



Delhi State Industrial and Infrastructure
Development Corporation Ltd.
Website : <http://www.dsiidc.org>

Advertisement No: DSIIC/2014/ADVT/RECTT./01

Dated 22nd March, 2014

RECRUITMENT NOTICE

Delhi State Industrial and Infrastructure Development Corporation Ltd. (DSIIDC) is a Public Sector Enterprise of Govt. of NCT of Delhi. It was established in February 1971 and has played a key role in propelling the development of Delhi by shaping up the Indian capital, DSIIDC has projected, aided, counselled, assisted, financed and promoted projects to transform the face of Delhi. DSIIDC **INVITES** applications for recruitment to the various posts, as per the details given below:

1. IMPORTANT DATES:

Opening Date for On-Line Registration of Applications	27 th March, 2014 (10.00 hrs)
Last Date for Completion of Step-1 of On-Line Registration	21 st April, 2014 (18.00 hrs)
Last date for depositing examination fee at State Bank of India	24 th April, 2014 (closing hour of business)
Last date for completion of Step-2 of on-line registration and closing of registration	28 th April, 2014, (18.00 hrs)

Note :

- i) FOR MORE DETAILS, PLEASE REFER TO INSTRUCTIONS UNDER "HOW TO APPLY" IN THIS ADVERTISEMENT WHILE FILLING UP ON-LINE REGISTRATION FORM AND ALSO THE DETAILED INSTRUCTIONS GIVEN IN THE MAIN INSTRUCTION PAGE OF THE ON-LINE APPLICATION. THE APPLICATION FORM FOR ALL THE POSTS SHALL BE FILLED IN BY THE CANDIDATES IN ENGLISH LANGUAGE ONLY.
- (ii) CANDIDATES IN THEIR OWN INTEREST ARE ADVISED, NOT TO WAIT TILL THE LAST DATE & TIME AND REGISTER WELL WITHIN THE TIME. DSIIDC SHALL NOT BE HELD RESPONSIBLE, IF THE CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATION DUE TO LAST MINUTE RUSH.

2. NAME OF POSTS AND NUMBER OF VACANCIES:

S. No.	Name of the post	Group	UR	SC	OBC	TOTAL
1	Divisional Manager	A	03	-	-	03
2	Sr. Manager	A	05	-	01	06*
3	Sr. Project Manager (<i>Electrical</i>)	A	02	-	-	02
4	Sr. Project Manager (<i>Civil</i>)	A	08	02	03	13
5	Divisional Account Officer	A	03	-	-	03

Abbreviations: UR – Unreserved, SC – Scheduled Caste and OBC – Other backward classes

*One post reserved for PWD-persons with disabilities (OH-Orthopedically Handicapped)candidates.

Note:

- (a) The number of vacancies is tentative and may increase or decrease. The number of vacancies may be re-distributed depending as per the rule of the Corporation.
- (b) Only Indian National fulfilling eligibility criteria can apply for the above posts.

(c) **The reservation for OBC (non-creamy layer), SC and PWD (Persons with disability) candidates will be applicable as per the Corporation norms.**

(d) **The person applying for these posts should possess good and sound health.**

3. PAY STRUCTURE (Pay Scale) & PROCESS OF RECRUITMENT OF THE POSTS.

SI.No.	Name of the post	Pay Band (in Rs.)	Grade Pay (in Rs.)	Process of Recruitment
1	Divisional Manager	15600-39100	6600	Written Examination (Objective and Descriptive)
2	Sr. Manager	15600-39100	5400	Written Examination (Objective and Descriptive)
3	Sr. Project Manager (Electrical)	15600-39100	5400	Written Examination (Objective and Descriptive)
4	Sr. Project Manager (Civil)	15600-39100	5400	Written Examination (Objective and Descriptive)
5	Divisional Account Officer	9300-34800	5400	Written Examination (Objective and Descriptive)

