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

**FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092**  
<https://dssbonline.nic.in>

No. F.1(440)/P&amp;P/DSSSB/2025/Advt./4318

Dated: 11/12/2025

**VACANCY NOTICE / ADVERTISEMENT NO. 07/2025**

**COMBINED EXAMINATION, 2025 FOR THE POST OF MULTI-TASKING STAFF**

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

**Opening Date of Application: 17/12/2025 (17<sup>th</sup> December, 2025) (From 12.00 Noon)**

**Closing Date of Application: 15/01/2026 (15<sup>th</sup> January, 2026) (Till 11.59 PM)**

Delhi Subordinate Services Selection Board (DSSSB) invites online applications from eligible candidates for recruitment to the post of **Multi-Tasking Staff** against vacancies in respect of under mentioned Departments of Government of NCT of Delhi / Autonomous / Local bodies as per detail given below :-

MULTI TASKING STAFF													
S.No.	Post Code	Name of post	Name of Department	Pay Level	Vacancies*								
					UR	OBC	SC	ST	EWS	Total	PwBD (incl.)	ESM (incl.)	MSP (incl.)
1	803/25	Multi-Tasking Staff	Excise, Entertainment & Luxury Taxes Department	1	14	08	04	02	03	31	02	03	00
2		Multi-Tasking Staff	Labour Department	1	33	28	16	06	10	93	04	10	00
3		Multi-Tasking Staff	Drugs Control Department	1	04	02	00	00	00	06	00	00	00
4		Multi-Tasking Staff	Department of Urban Development	1	04	03	00	01	01	09	00	00	00
5		Multi-Tasking Staff	Public Grievances Department	1	04	01	00	00	00	05	00	00	00
6		Multi-Tasking Staff	NCC Department	1	31	19	08	03	07	68	04	07	04
7		Multi-Tasking Staff	Registrar Cooperative Societies	1	10	07	03	01	02	23	01	02	01
8		Multi-Tasking Staff	General Administrative Department	1	40	27	15	08	09	99	04	10	05

9		Multi-Tasking Staff	Office of the Lokayukta	1	02	03	00	00	01	<b>06</b>	00	00	00
10		Multi-Tasking Staff	Development Department	1	100	77	03	21	30	<b>231</b>	12	30	15
11		Multi-Tasking Staff	Department of Food, Supplies & Consumer Affairs	1	57	37	21	11	14	<b>140</b>	06	14	07
12		Multi-Tasking Staff	Sahitya Kala Parishad	1	03	00	00	00	00	<b>03</b>	00	00	00
<b>GRAND TOTAL</b>					<b>302</b>	<b>212</b>	<b>70</b>	<b>53</b>	<b>77</b>	<b>714</b>	<b>33</b>	<b>76</b>	<b>32</b>

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

Candidates must apply online through the website <https://dssbonline.nic.in> . The closing date for submission of online application is up to **15/01/2026 (till 11:59 PM)** after which the link will be disabled.

DSSSB will conduct examinations for making recruitment against the vacancies notified above. The date of conduct of examinations 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://dsssb.delhi.gov.in/dsssb-vacancies> to check the detailed advertisement and to confirm eligibility as per the Recruitment Rules of the indenting departments for the above vacancies.

**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. 07/2025**

The details regarding name of 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/indenting department are tabulated below :-

