

# Cabinet Secretariat

Government of India

Advertisement No. 4/2020

Closing Date: 31.08.2020

Applications are invited from candidates, who are domiciled in any of the seven Northern Eastern states of India, for filling up vacancies for the post of Field Assistant (GD) by regional direct recruitment on language basis, in Government of India organisations. Candidates belonging to NE region, who know any of the under mentioned languages with proficiency to read, write and speak in the concerned language and fulfil the following laid-down eligibility conditions, may apply for the post of Field Assistant (GD).

Name of the post and its classification	No. of vacancies	Language-wise distribution of vacancies	Pay	Eligibility Conditions	
				Age	Educational Qualification
Post - Field Assistant (GD) Classification- (Group-C non-gazetted)	12 (Number of vacancies may undergo change)	1. Angami-01 2. Arakanese-01 3. Bodo-01 4. Bru/Reang-1 5. Burmese-01 6. Chin-01 7. Dzonkha-01 8. Konyak-01 9. Lai-01 10. Mara-01 11. Sema-01 12. Zeliangrong-01	The post carries an initial pay of Rs. 21,700 in Pay Level-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.	18-27 years as on 15.05.2020	Senior Secondary (10+2) pass from recognized Board or Institution as on 15.05.2020

2. The upper age-limit is relaxable for the following category of candidates in terms of existing Central Govt. instructions issued from time to time:-

Code No.	Category	Age relaxation permissible beyond the upper age limit i.e. 27 years
1.	General	No age relaxation
2.	SC/ST	5 years
3.	OBC	3 years
4.	Central Govt. Employee	Up to the age of 40 years provided they have rendered a minimum of 3 years continuous service in the Government of India Offices as on cut off date (i.e. 15.05.2020)
5.	Ex-Servicemen	3 years after deduction of the Military Service rendered from his/her actual age as on cut off date (i.e. 15.05.2020).
6.	Ex-Servicemen and OBC	06 years after deduction of the Military Service rendered from his/her actual age as on cut off date (i.e. 15.05.2020).
7.	Ex-Servicemen and SC/ST	08 years after deduction of the Military Service rendered from his/her actual age as on cut off date (i.e. 15.05.2020).
8.	Central Govt Employee and OBC	Upto age of 43 years provided they have rendered a minimum of 3 years continuous service in the Government of India Offices as on cut off date (i.e. 15.05.2020)
9.	Central Govt Employee and SC/ST	Upto age of 45 years provided they have rendered a minimum of 3 years continuous service in the Government of India Offices as on cut off date (i.e. 15.05.2020)

NOTE:- Candidates, who wish to be considered for age relaxation, must submit the requisite certificate issued by the Competent Authority alongwith the application.

- Only Indian Nationals are eligible to apply for the post of Field Assistant (GD).
- This being a regional direct recruitment on language basis, it must be noted that candidates fulfilling the laid down eligibility conditions, who are domiciled in NE region, and know any of the requisite languages with proficiency to read, write and speak in the concerned language as per Para-1 of the advertisement, only are eligible to apply for the post of Field Assistant (GD).
- 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.
- Candidates should be within the prescribed age-limit and should possess the prescribed educational qualification as on 15.05.2020.  
"The prescribed educational qualifications are minimum and mere possession of the same does not entitle candidates to be called for selection process."
- The detailed scheme of selection process comprising Written Examination, Physical Efficiency Test (Qualifying in nature) and Interview, is as under:

Exam	Paper	Duration	Marks
<b>Written Examination</b>			
Part-I (Objective Type)	Questions on 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 (PET)			
Stages	Minimum qualifying standard		Qualifying in nature
800 Meter Race	4 minutes 15 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 September-October 2020.

