

No. A.5/101/Pers(Rectt)/Min Staff/BSF/2021  
Government of India  
Ministry of Home Affairs  
Directorate General Border Security Force  
(Personnel Directorate: Recruitment Section)

**/// DETAILED ADVERTISEMENT FOR RECRUITMENT TO THE POST OF ASSISTANT  
SUB INSPECTOR (STENO) AND HEAD CONSTABLE (MINISTERIAL) IN BSF  
EXAMINATION 2022-23///**

1. Online applications are invited from eligible Male and Female Indian citizens for filling up the under mentioned vacancies for the Combatised posts of **Assistant Sub Inspector (Stenographer) and Head Constable (Ministerial)** in the Border Security Force, Ministry of Home Affairs, Government of India:-

Name of Posts	Category					Total vacancies
	UR	EWS	OBC	SC	ST	
ASI (Stenographer)	-	-	-	-		
HC(Ministerial)						

**NOTE**

- (i) : Vacancies are subject to change (may increase or decrease) due to administrative reasons. BSF reserves the right to make changes or cancel or postpone the recruitment without assigning any reason.
- (ii) : Any amendment/notice will be published only on BSF official website. Candidates to regularly visit or log on to BSF recruitment portal URL <https://rectt.bsf.gov.in/> & BSF official website in their own interest for updates.
- (iii) : The posts are combatised and purely temporarily in nature but are like to become permanent.
- (iv) : 10% vacancies are reserved for Ex-Servicemen category in the respective Post/Category.

**2. PAY SCALE :-**

- (i) ASI(Steno) : Level – 5 (Rs. 29,200 – 92,300) in pay matrix.
- (ii) HC(Min) : Level – 4 (Rs. 25,500 – 81,100) in pay matrix

**3. NATIONALITY/CITIZENSHIP :-**

Candidate must be a citizen of India.

4. **ELIGIBILITY CONDITIONS:-**

**(A) AGE LIMIT AND RELAXATIONS**

Between 18 to 25 Years. HaryanaJobs.in

(i) Upper age limit is relaxable for candidates applying against the vacancies earmarked for direct entry as under :-

Srl No	Category	Age relaxation permissible beyond the upper age limit
1.	SC/ST	05 years
2.	OBC	03 years
3.	Central Government employees including serving BSF personnel with three year continuous service.	Up to the age of 40 years. (45 years for SC/ST)
4.	Ex-Servicemen (Unreserved)	Period of Military service plus 03 years.
5.	Ex-Servicemen (OBC)	Period of Military service plus 06 years (3 years + 3 years).
6.	Ex-Servicemen (SC/ST)	Period of Military service plus 08 years (3 years + 5 years)
7.	Widows, divorced women and women judicially separated from their husbands and who are not re-married (UR)	Maximum age limit upto 35 years.
8.	Widows, divorced women and women judicially separated from their husbands and who are not re-married (OBC)	Maximum age limit upto 38 (35 + 3) years.
9.	Widows, divorced women and women judicially separated from their husbands and who are not re-married (SC/ST)	Maximum age limit upto 40 (35 + 5) years.

**NOTE**

- (i) : Age of candidates will be determined on the basis of Date of Birth as recorded in their matriculation certificates.
- (ii) : **The crucial date for determination of age limit for the post of ASI(Steno) & HC(Min) shall be 01<sup>st</sup> August 2022.**
- (ii) : Prescribed format of certificate for reserved categories are attached as **Annexure – ‘B’** for SC/ST, **Annexure – ‘C’** for EWS and **Annexure –‘D’** for OBC category
- (iii) : Relaxation of respective category will only be given in those cases where vacancies are available in the respective category for the applied post. If vacancies are not available in respective reserved category, candidates applied will be treated as an ‘Un-Reserved (UR)’ category candidate provided that he/she must fulfill the eligibility conditions applicable to an Un-reserved candidate. In that case, if found later that candidate does not fulfill the eligibility criteria of UR/General category candidate; candidature of such candidate will be rejected at any stage of the examination.

- (iv) : A person seeking appointment on the basis of reservation to OBC/EWS must ensure that he/she possess the caste/community certificate. The crucial date for this purpose will be the closing date for receipt of applications.
- (v) : Every candidate seeking reservation as OBC is required to submit a certificate in prescribed format (**Annexure – D**) regarding his/her OBC status and non-creamy layer status issued by the Competent Authority. Candidates claiming OBC status may ensure that he/she possess caste/community certificate and does not fall in the creamy layer on the crucial date i.e closing date for receipt of application. (In order to ensure it, a declaration in addition to the certificate issued by the Competent Authority will also be obtained from the candidates seeking reservation as OBC in the format attached as **Annexure – D1**)

**(B) EDUCATIONAL QUALIFICATION**

S.No.	Name of Post	Educational Qualification
1.	Assistant Sub-Inspector (Stenographer) and Head Constable (Ministerial)	Intermediate or Senior Secondary School Certificate (10+2) examination from a recognized Board or University or equivalent.

**(C) SKILL**

S.No.	Name of Post	Skill
1.	For ASI (Stenographer)	Shorthand @ 80 words per minute in English OR in Hindi in 10 minutes. Transcription of dictation in English in 50 minutes OR in Hindi in 65 minutes, on computer.
2.	For HC(Min) (Typing Test)	35 words per minute in English or 30 words per minute in Hindi on computer. (35 w.p.m in English and 30 w.p.m in Hindi correspond to 10500 KDPH in English and 9000 KDPH in Hindi respectively with an average of 5 key depressions for each word on computer). <b>Time Allowed: 10 minutes.</b>

**(D) PHYSICAL STANDARDS FOR THE POST OF ASI(STENO) AND HC(MIN)**

**(i) HEIGHT**

For all candidates except the candidates belonging to the Scheduled Tribes	Male	Female
	165 Cms	155 Cms
<b>Relaxations :-</b>		
Candidates falling in the categories of Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the State of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh and Jammu & Kashmir.	162.5 Cms.	150 Cms.
Candidates belonging to the Scheduled Tribes categories	162.5 Cms	150 Cms.

**(ii) CHEST (Not applicable for female candidates)**

<b>GEN/OBC/SC/EWS Categories</b>	77 Cms (Un-expanded). 82 Cms (Expanded).
<b>ST Category</b>	76 Cms (Un-expanded). 81 Cms (Expanded).

**(iii) WEIGHT**

Corresponding to the height and age as per medical standards (For males and females).