S.No	Name of Post :- <u>Multi-Tasking Staff</u> Post Code – 803/25											
1.	Name of Department : <b>EXCISE, ENTERTAINMENT &amp; LUXURY TAXES DEPARTMENT</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.	F.No.8(4)/2019/RR/Excise/Estt./Pt.File/4342								Dated : 08/02/2024		
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	14	08	04	02	03	31	01	01	00	00	03	00
	<b>This post is identified suitable for PwBD category (a) LV (b) D, HH (c) OA, BA, OL, BL, Dw, AAV, (d) ASD(M), ID, SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 4340 dated 08/02/2024.</b>											
	Educational Qualification						Essential		Matriculation or equivalent pass.			
							Desirable		NIL			
	Experience						Essential		NIL			
							Desirable		NIL			
	Pay Scale						₹ 18000 – 56900/- (Pay Level-1), Group: ‘C’ (Non-Gazetted, Non-Ministerial)					
	Age Limit						18-27 years.					
Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.												
2.	Name of Department : <b>LABOUR DEPARTMENT</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.	F.1/31/1181/LC/Estt/2024/8334								Dated : 22/03/2024		
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	33	28	16	06	10	93	01	01	01	01	10	00
	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD(M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 8334 dated 22/03/2024.</b>											
	Educational Qualification						Essential		Matriculation or equivalent pass from recognized Board/University/Institution.			
							Desirable		NIL			
	Experience						Essential		NIL			
							Desirable		NIL			
	Pay Scale						₹ 18000 – 56900/- (Pay Level-1), Group: ‘C’ (General Central Service , Non-Gazetted, Non-Ministerial)					
	Age Limit						18-27 years.					
Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.												

3.	Name of Department : <b>DRUGS CONTROL DEPARTMENT</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.		F.No.50(57)/DC/Estt/2024/744								Dated : 29/10/2024	
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	04	02	00	00	00	06	00	00	00	00	00	00
	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD(M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 744 dated 29/10/2024.</b>											
	Educational Qualification						Essential	Matriculation or equivalent pass from Recognised Board/University.				
							Desirable	NIL				
	Experience						Essential	NIL				
							Desirable	NIL				
	Pay Scale						₹ 18000 – 56900/- (Pay Level-1), Group: ‘C’ (General Central Service, Non Gazetted, Non Ministerial)					
	Age Limit						Between 18-27 years.					
Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.												
<b>Contractual employee of same department:-</b> 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 ( <b>Annexure-I</b> ).												

4.	Name of Department : <b>DEPARTMENT OF URBAN DEVELOPMENT</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.		F.7(1183)UD/Misc/Admn./2022/1318								Dated : 28/06/2024	
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	04	03	00	01	01	09	00	00	00	00	00	00
	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL,BL OAL, CP, LC, Dw, AAV, MDy (d) ASD(M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 1318 dated 28/06/2024.</b>											
	Educational Qualification						Essential	Matriculation or equivalent pass.				
							Desirable	NIL				
	Experience						Essential	NIL				
							Desirable	NIL				
	Pay Scale						₹ 18000 – 56900/- (Pay Level-1), Group: ‘C’ (General Central Service, Non-Gazetted, Non Ministerial)					
	Age Limit						Between 18-27 years.					
Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.												
<b>Contractual employee of same department:-</b> 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 ( <b>Annexure-I</b> ).					
5.	Name of Department : <b>PUBLIC GRIEVANCES COMMISSION</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.		F.3(667)/PGC/Estt/2021/RRs/2132								Dated : 15/07/2024	
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	04	01	00	00	00	05	00	00	00	00	00	00
	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, (d) ASD(M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 4325 dated 26/12/2024.</b>											
	Educational Qualification						Essential	Matriculation or equivalent pass from recognized board or institute.				
							Desirable	NIL				
Experience						Essential	NIL					
						Desirable	NIL					
Pay Scale						₹ 18000 – 56900/- (Pay Level-1), Group: ‘C’ (General Central Service, Non-Gazetted, Non-Ministerial)						
Age Limit						18-27 years.						
						Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.						
6.	Name of Department : <b>N.C.C DEPARTMENT</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.		F.9(96)/AO-NCC/24/136-139								Dated : 22/04/2025	
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	31	19	08	03	07	68	01	01	01	01	07	04
	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD(M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no. 136-139 dated 22/04/2025.</b>											
	Educational Qualification						Essential	Matriculation or equivalent pass from recognized board / university.				
							Desirable	NIL				
Experience						Essential	NIL					
						Desirable	NIL					
Pay Scale						₹ 18000 – 56900/- (Pay Level-1), Group: ‘C’ (General Central Service, Non-Gazetted, Non-Ministerial)						
Age Limit						Between 18 - 27 years.						
						Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.						
7.	Name of Department : <b>REGISTRAR COOPERATIVE SOCIETIES</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.		F.5/10/2024/Estt./Misc./Coop./Requisition/MTS/983								Dated : 30/07/2024	
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
10	07	03	01	02	23	01	00	00	00	02	01	

