

OFFICE OF THE DEPUTY COMMISSIONER  
GOVERNMENT OF INDIA  
SPECIAL BUREAU  
BABUTLANG-II, ZARKAWT,  
AIZAWL-796007  
0389-2346883

No. 24/1/2020-Aiz(Pers)- 1255

Date: 02.07.2020

To  
The District Magistrate  
Saiha, Mizoram

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

Sir,

I am direct to state that Cabinet Secretariat, Government of India is inviting applications to fill 12 vacancies on language basis as detailed below for the post of Field Assistant (GD) a Group 'C' (Non-Gazetted) post carrying an initial pay of Rs. 21700/- 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.

Language-wise no. of vacancies
Angami-01, Arakanese-01, Bodo-01, Bru/Reang-01, Burmese-01, Chin-01, Dzonkha-01, Konyak-01, Lai-01, Mara-01, Sema-01, Zeliangrong-01
<b>Total-12</b>

2. A detailed circular No. 5/1/2019-Rectt. Cell dated 13.03.2020 alongwith the Application Form is enclosed please. It is requested that the said circular may kindly be displayed on Notice Board of your office to give it wider publicity and to obtain a larger pool of eligible candidates. **The last date of receipt of application has been extended upto 31.07.2020.**

Encl: As above.

Yours faithfully,

PERSONNEL BRANCH OF DC, SAHA  
RECEIPT No: 8  
Date: 7.7.2020

*Sanjay Srivastava*  
(Sanjay Srivastava)  
Assistant Commissioner

No. 5/1/2019-Recrt. Cell- 450 1163  
 Government of India,  
 Cabinet Secretariat,

23

Room No. 1001, B-1 Wing, 10<sup>th</sup> Floor,  
 Pt. Deendayal AntyodayaBhawan,  
 CGO Complex, Lodhi Road,  
 New Delhi-110003, the 13-3-2020

MEMORANDUM

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

It is proposed to make direct recruitment to fill 12 vacancies for the post of FieldAssistant(GD) on regional basis from amongst candidates domiciled in any of the seven States of North Eastern Region, who know any of the following specified languages. The number of vacancies may undergo change.

Language-wise no. of vacancies
Angami-01, Arakanese-01, Bodo-01, Bru/Reang-1, Burmese-01, Chin-01, Dzonkha-01, Konyak-01, Lai-01, Mara-01, Sema-01, Zeliangrong-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 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.

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

- Age Limit : 18 - 27 years as on closing date i.e. 15-05-2020  
 Educational Qualification : Senior Secondary (10+2) pass from recognized Board or Institution as on closing date i.e. 15-05-2020

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

Sl. 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 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)

4. Applications are invited from candidates domiciled in NE Region, who fulfill the laid-down eligibility conditions as per Para 3, for consideration for regional direct recruitment to fill 12 vacancies of FA(GD) in the different specified languages, as per the under-mentioned details:

Zone/Sector	Area/region covered	Language-wise no. of vacancies
North Eastern Zone, Shillong	Assam, Meghalaya, Arunachal Pradesh, Manipur, Nagaland, Tripura and Mizoram.	Angami-01, Bodo-01, Bru/Reang-01, Burmese-01, Chin-01, Dzonkha-01, Konyak-01, Lai-01, Mara-01, Sema-01, Zeliangrong-01 and Arakanese-01 <b>Total-12</b>

5. 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
<b>Written Examination</b>			
<b>Part-I</b> (Objective Type)	Questions on I.Q., General knowledge Quantitative Aptitude and logical reasoning	2 Hours	70
<b>Part-II</b> (Subjective Type)	Précis writing of two passages of 15 marks each. (English or Hindi)		30
<b>Physical Efficiency Test (PET)</b>			
Stages	Minimum qualifying standard	---	<b>Qualifying in nature</b>
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 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.

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

Candidates fulfilling the eligibility conditions and desirous of applying for the post, are required to send their applications in 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.

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, experience 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.

Candidate should possess the prescribed educational qualification and should be within 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.

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 also be considered as domicile proof. *mg*

Any cutting or over writing 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 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.

If a person is found guilty either of suppression of facts or deliberately given false information, she will not be eligible for appointment to the post.

Persons, who are already in government service, should route/submit their applications through respective office/ department.

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

The organization will not be responsible for late / non receipt of call letters for the Written Examination/Physical Efficiency Test/Interview due to delay in postal channel.

Direct Recruitment for the post of FA(GD) is being made on regional basis. Candidates applying for this post for vacancies in the notified NE Zone should note that, in the event of their selection and subsequent appointment, they shall be required to serve in the Zone to which they are appointed. *However, the employment carries with it the All India transfer liability.*

Only selected candidates would be informed of their selection 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 fulfill 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 fulfill any of the eligibility conditions, their candidature for the selection process for the post will be cancelled.

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

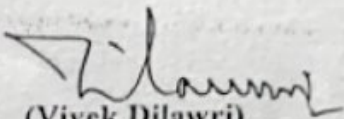
The last date of receipt of application is 15-05-2020.

1. Candidates should fill in only one application for the post of FA(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 language known out of the 12 languages required for this post as per order of the reference. If a candidate applies for post in more than one language, he would be considered for selection for the post against vacancy of only one language with deference to his preference of languages.

i. The Cabinet Secretariat reserves the right to cancel or withdraw the recruitment process at any time without assigning any reason.

i. 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. **Under Secretary (Pers.F), Cabinet Secretariat, Govt. of India, Room No. 1001, B-1 Wing, 10<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003, by registered post or registered post.**

cc: As above

  
(Vivek Dilawri)  
Under Secretary (Pers.F)

1 Concerned. ( )

Additional Secretary, NZ Jammu  
Commissioner, EZ Kolkata  
Commissioner, SWZ Mumbai  
Commissioner, NEZ Shillong  
Additional Commissioner, SZ Chennai  
Additional Commissioner, CZ Lucknow  
Deputy Commissioner, WZ Jodhpur

Copy for kind information to:-

PPS to Secretary :-	with a request to submit the circular memorandum for kind perusal of Secretary.
All Joint Secretaries at Hqrs	With a request to make arrangements to circulate the vacancy notice amongst all officers/officials working in units under your division.
Director of Accounts Cabinet Secretariat(SW)	
Deputy Director(Pers.) ARC	
Under Secretary (Exam)	

\_\_\_\_\_  
Under Secretary (Pers.F)

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(a).

The Constitution (Pondicherry) Scheduled Castes Order 1964(a)

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 (a)

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968(a)

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 (a)

The Constitution (Nagaland) Scheduled Tribes Order, 1970 (a)

The Constitution (Sikkim) Scheduled Castes Order 1978(a)

The Constitution (Sikkim) Scheduled Tribes Order 1978(a)

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989(a)

The Constitution (SC) orders (Amendment) Act, 1990(a)

The Constitution (ST) orders (Amendment) Ordinance 1991(a)

The Constitution (ST) orders (Second Amendment) Act, 1991(a)

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.





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.

5. Experience of working in any job etc. \_\_\_\_\_  
in any related specialized field (If yes, attach  
resume, mentioning brief details thereof).

6. Is/are any member of your family, including the extended family / relatives already working  
in any of the organizations under Cabinet Secretariat: Yes / No \_\_\_\_\_

If yes, please provide the following details:-

1) Name of the employee	
2) Designation	
3) Name of the organization	
4) Present place of posting	
5) 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.

Signature of the applicant with date