**NOTE**

- (i) : ***Relaxation in height and chest (as the case may be) as mentioned above will be permissible only on production of certificate in prescribed proforma issued by the District authorities where they ordinarily reside(s) (Annexure – ‘E’)***

**(E) MEDICAL STANDARDS**

- (i) Eye Sight

Visual Acuity Unaided (Near Vision)		Uncorrected Visual Acuity (Distant vision)		Refraction	Remarks
Better eye	Worse eye	Better eye	Worse eye		
N6	N9	6/6	6/9	Visual correction of any kind is not permitted even by glasses.	In right handed person, the Right eye is better eye and vice versa.  Binocular vision is required.

- (ii) The candidate must not have knock knee, flat foot, varicose vein or squint in eyes and they should possess CP III by ISIHARA vision;
- (iii) Candidates must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties;
- (iv) The medical examination will be conducted as per revised uniform guidelines of medical examination for recruitment in the CAPFs & AR as circulated by MHA vide their Office Memorandum No. A-VI-1/2014-Rectt(SSB) dtd 20<sup>th</sup> May 2015 and subsequent amendment thereof.
- (v) **TATTOO :-**

- **Content:** - Being a secular country, the religious sentiments of our countrymen are to be respected and thus, tattoos depicting religious symbol or figures and the name, as followed in Indian Army are permitted.
- **Location:** - Tattoos marked on traditional sites of the body like inner aspect of forearm but only left forearm, being non saluting limb or dorsum of the hands are to be allowed.
- **Size:** - Size must be less than ¼ of the particular part (Elbow or hand) of the body.
- In case a candidate has undergone removal of tattoo(s) prior to appearing for recruitment process and the same has faded substantially, this will be treated as a “scar” and not a tattoo. Such candidate will be permitted to undergo the entire selection process with approval of

Presiding Officer of the recruitment Board. Further, the scar resulting due to removal of tattoo will be reviewed by the Medical Board of officers during Detailed Medical Examination.

**5. STANDARD/CONDITION FOR EX-SERVICEMEN :-**

(a)	Physical Standard	:	Relaxable. Ex-Servicemen with less than two years break after retirement will be given total relaxation in physical standards.
(b)	Educational Qualification	:	Matriculation. Ex-servicemen having put in not less than 15 years of service in allied cadre in Army/Navy/Air Force will be eligible to compete the test against the vacancies reserved for them.
(c)	Character Certificate	:	Minimum requirement will be good category certificate.
(d)	Medical category	:	SHAPE – ONE
(e)	Age	:	Relaxable to the extent of military service plus 3 years as provided in DoP&T Notification No. 39016/10/79-Rectt(c) dated 15.12.1979.
(f)	Break in service	:	Ex-servicemen with service break of more than two years can be recruited only after physical examination and prior verification of character and antecedents like any other candidates from open market. It will not be possible to extend the concession provided to those Ex-servicemen with less than two years break after retirement, to others having more than two years break in service. In case of an Ex-serviceman who got discharged from Army at own request before completing 5 years of service will not be eligible for recruitment. All Ex-servicemen candidates are required to pass the Written Examination, Documentation, Trade Test & Medical Examination.
(g)	Rank	:	Equivalent.

**5. SELECTION PROCEDURE FOR ASI(STENO) AND HC(MINISTERIAL) :-**

The selection shall be held in two phases as under :-

**(a) First Phase**

- (i) Written Examination.

**(b) Second Phase**

- (i) Physical Measurement.  
(ii) Shorthand Test for ASI(Steno).  
(iii) Typing Speed Test for HC(Min).  
(iv) Documentation (Checking of Documents)  
(v) Medical Examination.

**6. PHASE-I**

**(a) WRITTEN EXAMINATION**

The written examination will be conducted at the Selection Centres on the date and time fixed by the BSF which will be communicated on completion of the scrutiny of applications. The schedule of written examination will be declared/notified on BSF official website for the information of all candidates and admit cards/call letters will be sent to eligible candidates through their registered E-mail ID/Mobile Number as given by them during One Time Registration (OTR). Admission in written examination will be allowed purely on production of online admit cards. Written examination will consist of the following five parts:-

PART-I	-	Hindi/English Language	20 Marks.
PART-II	-	General Intelligence	20 Marks.
PART-III	-	Numerical Aptitude	20 Marks.
PART-IV	-	Clerical Aptitude	20 Marks.
PART-V	-	Basic Computer Knowledge	20 Marks.
<b>TOTAL</b>			<b>100 Marks</b>

- (ii) The syllabus for written examination for the post of ASI(Steno) and HC(Min) is enclosed as **Annexure – ‘F & F-1’**
- (iii) There will be one composite paper for **one hour and forty minutes** duration consisting of above five parts and will be “OMR BASED OBJECTIVE TYPE WITH MULTIPLE CHOICE”. Question paper will be printed bilingual i.e in English and Hindi both. The minimum qualifying marks of written test are as under :-
- i) Unreserved/EWS category – 35%
- ii) OBC/SC/ST categories – 33%

### **NOTE**

- (i) : **Number of candidates to be qualified in written examination will be restricted ten (10) times the number of vacancies for the post of HC(Ministerial) and thirty (30) times the number of vacancies for the post of ASI(Steno).**
- (ii) : *There will be no re-evaluation of answer sheet.*
- (iii) : *Candidates are not permitted to use Mobile Phone, Calculator or any other electronic/electrical device for answering any paper (Test Booklets). Candidates will not bring Mobile Phone, Calculator or any other electronic/electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as “use of unfair means” in the Examination and appropriate action will be taken by the department against such candidates, as per extant policy of the department.*
- (iv) : *The written examination will be conducted on OMR based answer sheet. If the candidate did not properly shade/wrongly shaded/did not fill/wrongly filled his/her mandatory data ovals i.e Roll number, question booklet series code, category etc. in the OMR answer sheet, it will be rejected at the initial stage and the OMR answer sheet will not be further evaluated for which candidate himself will be responsible for such rejection.*

### **7. PHASE-II**

The candidates declared qualified in the written examination (first phase) will appear in the second selection phase at different recruitment centres as decided by HQ DG BSF. The second selection phase will be qualifying in nature. Stages of second selection phase examination will be as follows :-

#### **(a) PHYSICAL MEASUREMENT**

The shortlisted candidates will be allowed to appear for physical measurement test. Candidates will be screened and only those who satisfy the minimum physical standards i.e height and chest (chest applicable for only male candidates) as mentioned at **Para 4(D)** will be allowed to appear in next test.

