

No.19/05/2019-SHG (ESTT)
Government of India,
Cabinet Secretariat,
New Delhi

Room No. 1001, B-1 Wing, 10th Floor,
Pt. Deendayal Antyodaya
Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003, the

MEMORANDUM

Subject: Regional Direct Recruitment to the post of Field Assistant (GD) on language basis

Applications are invited for the direct recruitment to fill 12 vacancies for the post Field Assistant (GD) on regional basis from amongst candidates domiciled in any of the six States of Eastern Zone viz. **Sikkim, West Bengal, Odisha, Jharkhand, Tripura, Anadaman & Nicobar** who know any of the following specified languages. The number of vacancies may undergo change.

Language wise no. of vacancies
Bengali- 03, Nepali-03, Rohingya-02, Tibetan-01, Kokborok-01, Chakma-01, Rajbanshi-01- Total-12

2. Field Assistant (GD) is classified as Group "C" (Non-Gazetted) post carrying an initial pay of Rs 21,700 in Pay Leave-3 in the Pay Matrix of CCS (RP), Rules 2016, plus other allowances as admissible to Central Government Employees of equivalent grade. The post also carries a special allowance of 20 % of the basic pay.

3. The Eligibility Conditions prescribed for the post are as under:-

Age Limit : 18-27 years as on closing date i.e **31.07.2020**
Educational Qualification : Senior Secondary (10+2) pass from recognized Board or Institution as on closing date i.e. **31.07.2020**

Note : Upper age-limit is relaxable for the following category of candidates:-

SI No.	Category	Age relaxation permissible beyond the upper age limit
1.	General	No age relaxation
2.	SC/ST	5 years
3.	OBC	3 years
4.	Central Govt. Employee	5 years in upper age limit provided they have rendered a minimum of 3 years continuous service in the Government of India Offices/ departments on posts in the same line/ allied cadre as on cut-off date (closing date) and continue to be in such service till their appointment in Cabinet Secretariat.
5.	Ex-Servicemen	3 years after deduction of the Military Service rendered from his/her actual age as on closing date
6.	Ex-Servicemen/ OBC	6 years after deduction of the Military Service rendered from his/her actual age as on closing date
7.	Ex-Servicemen/ SC/ST	8 years after deduction of the Military Service rendered from his/her actual age as on closing date
8.	Central Govt. Employee and OBC	8 years (5+3)
9.	Central Govt. Employee and SC/ST	10 years (5+5)

4. The selection to the post will be made on the basis of Written Examination, Physical Efficiency Test (PET) and Interview with an in-built mechanism to verify the claimed language proficiency, in concerned language. The detailed scheme of the selection process for the post of FA (GD) is as under:

Exam	Paper	Duration	Marks
Written Examination			
Part-I (Objective Type)	Questions and I.Q., General Knowledge, Quantitative Aptitude and logical reasoning	2 Hours	70
Part-II (Subjective Type)	Precis writing of two passages of 15 marks each. (English or Hindi)		30
Physical Efficiency Test			
Stage	Minimum qualifying standard	-	Qualifying in nature
800 Meter Race	2 Minutes 46 seconds		
Long Jump	12 feet		
High Jump	3 feet 6 inches		
Interview with an in-built mechanism to verify the claimed language proficiency of the candidates in the concerned language		-	20 Marks

Note:- (i) Only those candidates, who qualify the Written Examination, will be called for PET, Interview would be held for those declared qualified in the PET. The selection process is tentatively scheduled to be held in the month of July 2020.

(ii) The selection process is proposed to be held at prominent cities in the States of NE Region depending upon the size of the candidates from different pockets and feasibility of holding such tests/interview.

5. Only Indian nationals are eligible to apply for the post of FA (GD).

6. Candidates fulfilling the eligibility conditions and desirous of applying for the post, are required to send their applications in the prescribed enclosed application format. Applications submitted by the candidate, which is not in the prescribed format is liable to be rejected. Form should be filled in English Capital (Block) letters only. The format may be photocopied/ typed on A-4 size paper. Candidates should use either black ink or blue ink for filling up the applications.

