



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

F.No.1 (246)/P&P-I/DSSSB/2024/Advt./4392

Dated:12.01.2024

**VACANCY NOTICE / ADVERTISEMENT NO. 01/2024**  
**COMBINED EXAMINATION, 2024 FOR SENIOR PERSONAL ASSISTANT, PERSONAL ASSISTANT & JUNIOR JUDICIAL ASSISTANT**

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

**Opening Date of Application: 18/01/2024 (18<sup>th</sup> January, 2024)**  
**Closing Date of Application: 08/02/2024 (08<sup>th</sup> February, 2024) (Till 11:00 PM)**

Delhi Subordinate Services Selection Board (DSSSB) invites online applications on behalf of Delhi District Courts and Family 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** against vacancies in District & Sessions Courts and Family Courts as per details given below: -

<b>SENIOR PERSONAL ASSISTANT, PERSONAL ASSISTANT &amp; JUNIOR JUDICIAL ASSISTANT</b>												
Sl. No.	Post Code	Name of Post	Name of Department	Pay Level	Vacancies * (Including Backlog)							
					UR	OBC	SC	ST	EWS	Total	PwBD	ESM
1	801/24	Senior Personal Assistant	District & Sessions Courts	8	18	7	7	5	4	41	6	0
2		Personal Assistant	District & Sessions Courts	7	43	153	70	43	58	367	24	0
3		Personal Assistant	District & Sessions Courts (Family Courts)	7	5	2	3	3	3	16	0	0
1	802/24	Junior Judicial Assistant	District & Sessions Courts	5	222	138	72	60	54	546	22	54
2		Junior Judicial Assistant	District & Sessions Courts (Family Courts)	5	8	0	0	4	8	20	1**	2**
<b>GRAND TOTAL</b>					<b>296</b>	<b>300</b>	<b>152</b>	<b>115</b>	<b>127</b>	<b>990</b>	<b>53</b>	<b>56</b>

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

\*\*Vacancies published in the newspaper may be read as per the detailed advertisement available on the website of the board.

Candidates must apply online through the website <https://dsssbonline.nic.in>. The closing date for submission of online application is up to **08/02/2024 (till 11:00 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 / interview will be intimated in due course only through the website of the Board / District and Sessions Courts. The applicants are advised to visit DSSSB's website i.e <https://dsssbonline.nic.in> to check the detailed advertisement and confirm their eligibility for the above vacancies based on the Recruitment Rules of the indenting departments.

**IMPORTANT NOTE:- Only online applications will be accepted. Applications received by post/by hand/by mail etc. will not be accepted and will be summarily rejected. No correspondence will be entertained in this regard.**

-sd-  
Deputy Secretary (P&P-I)  
DSSSB

**ADVERTISEMENT NO. 01/2024**

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 department are tabulated below :-

<b>SENIOR PERSONAL ASSISTANT &amp; PERSONAL ASSISTANT</b>										
<b>(Post Code 801/24)</b>										
<b>1.</b>	Name of Department : <b>DISTRICT AND SESSIONS COURTS</b>									
	Name of Post : <b>SENIOR PERSONAL ASSISTANT</b>									
	<b>Number of Vacancies (Including Backlog)</b>									
	<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS</b>	<b>TOTAL</b>	<b>PwBD* (incl.)</b>			
							<b>Category (a)</b>	<b>Category (b)</b>	<b>Category (c)</b>	<b>Category (d) &amp; (e)</b>
	18	07	07	05	04	41	--	--	06	--
	<b>This post is identified suitable for PwBD category (a) Not Suitable (b) Not Suitable (c) OL, BL, LC, Dw, AAV (d) Not Suitable (e) Not Suitable as conveyed by the user department.</b>									
	Educational Qualification					Essential	Graduate with speed of not less than 110 w.p.m. in Shorthand and 40 w.p.m. in typewriting.			
						Desirable	NIL			
	Experience					Essential	NIL			
					Desirable	NIL				
Pay Scale					₹ 47,600 – 1,51,100/- (Pay Level-8), Group: 'B' (Non-Gazetted)					
Age Limit					Between 18-27 years  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.					
<b>2.</b>	Name of Department : <b>DISTRICT AND SESSIONS COURTS</b>									
	Name of Post : <b>PERSONAL ASSISTANT</b>									
	<b>Number of Vacancies (Including Backlog)</b>									
	<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS</b>	<b>TOTAL</b>	<b>PwBD* (incl.)</b>			
							<b>Category (a)</b>	<b>Category (b)</b>	<b>Category (c)</b>	<b>Category (d) &amp; (e)</b>
	43	153	70	43	58	367	--	--	24	--
	<b>This post is identified suitable for PwBD category (a) Not Suitable (b) Not Suitable (c) OL, BL, LC, Dw, AAV (d) Not Suitable (e) Not Suitable as conveyed by the user department.</b>									
	Educational Qualification					Essential	Graduate with Shorthand speed of 100 w.p.m. and typing speed of 40 w.p.m. and having knowledge of computer.			
						Desirable	NIL			
	Experience					Essential	NIL			
					Desirable	NIL				
Pay Scale					₹ 44,900 – 1,42,400/- (Pay Level-7), Group: 'B' (Non-Gazetted)					
Age Limit					Between 18-27 years  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.					