**(b) STENOGRAPHY TEST (FOR THE POST OF ASI/STENO ONLY)**

Candidates for the post of ASI(Steno) who are found to be eligible in physical measurement will be allowed to appear in Stenography speed test. Candidates who opt to take the test in 'English' will be required to transcribe the matter in 50 minutes and the candidates who opt 'Hindi' will be required to transcribe the matter in 65 minutes. Candidates will be required to transcribe their shorthand notes on Computer. Candidates who make mistakes upto 10% (80 words) will be declared "Passed". Those who make mistakes above 10% (80 words) will be declared "Failed".

**Candidates will not be allowed to bring/use their personal keyboard, mouse for transcription of shorthand passage.**

**(c) TYPING TEST (FOR THE POST OF HC/MIN ONLY)**

Candidates for the post of HC(Min) who are found to be eligible in physical measurement will be allowed to appear in Typing test. Candidates who opt to take test in 'English' must have typing speed of 35 words per minute on computer correspond to 10500 Key Depression Per Hour (KDPH) and candidates who opt to take test in 'Hindi' must have typing speed of 30 words per minute on computer correspond to 9000 Key Depression Per Hour (KDPH) (i.e 1750 Key Depression in English and 1500 Key Depression in Hindi in 10 minutes) on an average of 5 Key depression for each word.

**Candidates will have to type the given passage/matter in 10 minutes.**

10% mistakes are allowed. For excess mistakes, 10 words for each mistake will be subtracted from the total words typed out.

Typing test will be conducted only on computers which will be arranged by concerned BSF Recruitment Centres. **Candidates will not be allowed to bring/use their personal Keyboard, Mouse etc. for typing speed test.**

**(d) Documentation** (verification of documents) :- Candidates to produce all their original documents of Age proof, Educational qualification, caste certificate & other testimonials/certificates required for above posts during documentation.

**NOTE :**

- *Candidates who wish to be considered against reserved vacancies are required to submit requisite certificate from the Competent Authority, in the prescribed format. Otherwise, their claim for SC/ST/OBC/EWS category will not be entertained and their candidature will be considered under Un-reserved (UR) category.*
- *Crucial date for claiming SC/ST/OBC/EWS status will be the closing date for receipt of online applications.*
- *A person seeking appointment on the basis of reservation to EWS must ensure that he possesses the "INCOME & ASSET CERTIFICATE" issued by the Competent Authority as per the specimen attached at **Annexure – 'C'** and the same should be valid as on the crucial date.*

- *Candidates who have not acquired the essential educational qualification as on the stipulated date will not be eligible and need not apply.*

**(e) Medical Examination :-**

Candidates who qualify all the above selection stages of recruitment will be subjected to Detailed Medical Examination (DME) as per revised uniform guidelines circulated vide MHA OM No. A.VI-1/2014-Rectt(SSB) dated 20.05.2015 and its subsequent amendments so as to assess their fitness for appointment in BSF as per laid down standard. The Detailed Medical Examination (DME) will be held immediately after completion of Trade Test at the respective centres. The candidates who are found to be medically 'UNFIT' in DME will be given a memorandum unfit in prescribed proforma as per **Annexure – 'G'**. As per the guidelines issued by MHA vide OM No. E.32012/ADG/(Med)/DME & RME/DA-1/2020 (Part File)/1166 dated 31<sup>st</sup> May 2021, the candidates who are found to be medically 'UNFIT' during Detailed Medical Examination (DME) will be allowed to undergo Review Medical Examination (RME) preferably on the next day provided that the unfit candidates will have to give their written consent addressed to the Presiding Officer of the recruitment board for undergoing Review Medical Examination (RME) by appending their signature, as per format given at **Annexure- 'G'**. The written consent for RME duly signed by the candidate should be submitted within 24 hours by the candidate after he is informed of his unfitness in DME. **Review Medical Examination (RME) is conducted to rule out the possibility of an "ERROR OF JUDGEMENT" in the decision of Detailed Medical Examination (DME) board. The decision of Review Medical Examination (RME) board will be final and no appeal/representation against the decision of the Review Medical Examination (RME) board will be entertained.**

**7. DRAWAL OF FINAL MERIT LIST**

- (a) After completion of first and second selection phase, post wise and category wise merit list will be drawn separately on the basis of marks secured/obtained by the candidates in the written examination.
- (b) In cases of tie in marks, tie cases will be resolved in the following manner
  - (i) Older candidate will be placed higher in merit.
  - (ii) If the tie still persists, it is finally resolved by referring to the alphabetical order (in English) of name of Candidates.
- (c) The list of finally selected candidates will be published on BSF official website.
- (d) No waiting list shall be maintained/kept.

**8. HOW TO APPLY**

The application must be submitted through **ONLINE mode** only. No other mode for submission of application will be accepted. The facility of submission of online application will be available on BSF recruitment portal URL <https://rectt.bsf.gov.in/> from \_\_\_\_\_ at 00:01 AM and will be closed on \_\_\_\_\_ at 23:59 PM. Procedure for online submission of application is attached with this advertisement at **Annexure- 'A'**.



## 10. APPLICATION FEES AND MODE OF PAYMENT

Candidates applying for the post of ASI(Steno) and HC(Ministerial) to pay Rs. 100/- (Rupees one hundred only) as examination fee through any of the following payment modes :-

- (i) Net banking of any bank.
- (ii) Credit/Debit Card of any bank.
- (iii) UPI
- (iv) Wallet

### NOTE

- (i) : Candidates belonging to Scheduled Caste, Scheduled Tribes, BSF candidate, Female candidates and Ex-Servicemen are exempted from payment of examination fee. **However, Rs.40/- plus taxes = Rs.47.2/- will be charged from every candidate including exempted category as "service charge" by the CSC.**
- (ii) : Payment of examination fee will be accepted only through Online mode.
- (iii) : Fee once paid will not be refunded under any circumstances.
- (iv) : In case of non-receipt of examination fee from the candidates of non-exempted categories, their form will not be accepted.