	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD(M), SLD, MI (e) MD involving (a) to (d) as per User Department letter no.983 dated 30/07/2024.</b>											
	Educational Qualification						Essential		Matriculation or equivalent pass from recognised Board/institute.			
							Desirable		NIL			
	Experience						Essential		NIL			
							Desirable		NIL			
Pay Scale						₹ 18000 – 56900/- (Pay Level-1), Group: ‘C’ (General Central Service, Non-Gazetted, Non-Ministerial)						
Age Limit						Between 18 to 27 years.						
						Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.						
8.	Name of Department : <b>GENERAL ADMINISTRATION DEPARTMENT</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.		No.1C/977/2023/GAD/Admn./55710								Dated : 19/12/2024	
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	40	27	15	08	09	99	01	01	01	01	10	05
	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD(M), SLD, MI (e) MD involving (a) to (d) above as per User Department letter no. 55710 dated 19/12/2024.</b>											
	Educational Qualification						Essential		Matriculation or its equivalent pass from recognised Board/University.			
							Desirable		NIL			
	Experience						Essential		NIL			
							Desirable		NIL			
	Pay Scale						₹ 18000 – 56900/- (Pay Level-1), Group: ‘C’ (Non Gazetted, Non-Ministerial)					
	Age Limit						18 to 27 years.					
Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.												
9.	Name of Department : <b>OFFICE OF THE LOKAYUKTA</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.		F.1(58)/MTS Recruitment/2024/Lok/744								Dated : 14/07/2025	
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	02	03	00	00	01	06	00	00	00	00	00	00
	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/limb dysfunction (d) ASD(M), SLD, MI (e) MD involving (a) to (d) above as per User Department letter no. 1369 dated 10/09/2025.</b>											
	Educational Qualification						Essential		Matriculation or its equivalent pass from recognized Board/Institution.			
							Desirable		NIL			
	Experience						Essential		NIL			
							Desirable		NIL			

	Pay Scale	₹ 18000 – 56900/- (Pay Level-1), Group: ‘C’ (General Central Service, Non Gazetted, Non-Ministerial)										
	Age Limit	Between 18 to 27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.										
10.	Name of Department : <b>DEVELOPMENT DEPARTMENT</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.	F.No.53(12)/Dev.(HQ)/2007/811								Dated : 28/07/2025		
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	100	77	03	21	30	231	03	03	03	03	30	15
	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/limb dysfunction (d) ASD(M), SLD, MI (e) MD involving (a) to (d) above as per User Department letter no. 928 dated 18/08/2025.</b>											
	Educational Qualification						Essential	Minimum matriculation or its equivalent pass from recognized Board/Institution.				
							Desirable	NIL				
	Experience						Essential	NIL				
							Desirable	NIL				
	Pay Scale						₹ 18000 – 56900/- (Pay Level-1), Group: ‘C’ (General Central Service, Non Gazetted, Non-Ministerial)					
	Age Limit						18 to 27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.					
11.	Name of Department : <b>DEPARTMENT OF FOOD, SUPPLIES &amp; CONSUMER AFFAIRS</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.	No.F.4(05)/2022/F&S/Admn./Pfile/1959								Dated : 22/09/2025		
	Number of Vacancies											
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
							Category (a)	Category (b)	Category (c)	Category (d) & (e)		
	57	37	21	11	14	140	02	02	01	01	14	07
	<b>This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without any associated neurological/limb dysfunction (d) ASD(M), SLD, MI (e) MD involving (a) to (d) above as per User Department letter no. 1959 dated 22/09/2025.</b>											
	Educational Qualification						Essential	Matriculation or equivalent pass from recognized Board/University.				
							Desirable	NIL				
	Experience						Essential	NIL				
							Desirable	NIL				
	Pay Scale						₹ 18,000 – 56,900/- (Pay Level-1), Group: ‘C’ (General Central Service, Non Gazetted, Non-Ministerial)					
	Age Limit						Between 18 to 27 years.  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.					
12.	Name of Department : <b>SAHITYA KALA PARISHAD</b>											
	Name of Post : <b>MULTI-TASKING STAFF (MTS)</b>											
	R.No.	No.F.1/A/2/Estt/DR/SKP/2023-24/611								Dated : 03/10/2025		



