

**CABINET SECRETARIAT
(GOVERNMENT OF INDIA)**

Affix self-attested recent passport size colour photograph

Note: Please fill in the form in English capital letters
Application for the post of "Field Assistant(GD)"

Language(s)	1.	
	2.	
	3.	

Note 1: Please fill in the languages known in order of preference. (Please refer para. 2 of advertisement for Languages required for recruitment)
Note 2:- Candidates should fill in only one application for the post of Field Assistant (GD), in which they should indicate one or more languages known out of the 12 languages required for this post, as per order of their preference. If a candidate applies for the post in more than one languages, he/she would be considered for selection for the post against vacancy of only one language in order of preference of languages.

1. Name of the candidate: [Grid]

2. Present Address for correspondence (Please mention PIN Code and name of State clearly.): [Grid] STATE: []

3. Permanent Address for correspondence (Please mention PIN Code and name of State clearly.): [Grid] STATE: []

4. Contact No. (Mobile) (Mandatory): [Grid]

5. Email Id, (Mandatory): [Grid]

6. Father's Name: [Grid]

7. Father's Occupation: [Grid]

8. Mother's Name: [Grid]

9. Mother's Occupation: [Grid]

10. Date of Birth: [Grid] Date: [] Month: [] Year: [] Place: []

11. Place of Birth: Name of District & State: _____ Country: _____

12. Age as on 15.05.2020: [Grid] Years: [] Months: [] Days: []

13. Name of the State in which the candidate is domiciled. (Please attach documentary proof of domicile/ permanent residence)

14. Code for Category: [] (Refer Para.3 of advertisement) If ex-serviceman, please indicate:
i) Length of Service: [Grid] Years: [] Months: [] Days: []
ii) Date of joining: _____
iii) Date of discharge: _____ (Enclose copy of discharge certificate)

15. Gender (Male/Female): _____ (Write whichever is applicable)

16. Nationality: _____

17. Religion: _____

18. 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 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.

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 _____ 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.

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.)

ANNEXURE
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.