## 11. RECRUITMENT CENTRES

The candidates for the post of ASI(Steno) and HC(Ministerial) can opt for following centres for appearing in different selection stages of recruitment process :-

S.No.	Centre	Address (Application receiving centre & recruitment centre)	Responsibility
1	Srinagar	Ftr HQ BSF Kashmir, Humhama, PO – Humhama, Distt. – Budgam, Srinagar, J&K – 190003.	Ftr HQ BSF Kashmir
2	Jammu	Ftr HQ BSF Jammu, Palaura Camp, Jammu (J&K)-181124	Ftr HQ BSF Jammu
3	Jalandhar	Ftr HQ BSF, Jalandhar, BSF Campus, Jalandhar Cantt (Punjab) Pin-144006	Ftr HQ BSF Punjab
4	Jodhpur	Ftr HQ BSF Rajasthan, Mandore Road, Jodhpur, Rajasthan-342026	Ftr HQ BSF Rajasthan
5	Gandhinagar	Ftr HQ BSF Gujarat, PO – CRPF Group Centre, Chiloda Road, Gandhingar, Gujarat – 382045	Ftr HQ BSF Gujarat
6	Delhi	95 BN BSF, Bhondsi, Near Badshahpur, Sohna Road, Distt. – Gurgaon, Haryana – 122102	95 BN BSF
7	Bengaluru	Ftr HQ (Spl Ops) at Bengaluru, PO – AF Station, Yelahanka, Bengaluru, Karnataka – 560063	Ftr HQ (Spl Ops) BSF Bengaluru
8	Khurda (Odisha)	Ftr HQ (Spl Ops) BSF Odisha, PO – Badatota, Distt. – Khurda (Odisha)-752050	Ftr HQ (Spl Ops) BSF Odisha.
9	Indore	CSWT BSF Indore, Bijasan Road, Indore (MP)-452005	CSWT BSF Indore
10	Tekanpur	BSF Academy Tekanpur, Gwalior, Madhya Pradesh – 475005	BSF Academy Tekanpur
11	Hazaribagh	BSF TC & S Hazaribagh, Meru Camp, Hazaribagh, Jharkhand – 825317	TC & S Hazaribagh
12	Kolkata	Ftr HQ BSF South Bengal, 2-B, Lord Sinha Road, Kolkata, West Bengal - 700071	Ftr HQ BSF South Bengal

13	Kadamtala	Ftr HQ BSF North Bengal, PO – Kadamtala (Siliguri), Distt. – Darjeeling, West Bengal – 734011	Ftr HQ BSF North Bengal
14	Guwahati	Ftr HQ BSF Guwahati, PO-Azara, Distt. – Kamrup, Guwahati, Assam-781017	Ftr HQ BSF Guwahati
15	Imphal	Ftr HQ BSF M&C, Masimpur, PO – Arunachal, Distt. – Cachar, Assam – 788025	Ftr HQ BSF M&C
16	Agartala	Ftr HQ BSF Tripura, PO – Salbagan, Agartala, Tripura – 799012	Ftr HQ BSF Tripura
17	Shillong	Ftr HQ BSF Meghalaya, PO – Umpling, Distt. – East Khasi Hills, Shillong, Meghalaya – 793006	Ftr HQ BSF Meghalaya

**NOTE**

- (i) : Centre for conduct of exam may change at any stage of examination, if required, due to administrative reasons.
- (ii) : Depending upon the number of candidates at a particular centre two or more centres can be merged or can be clubbed for smooth conduct of the examination/test.
- (iii) : The centre opted by the candidates will not be changed on the candidates request except in case of administrative convenience.

14. **IMPORTANT INSTRUCTIONS TO CANDIDATES**

(i)	Before applying online application, Candidates are advised to go through the requirement of educational qualification, skill (typing speed/shorthand speed), age, physical standards etc. and satisfy themselves that they are eligible for the post before applying. BSF reserves the right to cancel the candidature of any candidate at any stage of the selection process, if he/she is found not qualifying any of the prescribed eligibility criteria. This detailed advertisement is available on the BSF website URL <a href="https://rectt.bsf.gov.in/">https://rectt.bsf.gov.in/</a>
(ii)	Candidate seeking reservation benefits for Govt.Servant/EWS/OBC/SC/ST/Ex-Servicemen must ensure that they are entitled to such reservation as per eligibility prescribed in the notice. They should also be in possession of the certificates in the format prescribed by Government of India in support of their claim at the time of application.
(iii)	Central Government Servants claiming age relaxation should be in possession of a certificate in the prescribed format from their office, in respect of the length of continuous service which should be not less than three years in the immediate period preceding the closing date for receipt of application.
(iv)	Qualifying the selection stages of recruitment process doesn't confer any right to candidates for appointment. Final selection of candidate will be made purely on merit.
(v)	When application is successfully submitted, it will be accepted provisionally. Candidate may take print out of the application form for their own records. <b>Print out of the application form is not required to be submitted to BSF recruitment centres.</b> Candidates are also advised to use their active e-mail address and mobile number for the purpose of <b>ONE TIME REGISTRATION (OTR)</b> and subsequent filling of online application form. All the subsequent correspondence/recruitment related notifications will be made by the department on the given e-mail/SMS of concerned candidates.

(vi)	Candidates to remember the login credentials i.e USERNAME and PASSWORD after making ' <b>ONE TIME REGISTRATION</b> ' in order to sign in to their profile.
(vii)	Candidates are advised to carefully go through the instructions contained in recruitment advertisement before filling up the application form. <b>Request for change/correction in the application form shall not be entertained under any circumstances.</b> Hence, the candidates are advised to exercise due diligence at the time of filling up of their online application forms.
(viii)	The department will not be responsible for any consequence arising out of wrong filling of application form.
(ix)	<b>Candidates to refrain themselves from filling wrong information in their application form, uploading fake photograph of any other person/celebrity/dignitaries or object or puts blank photo etc., suitable action will be taken against such defaulter candidates as per provisions under Cyber Crime IT Act 2000.</b>
(x)	Online applications with illegible/blurred photographs/signature will be rejected summarily.
(xi)	Candidates serving in Government/Semi Government/Public Sector undertakings should apply after obtaining NOC. No Objection Certificate (NOC) from their employer should be uploaded while submission of application form.
(xii)	Candidates are required to upload relevant certificates in support of their claims. <b>They should ensure that they fulfil all the eligibility conditions for admission to the tests. If on verification at a later stage, it is found that candidate does not fulfil any of the eligibility conditions, his/her candidature will be cancelled by the Recruitment Board.</b>
(xiii)	Eligible candidates will be assigned Roll Numbers. Admit cards/call letters for appearing in different selection stages of recruitment will be sent to candidates through their E-mail address/mobile number via SMS/profile
(xiv)	The recruitment board shall not be liable for any claim arising out of any injury etc. suffered during the tests. The decision of the recruitment board shall be final in all matters connected with this recruitment.
(xv)	The appointment will be subject to the conditions that the candidates are medically as well as physically FIT. The selected candidates will have to undergo Basic Recruit Training at any of the training institution of BSF. The services of those candidates who fail to complete the training successfully are liable to be terminated.
(xvi)	Intimation regarding issue of admit cards/call letters and any other important information/notification pertaining to recruitment will be sent on the E-mail address or mobile number of candidates as given by them at the time of <b>ONE TIME REGISTRATION (OTR)</b> . BSF will not be responsible for any technical issue arisen due to inactive E-mail address or invalid mobile numbers. Hence, candidates to ensure that active e-mail ID & mobile number must be used for OTR.
(xvii)	Mobile, Calculator and other Electronic gadgets are banned within the premises of the examination centre.
(xviii)	The posts carries all India service liability. The selected candidates are liable to be posted anywhere in the Country as per the transfer policy of the Force.

