9.6.4 On submission, login id will be created.

9.6.5 Go to User Action and click on 'Click here for Already Registered'.

9.6.6 Enter login details.

9.6.7 After login, complete the application details. The application details filled in can be saved as a draft.

9.6.8 Click 'Pay Application Fees' and make payments. A payment gateway page will get open with options for online payment such as Credit/ Debit cards/ Net Banking/ Wallets/ IMPS etc.

9.6.9 After successful payment submit the application. Once submitted, it cannot be modified. A copy of application must be preserved by the candidate.

9.7 Candidates are requested to go through the general instructions published in the advertisement carefully.

9.8 Candidates are required to have a valid email ID and mobile number. The email ID and mobile number should be kept active throughout the currency of this recruitment. Necessary intimation about call letters for written examination, document verification etc. will be sent through the registered Email IDs/registered mobile numbers only.

9.9 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 website on account of heavy load on the website during the closing day.

9.10 This Directorate will not be responsible for the candidates who are not able to submit their applications within the last date on account of any reasons.

10. CENTRES OF EXAMINATION.
10.1 Level 1 and Level 2 Examinations will be conducted at various cities viz., Mumbai, Delhi, Kolkata, Chennai, Indore, Bengaluru, Hyderabad, Chandigarh, Guwahati and Nagpur. Candidates may indicate their choice of city in the order of preference (at least three cities) in their application form. Allocation of centres will be decided based on the number of candidates registering for each city. Hence, the candidates should select the centres, carefully and indicate the same correctly in their applications. Requests for change of city/centre once allotted will not be entertained. DPS reserves the right to add or delete centre`(s) without assigning any reason.

11. SCHEME OF EXAMINATIONS

MODE OF SELECTION	Level 1 Examination: Objective type test. Level 2 Examination: Descriptive type test. Empanelment criteria: Marks obtained in Level 2 Examination only. Level 1 Examination will be only qualifying exam / screening test to shortlist candidates for Level 2 Examination.
INDUCTION TRAINING	After selection of successful candidates, six months induction training is mandatory.

Level 1 Examination – Written Examination (OMR based Objective Multiple Choice Type)

Part	Subjects	No. of questions	Max Marks/ Questions	Duration	Duration for persons with benchmark disability (with or without scribe)
A	General English	50	200	2 Hours	2 Hours 40 minutes
B*	(a) General intelligence & reasoning in science (Basic concepts 12th Std. Level) OR (b) Basic Accounting Principles (12th Std. Level)	60			
C	Quantitative Aptitude (Arithmetic)	50			
D	General Knowledge	20			
E	Computer Knowledge	20			

* Note: Candidate should opt for B(a) OR B(b) at the time of application and section opted by the candidate will only be evaluated. In case, the candidate answers the section other than the opted, such section will not be evaluated. Therefore, candidates should select the option carefully.

11.1 Level 2 — Written Examination (Descriptive Type)

Subjects	Max. Marks	Duration	Duration for persons with benchmark disability (with or without scribe)
English Language and Comprehensions Part A: English Language comprising of comprehension, précis and English Grammar – 50% (To be written in English) Part B Descriptive test comprising of Essay, Noting and Drafting – 50% (To be written purely either in English or in Hindi. Answers should not be written in combination of both English and Hindi)	100	3 Hours	4 Hours

Note:

a) All candidates who have applied and fulfilled the eligibility criteria will be called for Level 1 Examination.

b) Questions for Level 1 Exam will be of Objective Type Multiple Choice. The questions will be in Hindi and English in respect of parts B, C, D & E. Questions for Part A will be in English.

c) There will be negative marking of 0.25 marks for each wrong answer in Level 1 Examination (objective multiple choice Type).

d) The qualifying standard for Level 1 Exam (Objective) is **40%** for General /EWS Candidates and **33%** for SC/OBC/PWBD/Ex-SM candidates.

e) The qualifying standard for Level 2 Exam (Descriptive) is **50%** for General /EWS Candidates and **40%** for SC/OBC/PWBD/Ex-SM candidates.

f) The Level 1 & Level 2 Examinations will be held on the same day. However, only those Level 2 papers (Descriptive) of candidates who have been shortlisted in Level 1 Exam will be evaluated. In case of more number of candidates qualify in Level 1 examination then the candidates will be shortlisted for Level 2 Examination upto 20 times of the vacancies indicated in each category.
Explanation: All Level-1 qualified candidates are not shortlisted for evaluation of Level 2 papers (Descriptive). The shortlist is prepared as per the above method and it is **not** based on qualifying marks obtained in Level 1 **alone**.

g) Empanelment criteria is based on merit in Level 2 Scores.

h) There shall be no provision for re-evaluation/ re-checking of the scores of any stage / Level(s) of the examination. No correspondence in this regard shall be entertained.

i) Resolutions in case of tie in empanelment criteria (Score in Level 2)

   1st) Total of level 1 and Level 2 marks (among the tie candidates)

   2nd) Date of Birth (preference will be given to elder candidates among the tie candidates)

   3rd) Alphabetical order of name (in the order of First Name, Middle Name and Surname)

11.2   INDUCTION TRAINING PROGRAMME FOR THE POST OF JPA/ JSK:
11.2.1   On completion of medical examination, selected candidates will be inducted as a Trainee for a period of 6 months on a consolidated stipend of Rs. 18,000/- per month + additional stipend of 25 % on actual stipend will be paid in lieu of provision of accommodation. A book allowance (one time grant) of Rs.3, 000/- will also be given.
11.2.2   Upon successful completion of training, trainees will be considered for appointment in the grade of JPA/ JSK. The decision of the Competent Authority on the cadre and place of posting will be final and binding on the candidates.
11.2.3   On appointment as JPA/JSK, entry pay of Rs.25,500/- per month in pay matrix Level-4 plus applicable allowances to the grade as per rule will be given.
11.2.4   The candidates will not be allowed to apply to other Government Departments during training and for one year after appointment without prior intimation and approval of the Competent Authority.