHAKRAVORTY)
 DY. SECRETARY (SERVICES)

No.F.19(01)/2012/S.IV/1241-1258

Dated: 28/7/2016

Copy to:

1. Pr. Secretary to Lt. Governor Delhi, Govt. of N.C.T. of Delhi.
2. Pr. Secretary to the Chief Minister, Govt. of N.C.T. of Delhi.
3. Staff Officer, O/o the Chief Secretary, Govt. of N.C.T. of Delhi.
4. Secretaries to all Ministers, Govt. of N.C.T. of Delhi.
5. Superintendent (Services-I, II, III, ACP cell & Coordination branch, Delhi Secretariat, Govt. of N.C.T. of Delhi.
6. Superintendent (Coordination), Delhi Secretariat to upload on the website of Services Department.
7. Guard file.

(ANUPMA CHAKRAVORTY)
 DY. SECRETARY (SERVICES)

8/20/21

No.F.19(02)/2011/S.IV/Vol.I/856
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT - (BRANCH-IV)
7TH LEVEL, 'B'-WING, DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI-110002

Dated: 31/05/2021

OFFICE MEMORANDUM


Sub: Reservation for OBCs in the jobs under the Government of N.C.T. of Delhi - reg.

In continuation of this Department's letter No.F.19(10)/2001/S-III/Pt. File/2278-2285 dated 27th July, 2007 and No.F.19(01)/2012/S.IV/1241-1258 dated 28th July, 2016 on the subject cited above (copies enclosed), the undersigned is directed to convey the clarification that: -

- 1) an individual, who possesses OBC (Delhi) Certificate issued by the Revenue Department, Government of National Capital Territory of Delhi certifying that he/she belongs to a caste which has been notified as OBC by the Government of National Capital Territory of Delhi, shall be entitled for the benefits of reservation to OBCs in civil posts in various Departments of Government of National Capital Territory of Delhi, irrespective of the fact that the said OBC (Delhi) Certificate has been issued with or without mentioning of old certificate issued to his/her father, siblings and real uncles (paternal side only).
- 2) an individual, who possesses the OBC Certificate issued by a Competent Authority outside Delhi, certifying his/her belonging to a community duly notified as OBC by the Government of National Capital Territory of Delhi, shall also be entitled for the benefits of reservation to OBCs in civil posts under Government of National Capital Territory of Delhi. This certificate should have mandatorily been issued on the basis of OBC Certificate issued by Government of National Capital Territory of Delhi to his/her father, siblings and real uncles (paternal side only) of the concerned person, who had been residing in Delhi before 8th September, 1993.

This issues with the approval of the Competent Authority.

Encls: As above


(HARLEEN KAUR)
SPL. SECRETARY (SERVICES)

No.F.19(02)/2011/S.IV/Vol.I/

Dated: / /2021

Copy for information / appropriate action to: -

- ✓ The Secretary, UPSC, Dholpur House, Shahjahan Road, New Delhi - 110069
2. Chairperson, DSSSB, Govt. of N.C.T. of Delhi.
3. Principal Secretary (Revenue), Revenue Department, 5, Shamnath Marg, Delhi-110054.
4. All the Heads of Departments/Autonomous Organizations /PSUs, Govt. of N.C.T. of Delhi, Delhi / New Delhi.

Copy for information to: -

1. Secretary to Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi.
2. Secretary to Hon'ble Chief Minister of Delhi, 3rd Level, Delhi Secretariat, New Delhi.

Contd....2/-

3. Secretary to all Ministers, Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.
4. Staff Officer to Chief Secretary, Delhi Govt. of N.C.T. of Delhi, 5th Level, Delhi Secretariat, New Delhi.
5. P.A. to Secretary (Services), Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.
6. P.A. to Spl. Secretary (Services), Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.
7. Dy. Secretary (Services)-I / III, Govt. of N.C.T. of Delhi, Delhi Secretariat, New Delhi.
8. Section Officers of all branches of Services Department, Govt. of N.C.T. of Delhi.
9. Section Officer (Coordination), Services Department, Delhi Secretariat, New Delhi with the direction to upload this letter / circular on the website of the Services Department.