(xix)	The recruitment will be done on All India Basis.
(xx)	Selected candidate will be governed by BSF Act and Rules.
(xxi)	On appointment they shall be entitled for pension benefits as per the “ <b>New Restructured Defined Contributory Pension Scheme</b> ” applicable for the new entrants to the Central Government services w.e.f 01 <sup>st</sup> January, 2004.
(xxii)	A candidate shall have the choice to appear for the recruitment at only one centre i.e the centre in which he/she opts while filling online applications. The centre he/she opts will be his/her recruitment centre. No request for change of Recruitment centre will be allowed/accepted under any circumstances. The Department reserves the right to cancel the centre and ask the candidates of that centre to appear from another centre. Department also reserve the right to divert candidates of any centre to some other centre to take the examination on administrative grounds.
(xxiii)	The candidates will have to make their own arrangements for stay during the course of appearing in recruitment process.
(xxiv)	No TA/DA will be paid to any candidate for appearing in the recruitment process.
(xxv)	In case, candidates are appointed in BSF and subsequently seek resignation or discharge before completion of 10 years service, they shall be required to remit an amount equal to three months pay and allowances or the cost of training imparted to them, whichever is higher as per rules to the Government.
(xxvi)	Beware of touts. No money is charged for recruitment in BSF. If you have paid or promised to pay money to any one, you are cheated and you are losing money. If anyone demands money or promises recruitment, you should immediately inform the same to the Presiding Officer (PO) of the concerned recruitment centre.
(xxvii)	Canvassing in any form or bring outside influence will automatically disqualify the candidate from appearing in recruitment.
(xxviii)	The decision of the department in all matters relating to eligibility, acceptance or rejection of the application, mode of selection, medical examination etc. will be final and binding on the candidates. No enquiry/correspondence will be entertained in this regard.
(xxix)	The department holds the right to make any changes in the advertisement or cancel it without assigning any reason.
(xxx)	Candidates are advised to visit BSF recruitment portal URL <a href="https://rectt.bsf.gov.in/">https://rectt.bsf.gov.in/</a> from time to time to know latest updates of recruitment process.
(xxxi)	An employee serving in the same rank and pay grade will not be entitled to apply for said posts.
(xxxii)	Candidates will not be considered for recruitment if involved/convicted/arrested in any criminal case under IPC or any other Act of the Central Government or Sate Government.
(xxxiii)	In case a candidate is found ineligible or suppresses facts on any ground after his selection/appointment, his services will be terminated without assigning any reason.
(xxxiv)	Candidate must carry atleast one photo bearing identification proof to the examination venue for proving their identity failing which <b>THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION/RECRUITMENT.</b>
(xxxv)	Final scrutiny of eligibility criteria with regards to age, educational qualification and physical/medical standard will be undertaken at the time of final selection/medical examination. Therefore, candidature will be accepted only provisionally till the final selection. At the time of final selection when scrutiny is undertaken and if any claim made in application is not found substantiated, then the candidature will be cancelled and the decision of BSF in this regard shall be final.

**15. ACTION AGAINST CANDIDATES FOUND GUILTY FOR MISCONDUCT**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filing the online application form. If there is any inaccuracy or any discrepancy is found in OMR answer sheet, their OMR answer sheets will be held invalid and will not be further evaluated.

Involvement of candidates in any of the following activities will render their candidature debarred from appearing in recruitment:-

- (i) Possession of Mobile phone, accessories or any other electronic gadget whether in use or in switch off mode.
- (ii) Impersonation/procuring impersonation by any person.
- (iii) Submitting fabricated documents or documents which have been tampered with.
- (iv) Making statements which are incorrect or false or suppressing material information.
- (v) Resorting to any other irregular/improper/unfair means for qualifying the examination.
- (vi) Misbehaving in any other manner in the examination hall with the invigilator or any of exam functionaries.
- (vii) Besides above, candidature of candidates can be cancelled at any stage of the recruitment for any other ground which the BSF considers to be sufficient cause for cancellation of candidature.

**16. DISQUALIFICATION**

No person,

(a) who has entered into or contracted a marriage with a person having a spouse living;

or

(b) who having a spouse living, has entered into or contracted a marriage with other person, shall be eligible for appointment under these rules.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**17. COURTS JURISDICTION**

Any dispute in regard to this recruitment will be subject to Courts/tribunals having jurisdiction over the city/town in which the concerned centre/office of BSF is situated and candidate has opted in his/her application.

**(K S RANA)**  
**Commandant (Rectt)**  
\_\_\_\_ May 2022

**PROCEDURE/INSTRUCTION FOR REGISTRATION/ONLINE SUBMISSION OF APPLICATION FORMS**

1. Candidates may apply by visiting URL <https://rectt.bsf.gov.in/> No other means/mode of applications will be accepted. Submission of online application comprises of following steps :-
  - (i) One Time Registration (OTR) (Part-I)
  - (ii) Filling of online application. (Part-II)
  - (iii) Payment of examination fee through prescribed digital mode (Part-III)
2. Candidates can apply for the Recruitment of different Group 'B' & 'C' posts of BSF Water Wing by clicking on 'RECRUITMENT OPENING' tab '**APPLY HERE**' link available next to relevant advertisement.
3. Candidates can read the detailed recruitment advertisement by clicking on '**VIEW DETAILS**' link.

