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No. A-5/164/Pers-Rectt/BSF/Min Staff/2024 / 7217-22

Government of India
Ministry of Home Affairs
Directorate General Border Security Force
(Personnel Directorate: Recruitment Section)

Block No. 10, CGO Complex,
Lodhi Road, New Delhi.

Dated, the 12 Dec, 2024.

To,

i) The DIG (Rectt), CRPF Dte, R.K Puram, New Delhi
ii) The AIG(Rectt), CISF Dte, CGO Complex, New Delhi
iii) The DIG (Rectt), ITBP Dte, CGO Complex, New Delhi
iv) The Comdt (Rectt), SSB Dte, R.K Puram, New Delhi
v) DG AR (Adm Branch: Rectt Cell), Shillong -793010

Sub : DETAILED ADVERTISEMENT SELECTION FOR THE POST OF ASSISTANT SUB INSPECTOR (STENOGRAPHER/COMBATANT STENOGRAPHER) & HC (MINISTERIAL/COMBATANT MIN) IN CENTRAL ARMED POLICE FORCES (CAPFS) AND WARRANT OFFICER (PERSONAL ASSISTANT) & HAVILDAR (CLERK) IN ASSAM RIFLE EXAM-2024 THROUGH LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION.

I have been directed to forward herewith an advertisement for the post of Assistant Sub Inspector (Stenographer/Combatant Stenographer) & HC (Ministerial/Combatant Ministerial) in Central Armed Police Forces (CAPFs) and Warrant Officer (Personal Assistant) & Havildar (Clerk) in Assam Rifle Exam-2024 through limited departmental competitive examination (LDCE). Request circulate upto Company/platoon/Section level for wide publicity amongst the troops including those willing personnel who are on leave/temporary duty/deputation and course cadre etc. The last date for receipt of application is **21st Jan 2025.**

2. It is therefore, requested to carry out scrutiny of applications & service records of all candidates by respective Forces w.e.f. **27.01.2025 to 25.02.2025.** Forward board proceedings alongwith list of eligible/disqualified candidates only in hard and soft copy with their Admit cards for allotment of Roll numbers to Nodal Force (BSF) by **26.02.2025** positively, please.

Encl :- As above.

12/12/24
(Amar Bir Singh)
Comdt(Rectt)
____Dec, 2024

12/12/24

Copy to :-

(i) ICT Dte (IT Wing), FHQ : For information with requ[illegible] same on IPP (General do[illegible] & BSF website, please.

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Government of India
Ministry of Home Affairs
Directorate General Border Security Force
(Personnel Directorate: Recruitment Section)

Help line No.	011-24364851,52,53,54,55	Website	https://bsf.gov.in.

DETAILED ADVERTISEMENT SELECTION FOR THE POST OF ASSISTANT SUB INSPECTOR (STENOGRAPHER/ COMBATANT STENOGRAPHER) & HEAD CONSTABLE (MINISTERIAL/COMBATANT MINISTERIAL) IN CENTRAL ARMED POLICE FORCES (CAPFS) AND WARRANT OFFICER (PERSONAL ASSISTANT) & HAVILDAR (CLERK) IN ASSAM RIFLE EXAMINATION-2024 THROUGH LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE).

Start date of submission of applications form	**23.12.2024**
Last date and time for receipt of applications form	**21.01.2025**

1. Application are invited from serving Male and Female Head Constable(GD), Constable (GD), Constable (Tradesman) and Constable (Daftry)/Rifleman(Daftry) of all CAPFs and Assam Rifles through Limited Departmental Competitive Examination (LDCE) for the vacancy year -2024 as per Recruitment Rules of respective Forces. However, Head Constable (Min/Combatant Min) in CAPFs & Havildar (Clerk) in Assam Rifle will also be eligible to appear in said Exam for the post of ASI (Steno/Combatant Steno) in CAPFs & Warrant Officer (Personal Assistant) in Assam Rifles. The posts are temporary but likely to become permanent in accordance with guidelines of the Government.

2. **Vacancies**:-Force, Post & Category wise vacancies are as follows:-

a) **Assistant Sub Inspector (Stenographer/Combatant Stenographer) and Warrant Officer (Personal Assistant):-**

Name of Force	Number of vacancies			
	Unreserved	SC	ST	Total
CRPF	03	00	00	03
BSF	22	00	00	22
ITBP	12	03	01	16
CISF	14	02	01	17
SSB	00	00	00	00
AR	00	00	00	00

b) **Head Constable (Ministerial/Combatant Ministerial) and Havildar (Clerk):-**

Name of Force	Number of vacancies			
	Unreserved	SC	ST	Total
CRPF	36	07	04	47
BSF	12	00	00	12
ITBP	34	01	07	42
CISF	68	13	06	87
SSB	00	00	00	00
AR	05	01	00	06

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2.1 Vacancies are subject to change (may increase or decrease) due to administrative reasons. BSF reserves the right to make changes or cancel or postponed the recruitment without assigning any reason.

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3. **Pay Scale**: Posts carries following Pay Level as per 7th CPC.

