



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092
Website: www.dsssb.delhigovt.nic.in

No. F.1 (477)/DSSSB/P&P/2018/Advt./ 432

Dated: 05/07/2018

Vacancy Notice
ADVERTISEMENT NO. 02/2018

IMPOTANT NOTE:- Only online applications will be accepted. Applications received through any other mode shall be summarily rejected

Online Applications are invited for recruitment to the following posts under **Health & Family Welfare, Govt. of NCT of Delhi & Services Department, Govt. of NCT of Delhi.**

The opening date, closing date of application and post-wise break-up of vacancies are as under:-

Opening Date of Application:-13/07/2018

Closing Date of Application:-13/08/2018

The details of the vacancies, pay scale, eligibility criteria are as under:-

S. No.	Post Code	Name of Post	Name of Deptt.	Classification of the Post (Group)	Grade Pay	Vacancies							
						UR	OBC	SC	ST	TOTAL	PH	EX-SM	SPORTS
1	2/18	Pharmacist	H&FW	C	2800	06	146	55	44	251	40	111	0
2	3/18	Nursing Officer	H&FW	C	4600	345	185	103	51	684	27	68	0
3	4/18	Occupational Therapist	H&FW	C	4200	00	01	01	02	04	0	03	0
4	5/18	Technical Assistant (Ophthalmology)	H&FW	C	2800	01	01	00	00	02	0	0	0
5	6/18	Dental Hygienist	H&FW	C	2400	00	00	01	01	02	01	02	0
6	7/18	Lab. Technician (Gr.-IV)	H&FW	C	2800	16	08	05	03	32	04	10	0
7	8/18	Radiographer	H&FW	C	2400	52	49	20	15	136	04	22	0
8	9/18	Speech Therapist	H&FW	C	4200	03	00	00	00	03	0	01	0
9	10/18	Assistant Dietician	H&FW	C	4200	00	02	01	00	03	01	03	0
10	11/18	Medical Record Clerk	H&FW	C	1900	08	02	01	00	11	0	01	0
11	12/18	Auxiliary Nurse Midwife	H&FW	C	2400	45	24	13	07	89	04	09	0
12	13/18	Lab Assistant (Group-IV)	H&FW	C	2400	83	56	14	25	178	16	68	0
13	14/18	Physiotherapist	H&FW	C	4200	12	04	00	01	17	01	01	0
14	15/18	Social Worker	H&FW	C	4200	12	05	02	02	21	0	02	0
15	16/18	Technical Assistant (OT/CSSD)	H&FW	C	2800	07	02	01	00	10	0	01	0
16	17/18	Assistant Security Officer	H&FW	C	2800	01	00	00	00	01	0	01	0
17	18/18	Lab. Technician Gr. III	H&FW	C	2800	00	00	00	02	02	0	01	0
18	19/18	Assistant (OT/CSSD)	H&FW	C	1900	07	03	01	01	12	0	03	0
19	20/18	Grade-IV (DASS)/JR. ASST.	SERVICES	C	1900	47	19	13	00	79	04	08	04
20	21/18	Stenographer Grade-III	SERVICES	C	2400	63	31	18	01	113	05	12	06

Candidates must apply online through the website <http://dssbonline.nic.in>. The closing date for submission of online application is 13/08/2018 after which the link will be disabled. Applications received through any other mode would not be accepted and summarily rejected.

Sd/-
(Kisalay Kumar Singh)
Section Officer (P&P)

