

## 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.								
		<b><u>Tier-I</u></b> <b><u>i.e. MCQ</u></b>	<b><u>Tier-II</u></b> <b><u>i.e Descriptive</u></b> <b><u>Test(English</u></b> <b><u>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>								
<b>1</b>	<b>Senior Personal Assistant</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>
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	<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)														
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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>						
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<b>Total</b>	<b>- 120 MCQ, 120 Marks</b>																		

Descriptive Test of English Language based on:-

1. Essay (300 words) - 50 Marks
2. Grammar - 30 Marks
3. Translation(25 words) - 20 Marks

**NOTE :-** The Skill test will be qualifying in nature.

**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.**

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- (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.**