Post	Pay Level	Pay Matrix
Assistant Sub Inspector (Stenographer/ Combatant Stenographer) and Warrant Officer (Personal Assistant)	05	29200-92300
Head Constable (Ministerial/Combatant Ministerial) and Havildar (Clerk)	04	25500-81100

3.1 Posts will carry general pay scale and general allowance admissible from time to time to the Central Govt. Employees as admissible under Rules in CAPFs & AR.

4. **Eligibility conditions** :-

The eligibility for ASI (Steno /Combatant steno) & HC (Min/Combatant Min) in all CAPFs and Warrant Officer (Personal Assistant) and Havildar (Clerk) in Assam Rifle through LDCE will be as per RRs of the respective Forces. It will be responsible of respective CAPFs & AR to scrutinize the application accordingly before forwarding it to Nodal Force i.e. BSF.

a) Age : The upper age limit for appearing in the LDCE will be 35 (thirty five) years for all categories as on 1st January 2025.

Note:-Crucial date to determine the age limit shall be in accordance with DoP&T OM No.AB-14017/70/87-Estt.(RR) dated 14.07.1988 i.e. 1st day of January of the year in which examination is held, if the competitive or written examination is conducted in the 1st half of the year and 1st day of August of the year, if the competitive or written examination is conducted in the 2nd half of the year.

b) Service eligibility : The candidate should have completed 05 (five) years continuous regular service in Constable and Head Constable grades(s) including basic training.

c) Educational Qualification : The required education qualification will be Intermediate or Senior Secondary School Certificate (10+2) examination from a recognized Board or University or equivalent.

d) Clean record : They should have maintained minimum **'Good'** APAR grading of last 05 (five) years and should have "**No major/minor punishment of entire service until issue of offer of appointment**".

e) Medical Category : SHAPE-I (applications of candidates having low medical category should not be entertained).

f) Essential Skill : **(i) ASI (Steno /Combatant steno)**
Shorthand @ 80 words per minute in English OR Hindi in 10 minutes Transcription of dictation in English in 50 minutes OR in Hindi in 65 minutes, on computer

(ii) HC (Min/Combatant Min)
35 words per minute in English or 30 words per minutes in Hindi on computer. (35 w.p.m in English and 30 w.p.m in Hindi correspondence to 10500 KDPH in English and 9000 KDPH in Hindi respectively with an average of 5 key depression for each word on computer)
Time Allowed : 10 Minutes

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5. **Number of Chances**
A total of 03 (three) chances will given for appearing in the LDC Exam. The willing and eligible candidates will submit application to their respective Force as per Annexure –'A'. No TA/DA, journey expenses are allowed for attending LDCE. The period of LDCE will be treated as on leave for the candidates appearing, which would be sanctioned by the leave sanctioning authority.

6. **Scheme of Examination**

6.1 The examination will be consist of Scrutiny of Applications/Service Record, Physical Efficiency Test (PET), Skill Test, Documents verification and Medical Examination (DME/RME). All these stages of examination are mandatory. The examination will be conducted in three phase as per follows:-

a) **Stage-I** : Scrutiny of application/service record.

b) **Stage-II** : Written Examination (CBT Mode)

c) **Stage-III** : Physical Efficiency Test (PET), Skill Test, Documents Verification and Medical Examination.

7. **Stage –I : Scrutiny of application/service record (Stage-I)**

Applications of willing /eligible candidate duly completed in all respect will be sent by the candidates to their respective Forces. Applications so received will be serially entered in a register in the chronological order of the receipt. Preliminary screening of applications will be carried out by the concerned Forces strictly as per the eligibility conditions by constituting a Board of Officer. Applications will be supported by proof of the date of birth, educational qualifications, service certificate of completing 05 (five) years continuous regular service after due verification/checking from service records, APARs, Disciplinary Vigilance Clearance Certificate and SHAPE-I Medical Category. Applications received after due date fixed for receiving or those found incomplete in any manner will be rejected after duly recording the reasons for rejection in the register against the name of the applicant. No direct correspondence in this regard shall be made with Nodal Force. The concerned CAPFs & Assam Rifles will forward board proceeding with list of eligible / disqualified candidates only in hard and soft copy as per **Annexure-'F'** alongwith their Admit Cards for allotment of Roll numbers.

8. **Stage –II : Written Examination** :-
Outsourced firm will conduct Computer Based Test (CBT) for all candidates to be qualified in 1st Phase of examination. Computer Base Test will consist of one paper with 100 objective type multiple choice questions. It should be attempted in 01 hour and 40 minutes.

Part	Subject	No. of Questions/ Maximum Marks	Time Duration & Marks
a)	Hindi/English Language (Optional)	20/20	01Hour and 40 Minutes/100 Marks
b)	General Intelligence	20/20	
c)	Numerical Aptitude	20/20	
d)	Clerical Aptitude	20/20	
e)	Computer Knowledge	20/20	

8.1 Date & Centre of written examination (CBT mode) will be informed to respective Directorate by Nodal Force for further informing to the candidates.

8.2 Question Papers will be set in Hindi and English only.

8.3 Marks scored by candidates in CBT will be normalized and such normalized scores will be used to determine final merit and cut off marks.

