

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	<u>Tier-I</u> i.e. MCQ	<u>Tier-II</u> i.e Descriptive Test (<u>English</u> <u>Language</u>)	<u>Tier-III</u> i.e. Skill Test (<u>English Language</u>)	<u>Tier-IV</u> i.e. Interview								
1	Senior Personal Assistant (Post Code – 805/26)	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 Delhi District Courts itself)								
	Personal Assistant (Post Code – 805/26)	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 Delhi District Courts itself)								
<u>For Tier – I (MCQ):</u> 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:- <table><tr><td>1. General English & 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>Total</td><td>- 90 MCQ, 90 Marks</td></tr></table> NOTE : - Language of examination for MCQ test will be English only. <u>For Tier-II (Descriptive Test) (English Language):</u> 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.						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
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												

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

1	Junior Judicial Assistant	<u>Tier-I</u> <u>i.e. MCQ</u>	<u>Tier-II</u> <u>i.e. Descriptive Test (English Language)</u>	<u>Tier-III</u> <u>i.e. Skill Test (English Language)</u>	<u>Tier-IV</u> <u>i.e. Interview</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 Delhi District Courts itself)
	Post Code – 806/26				

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

1	Process Server Post Code – 807/26	<u>Tier-I</u> <u>i.e. Objective / MCQ</u>	<u>Tier-II</u> <u>i.e. Driving / Skill Test</u>	<u>Tier-III</u> <u>i.e. Interview</u>										
		Marks:- 100 MCQ- 100 Time-120 min	• The Driving Test shall be qualifying only. • The Driving test shall be conducted in real traffic conditions.	Marks: 15 (To be conducted and final merit list to be prepared by the Delhi District Courts itself)										
<u>For Tier – I (MCQ):</u> Objective / MCQ based on subjects:- <table><tr><td>1. English -</td><td>25 MCQ, 25 Marks</td></tr><tr><td>2. Hindi -</td><td>25 MCQ, 25 Marks</td></tr><tr><td>3. General Knowledge (Including Current Affairs) -</td><td>25 MCQ, 25 Marks</td></tr><tr><td>4. Arithmetic -</td><td>25 MCQ, 25 Marks</td></tr><tr><td>Total</td><td>- 100 MCQ, 100 Marks</td></tr></table> • 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.					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
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													

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

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