(HARLEEN KAUR)
SPL. SECRETARY (SERVICES)

No. 15012/2/2010-Estt.(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

New Delhi, dated the 27th March, 2012

OFFICE MEMORANDUM

Subject:- **Consolidated orders on relaxation in upper age limit allowed to various categories of government servants-** regarding

The undersigned is directed to invite attention to this Department's Notification No. 2/101/72-Estt(D) dated 07.03.1974 and to say that since then a number of instructions allowing relaxation in upper age to Central government servants for recruitment to various categories of posts under the Central government have been issued. For the facility of reference and guidance, the content of the important/relevant O.M's/orders on the subject have been consolidated. The number and date of original O.M.'s have been referred under each category for easy reference to the context.

S. No.	Category of Persons to whom age concession is admissible and O.M./Notification No.	Categories of posts to which the age concession is admissible	Extent of Age Concession
1.	Scheduled Castes and Scheduled Tribes <u>Notification No. 2/101/72-Estt(D) dated 07.03.1974</u>	All posts filled by Direct Recruitment	5 years
2.	Other Backward Class <u>O.M. No. 43013/2/95-Estt. (SCT) dated 25.01.1995</u> <u>O.M. No. 36012/22/93-Estt.(SCT) dated 22.10.1993</u>	All posts filled by Direct Recruitment	3 years
3.	Persons with disabilities <u>No. 43019/28/86-Estt.(D) dated 01.02.1999</u> read with <u>O.M. No. 36035/3/2004-Estt(Res.) dated 29.12.2005</u>	(i) In case of Direct Recruitment to Group 'C' and erstwhile Group 'D' (now MTS)	10 years

		posts (ii) In case of recruitment to Group 'A' and Group 'B' posts through open competitive examination	
	SC/ST Persons with disabilities		15 years
	OBC Persons with disabilities		13 years
	Persons with disabilities <u>O.M. No. 36035/3/2004-Estt(Res.) dated 29.12.2005</u>	In case of direct recruitment to Group 'A' and Group 'B' where recruitment is made otherwise than through open competitive examination	5 years
	SC/ST Persons with disabilities		10 years
	OBC Persons with disabilities		8 years
4.	Retrenched Central Government Employee <u>Notification No. 2/101/72-Estt(D) dated 07.03.1974</u>	For posts filled otherwise than through UPSC on the basis of competitive tests, i.e. filled through employment exchange	Period of previous service under the Govt. of India plus three years
5.	Whole Time Cadet Instructors in NCC (a) who were released from NCC after the expiry of their initial/extended tenure <u>Notification No. 2/101/72-Estt(D) dated 07.03.1974</u>	For the purpose of appointment to the posts, recruitment to which is made through the Employment exchange	Period of service rendered in NCC plus three years
	(b) who were released from NCC before the expiry of their initial/extended tenure <u>Notification No. 2/101/72-Estt(D) dated 07.03.1974</u>	- do -	Period of service rendered in NCC, plus three years provided they have served in NCC for a period of not less than six months prior to their release from NCC

6.	<p>Ex-General Reserve Engineer Force Personnel</p> <p><u>O.M. No. 4/10/64-Estt(D) dated 26.10.1964</u></p> <p><u>Notification No. 2/101/72-Estt(D) dated 07.03.1974</u></p>	<p>For posts filled otherwise than through UPSC on the basis of competitive tests, i.e. filled through Employment exchange</p>	<p>Period of Service in GREF plus 3 years</p>
7.	<p>Territorial Army Personnel who have service on the permanent staff of Territorial Army Unit or have been embodied for service under T.A. Rule 33 for a continuous period of not less than six months.</p> <p><u>O.M. No. 4/6/64-Estt(D) dated 11.02.1965</u> and</p> <p><u>Notification No. 2/101/1972-Estt(D) dated 7.3.1974</u></p>	<p>For post filled otherwise than through UPSC on the basis of competitive tests i.e. for posts filled through Employment Exchange</p>	<p>Entire Period of embodied service including broken period in the Territorial Army plus three years</p>
8.	<p>Ex-Servicemen</p> <p><u>Notification No. 39016/10/1979- Estt. (c) dated 15.12.1979</u></p>	<p>Group C & erstwhile D posts</p>	<p>Period of Military service plus 3 years</p>
9.	<p>Disabled Defence services personnel</p> <p><u>O.M. No. 14/42/65-Estt(D) dated 29.03.1966</u> and <u>O.M. No. 13/35/71-Estt.(C) dated 24.12.1971</u></p> <p><u>O.M. No. 39016/5/1981-Estt.(C) dated 21.02.1981</u></p>	<p>(a) Group C & erstwhile D posts filled through Employment Exchange</p>	<p>45 years (50 years of SC/ST)</p>
		<p>(b) Group A & B posts filled otherwise than through Competitive Examination by UPSC</p>	<p>45 years (50 years of SC/ST)</p>
		<p>(c) All posts filled by Competitive examination</p>	<p>3 years (8 years for SC/ST) subject to the condition that they would not be allowed to avail of</p>

