



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

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OFFICE MEMORANDUM

Each year, DSSSB conducts recruitment examinations for about 10-15000 vacancies of Group B and C posts of GNCTD departments, MCD, NDMC and their autonomous bodies. During the year 2020, no examination could be conducted due to strict lockdowns and containment measures in view of COVID -19. During the year 2021, DSSSB has strived to clear the huge backlog of recruitment examinations for tackling the staff shortage in the user departments and providing employment opportunities for applicant candidates.

2. Hence starting from January 2021, DSSSB has undertaken the Tier – I, Tier- II and Skill examinations while simultaneously ensuring the COVID-19 related safety measures. Thus, out of the total 204 post codes for which advertisements were issued during the years 2013 to 2021, DSSSB has completed / scheduled examinations as follows –

	2013-2019 Advertisement posts	2020 Advertisement posts	2021 Advertisement posts	Total
No of Post Notified	32	115	57	204
No of Vacancies	2065	5034	14852	21951
No of Applicants	771404	1067786	1062410	2901600
Exams Conducted: January – September, 2021				
No of Exam Done	32	86	17	135
No of Vacancies : Exams Done	2065	3921	11403	17389
No of Cancelled posts	0	3	1	4
No of Cancelled vacancies	0	105	5	110
No of Balance Posts on 30.09	0	26	39	65
No of Balance Vacancies on 30.09	0	1008	3444	4452

Exams Scheduled in October, 2021				
No of Exam Scheduled	0	15	6	21
No of Vacancies	0	109	1876	1985
Exams Scheduled in November, 2021				
No of Exam Scheduled	0	11	12	23
No of Vacancies	0	899	178	1077
Balance Posts for Scheduling				
No of Exam To Be Scheduled	0	0	21	21
No of Vacancies	0	0	1390	1390

3. Thus, out of the 204 post codes, the Board is scheduled to complete examinations of all the post codes advertised during 2013 to 2020 by November – end, 2021. The examinations of the balance 21 post codes with 1390 vacancies, which were advertised in 2021, will remain to be scheduled. For each such recruitment, the user departments and DSSSB have to follow the mandated process covering determination of vacancies/reservation roster, online requisition, vacancy advertisement, conduct of exams, declaration of results, processing of dossiers, offers of appointment, and joining of candidates. To improve integrity and efficiency of this long drawn process, DSSSB has institutionalized the following reform measures during the past few months -

- a) Notifying Waiting Panel with the main result and delegating authority to the user departments to enable faster substitution from the Panel. The formal circular on this can be accessed at <https://dsssb.delhi.gov.in/content/office-memorandum-reg-revised-waiting-panel-policy>;
- b) Capturing Identity Proof and Postcard size Photo of candidate and providing these to the user departments, along with the dossiers of selected candidate;
- c) Facilitating the user departments in Biometric verification using fingerprint data of candidates captured during DSSSB exams to enable faster verification. A detailed SoP on this available at <https://dsssb.delhi.gov.in/content/office-memorandum-sop-facilitating-user-deaprtments-performing-biometric-and-photograph>.

4. Continuing in this direction, DSSSB reviewed the examinations undertaken in the past several years. It was noted that there were several cadres / posts with same or similar nomenclature and work profile for which examinations were held separately in the same year. A lot of administrative time and efforts of DSSSB were being consumed in organizing separate examinations for similar postcodes though the posts had similar nature of work profiles, minimum qualifications and exam syllabus / scheme. This led to inevitable delays in completion of recruitment processes. Further, the eligible candidates had to apply repeatedly for the same post of different user departments. In few cases, as the same candidates were

shortlisted and nominated for multiple posts, some vacancies remained unfilled due to non-joining of such candidates. Such delays and non-joining deprived other candidates of employment opportunities and also put the user departments at inconvenience due to shortfall of regular staff.

5. Hence DSSSB undertook analysis of RRs, minimum qualifications, and work profiles of various posts/ cadres of GNCTD departments, MCD, NDMC and their autonomous bodies. DSSSB also assessed the extant system of combined examinations followed by Union Public Service Commission (UPSC) and Staff Selection Commission (SSC) for the Combined Graduate Level (CGL), Combined Higher Secondary Level (CHSL), and Civil Services Examinations. Accordingly, the proposal of combined exams for the posts with substantial commonality in RRs was considered by the Board. Such combined examinations will reduce the number of annual examinations and optimize the time, energy and public money invested in recruitments. They will ensure faster conduct of examinations and filling up of notified vacancies. Such examinations will also benefit candidates as they don't have to appear for multiple examinations of the posts with similar qualifications and work profiles.