Number of Vacancies											
UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM (incl.)	SP (incl.)
						Category (a)	Category (b)	Category (c)	Category (d) & (e)		
03	00	00	00	00	03	00	00	00	00	00	00
This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without any associated neurological/limb dysfunction (d) ASD(M), SLD, MI (e) MD involving (a) to (d) above as per User Department letter no. 611 dated 03/10/2025.											
Educational Qualification						Essential	Matriculation or equivalent pass.				
						Desirable	NIL				
Experience						Essential	NIL				
						Desirable	NIL				
Pay Scale						₹ 18000 – 56900/- (Pay Level-1), Group: ‘C’					
Age Limit						18 to 27 years.					
						Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.					

\*As per DoPT OM dated 15.01.2018, the details of sub categories of Persons with Benchmark Disabilities (PwBD) are as follows :-

**Category (a) : - Blindness (B) and Low Vision (LV)**

**Category (b) : - Deaf (D) and Hard of Hearing (HH)**

**Category (c) : - Locomotor disability including Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack Victims (AAV) and Muscular Dystrophy (MDy)**

**Category (d) : - Autism, Intellectual Disability (ID), Specific Learning Disability (SLD) and Mental Illness (MI).**

**Category (e) : - Multiple Disabilities (MD) from amongst persons under clauses (a) to (d) including deaf-blindness.**

**Abbreviations of Disabled Category : B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities**

## 1. ELIGIBILITY CRITERIA:

- The candidate must be a citizen of India.
- The candidate must be eligible in terms of age, educational qualifications, experience etc. as per Advertisement / Recruitment Rules notified by the User Department for the post in which he/she intends to apply.
- The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on **15/01/2026**.

## 2. HOW TO APPLY :

- 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.



- (ii) Eligible candidates may apply online through the website <https://dsssbonline.nic.in> from 17<sup>th</sup> December, 2025 (12.00 Noon) up to 15<sup>th</sup> January, 2026 (till 11:59 PM) thereafter, the link will be disabled.
- (iii) The candidates must go through the instructions carefully while filling up Online Application Form for the post concerned.
- (iv) The candidates must submit their application through **Online Mode** only. **No other mode of application** shall be accepted. Applications received through any other mode i.e. by post/by hand/by mail etc. will not be accepted and shall not be considered. No correspondence shall be entertained in this regard.
- (v) Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the Board's website on account of heavy load on the website during the closing days. DSSSB will not be responsible for the candidates not being able to submit their applications in stipulated time limit for any reason(s) stated to be beyond their control.
- (vi) Before submission of the online application, candidates must check and ensure that they have filled correct details in each field of the online application form. **Once online application form is submitted, no request for changing / correction/ modification (including change of category) shall be entertained or allowed under any circumstances.** Request received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained and no correspondence will be made in this regard. Candidates will be responsible for any mistake in the data of application form & fee paid by him/her.

### 3. APPLICATION FEES AND MODE OF PAYMENT:

**₹ 100/- (One Hundred only)**

- (i) Women candidates and candidates belonging to Schedule Caste, Schedule Tribe, PwBD. & Ex-serviceman category are exempted from paying Application fee.
- (ii) 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.
- (iii) The candidates submitting their application online should pay the requisite fees only through **SBI e-pay**. Other mode of payment shall not be accepted/considered and the payment made shall stand forfeited.
- (iv) Application Fee once paid will not be refunded under any circumstances.

