

CABINET SECRETARIAT

GOVERNMENT OF INDIA

Advertisement No. 03/19

Closing Date: 12.11.2019

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 Deputy Field Officer (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 Deputy Field Officer (GD).

Name of the post and its classification	No. of vacancies	Language –wise distribution of vacancies	Pay	Eligibility Conditions	
				Age	Educational Qualification
Post-Deputy Field Officer (GD) Classification- (Group – ‘B’ non-gazetted)	29 (Number of vacancies may undergo change)	1. Garo - 03	The post carries an initial pay of Rs. 44,900/- in Level-7 in the pay matrix as per Central Civil Service (Revised Pay) Rules, 2016 plus other allowances as admissible to Central Govt. Employees of equivalent grade. The post also carries a Special Allowance of 20% of the basic pay	Not exceeding 30 Years (as on closing date i.e. 12.11.2019)	Bachelor’s degree from a recognized University or Institution as on 12.11.2019
		2. Burmese - 02			
		3. Assamese - 02			
		4. Nagamese (Main dialect) - 02			
		5. Nagamese (Nocte) - 01			
		6. Nagamese (Tangsa) - 01			
		7. Nagamese (Wancho) - 01			
		8. Nagamese (Konyak) - 02			
		9. Nagamese (Sema) - 02			
		10. Nagamese (Pangmi) - 02			
		11. Nagamese (Thangkhul)- 02			
		12. Bodo - 03			
		13. Mara - 02			
		14. Arakanese - 02			
		15. Chin - 02			

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 of 30 years
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 and OBC	06 years after deduction of the Military Service rendered from his/her actual age as on closing date
7.	Ex-Servicemen and SC/ST	08 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)

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

3. Only Indian Nationals are eligible to apply for the post of Deputy Field Officer (GD).

4. 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 Deputy Field Officer (GD).

5. The selection to the post is prescribed to be made on the basis of a Written Examination, Computer Proficiency Test (CPT) and an Interview with an in-built mechanism to verify the claimed language proficiency.

6. Candidates should be within the prescribed age-limit and should possess the prescribed educational qualification 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 Written Examination/CPT/Interview. Where number of applications received in response to the advertisement is large and it will not be convenient / possible to hold Written Examination/CPT/Interview for all, the number of candidates may be restricted to a reasonable limit on the basis of holding a Preliminary Examination.

7. The detailed scheme of selection process comprising Written Examination, Computer Proficiency Test (Qualifying in nature) and Interview, is as under.

Written Examination	Paper	Duration	Maximum marks	
Preliminary Examination (Objective/ MCQ)	(Single Paper comprising)	2 Hrs	200	
	English Comprehension (50 marks)			
	General Awareness (50 marks)			
	General Intelligence/Reasoning Ability (50 marks)			
Main Written Examination (Conventional/ Objective/ MCQ)	Paper-I (Conventional)	English Essay (25 marks)	2 Hrs	100
		Precis (15 marks)		
		Letter Writing (15 marks)		
		Comprehension passage (20 marks) & Grammar (25 marks)		
	Paper-II (Objective/MCQ)	Quantitative Abilities		

Written Examination	Paper	Duration	Maximum marks
Computer Proficiency Test (CPT) (Qualifying in nature)	Single paper having components of: MS-Office Word:- Objective and short answer type questions on MS-Word/Windows and writing of paragraph, letter, report, etc. (25 marks) MS-Excel:- Objective and short answer type questions on MS-Excel and to make basic data entry and apply mathematical formula. (15 marks) MS-Power-Point:- Objective and short answer type questions on MS-Power Point and also to make presentation on any simple subject. (10 marks)	1 hr	50
	Interview	--	40

NOTE:-
 (i) The preliminary examination will be conducted only if the number of candidates is very large.
 (ii) There will be negative marking of 0.25 marks for each wrong answer in preliminary examination. There will also be negative marking 0.25 marks for each wrong answer in paper-II of main written examination.
 (iii) For MCQ papers, candidates would be provided with question paper-cum-answer booklet with an instruction to tick-mark the correct answer.
 (iv) Medium of written examination will be in English.
 (v) The department has the discretion to fix the minimum qualifying marks for the preliminary examination, main written examination, CPT and interview.
 (vi) The Computer Proficiency Test of the selection process is qualifying in nature. The merit list of the candidates, who qualify the selection process, would be drawn on the basis of their marks in the Main Written Examination and Interview.

8. 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.

9. 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.**

10. 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.

11. Candidates should fill in only one application for the post of Deputy Field Officer (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 15 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.

12. 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.

13. Do not leave any column blank. Incomplete application will be rejected.
 14. Use only international form of numerals while filling up the application form i.e. 1,2,3 etc.

15. 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

Continued

received directly are liable to be rejected.

16. Candidates may note that the job of a Deputy Field Officer (GD) involves field postings at arduous locations with All India Transfer liability.

17. **Medical standard of the candidates would be as per the Central Government guidelines applicable to Group 'B' posts.**

18. Selection of candidates is confined to those who are domiciled in NE region. The venue/centre for written examination/CPT/interview shall be in prominent cities in the States of NE region depending upon the size of candidates from different pockets and feasibility of holding such tests / interview.

19. The organisation will not be responsible for late / non receipt of call-letters for Written Examination/CPT/Interview due to postal delay.

20. **The employment carries with it a liability of transfer all over India.**

21. The Roll numbers of the successful candidates recommended for appointment to the post of Deputy Field Officer (GD) would be published in the Employment News, and no correspondence on the subject would be entertained.

22. The envelope containing the application, should be clearly superscribed as **"APPLICATION FOR THE POST OF Deputy Field Officer (GD) (name of language (s) and addressed to Post Bag No. 001, Lodhi Road Head Post Office, New Delhi-110003". The application should be despatched under ordinary post.**

23. **The last date of receipt of application is 12.11.2019.**

24. 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.

25. **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.**

26. **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
"Deputy Field Officer(GD)"**

Affix self-attested recent
Passport size
Photograph

Language(s)	1.	
	2.	
	3.	

Note 1: Please fill in the languages known in order of preference. (Please refer para 1 of advertisement for Languages required for recruitment)

Note 2: Candidates should fill in only one application for the post of Deputy Field Officer (GD), in which they should indicate one or more languages known out of the **15 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 in order of preference of languages.

- Name of the candidate :
- Present Address for correspondence : **(Please mention PIN Code and name of State clearly.)**

 PIN

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

 PIN

 STATE
- Contact No. : **(Mobile)**
- Email Id, if any :
- Father's Name :
- Father's Occupation :
- Mother's Name :
- Mother's Occupation :
- Date of Birth : Date

 Month

 Year

 Place
- Place of Birth : Name of District & State: _____ Country: _____
- Name of the State in which : _____ the candidate is domiciled. (Please attach documentary proof of domicile/permanent residence)
- Age as on closing date : Years

 Months

 Days

 (i.e. on _____)
- Code for Category : (Refer para 2 of the advertisement) If ex-serviceman, please indicate:-
i) Length of Service : Years

 Months

 Days

ii) Date of joining : _____
iii) Date of discharge : _____ (Enclose copy of discharge : _____ certificate)
- Gender (Male/Female) : _____ (Write whichever is applicable)
- Nationality : _____
- Religion : _____
- Marital Status : _____

If married, a) Religion of spouse : _____ b) Nationality of spouse : _____

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 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 DFO (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
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 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@