6. Accordingly, in pursuance of the approval by HE Lt. Governor to this proposal, DSSSB will start the process of **conduct of combined examinations** for the following cadres / posts of the user departments **on prospective basis** –

Group No.	Post Name	RRs/Eligibility Requirements	Dept.
1	Junior Engineer (Civil)	Diploma in Civil Engineering from a recognized institution	MCD
2			DAMB
3			NDMC
4			DJB
5			I &FC
6			DUSIB
7			DSI IDC
1	Junior Engineer (Electrical)	Diploma in Electrical Engineering from a recognized institution	MCD
2			DAMB
3			NDMC
4			DTL
5			DUSIB
6			DSI IDC
1	Assistant Engineer (Electrical)	Degree in Electrical Engineering from a recognized institution	DAMB
2			MCD
1	P.A. to Secretary	Matriculation or equivalent.	RSB
2	LDC		DAMB
3	Junior Stenographer		
4	Stenographer (English)		

5	Stenographer (Hindi)	Matriculation or equivalent.	DTC
6	LDC		Urdu Academy
7	Junior Secretariat Assistant		MCD
1	Stenographer Grade-III	12 th Pass or equivalent	Services
2	LDC/ Gr.IV (DASS)/ Jr. Asstt.		MCD
3	Steno Typist		MAIDS
4	LDC		DPCC
5	Stenographer Grade-III		DTTDC
6	LDC		DSIIDC
7	Stenographer Grade-II		DJB
8	LDC		DAMB
9	Junior Stenographer (English)		DTC
10	LDC/ Junior Assistant		NDMC
11	Junior Stenographer (English)		
12	Personal Assistant		
13	LDC		
14	LDC		
15	LDC/ Jr. Clerk		
16	LDC/Clerical Assistant		
1	Assistant Teacher (Primary)	12th Pass or equivalent and Two year's Diploma / Certificate Course / in Elementary Teacher education Course/ Junior Basic Training or equivalent or bachelor of elementary education from a recognized institution.	NDMC
2	Assistant Teacher (Primary)		Directorate of Education
3	Teacher (Primary)		MCD
1	Draughtsman Gr-I (Civil)	Matriculation or equivalent with 2 year Diploma in Draftsmanship	MCD
2	Draughtsman Gr-II (Civil)		
3	Draughtsman Gr-III (Civil)		NDMC
4	Draughtsman Gr-III		DJB
5	Draughtsman Grade-III		
1	Store Keeper	Matriculation or equivalent	DHGCD
2	Store Supervisor		
1	Driver		College of Art

2	Driver (LMV)	Matriculation or its equivalent	Law Deptt.
3	Driver (Male)		Higher Education
4	Driver (Male) (HMT)		NCC
5	Driver (Male) (LMV)		
1	Lab Technician (Group-III)	B.Sc. (Medical Lab. Technology). Or 1. Matriculation /Hr. Secondary/Sr. Secondary With Science. and 2. Diploma in M.L.T. from a recognized Institution.	H&FW
2	Lab Technician (Group-IV)		
1	Pharmacist (10+2)	B. Pharma from a recognized institutions or 10+2 with Science Stream (PCB) and Approved Diploma in Pharmacy	DAMB
2			H&FW
1	Pharmacist /Dispenser (10)	Matriculation with Diploma in Pharmacy	DJB
2			DTC
3			MCD
1	Auxiliary Nurse/ Midwife	Matriculation or equivalent from a recognized University/Board/School with Diploma / Certificate in Nursing.	MCD
2	Auxiliary Nurse/ Midwife		H&FW
3	Auxiliary Nurse/ Midwife(ANM)		NDMC
4	Staff Nurse		MAIDS
5	Staff Nurse Grade ' B'		DJB
1	Legal Assistant	Degree in Law	DFS
2			DJB
3			DTC
4			Education
5			DPCC
1	Section Officer (Horticulture)	Degree in Agriculture	NDMC
2			MCD
3			DJB
1	Lecturer	Post Graduate in the subject concerned	NDMC
2	Post Graduate Teacher		Education

7. DSSSB will follow the schematic framework of UPSC and SSC for conducting such combined exams for the above posts, including -

- a. seeking indents for the above posts from the user departments on annual basis for conducting combined exams,
- b. updating the OARS portal of DSSSB to enable marking of candidate's choice and preference for the various posts at the time of Document Verification,
- c. issuing combined advertisement for the multiple posts in each group as above,
- d. indicating all the eligibility conditions for each post under the combined exam, including those relating to Physical Standards, Physical Tests, Skill Tests, etc.
- e. indicating tentative vacancies and reservation scheme in the initial advertisement,
- f. uploading updated vacancy position on the DSSSB website / OARS portal,
- g. seeking choice and preference from the shortlisted candidates only and at the time of Document Verification,
- h. cautioning the candidates to ensure that they fulfill all the eligibility conditions for each post of their choice, including those relating to Physical Standards, Physical Tests, Skill Test, etc
- i. treating such options indicated by the Candidates as final for purpose of selection and allocation of post,
- j. drawing separate nomination lists based on merit-cum-preference basis after evaluating dossiers and factoring the age, experience, skill, etc. requirements of respective user departments,
- k. allocating posts to candidates as per merit-cum-preference of the candidates, and
- l. not considering a candidate for any other option once he/ she has been allocated his / her first available preference, as per the inter-se merit.

8. The above schematic framework will be operationalized for the combined examinations only and on prospective basis. The Board will start issuing the advertisements for such combined examinations for the above posts / cadres of the user departments and conduct them from the year 2022 onwards. The detailed SOPs on advertisement, result processing, waiting panel, and other operational aspects will be issued in due course.



Santosh D. Vaidya
Chairperson, DSSSB

All Deputy Secretaries, DSSSB

Notice Board & Board's web portal for information of candidates