### 4. EXAMINATION SCHEME:

DSSSB will conduct One Tier Examination for the post of **MULTI-TASKING STAFF**. The detailed Examination Scheme for Tier-I (I Tier – General) is given below : -

#### **TIER-I ( I Tier – General )**

Exam Code	Exam Duration	Total Questions (MCQs )	Total Marks (MCQs)	Total Marks (Description)	Grand Total	Syllabus
IT – G One Tier (General)  Post Code 803/25	2 Hours	200	200	N.A.	200	MCQs of one mark each as per existing examination scheme 1. General Awareness. 2. General Intelligence & Reasoning ability. 3. Arithmetical & Numerical Ability. 4. Test of Hindi Language & Comprehension. 5. Test of English Language & Comprehension.  <b>Total 200 Marks (40 Marks each)</b>

- (i) The questions in the examination will be bilingual (Hindi & English) except for the Language papers which will be in the language concerned only.
- (ii) **DSSSB reserves the right to change/amend the examination scheme, if so required, any time before the examination.**
- (iii) The minimum qualifying marks for the written examination (objective) is given at sub-para v of para 6 below.
- (iv) 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.
- (v) **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.**
- (vi) Negative Marking will be applicable and deduction of 0.25 marks will be made for each wrong Multiple Choice Question (MCQ) answer.
- (vii) **Skill Test / Endurance Test / Driving Test / Trade Test will be taken as per requirement of job.**
- (viii) Link for Mock test (which also include instructions to candidates about the online examination) is given on the website of the Board.

## 5. Post Preferences:

A **combined examination** will be held for all the posts of Multi-Tasking Staff in various departments of Government of NCT of Delhi / Autonomous Bodies. The candidates will be required to submit their preference(s) for Departments **at the time of the online calling of the e-dossier**. Candidate must exercise at least one Department preference while submitting online of e-dossiers. **Candidates who fail to submit their department preference(s) within the given timeframe will not be considered for nomination/selection at the time of declaration of result.** No additional opportunity for submitting or modifying preferences will be provided thereafter. Preference(s) once confirmed at the time of online calling of e-dossier shall be treated as final and shall not be allowed to be changed under any circumstances. **Therefore, candidates must be careful in exercising the preference(s).**

**NOTE : -** Candidates are advised that eligibility criteria i.e. educational qualifications, experience, age, skill tests including pay scales, post classification etc. may vary slightly across different departments under the Combined Examination Scheme. It is the candidate's sole responsibility to ensure that he/she meet the eligibility requirements for each opted department. During the scrutiny of e - dossiers/ document verification by the User Department, any candidate found ineligible for opted department, his/her candidature for that post shall be rejected and no further request for allotment of other department will be entertained by DSSSB or the User Department. **Therefore, candidates must check their eligibility before opting the preferences, as the onus for compliance rests exclusively with the candidates.**

## 6. Mode of Selection:

- (i) The selection shall be made through examination scheme as mentioned above.
- (ii) 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 shall be used to determine final merit and selection.
- (iii) In case of any question(s) appearing in the exam are held to be invalid, those questions shall not be evaluated and the marks scored by the candidate shall be calculated on prorated basis (out of maximum marks).