4. MINIMUM QUALIFICATION : The candidate should possess the following qualifications for on-line registration of application:

SI.No.	Name of the post	Minimum Qualifications and experience
1	Divisional Manager	Qualification : Degree from recognized University with minimum 60% marks Professional Qualification : P.G. Degree in Management from recognized Institute Experience : Minimum 7 years experience in Managerial capacity (above E-0 level) in Government/Corporation/ reputed commercial company/organization
2	Sr. Manager	Qualification : Degree from recognized University with minimum 60% marks Professional Qualification : P.G. Degree in Management from recognized Institute Experience : Minimum 5 years experience in Managerial capacity (above E-0 level) in Government/Corporation/ reputed commercial company / organization
3	Sr. Project Manager (Electrical)	Qualification : Degree in Electrical Engineering from a recognized University or equivalent with minimum 60% marks
4	Sr. Project Manager (Civil)	Qualification : Degree in Civil Engineering from a recognized University or equivalent with minimum 60% marks
5	Divisional Account Officer	Qualification : Chartered Accountant or Cost Works Accountant Experience : 7 years standing as CA/ICWA

Note :

i) The candidate (applying for the post at SI.No. 1, 2, 3 & 4) should have completed full time courses. The courses conducted by Universities/Colleges/Professional bodies on Distance Education Mode/Part Time Mode / Correspondence Courses

with contact classes etc. will not be eligible. However the applicants who have qualified AMIE courses in the respective discipline are eligible for the post at Sl.No. 3 & 4.

- ii) Experience wherever required is post qualification, full time and in the relevant field (Experience below 06 months in any organisation will not be considered). The experience as a permanent employee will only be considered.
- iii) The applicant should possess the minimum qualification as on 1st January, 2014 & therefore appearing cases, incomplete qualification (or less experience, if applicable) will not be accepted. The level of educational qualifications prescribed for the posts is minimum. Candidate must possess above qualifications/work experience as on 01.01.2014. The candidates shall be required to produce Marks Sheets & Provisional Certificate/Degree Certificate/experience certificates, as applicable at the time of verification of documents.
- iv) Candidate must specifically indicate the class/division and percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of university in this regard, besides indicating the CGPA/OGPA in the application. Candidates will have to produce the certificate/document issued by the university evidencing conversion formula of university, when called for document verification.
- v) Round off %age will not be acceptable under any circumstances for consideration to the post of Divisional Manager, Sr. Manager, Sr. Project Manager (Electrical) and Sr. Project Manager (Civil) for appointment.
- vi) Calculation of Percentage: The percentage marks shall be arrived at by dividing the marks **obtained** by the candidate in all subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/additional optional subjects, if any. This will be applicable for those Universities also where class/Grade is decided on the basis of Honours marks only.
- vii) The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.
- viii) Candidates belonging to SC & OBC categories may apply for the unreserved vacancies provided they are fulfilling the minimum eligibility criteria of the unreserved posts. However they will have to deposit application fee as applicable for the unreserved posts i.e. Rs.1050/- (Rupees one thousand and fifty only).
- ix) SC & OBC Candidates having domicile of NCT, Delhi only will be considered for the reserved posts in respective categories.

5. **AGE LIMIT : The Age limit for each post as on 1.1.2014 shall be as follows:**

Sl.No.	Name of the post	Age Limit (Minimum and Maximum age)
1	Divisional Manager	18 - 40 years
2	Sr. Manager	18 - 35 years
3	Sr. Project Manager (<i>Electrical</i>)	18 - 30 years
4	Sr. Project Manager (<i>Civil</i>)	18 - 30 years
5	Divisional Account Officer	18 - 42 years

Note: Relaxation in upper age limit for SC/OBC/PWD etc. shall be as per Government of NCT of Delhi Rules as on 1.1.2014, as under:

- a) SC : upto 5 years
- b) OBC : upto 3 years
- c) PWD: as per the orders of the Government of India issued from time to time.