3.	Name of Department : <b>DISTRICT AND SESSIONS COURTS (FAMILY COURTS)</b>									
	Name of Post : <b>PERSONAL ASSISTANT</b>									
	<b>Number of Vacancies</b>									
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)			
							Category (a)	Category (b)	Category (c)	Category (d) & (e)
	05	02	03	03	03	16	--	--	--	--
	This post is identified suitable for PwBD category (a) Not Suitable (b) Not Suitable (c) OL, BL, LC, Dw, AAV (d) Not Suitable (e) Not Suitable as conveyed by the user department.									
	Educational Qualification					Essential	Graduate with Shorthand speed of 100 w.p.m. and typing speed of 40 w.p.m. and having knowledge of computer.			
						Desirable	NIL			
	Experience					Essential	NIL			
Desirable						NIL				
Pay Scale					₹ 44,900 – 1,42,400/- (Pay Level-7), Group: 'B' (Non-Gazetted)					
Age Limit					Between 18-27 years  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.					

**JUNIOR JUDICIAL ASSISTANT**

**(Post Code 802/24)**

1.	Name of Department : <b>DISTRICT AND SESSIONS COURTS</b>										
	Name of Post : <b>JUNIOR JUDICIAL ASSISTANT</b>										
	<b>Number of Vacancies (Including Backlog)</b>										
	UR	OBC	SC	ST	EWS	TOTAL	PwBD* (incl.)				ESM
							Category (a)	Category (b)	Category (c)	Category (d) & (e)	
	222	138	72	60	54	546	06	06	05	05	54
	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 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					₹ 29,200 – 92,300/- (Pay Level-5), Group: 'C'						
Age Limit					Between 18-27 years  Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.						

2.	Name of Department : <b>DISTRICT AND SESSIONS COURTS (FAMILY COURT)</b>											
	Name of Post : <b>JUNIOR JUDICIAL ASSISTANT</b>											
	<b>Number of Vacancies</b>											
	<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS</b>	<b>TOTAL</b>	<b>PwBD* (incl.)</b>					
							<b>Category (a)</b>	<b>Category (b)</b>	<b>Category (c)</b>	<b>Category (d) &amp; (e)</b>	<b>ESM</b>	
	08	00	00	04	08	20	01	--	--	--	02	
	<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 conveyed by the user department.</b>											
	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						₹ 29,200 – 92,300/- (Pay Level-5), Group: 'C'						
Age Limit						Between 18-27 years Age Relaxation will be given as per para - 8 (Tabulated - Category-wise) of this Advertisement.						

**\*The details of categories for the vacancies reserved for 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:**

- (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 educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on 08/02/2024.