- (iv) 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 shall be final. Objections received through any other mode(s) e.g. letter, application, email, etc. shall not be entertained. After the receipt of objection(s) in the above stated authorized manner, no further representations, if any shall be entertained in this regard by the Board anytime during or after the display of draft answer key.
- (v) 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/PwBD/ESM) :-  
**General/EWS :40%**  
**OBC (Delhi) :35%**  
**SC/ST/PH (PwBD) :30%**  
**Ex-servicemen will be given 5% relaxation in their respective categories subject to a minimum of 30%.**
- (vi) 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.
- (vii) If there are two or more candidates in the same category having equal marks in the examination :  
 a) Candidate senior in age is to be placed higher in merit.  
 b) In case where the date of birth(s) are also the same, the candidate whose first name comes first in Alphabetical order (in English) is to be placed higher in merit.
- (viii) The admission in 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.
- (ix) The provisional nomination / selection and allocation of Department by DSSSB shall be based on merit cum preference only. The user department shall check the eligibility as per RRs and other terms and conditions of the advertisement notice.
- (x) 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 Departments by candidates will not be entertained under any circumstances. **Candidates are, therefore, advised to exercise preference of Departments very carefully.** The option/ preference once exercised and confirmed by the candidates will be treated as **FINAL** and **IRREVERSIBLE**.
- (xi) SC, ST, OBC, EWS, ESM and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved vacancies. Such candidates will be accommodated against the general/ unreserved vacancies for the post as per their position in the overall merit. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS, ESM and PwBD candidates and preferences of Departments of these SC, ST, OBC, EWS, ESM and PwBD 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 nomination / 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) **There will be no waiting panel under Combined Examination Scheme.**

- (xv) The candidates not having essential qualification for the post on the cut-off date need not apply.

## 7. RESERVATION BENEFITS:

- (i) Reservation benefits will be available to the SC/ST/OBC/EWS/PwBD/ESM & other special category candidates in accordance with the extant Instructions / Orders / Circulars issued from time to time by the Govt. of NCT of Delhi/DOP&T, Govt. of India. **The candidate has to select the particular category when applying online for the Post. No request for change of Category will be entertained at any later stage.**
- (ii) **The Board 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 amongst different categories fall under the domain of the User Departments.**
- (iii) **The cut off date will be the closing date of application i.e. 15/01/2026 for ascertaining the eligibility of the Candidates for extension of any benefits wherever applicable. However, latest DopT guidelines issued from time to time may be taken into consideration for final appointment by the user department.**
- (iv) A person, seeking appointment on the basis of reservation to EWS Category, must ensure that he possesses the Income & Asset certificate valid for the financial Year 2025-2026 issued on the basis of Income for the financial year 2024-2025 in accordance with DoPT's OM No. 36039/1/ 2019-Estt (Res) dated 31.01.2019.
- (v) 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 OBC certificate issued on or before cut-off date i.e. 15/01/2026. Further, OBC candidates must be in possession of OBC (Non-Creamy Layer) certificate issued on/after 01/04/2025 (after completion of previous financial year) but not later than the closing date of online application i.e. 15/01/2026.**
- (vi) **Only following two types of certificates will be accepted as valid certificates for grant of benefit of reservation to OBCs**
  - a) **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).**
  - b) **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 8<sup>th</sup> September, 1993.**
- (vii) A candidate belonging to SC/ST/OBC/EWS who is provisionally nominated / 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.

**8. AGE RELAXATION:**

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

S.NO.	CATEGORIES	EXTENT OF AGE CONCESSION
1.	SC/ST (For Group C)	05 years
2.	OBC (For Group C)	03 years
3.	PwBD (For Group C)	10 years
4.	PwBD + SC/ST (For Group C)	15 years
5.	PwBD + OBC (For Group C)	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)	<b>For Group C Post: -</b> 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) as per DoP&T norms.
7.	Ex-Servicemen (Group C (Non-Gazetted) )	Period of Military service plus 3 years (Maximum upto 55 years)
8.	Meritorious Sports Persons (Only for Group 'C' posts)	Up to 05 years (10 years for SC/ST and 08 years for OBC candidates)
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	<b>For Group C Post: -</b> Up to the age of 35 years (up to 40 yrs for SC/ST & 38 for OBC)

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

- (i) In Recruitment Rules for the posts, 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.
- (ii) An Ex-serviceman who has already secured employment under the Central Government/Delhi Govt. or its autonomous/local bodies in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Serviceman for their re-employment are not eligible for reservation in ESM category and fee concession. However, such Ex-Serviceman will be permitted to avail the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in any higher post or service. However, such candidate will not be eligible for benefit of reservation.
- (iii) In case of Person with Benchmark 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.
- (iv) If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her as per DoPT O.M. no. 15012/1/2003-Estt.(D) dated 29.06.2015.