Note:

- i) Candidate should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent Certificate only available on the date of submission of application will be accepted by the DSIIDC for determining the age and no subsequent request for its change will be entertained.
- ii) Candidates are warned that they may be permanently debarred from the examination conducted by the Corporation in case they fraudulently claim SC & OBC status.

6. SELECTION PROCEDURE:

A Candidate can apply for more than one post. However at the time of the filling of the application, the candidate must ensure that he is applying for single post in Cluster "A" and single post in Cluster "B", since the examination for all the posts in Cluster "A" and for all the posts in Cluster "B" posts shall be organized at the same time as per schedule given below:

Day 1	CLUSTER - A	CLUSTER - B
Sunday	1. Divisional Manager 2. Sr Project Manager (Electrical) 3. Sr Project Manager (Civil)	1. Divisional Account Officer 2. Sr. Manager

As such the candidates could apply of maximum two posts only i.e. 1 post in Cluster "A" and 1 post in Cluster "B". In such a case, a candidate should have 2 separate valid email ID.

The candidates found provisionally eligible shall be issued admit cards for appearing in written examination, at their own expenses, as per the schedule given below:

Sl No.	Name of the post for which written exam to be conducted	Tentative Schedule of written examination		Total Marks	Description of questions
		Duration (Minutes)	Time		
CLUSTER - A					
I)	Divisional Manager	180	09.00-12.00 hrs (forenoon)	200	Objective Paper : 100 questions on General Awareness, Reasoning, Numerical Ability, Computer Literacy, English Language; & Descriptive Paper : 100 marks (Test in English language comprising of Essay, Precis and comprehension & professional knowledge in the relevant discipline)
II	Sr Project Manager (Electrical)	180	09.00-12.00 hrs (forenoon)	200	Objective Paper : 100 questions on General Awareness, Reasoning, Numerical Ability, Computer Literacy, English Language; & Descriptive Paper : 100 marks (to assess technical & professional knowledge in the relevant discipline)

III	Sr Project Manager (Civil)	180	09.00-12.00 hrs (forenoon)	200	Objective Paper : 100 questions on General Awareness, Reasoning, Numerical Ability, Computer Literacy, English Language; & Descriptive Paper : 100 marks (to assess technical & professional knowledge in the relevant discipline)
CLUSTER - B					
I)	Divisional Account Officer	180	1500-1800 hrs (afternoon)	200	Objective Paper : 100 questions on General Awareness, Reasoning, Numerical Ability, Computer Literacy, English Language; & Descriptive Paper : 100 marks (to assess technical & professional knowledge in the relevant discipline)
II)	Sr. Manager	180	1500-1800 hrs (afternoon)	200	Objective Paper : 100 questions on General Awareness, Reasoning, Numerical Ability, Computer Literacy, English Language; & Descriptive Paper : 100 marks (Test in English language comprising of Essay, Precis and comprehension & professional knowledge in the relevant discipline)

Note:

- i. There shall be 0.25% negative marking for each incorrect answer in objective type questions.
- ii. The Question Paper will be set in English & Hindi only.
- iii. No late coming will be allowed. The candidates will be required to report at the examination centre atleast 30 minutes before the commencement of the written examination.
- iv. Time Schedule may change depending upon the number of applications received for a particular post.
- v. Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, I-pad and other computing /communication devices will not be permitted inside the examination centre.
- vi. The Descriptive paper shall consists of long, medium and short answers
- vii. The written examination shall be conducted at Delhi (NCR) Region only.
- viii. All the candidates shall be required to appear in both Objective and Descriptive Papers. The Descriptive paper of only those candidates who have scored the marks upto the cut off criteria laid down by DSIIDC shall be evaluated. The final results shall be based on the marks scored by the candidate in both the objective & descriptive (i.e. 50% weightage Objective type and 50% weightage of Descriptive paper).
- ix. Appointment of successful candidates will be subject to verification of various original documents relating to age, Qualifications, Caste, Experience & Medical fitness certificate issued by the Medical Authorities as prescribed under the rules of DSIIDC.
- x. In case of tie of marks obtained by more than one Candidates, the resolution will be done in following order
 - a) The candidate with higher marks in objective paper will be placed higher
 - b) In case of tie of marks as mentioned at (a) above, the candidate with higher percentage pass marks in qualifying examination (as per eligibility criteria, will be placed higher)
 - c) In case of tie of marks as mentioned at (b) above, the candidate with earlier/older Date of birth, will be placed higher) i.e. the candidate in age seniority will be placed higher