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

Post Code:-	2/18	Name of the post:-	Pharmacist in H&FW Deptt.
Number of Vacancies:-	(Total-251) - (UR-06, OBC-146, SC-55, ST-44) including PH(OH)-40 (Backlog) & Exsm-111 (backlog-89).		
Educational Qualification:-	Essential:-	(a) B. Pharmacy from a recognized Institute. Or (b) 10+2 with science stream (Physics/Chemistry/Biology) from a recognized Board. Technical Qualification :- (i) Approved Diploma in Pharmacy from the institute recognized by the pharmacy council of India and registered as Pharmacist under the Pharmacy Act, 1948.	
	Desirable:-	Nil	
Experience:-	Essential:-	Nil	
	Desirable:-	Nil	
Pay Scale:-	PB-1 Rs. 5200-20200/- with Grade Pay of Rs. 2800/-		
Age Limit:-	18-30 Years. Group-'C' Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified suitable for PH(OL,BL) candidate as per requisition of user department.			
R.N.	F.1(753)/TRC/H&FW/2017/9575		Dt. 17/01/2018
Post Code:-	3/18	Name of the post:-	Nursing Officer in H&FW Deptt.
Number of Vacancies:-	(Total-684) - (UR-345, OBC-185, SC-103, ST-51) including PH-(OH-27), Exsm-68.		
Educational Qualification:-	Essential:-	1. Matriculation or its equivalent. 2. 'A' Grade certificate in Nursing from a recognized Institution. 3. Certificate in Midwifery. 4. Should be able to speak Hindustani fluently.	
	Desirable:-	Nil	
Experience:-	Essential:-	Nil	
	Desirable:-	Nil	
Pay Scale:-	PB-2 Rs. 9300-34800/-, Grade Pay Rs.4600/-		
Age Limit:-	Below 32 years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified suitable for PH(OH-OL/Special disability persons) candidate as per requisition of user department.			
R.No	F.8/102/TRC/H&FW/2009/1496		Dt. 10 /01/2018
Post Code:-	4/18	Name of the post:-	Occupational Therapist in H&FW
Number of Vacancies:-	(Total-04) - (UR-00, OBC-01, SC-01, ST-02) including 03 Exsm.(Backlog)		
Educational Qualification:-	Essential:-	F.Sc./Premedical, Hr. Sec. with Science and Diploma in Occupational Therapy from recognized Institute.	
	Desirable:-	Nil	
Experience:-	Essential:-	Nil	
	Desirable:-	Two years experience in Occupational Therapy in a Hospital.	
Pay Scale:-	PB.2 Rs. 9300-34800/-, Grade Pay Rs. 4200/-		
Age Limit:-	Up to 21-32 years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified not suitable for PH candidate as per requisition of user department.			
R.No.	F.1/(766)/HR/-PARA/H&FW/2017/9078		Dt. 15/12/2017
Post Code:-	5/18	Name of the post	Technical Assistant (Ophthalmology) in H&FW
Number of Vacancies:-	(Total-02) - (UR-01, OBC-01, SC-00, ST-00).		
Educational Qualification:-	Essential:-	1. B.Sc.(Hons.) Ophthalmic Technique	
	Desirable:-	Nil	
Experience:-	Essential:-	Two years experience of working as Technical Assistant (Ophthalmology) in Eye Department/Hospital.	
	Desirable:-	Nil	
Pay Scale:-	PB.1 Rs. 5200-20200/-, Grade Pay Rs. 2800/-		
Age Limit:-	Up to 27 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified not suitable for PH candidate as per requisition of user department.			
R.N.	F.1/(766)/HR/-PARA/H&FW/2017/9078		Dt. 15/12/2017

Post Code:-	6/18	Name of the post:-	Dental Hygienist in H&FW
Number of Vacancies:-	(Total-02)- (UR-00, OBC-00, SC-01, ST-01) including PH-01 (OL) (Backlog) & 2 Exsm. (Backlog).		
Educational Qualification:-	Essential:-	1. Matriculation or equivalent from a recognized University/Board. 2. Dental Hygienist certificate from a recognized Institution. 3. Should be registered as Dental Hygienist.	
	Desirable:-	Nil	
Experience:-	Essential:-	Nil	
	Desirable:-	Two Years practical experience as Dental Hygienist	
Pay Scale:-	PB.1 Rs. 5200-20200 Grade Pay Rs. 2400/-		
Age Limit:-	32 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified suitable for PH(OL,HH) candidate as per requisition of user department.			
R.No.	F.1/(766)/HR-PARA/H&FW/2017/9078		Dt. 15/12/2017
Post Code:-	7/18	Name of the post:-	Lab. Technician (Gr. IV) in H&FW
Number of Vacancies:-	(Total-32)- (UR-16, OBC-08, SC-05, ST-03) including PH-04(OL-02, HH-02)(3 Backlog), Exsm-10 (Backlog).		
Educational Qualification:-	Essential:-	1. B.Sc. (Medical Lab. Technology) Or 1. Matriculation/Hr. Secondary/Sr. Secondary with science. 2. Diploma in M.L.T. from a recognized institution. 3. 03 years experience as a Lab Assistant in any group of these laboratories. (Biochemistry/Endocrine or Metabolic Lab./Dialysis Lab. (Except Australia Antigen Unit)/ Gastroenterology Lab. / Surgical & Medical Lab/Pathology/Clinical Pathology/Blood Bank/ Anatomy/Forensic Medicine/Microbiology & Serology/Immunology/ Parasitology/Physiology/Pharmacology /Pharmacology/Animal House/ Allergy Clinics/Tissue Collection Preservation).	
	Desirable:-	Nil	
Experience:-	Essential:-	Nil	
	Desirable:-	Nil	
Pay Scale:-	PB-1. Rs. 5200-20200/- Grade Pay Rs.2800/-		
Age Limit:-	18-27 years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified suitable for PH (OL,HH) candidate as per requisition of user department.			
R.No.	F.1/(753)/TRC/H&FW/2017/9602		Dt. 18/01/2018
Post Code:-	8/18	Name of the post:-	Radiographer in H&FW
Number of Vacancies:-	(Total-136)- (UR-52, OBC-49, SC-20, ST-15) including PH(OL & HH-04), Exsm-22.		
Educational Qualification:-	Essential:-	1. Sr. Secondary 10+2 with science from a recognized board/university. 2. Certificate (02 years course) in Radiography or Diploma (02 years course) in radiography or BSc. (Radiography) or Radiological Technology 02 years from a recognized Board.	
	Desirable:-	Nil	
Experience:-	Essential:-	Nil	
	Desirable:-	Nil	
Pay Scale:-	PB-1 Rs.5200-20200/- with Grade Pay Rs. 2400/-		
Age Limit:-	18-27 years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified suitable for PH (OH-OL,HH) candidate as per requisition of user department.			
R. No.	F.1/(753)/TRC/H&FW/2017/9575		Dt. 17/01/2018