8.4 The question in the CBT will be of Intermediate level.

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8.5 A mock test link will be available in candidates corner on BSF website to familiarize the candidates with CBT.

8.6 Candidates are not permitted to use calculator and other electronic gadgets. Therefore, they should not bring the same inside the Examination Hall.

8.7 The Objection Management Link shall be hosted on BSF website 2-3 days after conduct of CBT to invite objections from the candidates related to questions and answers keys of CBT, if any.

8.8 Candidates may go through answer options while filing objections and submit representations, if any, through online mode only within given time limit. Any representations regarding answer keys received through said modality within time limit fixed at the time of uploading of answer keys will be scrutinized before the finalizing of answer keys and decision of the organization in this regard will be final. No representation regarding answer keys shall be entertained later.

8.9 There is no provision for re-evaluation/rechecking of the scores. No correspondence in this regard shall be entertained.

8.10 No bonus marks will be given to the National Cadet Corps (NCC) certificate holders.

8.11 In case of any difference/discrepancy/dispute in the questions between English and Hindi, the consent of English version shall prevail.

8.12 All qualified candidates in Computer Based Test (CBT) for the post of ASI (Stenographer/Combatant Stenographer)/Warrant Officer (Personal Assistant) to be called for appear in Stage-III and number of candidates qualified in Computer Based Test (CBT) will be restricted thirty (20) times the number of vacancies for the post of HC (Min/Combatant Ministerial/Havildar (Clerk).

8.13 **Indicative syllabus for Computer Base Test:**
For English Language only

This will include spot the error, fill in the blanks, synonyms/ homonyms, antonyms, spellings/detecting miss-spelt words, Idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, close passage, comprehension passage and miscellaneous.

OR

केवल हिंदी भाषा के लिये

इसमें 1) हिंदी भाषा की सामान्य जानकारी, 2) हिंदी व्याकरण का मौलिक ज्ञान, हिंदी वर्णमाला, तद्वव–तत्सम्, प्रयायवाची विलोम, अनेकार्थक, वाक्यांशों के स्थान पर एक शब्द, समरुपी भिन्नार्थक शब्द, अशुद्व वाक्यों को शुद्व करना, लिंग, वचन, कारक, सर्वनाम, विशे ाण, क्रिया, काल, वाच्य, अव्यय, उपसर्ग, प्रत्यय, सन्धि, समास, विराम–चिंह, मुहावरे एवं लोकोक्तियॉ, रस, छंद, अलंकार आदि, 3) अपठित बोध, 4) प्रसिद्व कवि, लेखक एवं उनकी प्रसिद्व रचनायें, 5) हिंदी भाषा में पुरस्कार, 6) विविध इत्यादि शामिल होगा।

General Intelligence: It will include questions of both verbal and non-verbal type, questions on semantic analogy, symbolic operations, symbolic/ number analogy, trends, figural analogy, space orientation, semantic classification, Venn diagrams, symbolic/number classification, drawing inferences, figural classification, punched hole/pattern (folding & unfolding), semantic series, figural pattern (folding & completion), number series, embedded figures, figural series, critical thinking, problem solving, emotional intelligence, word building, social intelligence, coding & de-coding, other sub topics, if any numerical operations & miscellaneous intelligence tests.

Numerical Aptitude: It will include number system, fundamental arithmetical operations, algebra, geometry, mensuration, trigonometry, statistical charts & miscellaneous.

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Clerical Aptitude: It will include alphabetic filing, attention to detail, data checking, comparison ability, spelling checking, errors spotting and other miscellaneous issues related to aptitude of clerk.

Computer Knowledge: It will include basic computer fundamentals, history & future of computers, operating system and basic of windows, computer abbreviation, Microsoft office (MS Word & Excel), short keys, computer communication & internet and miscellaneous.

Note: Qualifying marks for UR, EWS & OBC Categories will be 45%. However, qualifying marks for SC & ST Categories will be 40%.

9. **Stage –III: Physical Efficiency Test, Skill Test, Documents Verification and Medical Examination**

The candidates who qualify/shortlisted in written examination will only be called for Physical Efficiency Test, Skill Test, Documents Verification and Medical Examination at recruitment centre specified by the respective Forces by constituting a Board of Officers. **However, Physical Standard Test (PST) will not be conducted of subject post since eligible candidates would be combatant enrolled persons of the respective Forces.**

9.1 **Physical Efficiency Test (PET):**

For male candidate : 1.6 Kms race in 06 minutes and 30 seconds.

For female candidate : 800 meter race in 04 minutes and 45 seconds.

9.2 Physical Efficiency Test (PET) will be qualifying in nature and will be conducted on knock out basis but failure even in one item of this test will amount to disqualifications.