			a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit.
10.	Ex-personnel of Army Medical Corps (Short Service regular Commissioned Officer) <u>O.M. No. 4/3/55-RPS dated 13.07.1956</u>	All posts requiring Medical qualification	35 years
11.	Ex-servicemen ECO/SSCO <u>O.M. No. 39016/15/79-Estt.(C) dated 07.09.1981</u> <u>O.M. No. 36034/8/88-Estt.(SCT) dated 19.05.1988</u>	Group A & B Posts Services/posts filled by direct recruitment otherwise than on a result of any open All India competitive examination held by UPSC subject to the condition that (i) the continuous service rendered in the Armed Forces by an ex-servicemen is not less than six months after attestation (ii) resultant age after deducting his age does not exceed the prescribed age	Military service plus three years

		limit by more than three years and (iii) condition prescribed in O.M. No. 39016/10/79-Esst.(C) dated 15.12.1979	
		For appointment to any vacancy in Group A and Group B Services/posts filled by direct recruitment on the results of an All India Competitive Examination held by UPSC, ex-service and Commissioned Officers including ECOs/SSCOs who have rendered atleast 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months) otherwise than by way of dismissal or discharge on account of physical disability attributable to	Five years

		military service or on invalidment.	
12.	<p>Departmental Candidates with three years continuous service in Central Government</p> <p><u>O.M. No. 15012/1/88-Esst.(D) dated 30.01.1980</u></p> <p><u>O.M. No. 15012/1/88-Esst.(D) dated 20.05.1988</u></p>	<p>For appointment to Group 'C' and erstwhile 'D' (now MTS posts) by direct recruitment which are in the same line or allied cadres</p>	<p>Up to 40 years of age (45 years for SC/ST)</p>
	<p><u>O.M. No. 15012/8/87-Esst.(D) dated 15.10.1987</u></p> <p><u>O.M. No. 35014/4/79-Esst.(D) dated 24.10.1985</u></p>	<p>Group A and Group B posts filled through UPSC (other than those filled on the basis of competitive examination) and posts which are exempted from purview of UPSC (where recruitment is made by organisation themselves)</p>	<p>5 years (for 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)</p>
13.	<p>Widows, divorced women and women judicially separated from their husbands and who are not re-married</p> <p><u>O.M. NO. 15012/13/1979-Esst (D) dated 19.01.1980</u></p> <p><u>O.M. No. 15012/1/82-Esst.(D) dated 06.09.1983</u></p> <p><u>O.M. No. 15012/1/87-Esst.(D) dated 05.10.1990</u></p>	<p>Group 'C' and erstwhile Group 'D' posts under the Central Government filled through Staff Selection Commission and Employment exchange</p> <p>Group 'A' and 'B' posts except where recruitment is</p>	<p>Up to the age of 35 years (up to 40 years for members of Scheduled Castes and Scheduled Tribes) but no relaxation of educational qualification or method of recruitment</p>

		made through open competitive examination	
14.	Meritorious Sportspersons <u>No. 15012/3/84-Estt.(D) dated 12.11.1987</u>	All Group of Civil posts/Services under the Government of India filled otherwise than through Competitive examinations conducted by UPSC	Up to 5 years (10 years for SC/ST candidates)
15.	Persons who had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989 <u>GSR 915(E) dated 30.12.2011</u> <u>GSR 208(E) dated 10th April 1997</u> <u>GSR 826(E) dated 27th December 1999</u> <u>GSR 919(E) dated 20th December 2001</u> <u>GSR 879(E) dated 10th November 2003</u> <u>GSR 707(E) dated 6th December 2005</u> <u>GSR 761(E) dated 7th December, 2007</u> <u>GSR 839(E) dated 23rd November 2009</u>	For recruitment to all Central Civil Services and Posts made through UPSC or SSC or otherwise by Central Government till 31.12.2013	Upper age-limit relaxable by five years subject to maximum number of chances permissible under the relevant rules