- xi. It is compulsory for candidates to carry a photo ID such as Voter's ID, Driving License, ID Cards issued by Government or other Offices, Aadhaar card. Candidates should carry both, the printed copy of E-Admit Card and photo ID (as mentioned above) while coming to appear in the examinations. Candidate will not be allowed entry into the examination hall/venues, in case any of these are not available.

7. APPLICATION FEE AND MODE OF REMITTANCE:

- I) **Fee Payable (non-refundable) for each post is to be deposited** by the candidates through System Generated Challan at any branch of State Bank of India only, as under:

Post : Divisional Manager, Sr. Manager, Sr. Project Manager (Electrical), Sr. Project Manager (Civil) and Divisional Account Officer				
Sl.No.	Category	Fee (in Rs.)	Bank charges (in Rs.)	Total Amount (in Rs.)
1	UR	1000	50	1050 (One thousand and fifty only)
2	OBC	500	50	550 (Five hundred and fifty only)
3	SC	500	50	550 (Five hundred and fifty only)

II) APPLICATION FEE & MODE OF REMITTANCE

- a) The candidates have to visit any branch of the **State Bank of India** for depositing the fee through pre-printed challan only. Transaction charges of the bank @ Rs.50/- shall be borne by the candidates.
- b) Candidates are advised to keep the receipt of remittance of fee with them for future reference.

8. IMPORTANT INSTRUCTIONS:

- (i) Candidates are required to apply through ON-LINE only. No documents/certificates and application forms are required to be sent to DSIIDC by post;
- (ii) Candidates desirous of applying for more than one post are required to apply on-line for each post separately; further they should have separate e-mail ID for each separate post they are applying for.
- (iii) DSIIDC will accept fee through System Generated Challan of SBI only. Fee submitted by any other mode will not be accepted. In case candidate is applying for 2 posts, he shall have to generate 2 separate challan forms and deposit fees/separately for each post (as applicable)
- (iv) Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment or selection process in future (even if the recruitment process is cancelled).
- (v) Canvassing in any form will be disqualification of candidature.
- (vi) In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.

9. **HOW TO APPLY:** Candidates are advised to read following instructions carefully before applying on-line and also all the instructions given on main instruction page of on-line applications:
- i. Candidates are required to apply On-line through DSIIDC website in English only. No other means/mode of submission of applications will be accepted under any circumstances. The on-line registration process involves 02 (two) steps for successful registration of the application.
 - ii. Candidates should have a valid personal e-mail ID. It should be kept active during the currency of this recruitment process. Registration number, password, admit card for written test, call letter for document verification or any other important communication will be sent on the same registered e-mail ID of candidate (also check email in spam box). The candidates are, therefore, requested to check regularly their e-mail for any communication from DSIIDC. Under no circumstances, the candidate should share/mention e-mail ID or password to/ or any other candidate / person. **Please note that the Admit Card for written test will not be sent by post.**
 - iii. Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted (Step 1), no change / edit will be allowed, thereafter.
 - iv. If a candidate intends to apply for more than one post, he will have to submit individual on-line application for each post alongwith prescribed application fees (as applicable). In such a case he/she should have separate valid email ID for applying for each post.
 - v. The written examination for the posts of Divisional Manager, Sr Project Manager (Electrical), Sr Project Manager (Civil) in the Cluster "A" shall be conducted in the morning session and Divisional Account Officer, Sr. Manager in Cluster "B" shall be conducted in the afternoon session on the same day. Therefore, the candidates are advised to make note of this fact and apply for these posts accordingly.
 - vi. The candidates should ensure the completion of both the Step 1 and Step 2 of the registration process and depositing of examination fee (as applicable) in any branch of State Bank of India by the stipulated date and time given in para 1 of this advertisement.
 - vii. Before starting to fill up the on-line application, the candidates should keep at hand the following details/documents/ information:-
 - a) His/her educational qualification details with percentage of marks, etc., as per eligibility criteria.
 - b) His/her personal details.
 - c) His/Her educational qualification details with percentage of marks obtained
 - d) His/her caste / certificate (for SC / OBC candidate)
 - e) His/her scanned photograph and signature (as per dimensions given below).
 - f) Any other details/documents required relating to eligibility Criteria.

