

Advertisement No. : 1/2013

Closing Date: 17.04.2013

**Applications are invited for the following posts in Cabinet Secretariat, Government of India**

Co de	Post & Vacancy (Vacancy may undergo change)	Pay	Age as on 1.1.2013	Educational Qualification
A	<b>RESEARCH OFFICER (ECONOMICS) Group 'B' Non- Gazetted</b>	<b>PB-2</b> Rs.9300-34,800 <b>Grade pay</b> Rs. 4800/-. The post also carries a special allowance of 15% of basic pay per month.	Not exceeding 30 Years (Candidates should be born not before 02.01.1983)	Honours degree or Post Graduation degree in Economics or Commerce from a recognised University or Institution.
B	<b>DEPUTY FIELD OFFICER(TELE) Group 'B' Non- Gazetted</b>	<b>PB-2</b> Rs.9300-34,800 <b>Grade pay</b> Rs. 4200/-. The post also carries a special allowance of 15% of basic pay per month.	Not exceeding 30 Years (Candidates should be born not before 02.01.1983)	Degree in Science from recognized University/ Institution with Physics and Mathematics (studied for all the three years) or B.Sc(Hons) in Physics (with Mathematics for the first two years) from a recognized University/ Institution <b>or</b> Diploma (03 Years duration) in Telecommunications or Radio Engineering or Electronics or Electronics and Telecommunication <b>or</b> Bachelor in Computer Science or Computer Applications or equivalent Diploma of a recognized institution <b>or</b> Certificate of proficiency class-II (Radio Electronics) examination conducted by The Ministry of Communications.
C	<b>DEPUTY FIELD OFFICER (GD) Group 'B' Non- Gazetted</b>	<b>PB-2</b> Rs.9300-34,800 <b>Grade pay</b> Rs. 4200/-. The post also carries a special allowance of 15% of basic pay per month.	Not exceeding 30 Years (Candidates should be born not before 02.01.1983)	Bachelor's degree from a Recognized University/ Institution.
D	<b>PERSONAL ASSISTANT Group 'B' Non- Gazetted</b>	<b>PB-2</b> Rs.9300-34,800 <b>Grade pay</b> Rs. 4600/-. The post also carries a special allowance of 15% of basic pay per month.	Not exceeding 30 Years (Candidates should be born not before 02.01.1983)	i) Bachelor's Degree from a recognized Institution or University. ii) Skill Test Norms. Dictation: 10 minutes @ 100 w.p.m. Transcription: 45 minutes (English), 60 minutes (Hindi) (on computer only)
E	<b>STENOGRAPHER Group 'C' Non- Gazetted</b>	<b>PB- 1</b> Rs. 5200 – 20200/- <b>Grade Pay</b> Rs. 2400/-. The post also carries a special allowance of 15% of basic pay per month.	18-27 Years (Candidates should be born not before 02.01.1986 & not later than 01.01.1995)	i) 12 <sup>th</sup> Class pass from a recognized Board or University. ii) Skill Test Norms. Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes (English), 65 minutes (Hindi) (on computer only)

- Note-I** Only Indian nationals are eligible to apply for the above posts.
- Note-II** *Women candidates may note that for the post DFO (T) (code B) & DFO (GD) (code C) the job involves postings at arduous locations in field with all India transfer liability.*
- Note-III** The upper age limit is relaxable for the following categories of candidates:-
- a) SC/ST candidates by 5 years and OBC candidates by 3 years. Certificate to be submitted in the prescribed format as stipulated in the notice as and when required.
  - b) Central Government Employees working on posts in same line/allied cadre will be considered for age relaxation upto 5 years in upper age limit for group 'B' posts at A,B,C&D. For Group 'C' post at E, Central Government Employees working on posts in same line/allied cadre will be considered for age relaxation upto the age of 40 years provided they have rendered a minimum of 3 years continuous service in the Government of India offices/ departments as on cut-off date i.e. 01.01.2013 and continue to be in such service till their appointment in the Cabinet Secretariat.
  - c) Candidates of Jammu & Kashmir who have ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1.1.1980 to the 31.12.1989 will be eligible for grant of age relaxation in the upper age limit up to a maximum of 5 years.
  - d) Ex-servicemen candidates applying for Group 'B' and Group 'C' posts will be eligible for relaxation upto 3 years after deduction of the military service rendered from the actual age as on the cut off date.
- Note-IV** Candidate should possess the prescribed educational qualification and age as on 1-1-2013.
- Note-V** Only online applications (Annexure-I) will be accepted in website [www.ssconline2.gov.in](http://www.ssconline2.gov.in). In view of the huge number of applicants, scrutiny of the eligibility category etc. will not be undertaken at the time of Tier-I and Tier-II examination. Therefore, the application will be accepted provisionally only. The candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible, before applying and before indicating their preference for any particular post. Copies of supporting documents will be sought, only from those candidates who appear in tier-II examination, at the time of interview/ skill test/ document verification. Candidature will be cancelled if any information or claim is not found substantiated when the scrutiny of documents is undertaken after Tier-II of the Examination. The Department's decision will be final in this regard.
- Note-VI** Candidates submitting their application online should pay a fee of Rs. 100/- (One hundred only) through State Bank of India challan or online account with SBI. Challan form will be generated online (please see 'Annexure –II' for filling online application). **All Women candidates and candidates belonging to Scheduled Caste and Scheduled Tribe are exempted from paying application fee, as per extant government orders.**
- Note-VII** **Fee once paid will not be refunded under any circumstance.**
- Note-VIII** Fee paid by modes other than SBI will not be considered and the applications of such candidates will be rejected outright and payment made shall stand forfeited.
- Note-IX** Candidates are advised to furnish correct information regarding their age, educational qualification and Caste/Category (i.e. SC/ST/OBC) in the application forms.