9.3 On reporting of female candidate(s) for Physical Efficiency Test (PET), a self-declaration indicating about her pregnancy status shall be submitted. In case, if she declares that she is not pregnant, then she may be allowed to participate in PET. In case of false declaration, all risk for undergoing PET will be of her own. Female candidate declares that she is pregnant before PET, then a confirmatory pregnancy test to be done and in case she is found to be pregnant, irrespective of duration of pregnancy, she may be declared temporarily unfit and her appointment shall be held in abeyance until confinement is over. The vacancy against which a woman candidate was selected would be kept reserved for her. She will be re-examined for PET six weeks after the date of confinement was over, subject to the production of medical certificate of fitness from a registered medical practitioner. If she is found fit in PET & DME, she may be appointed to the post kept reserved for and allowed the benefit of seniority in accordance with the instructions of the Government as amended from time to time. In case female candidate is found negative for pregnancy, she may be allowed to participate in PET.

10 **Skill Test :-** Candidates qualify in PET will further appear in Skill Test norms on computer [shorthand test for ASI (Steno)/Warrant Officer (Personal Assistant) and typing speed test for HC (Min)/Havildar (Clerk)].

Skill test norms on computer for ASI(Steno/ Combatant Steno)	Dictation: 10 minutes @ 80 words per minute. Transcription time – 50 minutes in English or 65 minutes in Hindi on Computer. Candidates who make mistakes upto 20% (160 words) will be declared "Passed" and those who make mistakes over 20%(160 words) will be declared "Failed". **Candidate will not be allowed to bring /use their personal keyboard, mouse for transcription of shorthand passage**

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Skill Test norms for computer for HC (Min/ Combatant Min/ Havildar Clerk)	English Typing with minimum speed of 30 w.p.m on computer. Or Hindi Typing with minimum speed of 30 w.p.m on computer (35 words per minute in English and 30 words per minute in Hindi corresponding to 10500 KDPH in English/ 900 KDPH in Hindi with average of 5 key depressions for each word on computer. 10 % mistakes are allowed. For each mistake beyond 10% of the permissible limit, 10 words for each mistake will be subtracted/ deducted from the total typed out by the candidates. **Candidate will have to type the given passage /matter. (Time allowed- 10 minutes)**

10.1 Skill test (typing) will be conducted only on computers. Computers & key boards for the purpose will be provided by the Recruitment Centres.

10.2 Mode/Procedure/ Method for conducting skill test will be decided by BSF (Nodal Force). Skill test will be of qualifying nature and no marks will be awarded for skill test.

10.3 Skill Test in Hindi shall be conducted only in **"MANGAL Inscript Font"**.

10.4 They will be tested in skill test i.e. stenography/short hand test as mentioned above [For ASI (Steno/Combatant Steno) only].

10.5 The transcription of shorthand notes will have to be done on computers & keyboards provided by the Recruitment Centres and in no case use of other typing mode shall be allowed.

10.6 The dictation will have to be noted/taken by the candidates in shorthand strokes and same will also be evaluated. Noting/taking of dictation in long hand (i.e. other than standard shorthand strokes) will not be accepted and such candidates will be declared failed in skill test even if they transcribe correctly in given time.

10.7 No request for re-test of skill test will be accepted/ entertained.

10.8 BSF reserve the right to make any modification compatible with Recruitment Rules in Skill Test assessment procedure and any other changes to be made.

11. Documents Verification:-

Candidates to produce all their original documents of Age proof, Educational qualification, caste certificate & other testimonials/certificates i.e. NOC, Disc /Vigilance clearance certificate , Service certificate etc required for above posts during documentation.

12. Medical Examination :-

The Candidates who qualify the Physical Efficiency Test (PET), Skill Test and Documentation shall be eligible for undergoing medical examination to be conducted by the duly constituted Medical Board of concerned CAPFs. The medical examination will be conducted as per revised Medical Guidelines issued by MHA dated 20.05.2015, F.No.32012/ADG (Med)/DME &RME /DA-1/2020(Part File)/1166 dated 31.05.2021 and as amended from time to time for recruitment of NGOs in the CAPFs and AR. There would also be a provision for Right to Appeal as per the existing guidelines. **The Review Medical Examination will be in continuation of Detailed Medical Examination.**

13 Merit List:-

On completion of above recruitment process in all respect (stage wise), the Nodal Force shall prepare the final merit list of the candidates for the vacancy year -2024 as per the eligibility of the candidates for each Force (category wise) and the result will be declared accordingly. A list of finally selected candidates (Force wise) will be sent to respective Directorate General by the Nodal Force for issue of offer of appointment.

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14. **Tie Principle**

In case where more than one candidate secures the equal aggregate marks in Computer Based Test, tie will be resolved by applying the following methods one after another:-

14.1 Date of birth, with older candidates will be ranked higher.

14.2 Alphabetical order in which the first name of the candidates appear.

15. **Training**

The selected candidates shall undergo training at the training centre of respective Forces and they will remain on probation for a period of two years as per Recruitment Rules.

16 **Submission of application:-**

(i) The Directorate General of CAPFs and Assam Rifles will further circulate this advertisement, approved scheme and its related instructions to their field formations for obtaining the applications of eligible candidates.

(ii) The eligible candidates shall apply for the post in the prescribed format attached with this notification (**Annexure-'B'**) to their respective Directorate General through proper channel.