Post Code:-	9/18	Name of the post:-	Speech Therapist in H&FW
Number of Vacancies:-	(Total-03) - (UR-03,) including Exsm-01(Backlog).		
Educational Qualification:-	Essential:-	1. Graduate in Science or Arts or Nursing from a recognized University. 2. Two years experience as a speech therapist.	
	Desirable:-	Working knowledge of foreign and several Indian Languages.	
Experience:-	Essential:-	Nil	
	Desirable:-	Nil	
Pay Scale:-	PB-2 Rs. 9300-34800/- Grade Pay Rs. 4200/-		
Age Limit:-	32 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified not suitable for PH candidate as per requisition of user department.			
R.No.	F.1/(766)/HR-PARA/H&FW/2017/9078		Dt. 15/12/2017

Post Code:-	10/18	Name of the post:-	Assistant Dietician in H&FW
Number of Vacancies:-	(Total-03) - (UR-00, OBC-02, SC-01, ST-00) including 01 PH-(OH,HH,VH), Exsm-03.		
Educational Qualification:-	Essential:-	1. Degree in Science with Home Science/Home Economics as a subject from a recognized University or equivalent. 2. Diploma or certificate in Dietary from a recognized institution.	
	Desirable:-	Nil	
Experience:-	Essential:-	At least one year experience of working in a Dietary Deptt. Of Govt./recognized Hospital.	
	Desirable:-	Nil	
Pay Scale:-	PB-2 Rs. 9300-34800/- Grade Pay RS. 4200/-		
Age Limit:-	32 Years. Age Relaxation will be given as per the table regarding age relaxation given below at para 6.		
This post is identified suitable for PH(OA,OL,BL,HH,B.LV) candidate as per requisition of user department.			
R.NO.	F.1/(766)/HR-PARA/H&FW/2017/9078		Dt. 15/12/2017

Post Code:-	11/18	Name of the post:-	Medical Record Clerk in H&FW
Number of Vacancies:-	(Total-11) - (UR-08, OBC-02, SC-01, ST-00) including Exsm-01.		
Educational Qualification:-	Essential:-	10 th Pass or equivalent from a recognized Board/University with English as one of the subject and also knowing typing speed of 30 words per minute (English) or 25 words per minute (Hindi)	
	Desirable:-	Nil	
Experience:-	Essential:-	Nil	
	Desirable:-	Nil	
Pay Scale:-	PB-1 Rs. 5200-20200/- with Grade Pay of Rs. 1900/-		
Age Limit:-	18-27 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified suitable for PH (OL,BL,HH,B.LV) candidate as per requisition of user department.			
R.No.	F.1/(753)/TRC/H&FW/2017/9037		Dt. 27/11/2017