- Candidates are required to send their applications in prescribed format incorporated in the advertisement. Application 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 application.
- Candidates are advised to furnish correct information regarding their age, educational qualification, Caste/Category (i.e. SC/ST/OBC) and domicile status in the application form.  
Self-attested copies of the certificate pertaining to age, educational qualifications, experience of working in any job/specialized field and Caste/Category etc are required to be attached with the application form. SC/ST/OBC certificate is required to be furnished as per the specimen annexed. Format of certificate for availing age relaxation by candidates belonging to ex-servicemen category is also annexed. Submission of SC/ST/OBC certificate in any other format will not be accepted.
- You are required to submit a self-attested copy of domicile certificate as proof of your residence/local status, failing which your candidature will not be considered for direct recruitment to the post. Apart from the domicile certificate issued by State Government, Voter ID Card, Ration Card, Aadhaar Card and Indian Passport will also be considered as domicile proof.
- Candidates should fill in only one application for the post of Field Assistant (GD) even if they want to be considered for more than one language. In the event of knowledge of multiple languages, they should indicate the languages known out of the 12 languages required for this post, as per order of their preference. If a candidate applies for the post in more than one language, he/she would be considered for selection for the post against vacancy of only one language with deference to his/her preference of languages.
- Any cutting or overwriting in any part of the application form will render it liable to be rejected. Candidates are, therefore, advised to take special care while filling the application form.
- Do not leave any column blank. Incomplete application will be rejected.
- Use only international form of numerals while filling up the application form i.e. 1,2,3 etc.
- Persons, who are already in Government Service, should route/submit their applications through respective office / department and should enclose "No Objection Certificate" obtained from the authority competent to issue such NOC. Applications received directly are liable to be rejected.
- Candidates may note that the job of a Field Assistant (GD) involves field postings at arduous locations with All India Transfer liability.
- Medical standard of the candidates would be as per the Central Government guidelines applicable to Group 'C' posts.
- Selection of candidates is confined to those who are domiciled in NE region. The venue/centre for written examination/PET/interview shall be in prominent cities in the States of NE region depending upon the number of candidates from different pockets and feasibility of holding such tests / interview.
- The organisation will not be responsible for late / non receipt of call-letters for Written Examination/CPT/Interview due to postal delay.
- The employment carries with it a liability of transfer all over India.
- Eligible candidates may please send their applications in the given 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.
- The last date of receipt of application is 31.08.2020.
- 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 will be cancelled.

Continued

24. Incomplete and unsigned applications not accompanied by self attested copies of educational qualification, caste certificate, work experience, if any & photograph or those received after the last date **will not be entertained**.
25. The Cabinet Secretariat reserves the right to cancel or withdraw the recruitment process at any stage without assigning any reason.

**CABINET SECRETARIAT  
(GOVERNMENT OF INDIA)**

**Note: Please fill in the form in English capital letters**

Application for the post of **"Field Assistant(GD)"**

Language applied for : \_\_\_\_\_

Affix self-attested recent passport size colour photograph

1. Name of the candidate

2. Present Address for correspondence (Please mention PIN Code and name of State clearly.)

3. Permanent Address for correspondence (Please mention PIN Code and name of State clearly.)

4. Contact No. (Mobile)

5. Email Id, if any

6. Father's Name:

7. Father's Occupation:

8. Mother's Name:

9. Mother's Occupation:

10. Date of Birth:

11. Place of Birth : Name of District & State: \_\_\_\_\_ Country: \_\_\_\_\_

12. Age as on 15.05.2020

13. Name of the State in which the candidate is domiciled. (Please attach documentary proof of domicile/ permanent residence)

14. Code for Category : \_\_\_\_\_

If ex-serviceman, please indicate:

i) Length of Service

ii) Date of joining : \_\_\_\_\_

iii) Date of discharge : \_\_\_\_\_

15. Gender (Male/Female) : \_\_\_\_\_

16. Nationality : \_\_\_\_\_

17. Religion : \_\_\_\_\_

18. Marital Status : \_\_\_\_\_

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 : \_\_\_\_\_

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 : \_\_\_\_\_

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. : \_\_\_\_\_

26. Is/are any member of your family, including the extended family / relatives are already working 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: \_\_\_\_\_ Signature of the applicant with date

Date: \_\_\_\_\_

**ANNEXURE**

**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/ her 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 Tribes 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 Tribe Orders (Amendment) Act 2002@.

The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@.

The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@.

The Constitution (Scheduled Caste) Order (Amendment) Act 2007@.

%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\* \_\_\_\_\_ 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:

- 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.
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- Revenue Officers not below the rank of Tehsildar.
- Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

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

ANNEXURE

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT  
CIVILIAN 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 Civilian employee holding the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the grade as on closing date. This office has no objection for his/ her appearing in the \_\_\_\_\_ Examination.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Office Seal \_\_\_\_\_

Place:

Date:

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

ANNEXURE

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

I \_\_\_\_\_ bearing Roll No. \_\_\_\_\_ appearing for the Document Verification of the \_\_\_\_\_ Examination, 20\_\_\_\_\_ do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) in Group "C" and "B" posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as \_\_\_\_\_ on \_\_\_\_\_ in the office of \_\_\_\_\_ I hereby undertake that I have submitted the self-declaration/undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as \_\_\_\_\_ on \_\_\_\_\_ in the office of \_\_\_\_\_ Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated

Signature:.....  
Name:.....  
Roll Number:.....  
Date:.....  
Date of appointment in Armed Forces:.....  
Date of Discharge:.....  
Last Unit/ Corps: .....

Mobile Number:.....  
Email ID: .....

ANNEXURE

**(FORM 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 \_\_\_\_\_ of  
village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the State/ Union