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**GOVERNMENT OF NCT OF DELHI**
**Delhi Subordinate Services Selection Board**
**(D.S.S.S.B)**
**FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092**
**Website:** https://dsssb.delhi.gov.in

F.No.1 (452)/P&P/DSSSB/2026/Advt./5114 Dated: 30/09/2026

## VACANCY NOTICE / ADVERTISEMENT NO. 04/2026
## COMBINED EXAMINATION, 2026 FOR SENIOR PERSONAL ASSISTANT, PERSONAL ASSISTANT, JUNIOR JUDICIAL ASSISTANT, PROCESS SERVER & PEON/ORDERLY/DAK PEON

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

**Opening Date of Application: 06/10/2026 ( 6th October, 2026) (From 12.00 Noon)**
**Closing Date of Application: 04/11/2026 ( 4th November, 2026) (Till 11:00 PM)**

Delhi Subordinate Services Selection Board (DSSSB) invites online applications on behalf of Delhi District Courts from eligible candidates from Indian Nationals (citizens of India as defined in the Constitution of India or under any law made by the Parliament to regulate the rights for citizenship) for recruitment to the posts of **Senior Personal Assistant, Personal Assistant, Junior Judicial Assistant, Process Server and Peon/Orderly/Dak Peon** against vacancies in District & Sessions Courts and Family Courts as per details given below : -

**SENIOR PERSONAL ASSISTANT, PERSONAL ASSISTANT, JUNIOR JUDICIAL ASSISTANT, PROCESS SERVER & PEON/ORDERLY/DAK PEON**

| Sl. No. | Post Code | Name of Post | Name of Department | Pay Level | Vacancies * (Including Backlog) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | UR | OBC | SC | ST | EWS | Total | PwBD (incl.) | ESM (incl.) | MSP (incl.) |
| 1 | 805/26 | Senior Personal Assistant | District & Sessions Courts | 8 | 10 | 08 | 03 | 05 | 01 | **27** | 07 | -- | -- |
| 2 | | Personal Assistant | District & Sessions Courts | 7 | 37 | 52 | 49 | 37 | 14 | **189** | 25 | -- | -- |
| 3 | | Personal Assistant | District & Sessions Courts (Family Courts) | 7 | 06 | 04 | 02 | 03 | 02 | **17** | 02 | -- | -- |
| 1 | 806/26 | Junior Judicial Assistant | District & Sessions Courts | 5 | 63 | 40 | 22 | 11 | 15 | **151** | 08 | 15 | 00 |
| 2 | | Junior Judicial Assistant | District & Sessions Courts (Family Courts) | 5 | 07 | 07 | 04 | 03 | 02 | **23** | 02 | 02 | 00 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **807/26** | **Process Server** | **District & Sessions Courts** | **4** | 38 | 25 | 13 | 06 | 09 | **91** | 04 | 10 | 00 |
| 2 | | **Process Server** | **District & Sessions Courts (Family Courts)** | **4** | 00 | 00 | 01 | 00 | 00 | **01** | 00 | 00 | 00 |
| 1 | **808/26** | **Peon/Orderly/ Dak Peon** | **District & Sessions Courts** | **3** | 56 | 38 | 21 | 10 | 14 | **139** | 06 | 14 | 00 |
| 2 | | **Peon/Orderly/ Dak Peon** | **District & Sessions Courts (Family Courts)** | **3** | 00 | 02 | 01 | 00 | 00 | **03** | 00 | 00 | 00 |
| **GRAND TOTAL** | | | | | **217** | **176** | **116** | **75** | **57** | **641** | **54** | **41** | **00** |

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

Candidates must apply online through the website https://dsssbonline.nic.in . The closing date for submission of online application is **04/11/2026 (till 11:00 PM)** thereafter the link will be disabled.

DSSSB will conduct examinations for making recruitment against the vacancies notified above. The applicants are advised to visit DSSSB's website i.e **https://dsssb.delhi.gov.in/dsssb-vacancies** or scan the QR code to check the detailed advertisement to confirm eligibility as per the Recruitment Rules of the indenting departments for the above vacancies. The date of conduct of examinations / interview will be intimated in due course only through the websites of the DSSSB / Delhi District Courts.

**Further, candidates are advised to visit website of the DSSSB and Delhi District Courts on regular basis to get updates. The Board shall not be responsible for any lapse on the part of the candidate in this regard.**

**IMPORTANT NOTE :-** The candidates must submit their application through Online Mode only. No other mode of application shall be accepted. Applications received through any other mode such as by post/by hand/by mail etc. will not be accepted and shall not be considered. No correspondence will be entertained in this regard.

**-sd-**

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

## ADVERTISEMENT NO. 04/2026

**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 / Requisitions provided by the user department are tabulated below :-**