Post Code:-	12/18	Name of the post:-	Auxiliary Nurse Midwife in H&FW
Number of Vacancies:-	(Total-89) - (UR-45, OBC-24, SC-13, ST-07) including PH-04 & Exsm-09		
Educational Qualification:-	Essential:-	Registered Auxiliary Nurse Midwife	
	Desirable:-	Nil	
Experience:-	Essential:-	Nil	
	Desirable:-	Some Experience and training in family planning.	
Pay Scale:-	PB-1 Rs. 5200-20200/- with Grade Pay of Rs. 2400/- (Pre Revised)		
Age Limit:-	18-32 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified suitable for PH(OL) candidate as per requisition of user department.			
R.N.	F.8(102)/TRC/H&FW/2009/1497		Dt. 10/01/2018

Post Code:-	13/18	Name of the post:-	Lab Assistant (Group-IV) in H&FW
Number of Vacancies:-	(Total-178) - (UR-83, OBC-56, SC-14, ST-25) including PH(OH)-16 & Exsm-68.		
Educational Qualification:-	Essential:-	1. Matriculation/Hr. Sec./ Sr. Sec (10+2) with Science. 2. Diploma in Medical Laboratory techniques from a recognized institution. Or 10+2 Vocational Courses in Medical Laboratory technology (MLT) from school recognized by State Govt.	

	Desirable:-	Nil
Experience:-	Essential:-	Nil
	Desirable:-	Nil
Pay Scale:-	PB.1 Rs.5200-20200/-, Grade Pay Rs. 2400/-	
Age Limit:-	18-27 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.	
This post is identified suitable for PH (OL,BL) candidate as per requisition of user department.		
R.No	F.1/(753)/TRC/H&FW/2017/9575 Dt. 17/01/2018	
Post Code:-	14/18	Name of the post:- Physiotherapist in H&FW
Number of Vacancies:-	(Total-17)- (UR-12, OBC-04, SC-00, ST-01) including PH(OL/BL)-01 & Exsm-01.	
Educational Qualification:-	Essential:-	F.Sc. / Pre-Medical / Hr. Secondary with Science and Diploma Physiotherapy from recognized Institution.
	Desirable:-	Nil
Experience:-	Essential:-	Nil
	Desirable:-	Two years Experience as Physiotherapist in a Hospital.
Pay Scale:-	PB.2 Rs. 9300-34800/- Grade Pay Rs. 4200/-	
Age Limit:-	Below 32 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.	
This post is identified suitable for PH (OL, BL, HH, LV) candidate as per requisition of user department.		
R.No	F.1/(753)/TRC/H&FW/2017/9037 Dt. 27/11/2017	
Post Code:-	15/18	Name of the post:- Social Worker in H&FW
Number of Vacancies:-	(Total-21)- (UR-12, OBC-05, SC-02, ST-02) including Exsm-02	
Educational Qualification:-	Essential:-	Post Graduate Degree in Social Science from Recognized University.
	Desirable:-	Nil
Experience:-	Essential:-	Nil
	Desirable:-	Two years Experience in Research Work.
Pay Scale:-	PB-2. Rs. 9300-34800/- Grade Pay Rs.4200/-	
Age Limit:-	21-32 years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.	
This post is identified suitable for PH (OL,BL,HH,LV) candidates as per requisition of user department.		
R.No	F.1/(753)/TRC/H&FW/2017/9037 Dt. 27/11/2017	
Post Code:-	16/18	Name of the post:- Technical Assistant (OT/CSSD) in H&FW
Number of Vacancies:-	(Total-10)- (UR-07, OBC-02, SC-01, ST-00) including Exsm-01.	
Educational Qualification:-	Essential:-	1. Matriculation/Hr. Sec./Sr. Sec. (10+2) with Science from a recognized institution / Board. 2. Operation room Asstt. Course from a recognized institution. 3. 05 years experience as O.T. Technician in Operation Theatre / CTS / Neuro-Surgery/Gastro-Surgery/CSSD/Anaesthesia/Gas Plant/ Anaesthesia/Workshop/ICU Surgical/Resuscitation in a recognized Hospital/Institution. Or 1. B.Sc. From recognized university. 2. 03 years experience as Technicians in operation Theatres including Operation Theatre/CTS/Neuro-Surgery/Gastro-Surgery / CSSD / Anaesthesia/Gas Plant/ Anaesthesia/ Workshop/ ICU Surgical / Resuscitation in a recognized Hospital/Institution.
	Desirable:-	Nil
Experience:-	Essential:-	Nil
	Desirable:-	Nil
Pay Scale:-	PB.-1 Rs.5200-20200/- with Grade Pay of Rs. 2800/-	
Age Limit:-	Below – 27 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.	
This post is identified not suitable for PH candidate as per requisition of user department.		
R.No	F.1/(753)/TRC/H&FW/2017/9037 Dt. 27/11/2017	