## 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 18<sup>th</sup> January, 2024 up to 08<sup>th</sup> February, 2024 (till 11:00 PM) after which the link will be disabled.**
- (iii) The candidates must go through the **INSTRUCTIONS FOR APPLYING ONLINE** 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 will be summarily rejected. No correspondence will be entertained in this regard.
- (v) **The opening date for submission of online application is 18/01/2024. The closing date for submission of online application is 08/02/2024(11:00 pm).**
- (vi) 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.
- (vii) 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 & 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 will not be considered and the application of such candidates will be rejected out rightly and payment made shall stand forfeited.
- (iv) Application Fee once paid will not be refunded under any circumstances.

#### 4. EXAMINATION SCHEME:

DSSSB / District & Sessions Courts will conduct Four Tier Examination i.e. IV – Tier for the posts of **SENIOR PERSONAL ASSISTANT, PERSONAL ASSISTANT & JUNIOR JUDICIAL ASSISTANT**. The Examination Scheme for IV – Tier is given below :-

S.No.	Name of post	Scheme of examination											
		<b><u>Tier-I</u></b> <b><u>i.e. MCQ :-</u></b>	<b><u>Tier-II</u></b> <b><u>i.e Descriptive Test</u></b> <b><u>(English Language) :-</u></b>	<b><u>Tier-III</u></b> <b><u>i.e. Skill Test :-</u></b>	<b><u>Tier-IV</u></b> <b><u>i.e. Interview :-</u></b>								
		The MCQ shall be taken for shortlisting candidates. The no. of candidates to be called for descriptive examination shall not be more than 25 times of the vacancies advertised	Descriptive test will 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.	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.	There will be no minimum qualifying marks in the interview. The Interview shall be conducted by the Delhi District Court, Tis Hazari, Delhi and final Merit List shall be prepared by the Delhi District Court, Tis Hazari, Delhi itself.								
1	Senior Personal Assistant	<b><u>Tier-I</u></b> <b><u>i.e. MCQ</u></b>	<b><u>Tier-II</u></b> <b><u>i.e Descriptive Test(English Language)</u></b>	<b><u>Tier-III</u></b> <b><u>i.e. Skill Test</u></b>	<b><u>Tier-IV</u></b> <b><u>i.e. Interview</u></b>								
		Marks:- 90 MCQ- 90 Time-90 min	Marks: 75 Ques/Items- 03 Time-90 min	Shorthand test@ 110 wpm Typing test @ 40 wpm.	Marks: 10 (To be conducted and final merit list to be prepared by the District Court itself)								
<p>MCQ based on subjects:-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">1. General English &amp; Comprehension-</td> <td style="text-align: right;">50 MCQ, 50 Marks</td> </tr> <tr> <td>2. General knowledge (including current affair)-</td> <td style="text-align: right;">20 MCQ, 20 Marks</td> </tr> <tr> <td>3. General Intelligence-</td> <td style="text-align: right;">20 MCQ, 20 Marks</td> </tr> <tr> <td style="text-align: center;"><b>Total</b></td> <td style="text-align: right;"><b>- 90 MCQ, 90 Marks</b></td> </tr> </table> <p>Descriptive Test of English Language based on:-</p> <ol style="list-style-type: none"> <li>1. Essay (250 words) - 30 Marks</li> <li>2. Grammar - 25 Marks</li> <li>3. Translation - 20 Marks</li> </ol> <p><b>NOTE :- For Tier – III (Skill Test)</b></p> <ul style="list-style-type: none"> <li>• The passage of 550 words will be dictated in five (5) minutes duration.</li> <li>• Candidates will get forty (40) minutes duration to transcribe the dictated passage on computers.</li> </ul>						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	<b>Total</b>	<b>- 90 MCQ, 90 Marks</b>
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												
<b>Total</b>	<b>- 90 MCQ, 90 Marks</b>												