**Note-X** No change of Centre of Examination will be allowed under any circumstance. Hence, the candidates should select the centres **carefully** and **indicate the same correctly** in their applications. Any centre may be cancelled and candidates diverted to other centres.

**Note-XI** **SCHEME OF EXAMINATION:**

The Examination will be conducted as indicated below:

**RO (ECO), DFO (T) and DFO (GD) :** Prelims, Mains and Interview. (Three Tier)  
**(Common Preliminary Test for all the three posts)**

**PA and Stenographer :** Prelims, Skill Test & Interview. (Three Tier)  
**(Common Preliminary Test for both the posts)**

Post	Tier – I (Objective Multiple Choice)	Tier – II (Descriptive)	Tier – III (Interview)
<b>RO (ECO)</b>	<b>Questions on:</b> General English (50 marks) General Studies (50 marks) General Intelligence / Reasoning Ability (50 marks) Numerical Aptitude (50 marks) <b>Total Marks: 200</b> <b>Duration: 2 Hours</b>	Paper on Economic Theory and Important Economic Developments in the International Arena and Statistics. <b>Total Marks: 300</b> <b>Duration: 3 Hours</b>	<b>60 Marks</b>
<b>DFO (T)</b>	<b>Questions on:</b> General English (50 marks) General Studies (50 marks) General Intelligence / Reasoning Ability (50 marks) Numerical Aptitude (50 marks) <b>Total Marks: 200</b> <b>Duration: 2 Hours</b>	<u><b>Paper-I (Conventional Type)</b></u> General English (50 Marks) General Awareness (50 Marks) <b>Total Marks: 100</b> <b>Duration: 2 Hours</b> <u><b>Paper-II (Conventional Type)</b></u> <b>Section – I</b> Sub section a) Physics (Degree level) Sub Section b) Mathematics (Degree Level) <b>Section - II</b> Electronics/ Telecommunications/ Radio Engineering (03 year Diploma level) <b>Section – III</b> Computer Science/ Computer Applications(03 year Diploma level) <b>Total Marks: 200</b> <b>Duration: 2 Hours</b> <b>Note:</b> The candidates have the choice to answer any one of the 3 sections of Paper II. Those candidates who opt for section 1 may be required to answer at least 2 questions each from Sub sections a) and b)	<b>60 Marks</b>
<b>DFO (GD)</b>	<b>Questions on:</b> General English (50 marks) General Studies (50 marks) General Intelligence / Reasoning Ability (50 marks) Numerical Aptitude (50 marks) <b>Total Marks: 200</b> <b>Duration: 2 Hours</b>	<u><b>Paper-I</b></u> <b>English language including communication skills comprising of:</b> English Essay (70 Marks) Précis (30 Marks) Letter Writing (30 Marks) Comprehension passage (30 Marks) Grammar (40 Marks). <b>Total Marks: 200</b> <b>Duration: 3 Hours</b> <u><b>Paper-II</b></u> Quantative Abilities (50 Marks), General Awareness (50 Marks) <b>Total Marks: 100</b> <b>Duration: 2 Hours</b>	<b>60 Marks</b>