7. Candidates are advised to furnish correct information regarding their age, educational qualification and Caste/ Category (i.e. SC/ST/OBC/ Ex-Servicemen) and domiciled status in the application form. They are required to attach with their application the self-attested copies of the certificate of age, educational qualifications, experiences of working in any job/specialised field and Caste/ Category etc. SC/ST/OBC certificate is to be furnished in the enclosed proforma prescribed for Central Government employment. **Submission of SC/ST/OBC certificate in any other format will not be accepted.** Format of certificate for availing age-relaxation by candidates belonging to Ex-servicemen category is also annexed. In case the candidate fails to attach any of the requisite certificates, his candidature is liable to be rejected.

8. Candidates should possess the prescribed educational qualification and should be within the prescribed age-limit including relaxation admissible, if any, as on the closing date. The prescribed educational qualifications are minimum and mere possession of the same does not entitle candidates to be called for the selection process.

9. All the candidates are also required to submit self-attested copy of domicile certificate in proof of their residence/ local status along with the application, failing which the application will not be considered for direct recruitment to the post of FA (GD). Apart from the domicile certificate issued by Government, Indian Passport, Voter Card, Ration Card and Aadhaar Card will also be considered as domicile proof.

10. Any cutting, over writing in the application and incomplete application will render it liable to be rejected. Do not leave any column and use only international forms of numerical while filling up the form i.e. 1,2,3 etc.

11. Persons, already in Government Service, should route/ submit their application through respective office/ department and should enclose "No Objection Certificate" issued by the competent authority. Applications received directly are liable to be rejected. Suppression of facts or furnishing false information deliberately, the candidature will be cancelled.

12. Medical Standard required for the post would be as per the Central Government guidelines applicable to group "C" non-gazetted posts.

13. The organization will not be responsible for late/ not receipt of call letters for written examination/ physical efficiency test/ interview due to delay in postal channel.

14. Although the recruitment is regional basis for Eastern Zone, Kolkata, Candidates should note that in the event of their selection/ appointment, they shall be required to serve anywhere in the Zone. However, the employment carries with it the All India Transfer Liability.

15. Only selected candidates would be informed in due course after the selection process is completed and no correspondence on the subject would be entertained. Success in the selection process confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/ post. The candidates applying for the selection process should ensure that they fulfil all the eligibility conditions. Their admission at all stages of the selection process will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the selection, it is found that they do not fulfil any of the eligibility conditions, their candidature for the selection process for the post will be cancelled.

16. Incomplete and unsigned applications not accompanied by the self-attested copies of the educational qualification, caste certificate, work experience, if any and photograph of those received after last date will not be entertained.

17. The last date of receipt of application is 31.07.2020

18. Candidates should fill in only one application for the post even if they want to be considered for more than one language. In the event of knowledge of multiple languages, they should indicate the language out of the 12 languages required for this post as per order of their preference, but they will be considered against vacancy of only one language with deference to his preference of languages.

19. The Office reserves the right to cancel or withdraw the recruitment process at any stage without assigning any reason.

20. Eligible Candidates may please send their applications in the attached proforma along with self attested copies of certificates in support of educational qualification (along with mark-sheet for each year of course)/ experience/ date of birth etc. from Matriculation onwards, recent passport size photograph (also self-attested), domicile certificate and copies of SC/ST/OBC certificates, if applicable, to **Under Secretary (Pers.F), Cabinet Secretariat, Govt. of India, Room No. 1001, B-1 Wing, 10th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003** by speed post or registered post.