Applications should be supported with proof of the Date of Birth, Educational Qualification, Cast/Tribal Certificate issued by the Competent Authorities, Certificate for completing length of clean service (as prescribed in RRs of respective CAPFs & AR) after verification/checking from service records (**Annexure-'E'),** ACRs/APARs for last 05 years and Disciplinary/Vigilance clearance Certificate/SHAPE-I Medical Category, However, no marks will be allotted for documentation. No direct correspondence by the candidates, in this regard will be made with BSF Directorate being Nodal force.

(iii) The concerned Directorate General of CAPFs & AR shall accordingly collect applications form willing/eligible candidates of their Organization, consolidate applications properly, entered serially in a register in the chronological order of the receipt. Preliminary screening of applications as per checklist **(Annexure-'A')** will be carried out by the concerned Force Directorate strictly as per eligibility conditions by constituting a Board of Officer and will forward board proceeding of eligible/Not eligible candidates only in hard and soft copy alongwith their Admit Cards **(Annexure-B-1& F)** to the Commandant (Rectt), Directorate Gender, BSF, Block-10, CGO Complex, Lodhi Road New Delhi for allotment of Roll numbers to the eligible candidates. The applications received after due date fixed for receiving or those found incomplete in any manner will be rejected by the concerned Force Directorate, duly recording the reasons for rejection in the register against the name of the applicant. Board Proceedings alongwith individual-wise Recruitment Dossier, containing all essential documents including copy of ACRs/APARs, NOC etc. tagged should be prepared in separate file cover in each case & same should be serially as per check list and retained by concerned CAPFs till hearing form Nodal Force (BSF).

(iv) Application received after due date i.e. **21.01.2025** will not be considered under any circumstances.

(v) Candidates must send the following documents with his/her applications to their concerned Directorate General:-

(a) Admit Card duly filled in all respect and signed by the candidates with photograph pasted (duly typed on A4 size paper).

(b) Two identical copes of recent passport size (5 cms x 7 cms approx.) photographs of the candidate in uniform, one pasted on the applications form and the other on the admit card in the space provided therein, duly signed by the candidate as per instructions.

(c) Two self-addressed envelopes of 11.5 cms x 27.5 cms size affixed with Rs.25 postal stamp.

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(d) Self-attested true copy of matriculation or equivalent certificate as proof of age.

(e) Self-attested true copy of the certificates of education qualifications.

(f) Self-attested true copy of case certificate in case of SC/ST candidates.

(g) Service certificate/vigilance clearance as per specimen enclosed with the application **(Annexure-'E).**

(h) Latest SHAPE-I (ONE) Medical Category certificate duly signed by Medical Officer.

Note:-

(i) Applications, which are not in prescribed proforma or not accompanied by the specified enclosures or incomplete or defective applications shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstance.

(ii) Candidates are not required to submit any original certificates in support of their claims regarding educational qualifications and other relevant certificates and will submit only self-attested/certified true copies with their applications. If on verification, even at any later stage, it is found that any candidate does not fulfil any of the eligibility conditions; his/her candidature shall be liable to be rejected.

(iii) The applications to the eligible candidates received through respective CAPFs HQ and Assam Rifles will be allocated Roll Numbers by the Nodal Force (BSF).

(iv) Admit Card for the written examination and venue to the examination will be issued to each eligible candidate by Nodal Force and will be communicated through their respective CAPFs HQ and Assam Rifles. If any candidate does not received intimation, he/she may contact concerned CAPFs HQ and Assam Rifles and not personal enquiry will be accepted by BSF Dte. being Nodal Force.

(v) Any change/notice in recruitment process will only be uploaded in BSF website i.e. https://bsf.gov.in. Hence, candidates at their own interest are advised to log on to the BSF recruitment website from time to time

17 Centre of Examination:-

Date and time of written examination, Physical Efficiency Test (PET), Skill Test, Documentation and Medical examination will be intimated to the candidates through their respective CAPFs and Assam Rifles by Recruitment Branch, Directorate General, BSF, Block-10, CGO Complex, Lodhi Road New Delhi. **The candidates are required to bring along with them all their testimonials in original at the time of documentation**.

Note:- Call letters will be issued to the eligible candidates for appearing in written examination by respective CAPFs and Assam Rifles on receipt from BSF (Nodal Force). Call letter for 3rd stage examination i.e., PET, Skill Test, Documentation and Medical examination will be issued by respective CAPFs & Assam Rifles. The list of eligible/ qualified candidate will be circulated to concerned CAPFs and Assam Rifles and same also be uploaded BSF Website i.e. https://bsf.gov.in.

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18 Guidelines for filling up the application form:-

(a) The application must be filled by the candidate in his/her own handwriting. Corrections, if any, should be legible and attested by the candidates.

(b) Before filling in the application form, the candidates should read the eligibility conditions for the recruitment carefully to see if they are eligible. They should apply if they fulfil all the conditions to avoid disappointment at the later stage.

(c) Being allowed to appear in the written examination will not in any way guarantee appointment.

(d) Applications, which are not legible or are incomplete or incorrectly filled or are not accompanied by prescribed enclosures, shall be summarily rejected.