<table>
<tr><td colspan="3"><u>SENIOR PERSONAL ASSISTANT & PERSONAL ASSISTANT</u><br>(Post Code 805/26)</td></tr>
<tr><td rowspan="8">1.</td><td colspan="2">Name of Department : DISTRICT AND SESSIONS COURTS</td></tr>
<tr><td colspan="2">Name of Post : SENIOR PERSONAL ASSISTANT</td></tr>
<tr><td colspan="2">Number of Vacancies (Including Backlog)
<table>
<tr><th rowspan="2">UR</th><th rowspan="2">OBC</th><th rowspan="2">SC</th><th rowspan="2">ST</th><th rowspan="2">EWS</th><th rowspan="2">TOTAL</th><th colspan="4">PwBD* (incl.)</th></tr>
<tr><th>Category (a)</th><th>Category (b)</th><th>Category (c)</th><th>Category (d) & (e)</th></tr>
<tr><td>10</td><td>08</td><td>03</td><td>05</td><td>01</td><td>27</td><td>Not Suitable</td><td>Not Suitable</td><td>07</td><td>Not Suitable</td></tr>
</table></td></tr>
<tr><td colspan="2">This post is identified suitable for PwBD category (a) Not Suitable (b) Not Suitable (c) OL, BL, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction (d) Not Suitable (e) Not Suitable as conveyed by the user department.</td></tr>
<tr><td colspan="2">Educational Qualification — Essential: Graduate with speed of not less than 110 words per minute in Shorthand and 40 words per minute in typewriting.<br>Desirable: NIL</td></tr>
<tr><td colspan="2">Experience — Essential: NIL<br>Desirable: NIL</td></tr>
<tr><td colspan="2">Pay Scale: ₹ 9,300-34,800/- + Grade Pay ₹4800/-, Group-B (Non-Gazetted)</td></tr>
<tr><td colspan="2">Age Limit: Must have attained the age of 18 years but should not have attained the age of 27 years (Age will be reckoned as on 01/06/2026)<br><br>Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.</td></tr>
<tr><td rowspan="8">2.</td><td colspan="2">Name of Department : DISTRICT AND SESSIONS COURTS</td></tr>
<tr><td colspan="2">Name of Post : PERSONAL ASSISTANT</td></tr>
<tr><td colspan="2">Number of Vacancies (Including Backlog)
<table>
<tr><th rowspan="2">UR</th><th rowspan="2">OBC</th><th rowspan="2">SC</th><th rowspan="2">ST</th><th rowspan="2">EWS</th><th rowspan="2">TOTAL</th><th colspan="4">PwBD* (incl.)</th></tr>
<tr><th>Category (a)</th><th>Category (b)</th><th>Category (c)</th><th>Category (d) & (e)</th></tr>
<tr><td>37</td><td>52</td><td>49</td><td>37</td><td>14</td><td>189</td><td>Not Suitable</td><td>Not Suitable</td><td>25</td><td>Not Suitable</td></tr>
</table></td></tr>
<tr><td colspan="2">This post is identified suitable for PwBD category (a) Not Suitable (b) Not Suitable (c) OL, BL, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction (d) Not Suitable (e) Not Suitable as conveyed by the user department.</td></tr>
<tr><td colspan="2">Educational Qualification — Essential: Graduate with Shorthand speed of 100 words per minute and typing speed of 40 words per minute and having knowledge of computer.<br>Desirable: NIL</td></tr>
<tr><td colspan="2">Experience — Essential: NIL<br>Desirable: NIL</td></tr>
<tr><td colspan="2">Pay Scale: ₹ 9,300-34,800/- + Grade Pay ₹4600/-, Group-B (Non-Gazetted)</td></tr>
<tr><td colspan="2">Age Limit: Must have attained the age of 18 years but should not have attained the age of 27 years (Age will be reckoned as on 01/06/2026)<br><br>Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.</td></tr>
</table>

**3.** Name of Department : **DISTRICT AND SESSIONS COURTS (FAMILY COURTS)**

Name of Post : **PERSONAL ASSISTANT**

**Number of Vacancies (Including Backlog)**

| UR | OBC | SC | ST | EWS | TOTAL | PwBD* (incl.) | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Category (a) | Category (b) | Category (c) | Category (d) & (e) |
| 06 | 04 | 02 | 03 | 02 | 17 | Not Suitable | Not Suitable | 02 | Not Suitable |

**This post is identified suitable for PwBD category (a) Not Suitable (b) Not Suitable (c) OL, BL, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction (d) Not Suitable (e) Not Suitable as conveyed by the user department.**

| | | |
|---|---|---|
| Educational Qualification | Essential | Graduate with Shorthand speed of 100 words per minute and typing speed of 40 words per minute and having knowledge of computer. |
| | Desirable | NIL |
| Experience | Essential | NIL |
| | Desirable | NIL |
| Pay Scale | ₹ 9,300-34,800/- + Grade Pay ₹4600/-, Group-B (Non-Gazetted) | |
| Age Limit | Must have attained the age of 18 years but should not have attained the age of 27 years (**Age will be reckoned as on 01/06/2026**)<br><br>Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement. | |

## JUNIOR JUDICIAL ASSISTANT

**(Post Code 806/26)**

**1.** Name of Department : **DISTRICT AND SESSIONS COURTS**

Name of Post : **JUNIOR JUDICIAL ASSISTANT**

**Number of Vacancies (Including Backlog)**

| UR | OBC | SC | ST | EWS | TOTAL | PwBD* (incl.) | | | | ESM (incl.) | MSP (incl.) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Category (a) | Category (b) | Category (c) | Category (d) & (e) | | |
| 63 | 40 | 22 | 11 | 15 | 151 | 02 | 02 | 02 | 02 | 15 | 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, SD/SI without any associated neurological/limb dysfunction, MDy (d) ASD(M), SLD, MI (e) MD involving (a) to (d) above as conveyed by the user department.**

| | | |
|---|---|---|
| Educational Qualification | Essential | Graduate with typing speed of not less than 40 words per minute on Computer. |
| | Desirable | NIL |
| Experience | Essential | NIL |
| | Desirable | NIL |
| Pay Scale | ₹ 5,200-20,200/- + Grade Pay ₹2800/-, Group-C | |
| Age Limit | Must have attained the age of 18 years but should not have attained the age of 27 years (**Age will be reckoned as on 01/06/2026**)<br><br>Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement. | |