19. Educational qualifications from matriculation onwards. This would also include any technical/language qualification possessed by the candidate. (Attach self-attested copies of all the mark-sheets/certificates):-

Exam / Degree passed	University/Board	Year of Passing	Duration of the Degree / Diploma	Subjects Studied	Total marks and aggregate of marks secured with percentage		
					Total Marks	Aggregate marks secured	Percentage %

20. Whether employed or not
Please write 'Yes' or 'No'

21. If yes, details of employment in chronological order:-

Office/ Institute / Organisation	Post Held	Ad-hoc /Regular /Tem/Pmt.	Exact date to be given		Scale of Pay	Nature of duties
			From	To		

22. Computer Knowledge, if any,

(Please mention brief details thereof.

Also, attach self-attested copy of certificate, if any).

23. Language Known (Indian/Foreign)

with proficiency to read, write and speak

(Please write the language known and indicate 'Yes' or 'No' in the column for language proficiency).

Language	Read	Write	Speak

24. Whether already applied for any

Other post in Cabinet Secretariat, if yes, give details, thereof.

25. Experience of working in any job etc. : _____
or in any related specialized field (If yes, attach
certificate, mentioning brief details thereof).

26. Is/are any member of your family, including the extended family / relatives are already work
in any of the organizations under Cabinet Secretariat: Yes / No _____

If yes, please provide the following details:-

(i)	Name of the employee	
(ii)	Designation	
(iii)	Name of the organization	
(iv)	Present place of posting	
(v)	Your relationship with him / her	

DECLARATION

I hereby declare that a) I fulfill the above laid down eligibility conditions for the post of Field Assistant (GD); b) I have not submitted any other application in response to the same advertisement. In the event of information or part thereof being found incorrect at any stage, my candidature/appointment is liable to be cancelled / terminated without any notice to me and action can be taken against me.

Place:

Date:

Signature of the applicant with date

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/ certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter
of _____ of village/town/* in District/Division
* _____ of the State/Union Territory* _____ belongs to the
Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes*
under:-

- The Constitution (Scheduled Castes) order, 1950 _____
- The Constitution (Scheduled Tribes) order, 1950 _____
- The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
- The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

- The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
- The Constitution (Pondicherry) Scheduled Castes Order 1964@
- The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
- The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
- The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
- The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
- The Constitution (Sikkim) Scheduled Castes Order 1978@
- The Constitution (Sikkim) Scheduled Tribes Order 1978@
- The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
- The Constitution (SC) orders (Amendment) Act, 1990@
- The Constitution (ST) orders (Amendment) Ordinance 1991@
- The Constitution (ST) orders (Second Amendment) Act, 1991@
- The Constitution (ST) orders (Amendment) Ordinance 1996
- The Scheduled Caste and Scheduled Tribes Orders(Amendment)Act,2002
- The Constitution (Scheduled Caste) Orders (Amendment) Act,2002
- The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment)Act,2002

2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____ Father/mother _____ of Shri/Shrimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town* _____ of District/Division* _____ of the State/Union Territory of _____

Signature _____
** Designation _____
(with seal of office)

Place _____
Date _____

* Please delete the words which are not applicable
@ Please quote specific presidential order
% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT
EMPLOYEES SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that *Shri/Smt./Km. _____ is a Central Government employee holding the post of _____ in the pay scale of Rs. _____ with 3 years regular service in the grade as on _____. There is no objection to his/her appearing for direct recruitment to the post of _____.

Signature _____

Name _____

Office seal

Place:

Date :

(*Please delete the words which are not applicable.)

**FORM OF CERTIFICATE TO BE GIVEN BY EX-SERVICEMAN SEEKING AGE
RELAXATION**

I understand that, if selected on the basis of the recruitment/ examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/ retired/ discharged from the Armed Forces.

2. I further submit the following information:

a) Date of appointment in Armed Forces _____

b) Date of discharge _____

c) Length of service in Armed Forces _____

d) My last Unit / Corps _____

(Signature of the Candidate)

Place:

Date:

(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri / Smt. / Kumari _____ son/daughter of _____ village/town _____ This in _____ District/Division _____ in the State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*.
Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.
Dated:
Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate's is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.