

TO BE PUBLISHED IN THE EMPLOYMENT NEWS / ROZGAR SAMACHAR  
GOVERNMENT OF INDIA  
CABINET SECRETARIAT

Advertisement No. 1/2022	Closing Date : 04/03/2022
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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 ]
<b>Balochi</b>	04	The post carries minimum pay of ₹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.
<b>Bhasa</b>	02			
<b>Burmese</b>	04			
<b>Dari</b>	04			
<b>Dzonkha</b>	04			
<b>Dhivehi</b>	04			
<b>Kachin</b>	04			
<b>Russian</b>	08			
<b>Sinhala</b>	04			
<b>Total</b>	<b>38</b>			

\*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 & précis 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
<b>Interview</b>			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.***

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14. Marital Status 

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If married, a) Religion of spouse 

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b) Nationality of spouse 

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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 specified language : Yes / No  
(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:

**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 \_\_\_\_\_ Father/mother of Shri/Srimati/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 the State/Union Territory of \_\_\_\_\_ District/Division\*

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.

**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.)

**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 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 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.

**UNDERTAKING FOR NATIVE LEVEL LANGUAGE PROFICIENCY**

I hereby undertake that I am holding Bachelor's Degree and also possess Native Level Language Proficiency in \_\_\_\_\_ language, as per the eligibility criteria of educational qualification for direct recruitment to the grade of Deputy Field Officer (GD) in Cabinet Secretariat, Government of India.

Place:

Date:

( Signature of the candidate )

I \_\_\_\_\_ (Name), \_\_\_\_\_ (Designation),  
\_\_\_\_\_ (official address)  
certify that S/Shri \_\_\_\_\_ (name of candidate) possesses the  
requisite native level proficiency in \_\_\_\_\_ language.

**(Signature of the Gazetted Officer of Central / State Govt. with official stamp)**

**Davp-58101/11/0019/2122**