**2.** Name of Department : **DISTRICT AND SESSIONS COURTS (FAMILY COURTS)**

Name of Post : **JUNIOR JUDICIAL ASSISTANT**

**Number of Vacancies (Including Backlog)**

| UR | OBC | SC | ST | EWS | TOTAL | PwBD* (incl.) | | | | ESM (incl.) | MSP (incl.) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Category (a) | Category (b) | Category (c) | Category (d) & (e) | | |
| 07 | 07 | 04 | 03 | 02 | 23 | 01 | 01 | 00 | 00 | 02 | 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, SD/SI without any associated neurological/limb dysfunction (d) ASD(M), ID, SLD, MI (e) MD involving (a) to (d) above as conveyed by the user department.** | | |
| | Educational Qualification | Essential | Graduate with typing speed of not less than 40 words per minute on Computer. |
| | | Desirable | NIL |
| | Experience | Essential | NIL |
| | | Desirable | NIL |
| | Pay Scale | ₹ 5,200-20,200/- + Grade Pay ₹2800/-, Group-C | |
| | Age Limit | Must have attained the age of 18 years but should not have attained the age of 27 years (**Age will be reckoned as on 01/06/2026**)<br><br>Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement. | |

**PROCESS SERVER**
**(Post Code 807/26)**

**1.** Name of Department : **DISTRICT AND SESSIONS COURTS**

Name of Post : **PROCESS SERVER**

**Number of Vacancies (Including Backlog)**

| UR | OBC | SC | ST | EWS | TOTAL | PwBD* (incl.) | | | | ESM (incl.) | MSP (incl.) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Category (a) | Category (b) | Category (c) | Category (d) & (e) | | |
| 38 | 25 | 13 | 06 | 09 | 91 | 00 | 01 | 02 | 01 | 10 | 00 |

| | | |
|---|---|---|
| **This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction (d) ASD(M, MoD), ID, SLD, MI (e) MD involving (a) to (d) above as conveyed by the user department.** | | |
| Educational Qualification | Essential | Matriculation pass or equivalent from a recognized board / Higher Secondary with driving licence of LMV and 2 years unblemished driving experience. |
| | Desirable | NIL |
| Experience | Essential | As mentioned in essential educational qualification column. |
| | Desirable | NIL |
| Pay Scale | ₹ 5,200-20,200/- + Grade Pay ₹2400/-, Group-C | |
| Age Limit | Must have attained the age of 18 years but should not have attained the age of 27 years (**Age will be reckoned as on 01/06/2026**)<br><br>Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement. | |

**2.** Name of Department : **DISTRICT AND SESSIONS COURTS (FAMILY COURTS)**

Name of Post : **PROCESS SERVER**

**Number of Vacancies**

| UR | OBC | SC | ST | EWS | TOTAL | PwBD* (incl.) | | | | ESM (incl.) | MSP (incl.) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Category (a) | Category (b) | Category (c) | Category (d) & (e) | | |
| 00 | 00 | 01 | 00 | 00 | 01 | 00 | 00 | 00 | 00 | 00 | 00 |

**This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OA, BA, OL, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction (d) ASD(M), ID, SLD, MI (e) MD involving (a) to (d) above as conveyed by the user department.**

| | | | |
|---|---|---|---|
| | Educational Qualification | Essential | Matriculation pass or equivalent from a recognized board / Higher Secondary with driving licence of LMV and 2 years unblemished driving experience. |
| | | Desirable | NIL |
| | Experience | Essential | As mentioned in essential educational qualification column. |
| | | Desirable | NIL |
| | Pay Scale | ₹ 5,200-20,200/- + Grade Pay ₹2400/-, Group-C | |
| | Age Limit | Must have attained the age of 18 years but should not have attained the age of 27 years (**Age will be reckoned as on 01/06/2026**)<br><br>Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement. | |

**PEON / ORDERLY / DAK PEON**

**(Post Code 808/26)**

**1.** Name of Department : **DISTRICT AND SESSIONS COURTS**

Name of Post : **PEON / ORDERLY / DAK PEON**

**Number of Vacancies**

| UR | OBC | SC | ST | EWS | TOTAL | PwBD* (incl.) | | | | ESM (incl.) | MSP (incl.) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Category (a) | Category (b) | Category (c) | Category (d) & (e) | | |
| 56 | 38 | 21 | 10 | 14 | 139 | 01 | 02 | 02 | 01 | 14 | 00 |

**This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OL, OAL, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction (d) ASD(M), ID, SLD, MI (e) MD involving (a) to (d) as conveyed by the user department.**

| | | |
|---|---|---|
| Educational Qualification | Essential | Matriculation pass or equivalent from a recognized board. |
| | Desirable | NIL |
| Experience | Essential | NIL |
| | Desirable | NIL |
| Pay Scale | ₹ 5,200-20,200/- + Grade Pay ₹2000/-, Group-C | |
| Age Limit | Must have attained the age of 18 years but should not have attained the age of 27 years (**Age will be reckoned as on 01/06/2026**)<br><br>Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement. | |

**2.** Name of Department : **DISTRICT AND SESSIONS COURTS (FAMILY COURTS)**

Name of Post : **PEON / ORDERLY / DAK PEON**

**Number of Vacancies**

| UR | OBC | SC | ST | EWS | TOTAL | PwBD* (incl.) | | | | ESM (incl.) | MSP (incl.) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Category (a) | Category (b) | Category (c) | Category (d) & (e) | | |
| 00 | 02 | 01 | 00 | 00 | 03 | 00 | 00 | 00 | 00 | 00 | 00 |