PLEASE REFER DETAILED INSTRUCTION SHEET WHILE FILING UP THE ONLINE REGISTRATION FORM

SIGN UP :

- A) Candidates are now ready to apply on-line by visiting the DSIIDC website and going to the tab "Career" on DSIIDC website : www.dsiidc.org
- B) First, the candidate has to sign up with valid email ID. After sign up, the system will generate user name and password and send to the Email ID of the candidate.
- C) Now the candidate has to login as a registered user and change the password as per his/her choice

STEP- 1

- a) Candidates are now ready to apply on-line by revisiting the DSIIDC website and going to the tab "Career" on DSIIDC website (www.dsiidc.org).
- b) The candidate should now fill up all the desired information in the on-line form about himself/herself correctly and register. **Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. The changes /Modifications (if any) can be carried out by the candidate in the preview of the application (Step 1). Once the application is submitted (Step 1) No Change /edit will be allowed thereafter.**
- c) On completion of Step-1, a message will be received in candidate's registered email ID conveying his registration number, password and a link for printing the bank challan. The candidate should take a print of the bank challan. This completes the Step-1 of on-line registration process.
- d) The candidate should present the bank challan printed after Step 1 & deposit the requisite fee and bank charges by presenting the bank challan printed under Step-1 to any branch of State Bank of India on all bank working days (after minimum 24 hrs of Step 1 completion). The Bank will return to the candidate one copy of bank challan after accepting the examination fee as a token of receipt. The copy of challan will also contain a transaction / journal number.
- e) Candidates are advised to keep with them the copy of the bank challan as a token of remittance of fee for future reference.
- f) On successful registration of on-line application Step - 1, candidates are advised not to attempt for registration for the same post again since multiple registration numbers and passwords may create problem for candidates in future. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate.

STEP- 2

- a) The candidates who **have deposited** application fee, may check and confirm their payment status **after minimum 48 hrs** of the deposit of the application fees (**from the closing hour of Bank Business**). In case, the candidate deposited the fee at SBI and he is not able to confirm on DSIIDC website after 48 hrs. of the deposit of the fee, then he should fill in the details in the "**Grievance Redressal Form**", given at the end of this advertisement and send the same by email alongwith the scanned copy of

The paid challan to dsiidchelpdesk2014@gmail.com. Only on confirmation of payment of fees, the candidate will be able to access Step -2 of application for uploading of photograph & signature.