	<ul style="list-style-type: none"> <li>No extra time will be given for reading the passage.</li> <li>Total number of mistakes permissible would be 4% of the total words dictated i.e. twenty two (22).</li> <li>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 considered for short-listing the candidates for interview.</li> </ul>																		
2	<b>Personal Assistant, Personal Assistant (Family Courts)</b>	<u><b>Tier-I</b></u> <u><b>i.e. MCQ</b></u>	<u><b>Tier-II</b></u> <u><b>i.e. Descriptive Test(English Language)</b></u>	<u><b>Tier-III</b></u> <u><b>i.e. Skill Test</b></u>	<u><b>Tier-IV</b></u> <u><b>i.e. Interview</b></u>														
		Marks:- 90 MCQ- 90 Time- 90 min	Marks: 75 Ques/Items- 03 Time-90 min	Shorthand test@ 100 wpm Typing test @ 40 wpm.	Marks: 10 (To be conducted and final merit list to be prepared by the District Court itself)														
<p>MCQ based on subjects:-</p> <table> <tr> <td>1. General English &amp; Comprehension-</td> <td>50 MCQ, 50 Marks</td> </tr> <tr> <td>2. General knowledge (including current affair)-</td> <td>20 MCQ, 20 Marks</td> </tr> <tr> <td>3. General Intelligence-</td> <td>20 MCQ, 20 Marks</td> </tr> <tr> <td style="text-align: center;"><b>Total</b></td> <td style="text-align: center;"><b>- 90 MCQ, 90 Marks</b></td> </tr> </table> <p>Descriptive Test of English Language based on:-</p> <table> <tr> <td>1. Essay (250 words)</td> <td>- 30 Marks</td> </tr> <tr> <td>2. Grammar</td> <td>- 25 Marks</td> </tr> <tr> <td>3. Translation</td> <td>- 20 Marks</td> </tr> </table> <p><b>NOTE :- For Tier – III (Skill Test)</b></p> <ul style="list-style-type: none"> <li>The passage of 500 words will be dictated in five (5) minutes duration.</li> <li>Candidates will get forty (40) minutes duration to transcribe the dictated passage on computers.</li> <li>No extra time will be given for reading the passage.</li> <li>Total number of mistakes permissible would be 4% of the total words dictated i.e. twenty two (20).</li> <li>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 considered for short-listing the candidates for interview.</li> </ul>						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	<b>Total</b>	<b>- 90 MCQ, 90 Marks</b>	1. Essay (250 words)	- 30 Marks	2. Grammar	- 25 Marks	3. Translation	- 20 Marks
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																		
<b>Total</b>	<b>- 90 MCQ, 90 Marks</b>																		
1. Essay (250 words)	- 30 Marks																		
2. Grammar	- 25 Marks																		
3. Translation	- 20 Marks																		
3	<b>Junior Judicial Assistant, Junior Judicial Assistant (Family Courts)</b>	<u><b>Tier-I</b></u> <u><b>i.e. MCQ</b></u>	<u><b>Tier-II</b></u> <u><b>i.e. Descriptive Test(English Language)</b></u>	<u><b>Tier-III</b></u> <u><b>i.e. Skill Test</b></u>	<u><b>Tier-IV</b></u> <u><b>i.e. Interview</b></u>														
		Marks:- 120 MCQ- 120 Time-120 min	Marks: 100 Ques/Items- 03 Time-120 min	Typing test @ 40 wpm.	Marks: 15 (To be conducted and final merit list to be prepared by the District Court itself)														
<p>MCQ based on subjects:-</p> <table> <tr> <td>1. General English &amp; Comprehension-</td> <td>60 MCQ, 60 Marks</td> </tr> <tr> <td>2. General knowledge (including current affair)-</td> <td>30 MCQ, 30 Marks</td> </tr> <tr> <td>3. General Intelligence-</td> <td>30 MCQ, 30 Marks</td> </tr> <tr> <td style="text-align: center;"><b>Total</b></td> <td style="text-align: center;"><b>- 120 MCQ, 120 Marks</b></td> </tr> </table>						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	<b>Total</b>	<b>- 120 MCQ, 120 Marks</b>						
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																		
<b>Total</b>	<b>- 120 MCQ, 120 Marks</b>																		



<p>Descriptive Test of English Language based on:-</p> <ol style="list-style-type: none"> <li>1. Essay (300 words) - 50 Marks</li> <li>2. Grammar - 30 Marks</li> <li>3. Translation(25 words) - 20 Marks</li> </ol> <p><b>NOTE :-</b> The Skill test will be qualifying in nature.</p>
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**Note :- Minimum Qualifying Marks for Tier-I (MCQ) & Tier-II (Descriptive):-**