**This post is identified suitable for PwBD category (a) B, LV (b) D, HH (c) OL, OAL, CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction (d) ASD(M), ID, SLD, MI (e) MD involving (a) to (d) as conveyed by the user department.**

| | | |
|---|---|---|
| Educational Qualification | Essential | Matriculation pass or equivalent from a recognized board. |
| | Desirable | NIL |
| Experience | Essential | NIL |
| | Desirable | NIL |

| | | |
|---|---|---|
| | Pay Scale | ₹ 5,200-20,200/- + Grade Pay ₹2000/-, Group-C |
| | Age Limit | Must have attained the age of 18 years but should not have attained the age of 27 years (**Age will be reckoned as on 01/06/2026**)<br><br>Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement. |

*** As per DoPT OM dated 15.01.2018 and Ministry of Social Justice and Empowerment O.M. dated 04.01.2021 & 24.08.2022, 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), Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/limb dysfunction 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, SD=Spinal Deformity, SI=Spinal Injury, 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:

(i) The candidate must be a citizen of India as defined in the Constitution of India or under any law made by the Parliament to regulate the rights for citizenship.

(ii) The candidate must be eligible in terms of age, educational qualifications, experience etc. as per Recruitment Rules notified by the User Department for the post in which he/she intends to apply.

**(iii) The age eligibility shall be reckoned as on 01/06/2026.**

(iv) The educational qualification, experience etc. as stipulated in advertisement shall be determined as on **04/11/2026** i.e. crucial date / cut-off date.

## 2. HOW TO APPLY :

(i) Before submitting online applications, candidate must ensure that he/she is registered on DSSSB's portal i.e. https://dsssbonline.nic.in. The instructions for Registration are available on the Board's website **(Annexure-I)**. 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 6th October, 2026 (From 12.00 Noon) up to 4th November, 2026 (till 11:00 PM) after which 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 will 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 change/ correction/ modification (including change of category) will be entertained or allowed under any circumstances**. Request received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained and no correspondence will be made in this regard. 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 (Person with Benchmark Disability) & 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 / Delhi District Courts will conduct Examinations for the posts of **SENIOR PERSONAL ASSISTANT, PERSONAL ASSISTANT, JUNIOR JUDICIAL ASSISTANT, PROCESS SERVER and PEON/ ORDERLY/ DAK PEON**. The detailed examination scheme for each post code is given below :-

**Examination Scheme for the posts of SENIOR PERSONAL ASSISTANT, PERSONAL ASSISTANT**

| S.No. | Name of post | Tier-I i.e. MCQ | Tier-II i.e Descriptive Test (English Language) | Tier-III i.e. Skill Test (English Language) | Tier-IV i.e. Interview |
|---|---|---|---|---|---|
| 1 | **Senior Personal Assistant (Post Code – 805/26)** | Marks:- 90<br>MCQ- 90<br>Time-90 min | Marks: 75<br>Ques/Items- 03<br>Time-90 min | Shorthand test@ 110 wpm<br>Typing test @ 40 wpm. | Marks: 10 (To be conducted and final merit list to be prepared by the Delhi District Courts itself) |
| | **Personal Assistant (Post Code – 805/26)** | Marks:- 90<br>MCQ- 90<br>Time-90 min | Marks: 75<br>Ques/Items- 03<br>Time-90 min | Shorthand test@ 100 wpm<br>Typing test @ 40 wpm. | Marks: 10 (To be conducted and final merit list to be prepared by the Delhi District Courts itself) |

**For Tier – I (MCQ):** The MCQ shall be taken for shortlisting candidates. A common list of shortlisted candidates for appearing in Tier-II examination will be prepared for both the posts i.e. Senior Personal Assistant and Personal Assistant. The No. of candidates to be called for descriptive test shall not be more than **25 times of the vacancies** advertised.

MCQ based on subjects:-

1. General English & Comprehension- 50 MCQ, 50 Marks
2. General knowledge (including current affair)- 20 MCQ, 20 Marks
3. General Intelligence- 20 MCQ, 20 Marks

**Total - 90 MCQ, 90 Marks**

**NOTE : - Language of examination for MCQ test will be English only.**

**For Tier-II (Descriptive Test) (English Language):** Descriptive test shall be conducted for those candidates who have been shortlisted in Tier-I (MCQ Test). The No. of candidates to be called for skill test shall not be more than **10 times of the vacancies** advertised.

Descriptive Test of English Language based on:-

- Essay (250 words) - 30 Marks
- Grammar - 25 Marks
- Translation (20 words) - 20 Marks

**NOTE : The Short listing of candidates for Skill tests for the post of Senior Personal Assistant and Personal Assistant will be done separately and Skill test for these posts will also be conducted separately.**

**Tier – III (Skill Test) for Senior Personal Assistant (English Language) :** The skill test shall be qualifying in nature and candidates qualifying the skill test shall only be eligible for Interview i.e. Tier-IV exam.

- The passage of 550 words will be dictated in five (5) minutes duration.
- Candidates will get forty (40) minutes duration to transcribe the dictated passage on computer.
- No extra time will be given for reading the passage.
- Total number of mistakes permissible would be 4% of the total words dictated i.e. twenty two (22).
- Each candidate will be given opportunity to appear in two shorthand dictation and transcription tests and best of the two will be considered and taken into consideration for short-listing the candidates for interview.

**Tier – III (Skill Test) for Personal Assistant (English Language) :** The skill test shall be qualifying in nature and candidates qualifying the skill test shall only be eligible for Interview i.e. Tier-IV exam.

