

- (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:

Examination Scheme for the posts of **PROCESS SERVER & PEON/ORDERLY/DAK PEON** will be shared after finalization and consultation with user department i.e. Delhi District Court.

S.No.	Name of Post	Scheme of Examination	Syllabus and Scheme of Marks		
1	Process Server	(i) Objective Test (MCQ) (ii) Driving/Skill Test & (iii) Interview	<b><u>Objective/MCQ Test of 100 Marks</u></b>		
			<b>Subject</b>	<b>Questions</b>	<b>Marks</b>
			English	25	25
			Hindi	25	25
			General Knowledge (including Current Affairs)	25	25
			Arithmetic	25	25
			<ul style="list-style-type: none"> <li>The candidates who will score 50% for General Category i.e. 50 Marks and 45% for Reserved Category i.e. 45 Marks in the</li> </ul>		

			<p>Objective/MCQ Test will be called for Driving/Skill Test (Maximum of 15 times of the total vacancies).</p> <ul style="list-style-type: none"> <li>• Duration of exam will be 120 Minutes for General Candidates and 160 Minutes for PwD Candidates.</li> <li>• Language of examination for Objective/MCQ test will be Bi-lingual i.e. English and Hindi except the questions of English Language.</li> <li>• Deduction of 0.25 marks will be made for each wrong answer.</li> </ul> <p><b><u>Driving/Skill Test</u></b></p> <ul style="list-style-type: none"> <li>• The Driving Test shall be qualifying only.</li> <li>• The Driving test shall be conducted in real traffic conditions.</li> </ul> <p><b><u>Interview</u></b></p> <p><b>Interview will be of 15 marks and will be conducted by O/o Ld. Principal District &amp; Sessions Judge(HQs).</b></p> <ul style="list-style-type: none"> <li>• The final selection of candidates will be on the basis of marks secured in objective/MCQ examination and interview.</li> <li>• There will be no minimum qualifying marks in the interview.</li> <li>• Ld. Principal District &amp; Sessions Judge (HQs), Delhi reserves the right to modify or dispense with any stage of selection process.</li> </ul>												
2	Process Server (Family Courts)	(i) Objective Test (MCQ) (ii) Driving/Skill Test & (iii) Interview	<p><b><u>Objective/MCQ Test of 100 Marks</u></b></p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Questions</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>25</td> <td>25</td> </tr> <tr> <td>Hindi</td> <td>25</td> <td>25</td> </tr> <tr> <td>General Knowledge (including Current</td> <td>25</td> <td>25</td> </tr> </tbody> </table>	Subject	Questions	Marks	English	25	25	Hindi	25	25	General Knowledge (including Current	25	25
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- Duration of exam will be 120 Minutes for General Candidates 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.
- Deduction of 0.25 marks will be made for each wrong answer.

**Driving/Skill Test**

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

**Interview**

**Interview will be of 15 marks and will be conducted by O/o Ld. Principal District & Sessions Judge(HQs).**

- The final selection of candidates will be on the basis of marks secured in objective/MCQ examination and interview.
- There will be no minimum qualifying marks in the interview.
- Ld. Principal District & Sessions Judge (HQs), Delhi reserves the right to modify or dispense with any stage of selection process.

3	Peon/Orderly/Dak Peon	(i) Objective Test (MCQ) & (ii) Interview	<p><b><u>Objective/MCQ Test of 100 Marks</u></b></p> <table border="1" data-bbox="946 215 1520 573"> <thead> <tr> <th>Subject</th> <th>Questions</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>25</td> <td>25</td> </tr> <tr> <td>Hindi</td> <td>25</td> <td>25</td> </tr> <tr> <td>General Knowledge (including Current Affairs)</td> <td>25</td> <td>25</td> </tr> <tr> <td>Arithmetic</td> <td>25</td> <td>25</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• The candidates who will score 50% for General Category i.e. 50 Marks and 45% for Reserved Category i.e. 45 Marks in the Objective/MCQ Test will be called for interview (Maximum of 10 times of the total vacancies).</li> <li>• Duration of exam will be 120 Minutes for General Candidates and 160 Minutes for PwD Candidates.</li> <li>• Language of examination for Objective/MCQ test will be Bi-lingual i.e. English and Hindi except the questions of English Language.</li> <li>• Deduction of 0.25 marks will be made for each wrong answer.</li> </ul> <p><b><u>Interview</u></b>  <b>Interview will be of 15 marks and will be conducted by O/o Ld. Principal District &amp; Sessions Judge(HQs).</b></p> <ul style="list-style-type: none"> <li>• The final selection of candidates will be on the basis of marks secured in objective/MCQ examination and interview.</li> <li>• There will be no minimum qualifying marks in the interview.</li> <li>• Ld. Principal District &amp; Sessions Judge (HQs), Delhi reserves the right to modify or dispense with any stage of selection process.</li> </ul>	Subject	Questions	Marks	English	25	25	Hindi	25	25	General Knowledge (including Current Affairs)	25	25	Arithmetic	25	25
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