Post Code:-	17/18	Name of the post:-	Assistant Security Officer in H&FW
Number of Vacancies:-	(Total-01)- (UR-01) including Exsm-01		
Educational Qualification:-	Essential:-	1. Matriculate or equivalent. 2. Ex-Serviceman having 05 years active Defense Service.	
	Desirable:-	Sound knowledge of Hindi (Hindi speaking personnel preferred)	
Experience:-	Essential:-	Nil	
	Desirable:-	Nil	
Pay Scale:-	PB-1 Rs.5200-20200/- with Grade Pay Rs. 2800/-		
Age Limit:-	Upto 37 years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified not suitable for PH candidate as per requisition of user department.			
R.N.	F.1/(753)/TRC/H&FW/2017/9037		Dt. 27/11/2017
Post Code:-	18/18	Name of the post:-	Lab. Technician Gr. III in H&FW
Number of Vacancies:-	(Total-02)- (ST-02) including Exsm-01		
Educational Qualification:-	Essential:-	B.Sc. Desirable with 01 year experience as Lab. Assistant in any of these groups of Laboratories(Cardiology/Neurology/Respiratory Labs/EEG/EMG/ ERG/CCU/CCI/POW/ ECG.). OR Matriculation/Hr. Secondary/ 10+2 with science 06 years experience in any of these group of Laboratories (Cardiology/Neurology/Respiratory Labs/EEG/EMG/ ERG/CCU/CCI/POW/ ECG.) as Lab. Assistant. OR Matriculation/Hr. Secondary/10+2 with science having MLT course with 03years experience in any of these groups of laboratories (Cardiology/Neurology/Respiratory Labs/EEG/EMG/ ERG/CCU/CCI/POW/ ECG.).	
	Desirable:-	Nil	
Experience:-	Essential:-	Nil	
	Desirable:-	Nil	
Pay Scale:-	PB-1 Rs. 5200-20200/- with Grade Pay of Rs. 2800/- (Pre Revised)		
Age Limit:-	21-32 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified suitable for PH(OL, HH) candidate as per requisition of user department.			
R.No	F.1/767/HR-PARA/H&FW/2017/9076		Dt. 13/12/2017
Post Code:-	19/18	Name of the post:	Assistant (OT/CSSD) in H&FW
Number of Vacancies:-	(Total-12)- (UR-07, OBC-03, SC-01, ST-01) including EXSM-03)		
Educational Qualification:-	Essential:-	1. Matriculation/Hr. Sec./Sr. Sec. (10+2) with science from a recognized institution/Board. 2. Operation room Asstt. Course from a recognized institution.	
	Desirable:-	Nil	
Experience:-	Essential:-	Nil	
	Desirable:-	Nil	
Pay Scale:-	PB.1, Rs. 5200-20200/-, Grade Pay Rs. 1900/-		
Age Limit:-	Below 27 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified not suitable for PH candidate as per requisition of user department.			
R.N.	F.1/(753)/TRC/H&FW/2017/9037		Dt. 27/11/2017
Post Code:-	20/18	Name of the post:	Grade-IV (DASS)/Jr. Asstt. in Services Deptt.
Number of Vacancies:-	Total-(79)- (UR-47, OBC-19, SC-13) including PH-04, Exsm-08 & Sports Person-04.		
Educational Qualification:-	Essential:-	1. 12 th Class or equivalent qualification from a recognized Board or University and 2. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 05 key depressions for each word.	
	Desirable:-	Nil.	
Experience:-	Essential:-	Nil	
	Desirable:-	Nil	
Pay Scale:-	PB.1, Rs. 5200-20200/- with Grade Pay Rs. 1900/-		
Age Limit:-	18-27 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH		

	etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified suitable for PH(OL, BL, OA, OAL, HH, B. LV.) candidate as per requisition of user department.			
R.No	F.14(6)/1/2014/Rectt./S-III/186		Dt. 17/01/2018
Post Code:-	21/18	Name of the post:	Stenographer Gr.-III in Services Deptt.
Number of Vacancies:-	Total-(113)- (UR-63, OBC-31, SC-18 & ST-01) including PH-05 (OH-01HH-01,VH-02& Multiple disability-01), Exsm-12 & Sports Person-06.		
Educational Qualification:-	Essential:-	1. 12 th Pass or equivalent under 10+2 system from a recognized Board/University. 2. Speed of 80 w.p.m. in shorthand and 40 w.p.m. in typewriting in English Or 80 w.p.m. in shorthand and 35 w.p.m. in typewriting in Hindi.	
	Desirable:-	Basic Knowledge of Computer Operations.	
Experience:-	Essential:-	Nil	
	Desirable:-	Nil	
Pay Scale:-	PB.1, Rs. 5200-20200/-, Grade Pay Rs. 2400/-		
Age Limit:-	18-27 Years. Age Relaxable to SC/ST/OBC/Departmental Candidates/ExSM/PH etc. in accordance with the instructions / orders issued by Govt. of India/DoPT from time to time.		
This post is identified not suitable for PH candidate as per requisition of user department.			
R.No	F.3(9)/2013/S-III/187		Dt. 17/01/2018

NOTE :

1. The candidates must apply **Online** only. **No other mode of application** shall be accepted.
2. The candidates must read the **INSTRUCTIONS FOR APPLYING ONLINE** carefully, which are available on the website of the Board, before filling up Online Application Form for the post(s) concerned.
3. Benefit of reservation for various categories i.e. SC/ST/OBC etc. shall be given as per the policy of Govt. of NCT of Delhi.
4. The successful candidates will be required to submit legible Self attested copies of the documents, Admit Card alongwith the hard copy of printout of online application form at the time of verification of documents (any information contained in the attached certificates shall not be considered unless it is claimed in the application form).
6. The centers for holding the examination will be in Delhi only.
7. The candidates must carry **Aadhaar Card** to the examination centre, failing which they shall not be allowed to appear for the examination.

1. EXAMINATION FEES AND MODE OF PAYMENT: ₹ 100/- (One Hundred only)

- a) Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, Physically Handicapped & Ex-serviceman category are exempted from paying Application fee.
- b) **Ex-servicemen who have already secured employment in civil side under Central Government 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 outrightly and payment made shall stand forfeited.
- d) Fee once paid will not be refunded under any circumstances.

2. MODE OF SELECTION: The selection shall be made through **One Tier examination** scheme.

*** Examination Scheme :**

DSSSB will conduct One Tier for the post code 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/PH/EXSM) 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 and recommends 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 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.
- (vii) If there are two or more candidates in the same category having equal marks in the examination, the candidate older in age will get preference. In case of further tie, candidate having higher marks in Section "A" of the test shall be preferred.
- (viii) In case of Combined Examination of common posts, the result of earlier post code shall be processed first.
- (ix) **The Board may shortlist the candidates for written examination on the basis of marks in qualifying exam (as per essential qualification given in RRs) in case there are a large number of candidates.**
- (x) 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 may opt to take the examination of any one post code only.

3. SYLLABUS: (for One Tier Schemes)

□ □ One Tier 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 examination): 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.

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.

The Govt. of NCT of Delhi would treat as recognized courses all or any of the following for the posts of H&FW departments:-

- A. All paramedical courses run by the hospitals of Delhi Govt., Central Govt. and State governments.
- B. All paramedical courses being run by Indian Medical Association and Christian College of Nursing (St. Stephen Hospital).
- C. All paramedical courses approved by all India Council of technical Education and State Boards of Technical Education.
- D. All paramedical courses conducted by the Universities approved by (UGC).

5. RESERVATION BENEFITS:

- (i) Reservation benefits will be available to the SC/ST/OBC/Physically Handicapped & other special category candidates in accordance with the instructions / orders / circulars issued from time to