- b) After depositing the examination fee in State Bank of India, candidate should keep the following items ready for completion of Step-2 of registration:
- i) Clearly scanned copies of latest photograph and signature of self, as per prescribed dimension. In case the face in the photograph or signature is unclear, the candidate's registration may be rejected.
 - ii) Registration number and password conveyed earlier to him through DSIIDC's e-mail under Step-1 of the on-line registration.
- c) Instructions regarding scanning of PHOTGRAPH and SIGNATURE: Scanned image of his/her photograph and signature, should be as per the specifications given below:

FORGET PASSWORD : If the candidate forget his password, he may access the same by clicking "FORGET PASSWORD" and by filling the necessary details as required by the system.

i) Photograph Image:

- Photograph must be a recent passport size colour picture (Clicked in year 2014)
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.
- Size of photograph file should be between 20kb-50kb and Dimensions 200X230 pixels, only.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.

ii) Signature image:

- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on admit card and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination does not match with the signature on the admit card, the applicant will be disqualified.
- Please scan the signature area only and not the entire page.
- Size of signature file should be between 10kb-20kb Dimensions 140x60 pixels (preferred)
- Ensure that the size of the scanned image is not more than 20kb.

iii) Scanning the photograph & signature :

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color

- File Size as specified above.
 - Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
 - The image file should be JPG/JPEG format. An example file name is :Image01.Jpg or image0.1jpeg. Image dimension can be checked by listing the folder files or moving the mouse over the file image icon."
 - Candidates using MS Window/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using "Save As" option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the "Image" menu.
 - Similar options are available in other photo editor also.
 - If the file size and format do not match with the prescribed size and format, an error message will be displayed. In such case, the candidate has to rectify the size and re-load it.
- d) The candidate should now login to upload his/her photograph and signature, as per the instructions given in the following paragraphs:

Direction regarding uploading the photograph and signature:

- While filling in the online application form, the candidate will be provided with a link to upload his photograph and signature.
 - There will be two separate links for uploading photograph and signature
 - Click on the respective link to Upload Photograph/Signature
 - Browse and select the location where the scanned photograph/signature file has been saved.
 - Select the file by clicking on it
 - Click the 'Open/Upload' button. With this command the photograph / signature will get uploaded.
- e) The applicants are also advised to verify the 'transaction number' of the challan appearing on the screen at the time of Step-2 of the on-line registration to ensure that the same matches with the transaction number mentioned on the copy of the challan given to them by the bank where they have deposited the fee. Candidates are advised to inform the DSIIDC in case any discrepancy is noticed by them.
- f) After the registration is confirmed by the system after completion of Step-2, a system-generated e-mail will be sent to candidate's registered e-mail ID. The mail will contain a copy of information filled in by the candidate. The candidate should keep a copy of this information sheet after signing the same for his future guidance. This should NOT be sent to DSIIDC.
- g) Admit card for written test, containing the details of the centre/venue for the examination etc., will be sent to the candidates at their registered e-mail ID. The candidates are required to take a print-out of their admit cards. The candidates can also download their admit cards from the DSIIDC website using their registration number and the password. Candidates will not be allowed to enter the examination hall without valid admit card.
- h) Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in para 1 of this Advertisement Notice and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the DSIIDC's website on account of heavy load on internet/website jam/disconnection.

- i) DSIIDC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the DSIIDC.
 - j) Please note that the above procedure is the only valid procedure for applying. Application shall not be accepted through any other mode.
 - k) Candidates serving in Govt./Quasi Govt. offices/ Public Sector Undertakings/etc. are required to submit "No Objection Certificate" from their employer at the time document verifications.
 - l) The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the written examination or allowed to join the DSIIDC, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in DSIIDC on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. **His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in DSIIDC.**
 - m) The decision of the DSIIDC about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
10. **Identity verification:** The candidates called for written examination shall be advised to produce certain documents for verification in original and also to submit the attested photocopies thereof at the time of document verification. Such documents shall be listed in the call letter. If the identity of the candidate is in doubt or he is not able to produce the requisite documents or there is mismatch of information in the documents, he will not be allowed to appear for document verification and his candidature will be treated as cancelled.
11. **Background check:** In case of selection on the above-said post, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his meeting the requisite medical standards for the post and other requirements applicable for appointments under the rules of the Corporation.
12. **SC certificate:** Reservation of vacancies for SC will be as per Government of NCT of Delhi directives. Candidates belonging to SC category shall have to submit the attested copy of Caste certificate issued by the Competent Authority at the time of document verification.
13. **OBC Certificate:** The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid caste certificate at the time of document verification in support of their belonging to OBC community as per rule of Govt. of NCT of Delhi as issued by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to "Creamy Layer" of the OBCs. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India/ Government of NCT of Delhi. A declaration shall also be submitted by the candidate before his appointment that he does not belong to the Creamy Layer of OBC.
14. Canvassing in any form will disqualify a candidate.