**PART-I (ONE TIME REGISTRATION)**

- (a) Before proceeding with One Time Registration (OTR), candidates to keep the following information / documents ready :-
  - (i) Mobile Number (to be verified through OTP)
  - (ii) Active/In-use E-mail ID. User ID/Username of the candidate will be his E-mail ID provided at the time of registration.
  - (iii) Identity details (Identity Type & Identity Number). Candidates will have to provide details of any of the following ID :-
    - Aadhar Card.
    - Passport.
    - PAN.
    - Voter ID Card.
    - Driving License.
  - (iv) Information about the Board (i.e CBSE/ICSE/State Board etc.), Passing Certificate Number, Year of Passing in case of Matriculation & Intermediate. In case of Graduation, candidates will have to input information about the University, Passing Certificate Number and Year of passing.
  - (v) Scanned colour passport size photograph preferably in JPEG format (30 KB to 100 KB).
  - (vi) Scanned signature preferably in JPEG format (20 KB to 50 KB).

- (vii) Scanned copies of educational certificates, technical qualification certificates, experience certificates, caste certificates and any other relevant certificate in .JPG, .JPEG, .PNG, .PDF format only (30 KB to 100 KB)
- (b) For One-Time Registration, click on 'Register Here' link provided in Login section on URL <https://rectt.bsf.gov.in/>
- (c) One-Time Registration (OTR) process requires filling up of following information :-
  - Personal Information.
  - Address Details.
  - Other Details.
  - Qualification Details.

### **PERSONAL INFORMATION**

- (i) In personal information, candidates will have to provide their Name, Mobile Number and E-mail ID.
  - Candidates to fill their name exactly as given in Matriculation (10<sup>th</sup> Class) certificate.
  - The provided mobile number must be active/working as it will be verified through 'One Time Password' (OTP). It may be noted that, any information which BSF may like to communicate with you, will be sent on the given mobile number or your profile only.
  - The provided E-mail ID must be active/working as it will be verified through 'One Time Password' (OTP). Your E-mail ID will be your Username for login to the BSF Online Recruitment Portal. It may also be noted that, any information which the BSF may like to communicate with you, will be sent on this E-mail ID or your recruitment profile.
  - On successful verification of your mobile number and E-mail ID, Password will be provided to you on your E-mail ID.
- (ii) Candidates will have to proceed to fill up 'IDENTITY DETAILS' i.e Identity Type' and 'Identity Certificate No.'. Please fill up details of any of the identity type among Passport, PAN, Driving License, Aadhar Card, Voter ID. Now, proceed further to fill up '**Additional Details**' which requires filling of following information :-
  - Date of Birth. (Candidates to fill their date of birth exactly as given in their Matriculation (10<sup>th</sup> Class) or equivalent certificate).
  - Nationality. (Candidates to provide information about their Nationality).
  - Father's Name (Candidates to fill father's name exactly as given in their Matriculation (10<sup>th</sup> Class) or equivalent certificate).

- Mother's Name (Candidates to fill mother's name exactly as given in their Matriculation (10<sup>th</sup> Class) or equivalent certificate).
  - Permanent Identity Mark. (Candidates to provide information about visible identification mark).
  - Gender (Male/Female).
  - Marital Status (Married/Unmarried/Divorced/Widow).
- (iii) Further, candidates to proceed to fill up ' CATEGORY RESERVATION' which requires following information :-
- Religion (Candidates to provide details of their religion i.e Hindu/Muslim/Christian/Sikh/Buddhist/Jain/Others)
  - Category. (Candidates to provide details of their caste category i.e Unreserved or General/ ST/SC/OBC/EWS)
- (iv) Further, candidates to proceed to fill up ' SUB-CATEGORY RESERVATION' which requires following information :-
- Are you Differently Abled Person (PH/Divyang). (Candidates to selected 'NO' in this column as Divyang/PH candidates are not eligible to apply for this examination being Combatised posts.
  - Are you Ex-Servicemen. (Ex-servicemen candidates, if any, to fill up required information in this column. Non- Exservicemen candidates to select 'NO' in this column).
  - Departmental. (Candidates who are in Central Government Service including serving BSF employees or State Government Service, if any, to fill up required information such as Department Name, Date of Joining, NOC etc.)
  - After filling these details, candidates to click on 'SAVE & NEXT' button to proceed to fill up 'Address Details'

### **ADDRESS DETAILS**

Candidates to provide information about their Permanent and Correspondence address. In case, if permanent address and correspondence address are same, candidates may click on 'same as permanent address' button. After filling these details, click on 'SAVE & NEXT' button to proceed to fill up 'Other Details'.

### **OTHERS DETAILS**

- (i) The 'Other Details' column requires following information :-
- Do you have NCC?. (Candidates having NCC certificates to choose 'YES' and provide necessary details. Candidates who do not have NCC to choose 'NO').



- Physical Standards. (Candidates to provide information about their physical standards i.e Height in centimeters, Chest in centimetres (For male candidates only) and Weight in Kilograms.
- Black List/Declaration. (Candidates to answer 'Is there any criminal case pending against you?'. Candidates have to answer either in YES or NO. **It may be noted that suppressing any information about pending criminal case will lead to cancellation of candidature).**
- After filling these details, candidates to click on 'SAVE & NEXT' button to proceed to fill up 'QUALIFICATION DETAILS'

### **QUALIFICATION DETAILS**

(i) The 'Qualification Details' column requires following information :-

- Qualification Type. (Candidates have to choose their qualification type i.e SSC/Matric/High School, Intermediate).
- Year of Passing. (Candidates to provide year of passing of each educational type).
- State. (Candidate to choose the State/UT from where they have passed that particular education).
- Board/University. (Candidate to choose Board i.e CBSE/ICSE/State boards/University from where they passed the exam). **It may be noted that, candidates have to provide their educational qualification details in the sequence i.e firstly SSC/Matric/High School, secondly intermediate.**
- Candidates to click on 'SAVE' button to proceed to fill up 'Work Experience'. Candidates having work experience to choose 'YES' and fill up required information. Others to choose 'NO' option. However, 'Work Experience' is not essential for the post of ASI(Steno) & HC(Min).
- After filling these details, candidates to click on 'SAVE & NEXT' button to proceed to 'Certificates/Documents Upload' column.

