

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	
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	Age	Educational Qualification
		2. Burmese - 02		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
		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 (Thangkul)- 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	2 Hrs	100	
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 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.***