15. The process of examination/ recruitment does not involve any correspondence by the DSIIDC with candidate at any stage regarding deficiency in application / documents / payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself to furnish correct, complete and desired information/ documents etc. No correspondence will be entertained from the candidates found ineligible and not called for written test or document verification or for non-selection.
16. **ACTION AGAINST MISCONDUCT:**
- (i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the "on-line" application.
- (ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:
- a) Using unfair means during the examination; or
 - b) Impersonating or procuring impersonation by any person; or
 - c) Misbehaving in the examination hall or taking away question booklet/answer sheets from the examination hall; or
 - d) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - e) Using undue influence for his/her candidature by any means; or
 - f) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
 - g) Giving wrong information regarding his category (SC/OBC) while appearing in the examination or thereafter; or
 - h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
 - i) Being in possession of calculator, mobile phone, pager, bluetooth, headphone, earplug, laptop, ipad and other computing /communication devices;
 - j) Possessing any form of textual material / handwritten (or typed) pages etc. in addition to rendering himself/herself liable to **legal**/criminal prosecution, will also become liable to be :
 - i) Disqualified from the examination and /or ;
 - ii) Debarred either permanently or for a specified period from any exam/recruitment and /or
 - iii) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of DSIIDC.
17. Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, ipad and other computing /communication devices will not be permitted inside the examination centre. Therefore, the candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe, cannot be assured by DSIIDC.
18. There shall be complete ban on possessing or using the electronics devices such as Mobile Phone or its accessories, texted/ printed material / calculator in the examination Hall, finding which the candidature of the candidate shall be cancelled, the candidate shall be banned at least for 5 years for applying for any post in DSIIDC and also action may be taken against him under Indian Penal Code.

19. Information on website only: Any further information / corrigendum/ details regarding applications or applicants / any other information regarding schedule of examinations or call letters for document verification, notices / results /panels shall be posted only on the official website of DSIIDC. No publication in any media will be made. Thus, the candidates are advised to keep updating themselves by checking the official website of DSIIDC very frequently.
20. The legal jurisdiction will be Delhi in case of any cause.
21. The application format is available on DSIIDC official website www.dsiidc.org.
22. Only queries related to **ONLINE APPLICATION SOFTWARE** shall be replied at: **dsiidchelpdesk2014@gmail.com**
23. **Test Booklets, objective answer sheets (OMR) / Descriptive papers, application forms will be preserved upto the period of 06 months only from the date of declaration of final results and thereafter it shall be destroyed.**
24. **No travelling allowance is payable to candidates who are called for written examination.**
25. **The decision of DSIIDC in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

**Chief Manager (Personnel)
DSIIDC, New Delhi**

Grievance Redressal form

In case, the candidate has deposited the fee at State Bank of India and he is not able to confirm payment on DSIIDC website ***after 48 hrs.*** of the deposit of the fee ***(from the closing hours of Bank Business)***, then he should fill in the following details and send the same by email alongwith the scanned copy of the paid challan to ***dsiidchelpdesk2014@gmail.com***:

Sl. No.	Particular	Detail
(i)	Name of the candidate	
(ii)	Registration / ID Ref. No.	
(iii)	Date of deposit	
(iv)	Branch code (where deposited)	
v)	Amount including bank charges (Rs)	
vi)	Mobile No.	
vii)	e-mail ID	

Scanned copy of the paid challan is to be uploaded by candidate on DSIIDC website.