- The passage of 500 words will be dictated in five (5) minutes duration.
- Candidates will get forty (40) minutes duration to transcribe the dictated passage on computer.
- No extra time will be given for reading the passage.
- Total number of mistakes permissible would be 4% of the total words dictated i.e. twenty (20).
- Each candidate will be given opportunity to appear in two shorthand dictation and transcription tests and best of the two will be considered and taken into consideration for short-listing the candidates for interview.

**For Tier-IV (Interview) :**

- **Tier-IV (Interview)- There will be no minimum qualifying marks in the Tier-IV (Interview).**
- **The Interview shall be conducted by the Delhi District Courts, Tis Hazari, Delhi and final Merit List shall be prepared by the Delhi District Courts, Tis Hazari, Delhi itself on the basis of combined marks secured in Tier-II and Tier-IV.**

## Examination Scheme for the post of JUNIOR JUDICIAL ASSISTANT

| | | Tier-I i.e. MCQ | Tier-II i.e Descriptive Test (English Language) | Tier-III i.e. Skill Test (English Language) | Tier-IV i.e. Interview |
|---|---|---|---|---|---|
| 1 | **Junior Judicial Assistant**<br><br>**Post Code – 806/26** | Marks:- 120<br>MCQ- 120<br>Time-120 min | Marks: 100<br>Ques/Items- 03<br>Time-120 min | Typing test @ 40 wpm. | Marks: 15 (To be conducted and final merit list to be prepared by the Delhi District Courts itself) |

**For Tier – I (MCQ):** The MCQ shall be taken for shortlisting candidates. The No. of candidates to be called for descriptive test shall not be more than **25 times of the vacancies** advertised.

MCQ based on subjects:-

1. General English & Comprehension- 60 MCQ, 60 Marks
2. General knowledge (including current affair)- 30 MCQ, 30 Marks
3. General Intelligence- 30 MCQ, 30 Marks

**Total - 120 MCQ, 120 Marks**

**NOTE : - Language of examination for MCQ test will be English only.**

**For Tier-II (Descriptive) (English Language):** Descriptive test shall be conducted for those candidates who have been shortlisted in Tier-I (MCQ Test). The No. of candidates to be called for skill test shall not be more than **10 times of the vacancies** advertised.

Descriptive Test of English Language based on:-

- Essay (300 words) - 50 Marks
- Grammar - 30 Marks
- Translation (25 words) - 20 Marks

**For Tier – III (Skill Test) (English Language) :** The skill test shall be qualifying in nature and candidates qualifying the skill test shall only be eligible for Interview i.e. Tier-IV exam.

**For Tier-IV (Interview) :**

- **Tier-IV (Interview)- There will be no minimum qualifying marks in the Tier-IV (Interview).**
- **The Interview shall be conducted by the Delhi District Courts, Tis Hazari, Delhi and final Merit List shall be prepared by the Delhi District Courts, Tis Hazari, Delhi itself on the basis of combined marks secured in Tier-II and Tier-IV.**

## Examination Scheme for the posts of PROCESS SERVER

| | | Tier-I i.e. Objective / MCQ | Tier-II i.e. Driving / Skill Test | Tier-III i.e. Interview |
|---|---|---|---|---|
| 1 | **Process Server**<br><br>**Post Code – 807/26** | Marks:- 100<br>MCQ- 100<br>Time-120 min | • The Driving Test shall be qualifying only.<br>• The Driving test shall be conducted in real traffic conditions. | Marks: 15<br>(To be conducted and final merit list to be prepared by the Delhi District Courts itself) |

**For Tier – I (MCQ):**

Objective / MCQ based on subjects:-

| | |
|---|---|
| 1. English - | 25 MCQ, 25 Marks |
| 2. Hindi - | 25 MCQ, 25 Marks |
| 3. General Knowledge (Including Current Affairs) - | 25 MCQ, 25 Marks |
| 4. Arithmetic - | 25 MCQ, 25 Marks |
| **Total -** | **100 MCQ, 100 Marks** |

- The No. of candidates to be called for skill test/driving test shall be **maximum of 15 times of the total vacancies**.
- Duration of exam will be 120 Minutes and 160 Minutes for PwD Candidates.
- Language of examination for Objective/MCQ test will be Bi-lingual i.e. English and Hindi except the questions of English Language and Hindi Language Papers.

**For Tier – II (DRIVING / SKILL TEST) :**

- The Driving Test shall be qualifying only.
- The Driving test shall be conducted in real traffic conditions.

**For Tier – III (INTERVIEW) :**

- Interview will be of 15 marks and will be conducted by O/o Ld. Principal District & Sessions Judge (HQs).
- There will be no minimum qualifying marks in the interview.
- The final selection of candidates will be on the basis of combined marks secured in objective/ MCQ Test i.e. Tier-I and interview i.e. Tier-III.
- Ld. Principal District & Sessions Judge (HQs), Delhi reserves the right to modify or dispense with any stage of selection process.

## Examination Scheme for the posts of PEON/ ORDERLY/ DAK PEON

| | | Tier-I i.e. Objective / MCQ | Tier-II i.e. Interview |
|---|---|---|---|
| 1 | **Peon/Orderly/ Dak Peon**<br><br>**Post Code – 808/26** | Marks:- 100<br>MCQ- 100<br>Time-120 min | Marks: 15<br>(To be conducted and final merit list to be prepared by the Delhi District Courts itself) |

**For Tier – I (MCQ):**

Objective / MCQ based on subjects:-

| | |
|---|---|
| 1. English - | 25 MCQ, 25 Marks |
| 2. Hindi - | 25 MCQ, 25 Marks |
| 3. General Knowledge (Including Current Affairs) - | 25 MCQ, 25 Marks |
| 4. Arithmetic - | 25 MCQ, 25 Marks |
| **Total -** | **100 MCQ, 100 Marks** |

- The No. of candidates to be called for Interview shall be **maximum of 10 times of the total vacancies**.
- Duration of exam will be 120 Minutes and 160 Minutes for PwD Candidates.
- Language of examination for Objective/MCQ test will be Bi-lingual i.e. English and Hindi except the questions of English Language and Hindi Language Papers.