Post	Tier - I	Tier - II	Tier – III (Interview)
Personal Assistant	<p><b>Paper- I</b> (Objective Multiple Choice) General English General Knowledge <b>Total Marks: 200</b> <b>Duration: 2 Hours</b></p> <p><b>Paper- II</b> English Essay (Descriptive type) <b>Total Marks: 100</b> <b>Duration: 1 Hour</b></p>	<p>Skill Test (300 Marks) <b>Skill Test Norms</b> <b>Dictation: 10 minutes @ 100 w.p.m.</b> <b>Transcription: 45 minutes (English), 60 minutes (Hindi) (on computer only)</b></p>	60 Marks
Steno grapher	<p><b>Paper- I</b> General English General Knowledge <b>Total Marks: 200</b> <b>Duration: 2 Hours</b></p> <p><b>Paper- II</b> English Essay (Descriptive type) <b>Total Marks: 100</b> <b>Duration: 1 Hour</b></p>	<p>Skill Test (300 Marks) <b>Skill Test Norms</b> <b>Dictation: 10 minutes @ 80 w.p.m.</b> <b>Transcription: 50 minutes (English), 65 minutes (Hindi) (on computer only)</b></p>	60 Marks

**Note-XII** The medium of examination will be English.

**Note-XIII** **Mode of selection:** 3 tier process → Candidates qualifying in tier 1 will be called for tier 2 and those qualifying in tier 2 will be called for tier 3 i.e. interview. Select panel to be derived on the combined score of tier 2 (Mains) and tier 3 (Interview). Tier 1 examination will be qualifying examination. In case of tie between 2 or more candidates, the merit list will be prepared on the basis of date of birth i.e. older candidate will be placed above the younger one.

**Note-XIV** The preliminary exam will be conducted on 17.06.2013 for all posts as below:

<b>Post Codes A, B, &amp; C</b>	<b>:</b>	<b>Forenoon</b>	<b>10.00 AM to 12.00 Noon</b>	<b>17.06.2013</b>
<b>Post Codes D &amp; E</b>	<b>:</b>	<b>Afternoon</b>	<b>Paper - I (2.00 PM to 4.00 PM) Paper- II (4.00 PM to 5.00 PM)</b>	<b>17.06.2013</b>

**Note-XV** Persons, who are already in government service, should be in possession of NOC from respective office/ Department, when they appear for Preliminary Examination.

**Note-XVI** The organisation will not be responsible for late / no receipt of call letters for Preliminary/ Main examination / interview, due to delay in postal channel.

**Note-XVII** **MOBILE PHONE AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES. POSSESSION OF SUCH EQUIPMENT WHETHER IN USE OR IN SWITCH OFF MODE, DURING THE EXAMINATION WILL BE CONSIDERED AS USE OF UNFAIR MEANS. CANDIDATURE OF SUCH CANDIDATES WILL BE CANCELLED. THEY WILL BE LIABLE FOR FURTHER ACTION AS MAY BE DECIDED BY THE COMMISSION.**

**Note-XVIII** The employment carries with it the All India transfer liability.

**Note-XIX** Only selected candidates would be informed of their selection in due course after the selection process and no correspondence on the subject would be entertained.

**Note-XX** The last date of receipt of application is **17.04.2013**. Applications received after the last date shall not be entertained.

**Note-XXI** If a candidate applies for more than one post, he will be eligible to be considered for only one post as per his order of preference.

### **Essential Educational Qualification Code**

<b>Educational Qualification</b>	<b>Code</b>
Matriculation	35
Diploma (3 Years)	04
BA	05
B. Com.	07
B.Sc.	09
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
Certificate of Proficiency Class-II Examination conducted by Ministry	36
Others	37

### **Subject Code for Educational Qualification**

<b>Subject of Educational Qualification</b>	<b>Code</b>
History	01
Political Science	02
Economics	03
English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Physics	09
Mathematics	11
Statistics	12
Electronics	19
Electronics & Tele Communication Engineering	21
Computer Science	24
Computer Application	25
Radio Engineering	26
Physics + Mathematics	27
Others	28

**Examinataion Centre and Centre Code**

<b>Area Covered</b>	<b>Examination Centre</b>	<b>Centre Code</b>
U.P., Bihar	Lucknow	3010
West Bengal, Orissa, Jharkhand, Sikkim and Andaman & Nikobar	Kolkata	4410
Karnataka, Kerala and Lakshadweep	Bangalore	9001
Himachal Pradesh, Haryana, Uttarakhand, Madhya Pradesh and Rajasthan, Chhattisgarh and Delhi	Delhi	2201
All North Eastern States	Guwahati (Dispur)	5105
Tamil Nadu, Andhra Pradesh and Pondicherry	Chennai	8201
Maharashtra, Gujarat, Goa, Diu & Daman and Dadra & Nagar Haveli	Mumbai	7204
Jammu & Kashmir, Punjab and Chandigarh	Jammu	1004