

Most Immediate

No. 12/1/2016-Rectt. Cell- 6928
Government of India,
Cabinet Secretariat



Room No. 1001, B-2 Wing, 10th Floor,
Paryavaran Bhawan, CGO Complex
Lodhi Road, New Delhi, the 05/05/16

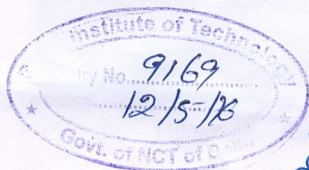
To

The Principal
Industrial Training Institute,
Pusa,
New Delhi-110012

Sir,

I am directed to state that few vacancies in the Grade of Field Assistant in Auto Mechanic Trade are proposed to be filled by selection of suitable eligible candidates on Direct Recruitment Basis.

2. The post of Field Assistant is Group 'C' (Non-Gazetted) and carries pay in PB-I of Rs. 5200-20,200/- with grade pay of Rs. 2000/- plus other allowances as admissible to Central Government Employees of equivalent grade. The post also carries a special allowance of 15% of the basic pay.
3. The eligibility conditions prescribed for the post are given at Annexure 'A' alongwith a proforma for submission of application by the candidates.
4. We solicit your esteemed co-operation to circulate our requirement of filling up the vacancies in the above grade amongst suitable eligible candidates so that we can get maximum nominations of eligible candidates from your institute. It will, therefore, be appreciated if the relevant details of the recruitment are displayed on the notice board of your institute for information of the prospective candidates and the data of eligible candidates alongwith their applications backed by certificates in proof of age/educational/technical qualifications are obtained and forwarded to the undersigned by 17.05.2016.



Yours faithfully,


(S. P. Saini)

Deputy Secretary (Pers. III)

*Pertains to principal
IIT, Pusa
Sh.
16/05/16*

Notice Board

PDL, IIT.

*16/05
SL Mahesh*

**GOVERNMENT OF INDIA,
CABINET SECRETARIAT**

ANNEXURE 'A'

Applications are invited to fill up of 10 vacancies for the post of Field Assistant in Auto-mechanic cadre.

2. The post is Group 'C' (Non-Gazetted) and carries pay in PB-1 of Rs. 5200-20,200/- with grade pay of Rs. 2000/- plus other allowances as admissible to Central Government Employees of equivalent grade. The post also carries a special allowance of 15% of the basic pay.

3. The eligibility conditions prescribed for direct recruitment to the post of Field Assistant are as under:-

Age Limit	:	18 to 27 Years as on closing date.
Educational Qualification	:	12th pass with Trade Certificate from ITI in Auto-mechanic trade.
Closing Date	:	17.06.2016

4. The upper age limit is relaxable as under :-

Code. No	Category	Age relaxation permissible beyond the upper age limit
1.	General	No age relaxation
2.	SC/ ST	5 years
3.	OBC	3 years
4.	Central Govt. Employee (Group C)	Up to the age of 40 years for General candidates, 43 years for OBC and 45 years for SC/ST candidates 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 last date of receipt of application and continue to be in such service till their appointment in Cabinet Secretariat.
5.	J&K Migrants	Candidates of Jammu & Kashmir who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989 will be eligible for grant of age relaxation in the upper age limit up to a maximum of 5 years.
6.	Ex-Servicemen	3 years after deduction of the military service rendered from the actual age as on closing date.

NOTE:- Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under code no. 4, 5 & 6 of para 4 above will be eligible for grant of cumulative age relaxation under both the categories.

5. Candidates fulfilling the eligibility conditions and desirous of applying for the post, are required to send their applications in prescribed enclosed format. Form should be filled in English Capital (Block) letters only. The format may be photo copied/ typed on A-4 size paper.

6. Candidate should possess the prescribed educational qualification as on closing date.

7. Only Indian Nationals are eligible to apply for the above posts.

8. Candidates are advised to furnish correct information regarding their age, educational qualification and Caste/Category (i.e. SC/ST/OBC/ Ex-servicemen/ J&K resident etc) in the application form. They are required to attach with their application the self-attested copies of the certificate of age, educational/technical qualifications, Caste/Category as proof for verification of their eligibility. OBC certificate is to be furnished in the enclosed proforma prescribed for Central Government employment. Submission of OBC certificate in any other format will not be accepted.

9. Any cutting or over writing 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. Incomplete application will be **rejected**.

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Sl. No.	Category	Age Limit
1	General	21 to 25 years
2	SC/ST	21 to 27 years
3	OBC	21 to 27 years
4	Ex-servicemen	21 to 27 years
5	J&K Migrants	21 to 27 years
6	Employees (Group C)	21 to 27 years

NOTE- Candidates belonging to the Scheduled Caste and the Scheduled Tribes and the Other Backward Classes who are covered under code no. 1, 2 & 3 of part 4 notes will be eligible for grant of relaxation in the upper age limit up to a maximum of 5 years.

CABINET SECRETARIAT

Note: Please fill in the form in English capital letters.

Post applied for : Field Assistant (CRF)

Trade : Auto-Mechanic

Affix self
attested recent
Passport size
photograph

1. Name

[illegible]

2. Address for correspondence :
(Please mention
PIN Code and name
of STATE clearly.)

[illegible]

3. Contact No.
(Mobile / Landline)

[illegible]

4. Father's Name

[illegible]

5. Date & Place of Birth

Date		Month		Year	1	9		Place
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6. Age as on closing date
(17.06.2016)

Years			Months			Days		
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7. Category

SC		OBC		CENTRAL GOVT. EMPLOYEE	
ST		J&K DOMICILE		GENERAL	
EX-SERVICEMAN					

8. If ex-serviceman, please indicate:-

i) Length of Service

Years		Months		Days	
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ii) Date of joining

iii) Date of discharge
(enclose copy of discharge certificate)

9. Sex

10. Nationality

11. Religion

12. Marital Status

If married, a) Religion of spouse : _____ b) Nationality of spouse : _____

Contd...

13. Educational Qualifications:-

Exam / Degree passed	University/Board	Year of Passing	Duration of the Degree / Diploma	Subjects Studied	Aggregate marks with percentage	

14. Practical Knowledge / Experience of the trade : _____

15. Whether employed or not : _____

16. 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		

17. Language Known (Indian/Foreign) :- with proficiency to read, write & speak

Language	Read	Write	speak

DECLARATION

I hereby declare that a) I fulfill the eligibility for the post applied for; 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:
Date:

Signature of the applicant