2. For the purposes of the above mentioned age concessions:

- i. "a retrenched Central Government employee" means a person who was employed under the Government of India for a continuous period of not less than six months prior to this retrenchment and was discharged as a result of the recommendation of the Economy Unit or due to normal reduction in establishment;
- ii. "a whole-time Cadet instructor in NCC" means a person who was recruited as a whole-time cadet instructor in NCC on or after 01.01.1963;
- iii. "Ex-GREF personnel" means a person who was employed in that Force at least a continuous period for not less than six months and who was released from that Force on completion of his tenure of Service.
- iv. "disabled ex-servicemen" means ex-serviceman who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas;

DoP&T's O.M. No. 15012/2/2010-Estt.(D) dated 27th March 2012

v. "Ex-servicemen" means a person, who has served in any rank (whether as a combatant or an non-combatant), in the Armed Forces of the Union, including the Armed Forces of the former Indian States, but excluding the Assam Rifles, Defence Security Corps, General Reserve Engineering Force, Lok Sahayak Sena and Territorial Army, for a continuous period of not less than six months after attestation, and (i) has been released, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, or has been transferred to the reserve pending such release, or (iii) has been released at his own request after completing five years service in the Armed Forces of the Union.

3. These instructions are applicable only to Central Government Civilian Employees holding Civil posts and are not applicable to personnel working in autonomous/statutory bodies, Public Sector under taking etc. which are governed by regulations/statute issued by the concerned administrative Ministries/Departments. In certain cases the benefit of age relaxation was allowed to a specified category of personnel for a limited period. The validity of relaxation in such cases will be for the period specified in the original instructions or as amended from time to time.

4. In case of recruitment through the UPSC and the Staff Selection Commission(SSC), the crucial date for determining the age-limit shall be as advertised by UPSC/SSC. The crucial date for determining age for competitive examination held by UPSC/SSC is fixed as per the instructions in this Department's O.M. No. 42013/1/79-Estt.(D) dated 04.12.1979 and O.M. No. AB.14017/70/87-Esst.(RR) dated 14.07.1988.

5. A government servant is not allowed any relaxation of age for recruitment to Group 'A' and Group 'B' post on the basis of competitive examination held by the Commission except in cases where it has been specifically provided for in the scheme of the examinations approved in consultation with the Commission(O.M. No. 4/4/74-Estt.(D) dated 09.04.1981).

6. The upper age-limit for recruitment by the method of Direct Open Competitive to the Central Civil Services and civil posts specified in the relevant service/recruitment rules on the date of commencement of the Central Civil Services and Civil posts (Upper Age-limit for Direct Recruitment) Rules 1998, shall be increased by two years (Notification No. 15012/6/98-Estt.(D) dated 21.12.1998). The "Direct Open Competitive Examination" for the purpose of these rules shall mean direct recruitment by Open Competitive Examination conducted by the Union Public Service Commission or the Staff Selection Commission or any other authority under the Central Government and it shall not include recruitment through Limited Departmental Examination or through shortlisting or by absorption or transfer or deputation.

8. Copies of previous O.M.'s referred are available at this Department's website www.persmin.nic.in(www.persmin.nic.in>O.Ms & Orders > Establishment > (A)Administration > (II)Establishment > (g)Age relaxation)

9. This may be brought to the notice of all concerned for information, guidance and necessary action.

10. Hindi version will follow.



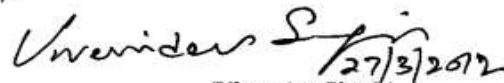
(Mukta Goel)
Director(E.I)
Tele: 23092479

To

All Ministries/Departments of the Government of India.

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7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi
9. The Secretary, Union Public Service Commission, New Delhi
10. The Secretary, Staff Selection Commission, New Delhi
11. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
12. National Commission for Scheduled Castes, New Delhi
13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
16. Establishment Officer & A.S.
17. All Officers and Sections in the Department of Personnel and Training.
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(Virender Singh)
Under Secretary to the Government of India
Tele: 23093804

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