

GOVERNMENT OF INDIA CABINET SECRETARIAT

Advertisement No. 1/2022 Closing Date : 04/03/2022

Applications are invited from **Indian Nationals** for direct recruitment in the grade of **Deputy Field Officer (GD)** [Group 'B', non-gazetted] in following languages in Cabinet Secretariat, Government of India Organisation:-

Language	No. of vacancies	Pay Scale of the post	Age	Educational Qualifications [As on closing date]
Balochi	04	The post carries minimum pay of Rs. 44,900/- in Level-7 of Pay Matrix and allowances as per CCS(RP) Rules 2016.	Between 21 and 30 Years (as on the closing date)	Bachelor's Degree with specified language as a subject. OR Bachelor's Degree in any discipline with :- (i) Two years Diploma in specified language. OR (ii) Native Level Proficiency* in specified language.
Bhasa	02			
Burmese	04			
Dari	04			
Dzongkha	04			
Dhivehi	04			
Kachin	04			
Russian	08			
Sinhala	04			
Total	38			

* For claiming Native Level Proficiency in specified language, an undertaking certified by a Gazetted Officer of Central / State Government with official stamp is mandatory as per format annexed.

2. The upper age-limit is relaxable for identified categories [SC/ST – 5 years, OBC (Recognised by resolution issued by Govt. of India) – 3 years, Central Govt. Employees/Ex-servicemen, as per Central Government Orders in force].

3. The prescribed educational qualifications are minimum and mere possession of the same does not entitle candidates to be called for the selection process.

4. Selection to the post shall be as per Scheme of Examination mentioned below:-

	Written Examination	Duration	Maximum marks
Paper-I	English Grammar/ comprehension and Essay & precis etc. (50 marks)	02 Hrs.	100
	General Knowledge/Reasoning/Quantitative Aptitude (50 marks)		
Paper-II	Language Proficiency Test Comprehension / translation of concerned language in English & vice-versa/Grammar etc.	02 Hrs.	100
Interview			40

5. Application Form, to be typed on A-4 size paper, should be filled in **English Capital (Block) letters using Black or Blue ink only.**

6. Candidates should fill in only one application for the post of **Deputy Field Officer (GD)** even if they possess knowledge of more than one of the specified languages.

7. 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/unsigned and application without requisite certificates will be rejected.**

8. Persons, who are already in Government Service, should submit their applications through respective office and should enclose "No Objection Certificate" obtained from the Competent Authority. Applications received directly are liable to be rejected.

9. Candidates may note that the job of a Deputy Field Officer (GD) also 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 'B' posts.

10. **Eligible candidates applying for this post must submit self attested copies of certificate in respect of age, educational qualification and age-relaxation issued by the Competent Authority alongwith the application as per standard format annexed.**

11. The envelope containing application (alongwith requisite certificates and two self-attested recent passport size colour photograph with name & DOB on the back) should be clearly superscribed as "**APPLICATION FOR THE POST OF DEPUTY FIELD OFFICER (GD)**" and sent through **ORDINARY POST** addressed to **Post Bag No. 001, Lodhi Road Head Post Office, New Delhi-110003.**

12. **The last date of receipt of application is 04.03.2022.**

13. **The Cabinet Secretariat reserves the right to cancel or withdraw the recruitment process / revise number of vacancies, 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)" Language applied: (Refer Advt)

Affix self-attested recent passport size colour photograph

- Name of the candidate :
- Nationality :
- Gender (Male/Female) :
- Address for correspondence :
(Please mention PIN Code and name of State clearly) STATE PIN
- Contact No. :
(Mobile) (Mandatory)
- Email Id (Mandatory) : IN BLOCK CAPITAL LETTERS
- Father's Name :
- Mother's Name :
- Date of Birth : Date Month Year Place
- Age as on 04.03.2022 : Years Months Days
- Religion :
- Category :
- If ex-serviceman, please specify length of Defence service (Enclose copy of discharge certificate) Years Months Days

14. Marital Status

If married, a) Religion of spouse

b) Nationality of spouse

15. Educational qualifications from matriculation onwards. (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 obtained in percentage (%)
			From	To		

16. Whether having Degree / two years Diploma in : Yes / No specified language (If yes, please attach documentary proof)

17. Whether having Native Level Proficiency : Yes / No in specified language.

If yes, Name, Designation & official address of Gazetted Officer certifying the said proficiency.

18. Whether employed or not : Yes / No If yes, details of employment

DECLARATION

I hereby declare that a) I fulfil the above laid down eligibility conditions for the post of Deputy Field Officer (GD); and 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.

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 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 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