For General Category - 50%  
For Reserved category - 45%

**Tier-III (Skill Test) shall be qualifying in nature and qualified candidates shall be eligible for Tier-IV (Interview)**

**Tier-IV (Interview)- There will be no minimum qualifying marks in the (Tier-IV) interview**

**Note 1 :- Each MCQ will carry 1 mark and negative marking of 0.25 marks for each wrong answer. The questions will be in English language only**

**Note 2 :- DSSSB shall be responsible for conducting Tier-I, Tier-II & Tier-III Exam. and shall forward the list of shortlisted candidates to the District Court, Tis Hazari, Delhi for conducting Tier-IV (Interview)**

**Note 3 :- The final merit list shall be prepared by the District Court, Tis Hazari, Delhi on the basis of marks obtained in Descriptive Test and Interview.**

- (i) DSSSB reserves the right to change/amend the examination scheme, if so required, any time before the examination.
- (ii) 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.
- (iii) 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.

**5. Post Preferences:**

The Examinations will be held for the post of **SENIOR PERSONAL ASSISTANT, PERSONAL ASSISTANT & JUNIOR JUDICIAL ASSISTANT** for Delhi District Courts and Family Courts. Detailed preference from candidates for the post in the office of Delhi District Courts and Family Courts will be taken at the time of interview by user department. In case a candidate does not exercise his/her preference, then, in the case of his/her selection, the allotment of Department will be made by the user department at its discretion for which the candidate is found eligible as per RRs and such decision will be final. Preferences once exercised at the time of interview will be treated as final and will not be allowed to be changed subsequently under any circumstances. **Therefore, candidates must be careful in exercising the preference.**

## 6. Mode of Selection:

- i. Marks scored by candidates in the Computer Based Examination will be normalized (if required) by using the formula published by DSSSB vide Notice No. 10 (271)/Sec.Cell/DSSSB/18/989 dated 11.07.2018 (**Annexure-II**) and such normalized scores will be used to determine final merit and selection.
- ii. In case of any question(s) appearing in the exam are held to be invalid, those questions will not be evaluated and the marks scored by the candidate will be calculated on prorated basis (out of maximum marks).
- iii. 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.
- iv. The Board, in order to achieve qualitative selection and to recruit the best talent available, has fixed the following 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 examination:
  - (a) In case where the marks are equal, the 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 Courts to the candidates qualified will be made on the basis of their performance in Tier-II Examination and Interview, preference of Posts 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/ Courts by candidates will not be entertained under any circumstances. **Candidates are, therefore, advised to exercise preference of Posts / Courts 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/courts will be made on the basis of merit-cum-preferences of Posts/ courts of candidates. **Once a post/court is allocated, no change of posts will either be entertained or allowed.**
- x. The vacancies reported by the User Department upto the shortlisting of candidates will be considered for making recruitment.

- 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 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 Courts 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.

## **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 India and Delhi District Courts Establishment 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 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 Family Courts.**
- (iii) **The cut off date will be the closing date of application i.e. 08/02/2024 for ascertaining the eligibility of the Candidates for extension of any benefits wherever applicable.**
- (iv) OBC reservation benefit shall be given to only those candidates who are in possession of OBC Certificate issued by the Competent Authority of the Govt. of NCT of Delhi for the caste recognized as OBC by the Government of NCT of Delhi. Candidates belonging to OBC category would be required to submit the non- creamy layer (NCL) certificate issued from the Competent Authority of the Govt. of NCT of Delhi in case his/her Caste Certificate was issued in the previous financial year(s). The NCL certificate should have been issued before cut off date by the Competent Authority of Govt. of NCT of

Delhi, which has issued the OBC Caste Certificate. **OBC (Outside) candidates will be treated as Un-reserved candidate and they must apply under UR category.**