### **CERTIFICATES/DOCUMENTS UPLOAD**

Candidates to upload scanned copies of their educational documents, caste certificates, scanned signature, recent photograph and other relevant certificates (if any). Digital size of documents/photo/signature will be as under :-

- Photograph (From 30 KB to 100 KB).
- Signature (From 20 KB to 50 KB).
- Documents (From 30 KB to 100 KB).

*Format should be .jpg, .jpeg, .png, .pdf format only*

After uploading, candidates to click on 'SAVE & NEXT' button to proceed further.

After successful submission these information, **ONE TIME REGISTRATION (OTR)** will be completed and data of candidates will be saved in the system.

### **PART-II (FILLING OF ONLINE APPLICATION)**

- (a) Candidates to choose post (i.e ASI (Steno) and HC (Min)) for which they want to apply under 'SELECT POST' column.
- (b) Academic Qualification (Candidates to choose their academic qualification from the drop down list).
- (c) Physical Standard. (Candidates to choose their category i.e All category except Scheduled Tribe/Hill Area or Scheduled Tribe or Hill Area. Physical Standard as provided by them in One Time Registration will get automatically reflected in the relevant columns).
- (d) Upload documents. (Candidates will require to upload their qualification documents/ caste certificate (if required) in prescribed proforma as given in the advertisement/ Hill Area certificate (if required) in prescribed proforma as given in the advertisement etc.
- (e) Centre Preference. (Candidate to fill the place from where they are applying and opt on any one of the designated examination centre as mentioned in the detailed advertisement for appearing in various selection stages of examination).
- (f) After filling all details and uploading all documents, candidates will be able to see preview of their application form. Candidates to verify the correctness of the information provided and editing (if required) may be made before final submission.
- (g) Complete your declaration and proceed to fee payment by clicking on '**PAY NOW**' option.

### **PART-III (PAYMENT OF EXAMINATION FEE THROUGH PRESCRIBED DIGITAL MODES)**

- (a) After successful filling of application form, candidates to proceed on fee payment by clicking on 'PAY NOW' button. Candidates can make the requisite fee payment i.e Rs.100/- (Rupees one Hundred only) for the post of ASI(Steno) & HC (Min) through any of the digital/online modes :-
  - Net Banking of any bank.
  - UPI
  - Credit Card/Debit Card.
  - Wallet.
- (b) No fee is required to be paid by the candidates belonging to Exempted categories (i.e Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribes, BSF candidates & Ex-Servicemen). **However, Rs.40/- plus taxes = Rs.47.2/- will be charged from every candidate as "service charge" by the CSC.**

- (c) Submission of online application form will be completed after successful uploading of all documents/photographs/signature as well as payment of application fee.
- (d) Candidates are advised to keep a print copy of filled application form with them for their own record & future requirements. **Print out of application are not required to be sent to any BSF recruitment centres.**

**NOTE: CANDIDATES TO EXERCISE EXTREME CAUTION WHILE MAKING ONE TIME REGISTRATION AND FILLING UP ONLINE FORM. IT IS AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH SHOULD BE FILLED EXACTLY AS RECORDED IN THEIR MATRICULATION CERTIFICATE. SIMILARLY, INFORMATION ABOUT CASTE/CATEGORY, EDUCATION, TECHNICAL QUALIFICATION, EXPERIENCE, PRESENT EMPLOYMENT ETC. MUST BE FILLED CORRECTLY AND SUPPORTING DOCUMENT MUST BE UPLOADED IN THE RELEVANT COLUMN. DOCUMENTS/PHOTOGRAPHS BEING UPLOADED IN THE SHOULD BE CLEARLY VISIBLE/LEGIBLE. BLURRED DOCUMENTS/IMPROPERLY UPLOADED DOCUMENTS/PHOTOGRAPHS WILL NOT BE CONSIDERED.**

\*\*\*\*\*

**FORM OF CASTE CERTIFICATE FOR SC/ST**

This is to certify that Shri\*/Shrimati/Kumari \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ Village/Town \_\_\_\_\_ /District/Division\* \_\_\_\_\_ of the \_\_\_\_\_ State/Union Territory belongs to the \_\_\_\_\_ Caste\*/Tribe which is recognized as a Schedule Caste/Tribe under:-

- \* The Constitution Schedule Caste Order, 1950.
- \* The Constitution Schedule Tribe Order, 1950.
- \* The Constitution (Schedule Caste) (Union Territories) (Part C States) Order, 1951;
- \* The Constitution (Schedule Tribes) (Union Territories) (Part C States) Order, 1951;
- [ As amended by the Schedule Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) Act, 1971 and the Schedule Castes and Scheduled Tribes Order (Amendment) Act, 1976.]
- \* The Constitution (Jammu and Kashmir)\* Scheduled Caste Orders, 1956.
- \* The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (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 (Uttar Pradesh) Scheduled Tribes Order, 1967.
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- \* The Constitution (Sikkim) Scheduled Caste Order, 1978.
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- \* The Constitution (SC) Orders (Amendment) Act, 1990.
- \* The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- \* The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- \* The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- \* The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- \* The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

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 belongs 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\* \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
(with seal of Office)

State/Union Territory \_\_\_\_\_

\* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order.

% Delete the Paragraph, which is not applicable.

Note : (a) 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 following Officers are authorized to issue caste certificate:-**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner /Deputy Collector/1\* Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
2. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and / or his family normally resides.
5. Certificate issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrators /Secretary to Administrator (Laccadive, Minicoy and Amindivi Island)

**Government of \_\_\_\_\_**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY**  
**ECONOMICALLY WEAKER SECTIONS (EWS)**

**Certificate No.** \_\_\_\_\_

**Dated** \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_ permanent resident of  
\_\_\_\_\_, Village/Street \_\_\_\_\_ Pin Code \_\_\_\_\_  
whose photograph is attested below belongs to Economically Weaker Section, since the gross  
annual income\* of his/her "family" \*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the  
financial year \_\_\_\_\_. His/Her family does not own or possess any of the  
following assets \*\*\*\*:

- i) 5 acres of agriculture land and above;
- ii) Residential flat of 1000 sq. ft. and above ;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_  
caste which is not recognized as Scheduled caste, Scheduled Tribe and other Backward  
classes (Central List).

Signature with seal of office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent passport size  
attested photograph  
of the applicant.

---

\*Note 1 : Income covered all sources i.e salary, agriculture, business, profession etc.

\*\*Note2 : The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3 : The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**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  
Shri/Smt \_\_\_\_\_ of village/Town \_\_\_\_\_  
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 \_\_\_\_\_\*.