(e) No changes in the entries once made in the application form will be allowed at later stages under any circumstances.

(f) Applications supported by all documents as mentioned in above Paras will only be accepted and no advance copy will be entertained by the Nodal Force.

12/12/24

(Amar Bir Singh)
Comdt(Rectt)
.....Dec 2024

12/12/24

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INSTRUCTIONS FOR SCRUTINY OF APPLICATION / SERVICE RECORD

i) The concerned Directorate General of CAPFs & AR collect applications form willing/eligible candidates of their Organization, consolidate applications properly, entered serially in a register in the chronological order of the receipt. Preliminary screening of applications will be carried out by the concerned Force Directorate strictly as per eligibility conditions by constituting a following Board of Officer :-

i)	Presiding Officer	:-Deputy Commandant
ii)	Member –I	:-Assistant Commandant
iii)	Member-II	:-Inspector (GD)
iv)	Member –iii	SI(Min/Combatant Min/ASI(Min/Combatant Min) of CAPFs and SI(Clerk)/ASI(Clerk) of Assam Rifle

ii) The application must be filled by the candidate in his/her own handwriting. Corrections, if any, should be legible and attested by the candidates as per Annexure –'A'.

iii) Candidates must send the following documents with his/her applications to their concerned Directorate General:-

(a) Admit Card duly filled in all respect and signed by the candidates with photograph pasted (duly typed on A4 size paper).

(b) Two identical copes of recent passport size (5 cms x 7 cms approx.) photographs of the candidate in uniform, one pasted on the applications form and the other on the admit card in the space provided therein, duly signed by the candidate as per instructions.

(c) Two self-addressed envelopes of 11.5 cms x 27.5 cms size affixed with Rs. 25 postal stamp.

(d) Self-attested true copy of matriculation or equivalent certificate as proof of age.

(e) Self-attested true copy of the certificates of education qualifications.

(f) Self-attested true copy of case certificate in case of SC/ST candidates.

(g) Service certificate, Disc-vigilance clearance and No objection certificate must be enclosed with the application.

(h) Latest SHAPE-I(ONE) Medical Category certificate duly signed by Medical Officer.

(ii) Applications, which are not a prescribed proforma or not accompanied by the specified enclosures or incomplete or defective applications shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstance.

Sig with seal of exam centre

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APPLICATION FOR THE POST OF ASI(STENO/COMBATANT STENO)/ HEAD CONSTABLE (MIN/COMBATANT MIN) IN CAPFs AND WARRANT OFFICER (PERSONAL ASSISTANT) AND HAVILDAR (CLERK) IN ASSAM RIFLE EXAM-2024

(For office use only)

Registration No. _____ Roll No. _____

(This form should be filled in by the candidate in his own handwriting neatly and legibly in block capitals. It should be completed in all respect and should be accompanied by certified copies of testimonials)

Paste here a copy of your recent passport size photograph (Approx 3.5 x 4.5 cms) duly self attested.

1. Name of Force _____

2. Applying for the post of _____
(also tick (√) as applicable below

		Departmental
(a)	ASI(Steno/Combatant Steno) & Warrant Officer (Personal Assistant)	
(b)	HC(Min/Combatant Min) & Havildar (Clerk)	

3. Full Name (In block letters) : _____
4. Father's Name : _____
5. Sex (Male/Female) : _____
6. Present Postal Address: with Telephone/Mob No. & E-mail ID _____
7. Permanent Address with Telephone/Mob No. : _____
8. Nationality : _____
9. State : _____
10. Name of Centre opted : _____
11. Date of birth (in Christian era, certified copy of Matriculation/ SSLC in support of age.

D	D	M	M	Y	Y	Y	Y

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12. In case you claim age relaxation, mention the category i.e.SC/ST

13. Category :
(tick (√) as applicable)
(Copy of certificate to be enclosed)

UR	SC	ST

14. Educational qualification : _____

15. Particulars of present employment if any with post and service number/name of department etc. : _____

16. Personal identification marks : _____
: _____

DECLARATION

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before, during or after the recruitment process, my candidature will stand cancelled and all my claims for the recruitment be forfeited. I also understand that if at any stage. I am found by the Selection Board to have used any unfair means in the written examination or typing test or to have violated any of the Rules/ Regulation governing the conduct of selection process, my candidature can be cancelled or be declared failed by the selection board at its sole discretion.

I also declare that I do not stand debarred by SSC/UPSC as on date and have never been convicted by any court of law. I also declared that no criminal case is pending against me. Further declare that I have never been dismissed or removed from Govt. Service or my service been terminated during probation.

I do hereby also opt/opt out of the disclosure scheme for making available above information filled in the application and total marks with ranking in the merit if I stand in the final result of this examination for publication in the web page of the department.

Place : _____
Date : _____

(_____)
Signature of candidate.