- (v) **Only following two types of certificates will be accepted as valid certificates for grant of benefit of reservation to OBCs:-**
- a) **OBC certificate (Delhi) issued by the Revenue Department of GNCT of Delhi, on the basis of a old certificate issued to any member of individual's family from GNCT of Delhi.**
  - b) **OBC certificate issued by a competent authority outside Delhi to a person belonging to a community duly notified as OBC by GNCT of Delhi. This certificate should have mandatorily been issued on the basis of OBC certificate issued by Govt. of NCT of Delhi to a family member of the concerned person who had been residing in Delhi before 08/09/1993.**
- (vi) 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 in this Notice.
- (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) 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 Ex-Serviceman 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	05 years
2.	OBC	03 years
3.	PwBD + UR/EWS	10 years
4.	PwBD + SC/ST	15 years
5.	PwBD + OBC	13 years
6.	Govt. Employees who have rendered not less than 3 years regular and continuous service as on crucial date.	As per prevailing Govt. Orders.
7.	Ex-Servicemen Group B (Non-Gazetted) & Group C	Period of Military service plus 3 years (Maximum upto the age of 55 years)

**Note:- 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.**

- (i) Any specific age relaxation provided in the Recruitment Rules for posts of District and Sessions Courts and Family Courts shall be applicable in respect of those particular posts.
- (ii) In Recruitment Rules for the posts of District and Sessions Courts and 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 will be permitted to avail the benefit of age relaxation as prescribed for ex-servicemen for securing another employment in higher grade or cadre in Group C. However, such candidate will not be eligible for benefit of reservation.
- (iv) In case of Physically Handicapped/Person with Disability, relaxation in age-limit shall be applicable irrespective of the fact whether post is reserved or not, provided the post is identified suitable for persons with disabilities.
- (v) If a person with disability is entitled to age concession by virtue of being a Departmental employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Departmental employee' whichever may be more beneficial to him/her.

## 9. IMPORTANT INSTRUCTIONS TO CANDIDATES:

(i)	The Board does not undertake any detailed scrutiny of applications for the eligibility and other aspects at the time of examination(s) and, therefore, candidature will be accepted only on provisional basis. Merely applying under the Combined Examination does not make the candidate eligible for all the cadres included in such advertisement. Candidates must go through the requirements of essential educational qualification, age, experience etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of online calling of e-dossier only. During scrutiny of documents, if any claim made by the candidate in the application is found to be false or not substantiated, the candidature of such candidate will be cancelled without any notice or correspondence. The Board's decision in this regard shall be final.
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(ii)	The educational qualification, age, experience and other eligibility conditions for the post shall be determined as on 08/02/2024.
(iii)	The Central/State Government employees/servants claiming age relaxation should be in possession of necessary certificate from their office in respect of length of continuous service which should be for <b>not less than three years immediately preceding the closing date for receipt of application</b> . They should continue to have the status of Central/State Government employees / servants till the time of appointment, in the event of their selection.
(iv)	<b>The cut off date will be the closing date of application i.e. 08/02/2024 for ascertaining the eligibility of the Candidates for extension of any benefits wherever applicable.</b>
(v)	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.
(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 photograph. Applications with blurred/ illegible Photograph/ Signature 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/ IT act.

#### 10. GENERAL INSTRUCTIONS FOR CANDIDATES :

- (i) The Board will make shortlisting of candidates in accordance with the vacancies reported by the courts 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 Delhi District Courts / Family Courts. The Board will consider the suitability of posts for various benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment or as identified and intimated by the User Departments for specific posts.
- (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 only.
- (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) Abbreviations used are denoted as under:  
EWS-Economically Weaker Sections, ExSM- Ex-Serviceman, UR-Unreserved (General), SC-Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Classes.
- (x) Use of Calculator, Laptop, Palmtop, other Digital Instrument/ Mobile/ Cell phone, Pager/ electronic watches and any metallic items etc. is/ are not allowed. Candidates are advised not to bring any of the above gadgets in the examination centre as no arrangements for keeping or for security of these items will be available at the centers.
- (xi) In case any candidate is caught/ found to be in possession of any gadget/instrument, he/ she would be debarred from the examination and legal proceedings shall also be initiated against the candidates.
- (xii) 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.
- (xiii) In case there is any discrepancy among the English, Hindi, Urdu and Punjabi version of advertisement/ information, the English version will be treated as final.

#### **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 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, 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.

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**Deputy Secretary (P&P-I)**

**DSSSB**



**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.**

**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