**For Tier – II (INTERVIEW) :**

- Interview will be of 15 marks and will be conducted by O/o Ld. Principal District & Sessions Judge(HQs).
- There will be no minimum qualifying marks in the interview.
- The final selection of candidates will be on the basis of combined marks secured in objective/ MCQ Test i.e. Tier-I and interview i.e. Tier-II.
- Ld. Principal District & Sessions Judge (HQs), Delhi reserves the right to modify or dispense with any stage of selection process.

**NOTE :-**

(i) **Minimum Qualifying Marks for Tier-I (MCQ) & Tier-II (Descriptive):-**

**For UR / EWS Category - 50%**
**For OBC(Delhi) / SC / ST / PH(PwBD) / ESM - 45%**

(ii) **Each MCQ will carry 1 mark and negative marking of 0.25 marks for each wrong answer.**

(iii) **DSSSB shall be responsible for conducting Objective/ MCQ Test, Descriptive Test and Shorthand/ Typing test and shall forward the list of shortlisted candidates to the Delhi District Courts for conducting Driving Test and Interview. The final merit list shall be prepared by the Delhi District Courts, Tis Hazari, Delhi.**

(iv) DSSSB / Delhi District Courts reserves the right to change/amend the examination scheme, if so required, any time before the examination.

(v) 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.

(vi) 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.

(vii) Skill Test / Endurance Test / Driving Test will be taken as per requirement of job.

(viii) While shortlisting, if two or more candidates secure equal marks in written examination stage than all such candidates shall be called for next stage of examination / interview.

## 5. POST/DEPARTMENT PREFERENCE:

Separate combined examinations shall be conducted for each post code i.e. **SENIOR PERSONAL ASSISTANT / PERSONAL ASSISTANT (Post Code 805/26), JUNIOR JUDICIAL ASSISTANT (Post Code 806/26), PROCESS SERVER (Post Code 807/26) & PEON/ORDERLY/DAK PEON (Post Code 808/26)** in accordance with the respective examination scheme mentioned at Para 4 of the Advertisement. The preferences from candidates regarding the posts/departments will be obtained by the Delhi District Courts at the time of the interview. In case a candidate does not exercise his/her preference, then, in the case of his/her selection, the allotment of post/department will be made by the Delhi District Courts at its discretion for which the candidate is found eligible as per RRs / Advertisement and such decision will be final. Preferences once exercised at the time of interview will be treated as final and shall not be allowed to be changed subsequently under any circumstances. Therefore, candidates must be careful in exercising the preferences.

**NOTE: Candidates are advised that eligibility criteria i.e. educational qualifications, experience, age, skill tests including pay scales, post classification, PwD suitability etc. may vary across different posts/departments under the Combined Examination Schemes. It is the candidate's sole responsibility to ensure that he/she meet the eligibility requirements for each opted post/department. During the scrutiny of e - dossiers/ document verification by the User Department, any candidate found ineligible for opted post/department, his/her candidature for that post code shall be rejected and no further request for allotment of other post/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 in Para 4.

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-II)** and such normalized scores shall be used to determine final merit. Final selection will be done as per examination scheme given in Para 4. Final merit list shall be prepared by the Delhi District Courts, Tis Hazari, Delhi itself.

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 will 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.

iv. The Board, in order to achieve qualitative selection and to recruit the best talent available, has fixed the minimum qualifying marks as mentioned in the Examination Scheme.

v. 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.

vi. If there are two or more candidates in the same category having equal marks in the merit:
(a) Candidate senior in age is to be placed higher in merit.
(b) In case where the dates of birth are also the same, the candidate whose first name comes first in Alphabetical order (in English) is to be placed higher in merit.

vii. Final selection and allocation of departments to the candidates qualified will be made on the basis of their performance in written examination and interview as per examination scheme, preference of Posts/Departments given by the candidates at the time of interview, and their eligibility for the post as per Recruitment Rules (RRs).

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

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

x. The vacancies reported by the User Department are liable to vary either increase or decrease up to any number.

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 Posts/Departments of these SC, ST, OBC, EWS, ESM and PwBD candidates will be considered 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. The applicant applying for the above said vacancies should ensure that he/she fulfills all the eligibility conditions for this Combined Examination in respect of the departments he/she desires to be selected.

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

xvi. The candidates not having essential qualification for the post on the crucial date i.e. 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 and Rule 8 of DDC Rules, 2012. **The candidate has to select the particular category when applying online for the Post. They should be in possession of necessary certificate in support of their claim at the time of filling of the online application. No request for change of Category will be entertained at any later stage.**

**(ii) The Board will make shortlisting of candidates in pursuance to the vacancies reported for various posts by District & Sessions Courts and District & Sessions Courts (Family Courts). The Board does not have any role in deciding the number of vacancies in any of the court. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies amongst different categories fall under the domain of the District & Sessions Courts and District & Sessions Courts (Family Courts).**

**(iii) The crucial date i.e. cut-off date will be the closing date of application i.e. 04/11/2026 for ascertaining the eligibility of the Candidates for extension of any benefits wherever applicable. However, the age eligibility shall be reckoned as on 01/06/2026.**

**(iv)** Only OBC (Delhi) candidates notified by Govt. of NCT of Delhi vide letter/order No. F.19(10)/2001/S-III/Pt.File/2278-2285 dated 27/07/2007 **(Annexure-III)** and No. F.19(01)/2012/S.IV/1241-1258 dated 28/07/2016 **(Annexure-IV)** 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-V)**. **OBC (Outside) candidates will be treated as Un-reserved candidates and they must apply under UR category**. The OBC candidates must be in

possession of OBC certificate issued on or before crucial date i.e. cut-off date i.e. 04/11/2026. Further, OBC candidates must be in possession of OBC (Non-Creamy Layer) certificate issued on/after 01/04/2026 (after completion of previous financial year) but not later than the closing date of online application i.e. 04/11/2026.