(\*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 for central Government services.)

2. 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  
Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt.(SCT) dated 8.9.1993 \*\* (\*\*as  
amended from time to time).

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 for Central Government Service,

\*\* 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.

**DECLARATION BY OBC CANDIDATE REGARDING  
NON-CREAMY LAYER STATUS**

I, \_\_\_\_\_ Son/Daughter of  
Shri \_\_\_\_\_ resident of  
village/town/city \_\_\_\_\_ District/Division \_\_\_\_\_ State \_\_\_\_\_

hereby declare that I belong to \_\_\_\_\_ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in DOP&T OM No. 36012/22/93-Estt.(SCT) dated 08.09.93 which is modified vide O.M No. 36033/3/2013 Estt(Res) dated 13.09.2017. It is also declared that I do not belong to persons/sections (**Creamy Layer**) mentioned in column 3 of the Schedule to the Government of India.

**Signature of the applicant  
(OBC Candidate)**

**Annexure- 'E'**

**FORM OF CERTIFICATE TO BE SUBMITTED BY THE CANDIDATES THOSE WHO INTEND TO AVAIL RELAXATION IN HEIGHT MEASUREMENT**

Certified that Shri \_\_\_\_\_ S/o Shri \_\_\_\_\_ is a permanent resident of Village \_\_\_\_\_ Post \_\_\_\_\_ Tehsil/Taluka \_\_\_\_\_ District \_\_\_\_\_ of \_\_\_\_\_ State.

**2. It is further certified that:-**

\* Residents of entire area mentioned above are considered as (Garhwalis, Kumaonis, Gorkha, Dogras, Marathas) for relaxation in height measurement for recruitment in the Para Military forces of the Union of India.

\* He/She belongs to the State/UT of Sikkim/Nagaland/Arunachal Pradesh/Manipur/Tripura/Mizoram/Meghalaya/Assam/Himachal Pradesh/Jammu & Kashmir and is considered for relaxation in height measurement for recruitment in the Para Military forces of Union of India.

\* He/She belongs to \_\_\_\_\_ Tribals community and is considered for relaxation in height measurement for recruitment in the Para Military forces of the Union of India.

Dated :  
Place :

District Magistrate/  
Sub Divisional Magistrate/Tehsildar  
(With seal of office)

\* Delete/Strike of whichever is not applicable.



**SYLLABUS OF WRITTEN EXAMINATION**

**PART-I**

**(ENGLISH LANGUAGE)**

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/Detecting misspelt 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, Cloze Passage, Comprehension Passage and Miscellaneous.

**HINDI LANGUAGE**

1- fgUnh Hkk"kk dh lkekU; tkudkj] 2- fgUnh O;kdj.k dk ekSfyd Kku&fgUnh o.kZekyk] r)0&rRle~] i;kZ;okph] foykse] vusdkFkZd] okD;ka'kksa ds LFkku ij ,d 'kCn] le#ih fHkUukFkZd 'kCn] v'kq} okD;ksa dks 'kq} djuk] fyax] opu] dkjd] loZuke] fo'ks"k.k] fdz;k] dky] okP;] vO;;] milxZ] izR;;] IfU/k] lekl] fojke&fpUg] eqgkojs ,oa yksdksfDr;ka] jl] NUn] vyadj vkfn 3- vifBr cks/k 4- izfl) dfo] ys[kd ,oa mudh izfl) jpuk;sa 5- fgUnh Hkk"kk esa iqjLdkj 6- fofo/kA

**PART-II**

**(GENERAL INTELLIGENCE)**

It would include questions of both verbal and non-verbal type. The test will include 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 and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations and Miscellaneous intelligence tests.

**PART-III**

**(NUMERICAL APTITUDE) (MATRIC STANDARD)**

**Number Systems** : Computation of whole number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations** : Percentage, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

**Annexure- 'F-1'**

**Algebra** : Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

**Geometry** : Familiarity with elementary geometric figures and facts : Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

**Mensuration** : Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemisphere, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

**Trigonometry** : Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard identities like  $\sin^2 + \cos^2 = 1$  etc.,

**Statistical Charts** : Use of Tables and Graphs : Histogram, Frequency Polygon, Bar-diagram, Pie-chart.

**Miscellaneous** :

**PART-IV**

**(CLERICAL APTITUDE)**

Clerical aptitude test assesses most of the skills necessary to perform well in a clerical position. The clerical aptitude test includes alphabetic filing, attention to detail, data checking, comparison ability, spelling checking, errors spotting and other miscellaneous issues related to aptitude of clerk.

**PART-V**

**(COMPUTER KNOWLEDGE)**

1. Basic computer fundamentals.
2. History and future of computers.
3. Operating system and basic of windows.
4. Computer abbreviation.
5. Microsoft office (MS Word and Excel).
6. Short Keys.
7. Computer communication and internet.
8. Miscellaneous.

\*\*\*\*\*

**Annexure- 'G'**

**FOR OFFICIAL USE ONLY**

**RECRUITMENT FOR THE POST OF ASI(STENO) AND HC(MIN) IN BSF FOR THE YEAR 2020-21**

**MEMORANDUM UNFIT**

**Subject : Review Medical Examination of candidates found to be UNFIT in DME for the post of ASI(Steno)/HC(Min) in BSF for the year 2020-21**

Mr./Ms. ....Roll No..... is hereby informed that he/she has been medically examined for recruitment to the post of ASI(Steno)/HC(Min) in BSF on \_\_\_\_\_ at \_\_\_\_\_ and found UNFIT due to the reasons mentioned below :-

- (i) .....
- (ii) .....
- (iii) .....
- (iv) .....

2. You are hereby informed that you can apply for Review Medical Examination (RME) by signing on the consent form below. RME will be conducted on ..... for which you are required to report ..... hours.

Signature of Medical Officers

Date  
Centre

Name  
Stamp

Counter-signature of the Presiding Officer with Seal.

**Result of Medical Examination received**

Name & Signature of the Candidate

**FOR USE OF CANDIDATE ONLY**

To

**The Presiding Officer of Recruitment Board**

.....  
.....

Subject – **APPLICATION FOR REVIEW MEDICAL EXAMINATION**

Sir,

I hereby convey my consent for undergoing Review Medical Examination.

Place.....

Signature.....  
Name.....

Date.....

Roll No.....

( ..... )

**Signature of the Presiding Officer with Seal**