**9. IMPORTANT INSTRUCTIONS TO CANDIDATES:**

(i)	Candidate must go through the requirements of essential educational qualification, age, experience, PwBD suitability etc. and satisfy himself/herself that he/she is eligible for the post. The Board does not undertake any scrutiny of applications for the eligibility and other aspects at the time of examination(s) and, therefore, candidature will be accepted only on provisional basis. Merely applying under the Combined Examination does not make the candidate eligible for all the departments included in this advertisement. <b>Copies of supporting documents will be sought at the time of online calling of e-dossier only. If any candidate fails to upload the e-dossier during given time period, his/her candidature shall not be considered and no further opportunity</b>
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	<b>will be given on whatsoever ground.</b> The scrutiny of e-dossiers will be carried out by concerned user department. The user department shall check the eligibility as per RRs and other terms and conditions of the advertisement notice. 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.
(ii)	The educational qualification, age, experience and other eligibility conditions shall be determined as on cut off date i.e. 15/01/2026.
(iii)	<b>The cut off date will be the closing date of application i.e. 15/01/2026 for ascertaining the eligibility of the Candidates for extension of any benefits wherever applicable. However, latest DopT guidelines issued from time to time may be taken into consideration for final appointment by the user department.</b>
(iv)	Candidates with only <b>benchmark physical disability</b> will be considered as Persons with Disabilities (PwD) and only such candidates will be entitled to age-relaxation / reservation for Persons with Disabilities.
(v)	If a candidate successfully submits his/her application, it will be accepted only on <b>‘Provisional’</b> basis. Candidates should take printout of the online Application Form for their own records.
(vi)	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/she will be debarred from the examinations of the Board.
(vii)	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/she will be debarred from the examinations of the Board.
(viii)	<b>Candidates are advised to upload recent and clear colour photograph. The background should be a plain white or off-white. It should have full face, front view, eyes open. Online Applications with blurred/ illegible Photograph/ Signature will be rejected. Candidate must bring same photo printed on photo quality paper whenever asked by the Board. Digital or printed photo not meeting above guidelines will be rejected and candidature of the candidate will be rejected.</b>
(ix)	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 not be accepted and will be summarily rejected. No correspondence will be entertained in this regard.
(x)	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.
(xi)	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 Crime Act / IT Act.

## 10. GENERAL INSTRUCTIONS FOR CANDIDATES :

- (i) The Board makes the nomination / selection of candidates provisionally in accordance with the vacancies reported by the user department for various posts. The Board does not have any role in deciding the number of vacancies of any user department. The vacancies advertised are liable to vary (increase or

decrease). In case the vacancy position is reduced to any number or even nil by the user department, Board is not liable to compensate the applicant for any consequential damage/loss.

- (ii) Implementation of reservation policy, maintaining reservation roster, earmarking of vacancies for different categories and identification of suitability of posts for various benchmark disabilities are under the domain of the user departments. The PwBD suitability for the post will be considered as identified and intimated by the user department.
- (iii) The DSSSB reserves the right to cancel or modify the advertisement or part of it at any stage.
- (iv) The centers for holding the examination will be in Delhi/NCR or any other states as decided by DSSSB.
- (v) The Board reserves the right to cancel a part or entire process of examination or a part of it due to administrative reason(s) and in case of unfair means, cheating or other irregularities/ malpractice noticed by the Board. The Board also reserves the right to cancel or set up a new examination centre and divert the candidates from a particular examination centre to another examination centre if required. The Board also reserves the right to direct candidates of any centre to some other centre to take the Exam. No request for change in date, time and centre of exam will be accepted under any circumstances.
- (vi) **In case of any inadvertent error in publication of advertisement, the final result will be prepared on the basis of Requisition / Recruitment Rules of the concerned post, DoPT guidelines and any other prevailing guidelines of GNCTD and GOI.**
- (vii) **The Board reserves the right to change or make amendment in the examination scheme, any time before the examination, if so required.**
- (viii) 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.
- (ix) Use of Calculator, Laptop, Palmtop, Bluetooth devices, earbuds, camera, other Digital Instrument/ Mobile/ Cell phone, Pager/ electronic watches and any metallic items etc. is/ are not allowed. Candidates are advised not to bring any of the above gadgets in the examination centre as no arrangements for keeping or for security of these items will be available at the centers.
- (x) In case any candidate is caught/ found to be in possession of any prohibited gadget/instrument/article, he/ she would be debarred from the examination and legal action shall be initiated against the candidates.
- (xi) 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.
- (xii) 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.
- (xiii) Abbreviations used are denoted as under:  
**EWS-Economically Weaker Sections, ESM- Ex-Serviceman, UR-Unreserved (General), SC-Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes, PwBD – Persons with Benchmark Disabilities.**
- (xiv) Notification/Corrigendum/Addendum issued to the advertisement, if any, will be published on Board website.