(v) **Only following two types of certificates will be accepted as valid certificates for grant of benefit of reservation to OBCs as clarified vide Services Department O.M. dated 31.05.2021**

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 8th September, 1993.**

**(vi)** Candidates belonging to Persons with Benchmark Disability (PwBD) category and suffering from disabilities, other than OL (One Leg) or BL (Both Legs) or LV (Low Vision) of 40% or more, shall be required to fulfill the criteria applicable for their respective categories and relaxation in age and marks shall be given to them as per their respective category only, if applicable. Only such persons would be eligible for reservation under the quota reserved for Persons with Disability, who suffer from not less than 40% of relevant disability mentioned above.

**(vii)** Candidates belonging to Persons with Disabilities Category and who have limitation in writing would be granted compensatory time as per the prevailing orders / OMs of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) in addition to the prescribed duration of the examination irrespective of whether they are availing the facility of SCRIBE OR NOT.

**(viii)** The vacancies advertised under EWS category are as per the prevailing Orders / OMs issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India. The appointment against EWS category shall be provisional and is subject to the Income and Asset Certificate being verified through the proper channels and if the verification reveals that the claim of belonging to EWS is fake/false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any of the authorities mentioned in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

**(ix)** A person, seeking appointment on the basis of reservation to EWS Category, must ensure that he/she possesses the Income & Asset certificate valid for the financial Year 2026-2027 issued on the basis of Income for the financial year 2025-2026 in accordance with DoPT's OM No. 36039/1/ 2019-Estt (Res) dated 31.01.2019. The candidate claiming benefit for the EWS category must possess a certificate issued on or before the crucial date i.e. cut-off date i.e last date of application **(04/11/2026)**.

**(x)** Reservation shall be available to Ex-serviceman in accordance with the Rules, Orders and Notifications issued from time to time by the Government of India.

Candidates belonging to SC/ST/OBC-NCL/EWS and ESM category, who are selected on the same standard as applied to General category candidates and who appear in the general merit list, would be treated as General candidates owing to their merit. Such candidates are adjusted against unreserved point of the reservation roster. In

other words, when a relaxed standard is applied in selecting an SC/ST/OBC-NCL/EWS candidate, for example, in the age limit, marks, etc., SC/ST/OBC-NCL/EWS candidates shall be counted against reserved vacancies only. 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 B & C) | 05 years |
| 2. | OBC (For Group B & C) | 03 years |
| 3. | PwBD + UR/EWS (For Group B & C) | 10 years |
| 4. | PwBD + SC/ST (For Group B & C) | 15 years |
| 5. | PwBD + OBC (For Group B & C) | 13 years |
| 6. | Govt. Employees who have rendered not less than 3 years regular and continuous service in Government. | There is no provision in DDC Rules, 2012. Particularly Rule 7, that there shall be no age relaxation for Government Employees who may have rendered not less than 3 years regular and continuous service as clarified by user department vide their MOM of Unified Recruitment Committee dated 05.05.2026. |
| 7. | Ex-Servicemen (Group B (Non-Gazetted) & Group C) | Period of Military service plus 3 years (Maximum upto the age of 55 years) |

**Note:- <u>The Candidate should note that Date of Birth as recorded in the Matriculation / Secondary School Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted for determining the age- eligibility and no subsequent request for its change will be considered or granted. The above age relaxations will be regulated as per extant rules of District and Sessions Courts and Family Courts. The Date of Birth shall be reckoned as on 01/06/2026.</u>**

| S.No. | Age Limit | Remarks |
|---|---|---|
| **1.** | **A candidate must have attained the age of 18 years but should not have attained the age of 27 years (Age will be reckoned as on 01/06/2026)** | **Candidate must have been born not earlier than 02/06/1999 and not later than 01/06/2008.** |

(i) Any specific age relaxation provided in the Recruitment Rules for posts of District and Sessions Courts and District and Sessions Courts (Family Courts) shall be applicable in respect of those particular posts.

(ii) In Recruitment Rules for the posts of District and Sessions Courts and District and Sessions Courts (Family Courts), wherever it is mentioned that age relaxation shall be given as per Government of India instruction, the age relaxation given here-in-above shall be applicable.

(iii) An Ex-serviceman who has already secured employment under the Central Government/Delhi Govt. or its Autonomous/Local bodies in Group 'C' & '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 fees 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. Also, such candidate will not be eligible for benefit of reservation.

(iv) In case of Physically Handicapped/Person with Disability, relaxation in age-limit shall be applicable irrespective of the fact whether post is reserved or not, provided the post is identified suitable for persons with disabilities.