Note: Candidates already in Government Service must submit their application through proper channel with the following certificates duly signed by their employer agreeing to release them, in case finally selected for the post of ASI(Steno/Combatant Steno) and HC(Min/Combatant Min) in CAPFs and Warrant Officer (Personal Assistant) and Havildar (Clerk) in Assam Rifles.

a. Certified that Shri _____ holds a permanent/ temporary post under Central/ State Govt. since_____.

b. Certified also that he has submitted his application to this department/ office on _____.

c. Certified also that Shri _____ will be released in case of his selection for the post of _____in _____.

Place : _____
Date : _____

Signature of Head of Office
Department with Official Seal

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Government of India
Ministry of Home Affairs
(Directorate General Border Security Force)

RECRUITMENT FOR THE POST OF ASI(STENO/COMBATANT STENO) AND HC (MIN/ COMBATANT MIN) IN CAPFs AND WARRANT OFFICER (PERSONAL ASSISTANT) AND HAVILDAR (CLERK) IN ASSAM RIFLES EXAM-2024

Regt No._____ Roll No._____

ADMIT CARD FOR WRITTEN EXAMINATION
(TO BE FILLED BY CANDIDATE)

Paste here a copy of your recent passport size photograph (Approx. 3.5 x 4.5 cms) duly self attested.

1. Name of candidate (In Capital letters as recorded in Matriculation or equivalent certificate) : _____

2. ID card No : _____
(If the candidate has Force Identity card number, then provide the ID Card No. If he/she does not have the Identity Card, then other option e.g number of Aadhaar Card and PAN card etc. will be required to be provided. Copy of ID number mentioned above may be enclosed with this application form). (Candidate may bring the same original card with him at the time of recruitment exams.)

3. Name of Force : _____

4. Name of Post applied for : _____

5. Father's Name : _____

6. Date of Birth : _____

7. Correspondence Address : _____
(With PIN Code) : _____
Mobile Number(if any) : _____
E-Mail ID : _____

8. Category (UR/SC/ST) : _____

9. Personal mark of Identification : i) _____
ii) _____

Thumb Impression of candidate	Signature of Candidate

(TO BE FILLED BY NODAL FORCE)

9. Centre of Examination : _____

10. Date of written Examination : _____.

11. Duration : From _____ to _____

12. Time of reporting : _____.

Date	Signature of candidate	Signature of invigilator

Contd Page - 2/-

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Part of Annexure -'B-1'

INSTRUCTIONS FOR CANDIDATES REGARDING WRITTEN EXAMINATION

(i) You should be present in the examination hall before 30 minutes alongwith with writing material etc. Candidate reporting after 15 minutes of the commencement of the written examination will not be allowed.

(ii) No TA/DA will be given for journey under taken for this test.

(iii) The department will not be responsible for any injury or health hazard etc. caused during to and fro journey and during the halt at examination Centre.

(iv) Admit card enclosed with this letter may be brought when you appear for the test.

(v) No aid including Mobile phones, calculator, Bluetooth or any other electronic devices is allowed. During written examination only writing material are allowed. No candidate be allowed to leave the examination hall/place during the first half hour after start of examination. Candidates found copying or using any unfair means should be disqualified and debarred from further tests. An endorsement be made in his dossier by the board.

(vi) The call letter to appear in the written test is purely PROVISIONAL. If it is found later on that you do not fulfil any of the eligibility conditions your candidature is liable to be cancelled and no appeal against such cancellation will be entertained.

Sig with seal of exam centre

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Annexure – 'C'

Government of India
Ministry of Home Affairs
(Directorate General Border Security Force)

RECRUITMENT FOR THE POST OF ASI(STENO/COMBATANT STENO) AND HC (MIN/ COMBATANT MIN) IN CAPFs AND WARRANT OFFICER (PERSONAL ASSISTANT) AND HAVILDAR (CLERK) IN ASSAM RIFLES EXAM-2024

Regt No._____ Roll No._____

ADMIT CARD FOR THIRD PHASE EXAMINATION

Physical Efficiency Test, Shorthand Test [for ASI (Steno/Combatant Steno)], Typing Speed Test [for HC (Min/Combatant Min/Havildar (Clerk], Documentation and Medical Examination

(TO BE FILLED BY CANDIDATE)

Paste here a copy of your recent passport size photograph (Approx 3.5 x 4.5

1. Name of candidate : _____
(In Capital letters as recorded in Matriculation or equivalent certificate)

2. ID card No : _____
(If the candidate has Force Identity card number, then provide the ID Card No. If he/she does not have the Identity Card, then other option e.g number of Aadhaar Card and PAN card etc will be required to be provided. Copy of ID number mentioned above may be enclosed with this application form). (Candidate may bring the same original card with him at the time of recruitment exams.)