## 11. Action against candidates found guilty of misconduct:

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

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



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

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

## 12. 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 & department 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.

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

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT - (BRANCH-IV)  
7<sup>TH</sup> 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 onetime 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.

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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/ 1751-1756

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, 5<sup>th</sup> 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)

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## ANNEXURE – II

**INSTRUCTIONS FOR CANDIDATES FOR NEW REGISTRATION ON OARS PORTAL****(Only for those candidates who have not done registration earlier on OARS portal)**

1. Candidates are required to register online using the website <https://dsssonline.nic.in> and “Click for New Registration”.
2. Candidates are required to complete the Online Registration Form through the DSSSB OARS portal. The session time to fill complete online registration form is 30 minutes.
3. Before start filling up of Online Registration the candidate must have ready with his/her photo identity proof (PAN Card/Voter ID Card/Driving License/Passport) duly scanned in the jpg/jpeg format in such a manner that each file should not be less than 15 kb and should not exceed 60 KB. Candidates should not upload blur photo identity proof. In case Aadhaar number is provided as identity proof 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

- 15. The applicants are advised to enter the correct details required for their registration number in OARS. As the details e.g. Name, Gender, Fathers name once entered can't be edited under any circumstances.**
- 16. The Applicant should create only one unique registration number in OARS.**
- 17. The Applicant can apply for various posts only after registration. After registration, applicants are required to quote his/her registration number as login ID and password for future accessing the OARS.**



## 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 <sub>n</sub> )	Normalized Score for each candidate
S <sub>2</sub>	Is the SD of the shift with the Highest Average Score taken as base for normalization
S <sub>1</sub>	Standard Deviation for the corresponding shift (to be scaled to S <sub>2</sub> )
X	Raw score of a candidate
X <sub>av</sub>	Simple average of the Shift
Y <sub>av</sub>	Average corresponding to shift with highest Average (taken as base for normalization)

  
Dy. Secretary  
DSSSB

## ANNEXURE - IV

MOST URGENT/TOUT TODAY

NO F.19(10)/2001/S-III/Pt. File/ 2233-2436  
 GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
 ( SERVICES DEPARTMENT : BRANCH - IV )  
 7<sup>TH</sup> 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/ 2238-2435

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 )



## ANNEXURE – V

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT – (BRANCH-IV)  
7<sup>TH</sup> 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*  
(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*  
(ANUPMA CHAKRAVORTY)  
DY. SECRETARY (SERVICES)

B-10/25

No.F.19(02)/2011/S.IV/Vol.I/856  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT - (BRANCH-IV)**  
**7<sup>TH</sup> 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 27<sup>th</sup> July, 2007 and No.F.19(01)/2012/S.IV/1241-1258 dated 28<sup>th</sup> 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 8<sup>th</sup> 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: -**

- ✓ 1. 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, Sharnath 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, 3<sup>rd</sup> Level, Delhi Secretariat, New Delhi.

**Contd....2/-**

-: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)