

- (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 fees.
- (ii) Ex-Servicemen who have already secured employment in civil post 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.
- (v) **Skill Tests would be conducted by Delhi High Court and Charges/fee for Skill tests shall be payable by the concerned candidates on the date of the test directly to the Agency which would conduct such tests. Amount of such charges/fee will be notified at the relevant stage by the Delhi High Court, while amount of such charges/fee will be the same for all successful candidates irrespective of category of applicant/candidate.**

### **4. Examination Scheme:**

DSSSB / Delhi High Court will conduct Examination for the posts of **Chauffeur & Despatch Rider-cum-Process Server** as per examination scheme mentioned below :-

S.No	Name of post	Scheme of examination				
		STAGE-I				
		Preliminary Examination (Objective Type)	<u>Total Ques. (MCQs)</u>	<u>Total Marks (MCQ)</u>	<u>Time Duration</u>	<u>Syllabus</u>
1	Chauffeur		50	100	90 Mins	Multiple Choice Questions (in Hindi as well as in English Language) on driving skills/ knowledge, road signals, road safety, advanced

						navigation and GPS technologies, basic mechanical knowledge, etc. <b>(02 marks each)</b>
						<ul style="list-style-type: none"><li>There would be 25% Negative Marking (i.e. deduction of 0.50 Mark for each wrong answer).</li><li>The following shall be the qualifying criteria for the next stage of Examination: <b>General Category: 50 Marks (50% of 100)</b> <b>Reserved Category (SC/ST/OBC-NCL): 45 Marks (45% of 100)</b> <b>Same criteria of 45 Marks (45%) would be applicable for candidates belonging to Ex-Servicemen category.</b></li><li>Out of successful candidates, candidates to the extent of ten (10) times the number of vacancies advertised in each category would be called for the next stage of the Examination.</li></ul>
<b>STAGE-II</b>						

			<ul style="list-style-type: none"><li><u>The payment of Charges/fee for Skill tests shall be payable by the concerned candidates on the date of the test directly to the Agency which would conduct such tests. Amount of such charges/fee will be notified at the relevant stage by the Delhi High Court, while amount of such charges/fee will be the same for all successful candidates irrespective of category of applicant/candidate</u></li></ul>			
		STAGE-III				
		Interview	<b>Total Marks: 15 Marks</b> <ul style="list-style-type: none"><li>Preference shall be given to candidates having proficiency/ knowledge of driving automatic vehicles and /or possessing any certificate of having undergone driving course from recognized/certified Institution (s).</li><li>There will be no minimum qualifying marks in the Interview.</li></ul>			

Notes:

- There shall be no rounding off of marks at any stage of the Examination.
- The final select/ merit list will be prepared by Delhi High Court by adding the marks secured by candidate(s) in different stages of the Examination i.e. Preliminary Examination (Objective Type), Skill Tests and Interview.
- No request for re-checking and/or re-evaluation of papers would be entertained as the same is not provided for in the Recruitment Rules.
- DSSSB will provide a list of qualified candidates in order of merit to Delhi High Court after conducting Preliminary Examination (Objective Type). **Skill Tests and Interview shall be conducted by Delhi High Court.**

S.No .	Name of post	Scheme of examination				
		STAGE-I				
2.	Despatch Rider-cum-Process Server	Preliminary Examination (Objective Type)	<u>Total Ques. (MCQs)</u>	<u>Total Marks (MCQ)</u>	<u>Time Duration</u>	<u>Syllabus</u>
			50	100	90 Mins	Multiple Choice Questions (in Hindi as well as English Language) on driving skills/ knowledge, road signals, road safety, advanced navigation and GPS technologies, basic mechanical knowledge, etc. <b>(02 marks each)</b>

		<ul style="list-style-type: none"><li>• There would be 25% Negative Marking (i.e. deduction of 0.50 Mark for each wrong answer).</li><li>• The following shall be the qualifying criteria for the next stage of Examination: <b>General Category : 50 Marks (50% of 100)</b>  <b>Reserved Category (SC/OBC-NCL/EWS): 45 Marks (45% of 100)</b>  <b>Same criteria of 45 Marks (45%) would be applicable for candidates belonging to Ex-Servicemen category.</b></li><li>• Out of successful candidates, candidates to the extent of ten (10) times the number of vacancies advertised in each category would be called for the next stage of the Examination.</li></ul>
<b>STAGE-II</b>		
Skill Test	<b>Total Marks</b>	<b>Syllabus</b>
	150	Skill Tests shall comprise :- a) Skill Test on Scooty on road in Real Traffic Conditions <b>(75 Marks)</b> ; and b) Skill Test on Bike (Motorcycle) on road in Real Traffic Conditions <b>(75 Marks)</b>
	<ul style="list-style-type: none"><li>• In each Skill Test, minimum pass marks for General Category candidates will be 50% (i.e. 37.5 Marks out of 75 Marks) and for Reserved Category (SC/OBC-NCL/EWS including Ex-Servicemen) candidates will be 45% (i.e. 33.75 Marks out of 75 Marks)</li><li>• It is hereby clarified that the candidates(s) will have to qualify both the aforesaid Skill Tests, i.e. on Scooty and Bike (Motorcycle) on road in Real Traffic Conditions.</li><li>• All successful candidates of this stage (both Skill Tests) will be called for the next stage of the Examination.</li></ul> <p><b>NOTE :-</b></p> <ul style="list-style-type: none"><li>• Skill Tests would be conducted by Delhi High Court itself through some other agency as approved by the competent authority.</li><li>• <b><u>The payment of Charges/fee for Skill tests shall be payable by the concerned candidates on the date of the test directly to the Agency which would conduct such tests. Amount of such charges/fee will be notified at the relevant stage by the Delhi High Court, while amount of such</u></b></li></ul>	

			<b><u>charges/fee will be the same for all successful candidates irrespective of category of applicant/candidate</u></b>
		<b>STAGE-III</b>	
		Interview	<b>Total Marks: 15 Marks</b>
			<ul style="list-style-type: none"> <li>There will be no minimum qualifying marks in the Interview.</li> </ul>
<b>Notes:</b> <ol style="list-style-type: none"> <li>There shall be no rounding off of marks at any stage of the Examination.</li> <li>The final select/ merit list will be prepared by Delhi High Court by adding the marks secured by candidate(s) in different stages of the Examination i.e. Preliminary Examination (Objective Type), Skill Tests and Interview.</li> <li>No request for re-checking and/or re-evaluation of papers would be entertained as the same is not provided for in the Recruitment Rules.</li> <li>DSSSB will provide a list of qualified candidates in order of merit to Delhi High Court after conducting Preliminary Examination (Objective Type). <b>Skill Tests and Interview shall be conducted by Delhi High Court.</b></li> </ol>			

**NOTE:**

- (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.**
- (iv) Negative Marking will be applicable as per examination scheme made for each wrong answer.
- (v) **Skill Test / Endurance Test / Driving Test will be taken as per requirement of job.**

**5. 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 shall be used to determine final merit and selection. Final selection will be done as per examination scheme given in Para 4. Final merit list shall be prepared by the Delhi High Court itself.
- (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)