time by the Govt. of Delhi. The reservation benefits under SC/STs shall be admissible as per judgment dated 12/09/2012 of Hon'ble High Court of Delhi as passed in WP(C)No. 5390/2010, CM No. 20815/2010 – Deepak Kumar and Ors Vs District and Sessions Judge, Delhi and Ors. However, this shall be further subject to policy decision of 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 (SC/ST/OBC/Non Creamy layer/PH/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.
- (iii) Only OBC (Delhi) candidates will be given the benefit of reservation/age relaxation under OBC category. **OBC (Outside) candidates will be treated as Unreserved 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.	PH	10 years
4.	PH + SC/ST	15 years
5.	PH + OBC	13 years
6.	Departmental candidate with at least three years continuous service in Govt. of NCT of Delhi.	Upto 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.)
7.	Meritorious Sports Persons	Upto 05 years (10 years for SC/ST and 08 years for OBC candidates)
8.*	Ex-Servicemen Group C & B (Non-Gazetted)	Period of Military service plus 3 years
9	Widows/ divorced women/ women judicially separated and who are not re-married (for Group 'C' posts)	Upto the age of 35 years (upto 40 yrs for SC/ST & 38 for OBC)

(Note:- This will be regulated as per DOPT Guidelines.)

- (i) *An Ex-serviceman who has already secured employment under the Central Government/Delhi Govt. or its autonomous/local bodies in Group C and D will be permitted the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in higher grade or cadre in Group C and D. However, such candidate will not be eligible for benefit of reservation.
- (ii) 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.

- (iii) If a person with disability is entitled to age concession by virtue of being a Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Government employee' whichever may be more beneficial to him/her.

7. GENERAL INSTRUCTIONS FOR CANDIDATES

- (i) The vacancies advertised are provisional and liable to vary. 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. The vacancies in equivalent/ comparable posts can also be filled through this advertisement.
- (ii) The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- (iii) The Board reserves the right to cancel a part of 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 to appear at that examination centre if required.
- (iv) The Board reserves the right to cancel any centre of exam and ask the candidates of that centre to appear at another centre. 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, given in Annexure-I, any time before the examination, if so required.
- (vi) The candidature of the candidate to the written Examination is entirely provisional and subject to the outcome of any direction/ decision/ order/ pronouncement of any Court of Law and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
- (vii) The DSSSB reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancies is provisional and subject to change (increase or decrease).
- (viii) Abbreviations used are denoted as under:
- (ix) UR-Unreserved (General), SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes, PH-Physically Handicapped, OH-Orthopedically Handicapped, HH-Hearing Handicapped, BL- Both Leg, OA- One Arm, OL- One Leg, OAL- One Arm & One Leg.
- (x) The educational qualification, age, experience and other eligibility conditions against the post shall be determined as on the closing date of online submission of application.
- (xi) Use of Calculator, Laptop, Palmtop, other Digital Instrument/ Mobile/ Cell phone, Pager/electronic watches etc. is/ are not allowed. 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.
- (xii) Candidates are advised not to bring any of the above gadgets in the exam. Centre as no arrangements for keeping or for security of these items would be available at the centers.
- (xiii) 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.

8. 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.

9. The policy of DSSSB regarding following issues, is available on the website of the Board:

- I. Cancellation of candidature.
- II. Special and common instructions to Physically Handicapped/persons with disability candidate.
- III. Action against candidate found guilty of misconduct.
- IV. Decision of the Board.
- V. Minimum Qualifying Marks
- VI. Court's jurisdiction.

Annexure-I

Tier	Posts Code	Exam. Code	Time	Total Ques. MCQ)	Total Marks (MCQ)	Total Marks (Descript .)	Grand Total	Syllabus
One Tier (Technical)	2/18, 3/18, 4/18, 5/18, 6/18, 7/18, 8/18, 9/18, 10/18, 12/18, 13/18, 14/18, 15/18, 16/18, 18/18, 19/18	I-T-T	2 hrs.	200	200	N.A.	200	Section - A:-MCQs of one mark each from the followings: 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:- MCQs of one mark each from the subject concerned
One Tier (General)	11/18, 17/18, 21/18	I-T-G	2 hrs.	200	200	N.A.	200	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 (General)	20/18	I-T-G	2 hrs.	200	200	N.A.	200	(i) General Awareness 35 Marks (ii) Mental Ability & Reasoning 35 Marks (iii) Numerical Ability & Data Interpretation 35 Marks (iv) Test of Hindi Language 35 Marks (v) Test of English Language 35 Marks (vi) Basic familiarity with computers, internet, social media and office automation. 25 Marks

NOTE:

- (i) Negative Marking will be applicable and deduction of 0.25 marks will be made for each wrong MCQ answer.
- (ii) The Board reserves its right to prescribe a minimum cut off mark for any post as per availability of candidates.
- (iii) Skill test / Endurance test will be taken as per requirement of job.