3. Name of Force : _____
3. Name of Post applied for : _____
4. Father's Name : _____
5. Date of Birth : _____
6. Correspondence Address : _____
(With PIN Code) _____
Mobile Number _____
7. Category (UR/SC/ST) : _____
8. Personal mark of Identification i) _____
ii) _____

Thumb Impression of candidate	Signature of Candidate

(TO BE FILLED BY OFFICE)

9. Centre of Examination : _____
10. Date of written Examination : _____
11. Duration : From _____ to _____
12. Time of reporting : _____

Date	Signature of candidate	Signature of invigilator

Contd Page - 2/-

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Part of Annexure – 'C'

INSTRUCTIONS FOR CANDIDATE REGARDING THIRD PHASE EXAMINATION

It is to inform you that, you have qualified the second phase test i.e. written examination held on _____ and shortlisted to appear in 3rd phase examination. Hence you are hereby called upon to appear for second phase tests i.e. Physical Efficiency Test, Shorthand Test (for ASI (Steno/Combatant Steno), Typing Speed Test (for HC (Min/Combatant Min /Havildar Clerk), Documentation (Checking of Documents) and Medical Examination as per schedule mentioned below:-

Srl No.	Event	Date & Time	Venue
1.	Physical Efficiency Test	_____ Reporting time at _____ hrs	_____
2.	Shorthand Test (for ASI (Steno)		
3.	Typing Speed Test (for HC (Min)		
4.	Documentation		
5.	Medical Examination		

(i) Candidate should bring original copies as well as certified true copies of all the certificates duly self-attested and testimonials i.e. educational qualification certificates, Trade certificate, Experience Certificate, Admit Card, Cast Certificate, Aadhaar Card/ID Card & Passport size photographs at the time of documentation. Non production of original document shall lead to disqualification for which candidate will be responsible.

(ii) Candidates should be present at the examination centre well in time as per schedule.

(iii) _____ will not be responsible for any injury etc. caused during to and fro journey and during the duration of halt at recruitment centre for test.

(iv) No TA/DA is admissible for journey and stay for recruitment tests.

(v) Canvassing in any form or bringing outside influence will disqualify the candidate from appearing recruitment tests.

(vi) This admit card to appear for the above test is purely PROVISIONAL. If it is found at a later stage that candidate do not fulfil any of the eligibility conditions, candidature of such candidate is liable to be cancelled and no appeal against such cancellation will be entertained.

(vii) Selection will be made strictly on merit at par with available vacancies. If any candidate who has qualified all tests but could not come in merit list will not be considered for selection to the applied post.

(viii) Candidate has to come prepared for stay for 4-5 days at his own expenses to appear in third Phase of Examination.

Sig with seal of exam centre

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FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTE OR SCHEDULED TRIBE CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE 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/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* 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 (Modification) Order, 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987]
@The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
@The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976.
@The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
@The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
@The Constitution (Pondicherry) Scheduled Castes Order, 1964
@The Constitution (Uttar Pradesh) Scheduled Tribes 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 (Scheduled Castes) Orders (Amendment) Act, 1990
@The Constitution (Scheduled Tribes) Orders (Amendment) Act, 1991
@The Constitution (Scheduled Tribes) Orders (Second Amendment) Act, 1991
@The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
@The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@The Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 2002
@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002 % 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration another.

2. This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shipmate* ..... Father/Mother* of Shri/Shrimati/Kumari* ..... of village/town* ..... in District/Division* ..... of the State/Union Territory* ..... who belongs to the Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of ..... 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 .....

Place : _____
Date : _____

Signature : .....
Designation : .....
(with Seal of Office)
State/union Territory*

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* 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.

** The authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates:

a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/ + Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra-Assistant Commissioner.

+(not below of the rank of 1st Class Stipendiary Magistrate)

b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.

c) Revenue Officers not below the rank of Tehsildar.

d) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

e) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

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PROFORMA OF SERVICE CERTIFICATE TO BE PRODUCED BY DEPARTMENTAL CANDIDATES

Certified that _____ S/o Shri _____ holds permanent/ temporary post in the rank of _____ in this department office.

2. Certified that above official joined service in this Department/ office on _____

3. Certified that above official has completed _____ years _____ months of qualifying service in the present rank of _____.

4. His basic pay as on date is Rs._____ per month in the pay scale of Rs._____

5. Certified also that Shri _____ will be released in case selected for service in _____

Place:_____

Date :_____

Signature_____

Name _____

Designation_____

(with seal of office)

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Annexure-'F'

PROFORMA FOR SCRUTINY DATA IN RESPECT OF ELIGIBLE CANDIDATES APPLIED FOR THE POST OF ASI(STENO/COMBATANT STENO) & HC(MIN/COMBATANT MIN) IN CAPFS AND WARRANT OFFICER (PERSONAL ASSISTANT) & HAVILDAR CLERK IN ASSAM RIFLE EXAMINATION 2024 THROUGH LIMITED DEPARTMENTAL COMPETITIVE (LDCE)

S/ No.	Name of Post	Regt No. (in nine digit)	Rank	Name	Father's Name	HQ/ Unit	Category(Gen/SC/ST/ OBC)	Date of Birth (DD/MM/YYYY)	Age as on 01/01/2025	Date of enrolment (DD/MM/YYYY)	Total length of service as on 01.01.2025 (Including BRT)	Edn Qualification	State	Sex	Present Medical category	Whether any disc/vig case pending	Whether any Bad Entry in the entire service or otherwise	whether any adverse remarks exists in last 5 years APAR or otherwise	Permanent Home Address	Correspondence address (HQ/Unit)	Centre	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1																						
2																						