## 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 detailed scrutiny of applications for the eligibility and other aspects at the time of examination(s) and, therefore, candidature will be accepted only on provisional basis. Merely applying under the Combined Examination does not make the candidate eligible for all the posts included in the advertisement. 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 will be given on whatsoever ground. 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. The DSSSB/Delhi District Courts decision in this regard shall be final. |
| (ii) | The educational qualification, experience and other eligibility conditions except age criteria for the post shall be determined as on **04/11/2026**. |
| (iii) | The age eligibility shall be reckoned as on **01/06/2026.** |
| (iv) | If a candidate successfully submits his/her application, it will be accepted only on '**Provisional**' basis. Candidates should take printout of the online Application Form for their own records. |
| (v) | Candidates with only Benchmark Physical Disability(s) status will be considered as Persons with Disabilities (PwD) and only such candidates will be entitled to age-relaxation/ reservation under the category of Persons with Disabilities. |
| (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 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 will be debarred from the examinations of the Board. |
| (viii | 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. |
| (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 neither be entertained nor any correspondence will be made. |
| (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 will make shortlisting of candidates in accordance with the vacancies reported by the departments 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. Any information / Litigation related to these matters will be dealt by District & Sessions Courts and District & Sessions Courts (Family Courts). 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 Recruitment Rules of the concerned post, DoPT guidelines, Examination Schemes available on the Board website and any other prevailing guidelines of Delhi District Courts 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 gadget/instrument, he/ she would be debarred from the examination and legal proceedings shall also 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. **Final Decision on selection / shortlisting :**

(i) The decision of the Board in all matters relating to acceptance or rejection of the applications, penalty for false information, conduct of examination(s), allotment of examination centres and debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

(ii) The decision of the Office of District & Sessions Judge (HQs) Delhi in all matters relating to eligibility, penalty for false information and Interview/Personality Test, Skill Test, selection and suitability of the selected candidates shall be final and binding and no enquiry/correspondence in this regard shall be entertained.

Disclaimer:- The vacancy notice is based on the requisitions received from the indenting departments. The essential qualifications have been given as prescribed in the RRs of the posts. In case of any typographical error, the recruitment will be strictly as per the RRs only.

**-sd-**

**Deputy Secretary (P&P)**

**DSSSB**

**Annexure – I**

**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://dsssbonline.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 - II**

**GOVT OF NATIONAL CAPITAL TERRIOTRY 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;

$$Xn=(S2/S1)*(X-Xav)+Yav$$

| | |
|---|---|
| (Xn) | Normalized Score for each candidate |
| **S2** | Is the SD of the shift with the Highest Average Score taken as base for normalization |
| **S1** | Standard Deviation for the corresponding shift (to be scaled to S2) |
| **X** | Raw score of a candidate |
| **Xav** | Simple average of the Shift |
| **Yav** | Average corresponding to shift with highest Average (taken as base for normalization) |

Dy. Secretary
DSSSB

**Annexure-III**

MOST URGENT/OUT TODAY

NO F.19(10)/2001/S-III/Pt. File/ 2253 - 2256
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(SERVICES DEPARTMENT : BRANCH – IV )
7TH LEVEL, "B WING", DELHI SECRETARIAT,
I.P. ESTATE, NEW DELHI 110 002.

C.D.No.

dated: 23/3/07

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/ 2278 - 2285 dated: 23/3/07

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-IV**

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

No.F.19(01)/2012/S.IV/ १२५१-१२५६ Dated: २८/२/२०१६

To,

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

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

Sir / Madam,

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

1) OBC certificate (Delhi) issued by the Revenue Department of GNCT of Delhi, on the basis of any old certificate issued to any member of individual's family from GNCT of Delhi.

2) OBC certificate issued by a Competent Authority outside Delhi to a person belonging to a community duly notified as OBC by GNCT of Delhi. This certificate should have mandatorily been issued on the basis of OBC certificate issued by Govt. of N.C.T. of Delhi to any family member of the concerned person who had been residing in Delhi before 08.09.1993.

This issues with the prior approval of the Competent Authority.

Yours faithfully,

Encl: As above.

(ANUPMA CHAKRAVORTY)
DY. SECRETARY (SERVICES)

No.F.19(01)/2012/S.IV/ १२५१-१२५६ Dated: २८/२/२०१६

Copy to:

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

(ANUPMA CHAKRAVORTY)
DY. SECRETARY (SERVICES)

**Annexure-V**

No.F.19(02)/2011/S.IV/Vol.I/856

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

Dated: 31/05/2021

**OFFICE MEMORANDUM**

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

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

1) an individual, who possesses OBC (Delhi) Certificate issued by the Revenue Department, Government of National Capital Territory of Delhi certifying that he/she belongs to a caste which has been notified as OBC by the Government of National Capital Territory of Delhi, shall be entitled for the benefits of reservation to OBCs in civil posts in various Departments of Government of National Capital Territory of Delhi, irrespective of the fact that the said OBC (Delhi) Certificate has been issued with or without mentioning of old certificate issued to his/her father, siblings and real uncles (paternal side only).

2) an individual, who possesses the OBC Certificate issued by a Competent Authority outside Delhi, certifying his/her belonging to a community duly notified as OBC by the Government of National Capital Territory of Delhi, shall also be entitled for the benefits of reservation to OBCs in civil posts under Government of National Capital Territory of Delhi. This certificate should have mandatorily been issued on the basis of OBC Certificate issued by Government of National Capital Territory of Delhi to his/her father, siblings and real uncles (paternal side only) of the concerned person, who had been residing in Delhi before 8th September, 1993.

This issues with the approval of the Competent Authority.

Encls: As above

31/5/21
(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, Shamnath Marg, Delhi-110054.
4. All the Heads of Departments/Autonomous Organizations /PSUs, Govt. of N.C.T. of Delhi, Delhi / New Delhi.

**Copy for information to: -**

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

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

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

31/5/21

(HARLEEN KAUR)
SPL. SECRETARY (SERVICES)