

Cabinet Secretariat

Advertisement No. 02(A)/2024

Closing Date: 08, July 2024

Applications are invited from **Indian Nationals** possessing eligibility criteria given below (as on closing date) and valid **Graduate Aptitude Test in Engineering (GATE) Score Card (from amongst GATE 2022 or 2023 or 2024)**, for Direct Recruitment in the grade of **Junior Engineer (Civil) and Junior Engineer (Elect)** [Group 'B', Non-Gazetted, Non-Ministerial, Level-6 of Pay matrix] in Cabinet Secretariat, Government of India Organisation. Total monthly emoluments including all allowances will be Rs.75,000/- (approx.) at New Delhi upon joining the post.

Name of the Post	Number of Vacancies	Age Limit	Educational Qualification	Corresponding Subject paper/ Code in GATE
Junior Engineer (Civil)	02	Not exceeding 30 years	Bachelor's Degree in Civil Engineering from a recognized University or Institution.	Civil Engineering Paper Code- CE
Junior Engineer (Electrical)	01		Bachelor's Degree in Electrical Engineering from a recognized University or Institution.	Electrical Engineering Paper Code- EE

NOTE:-The upper age-limit is relaxable for identified categories [SC/ST - 5 years, OBC (Recognised by resolution issued by Govt. of India)-3 years, Central Govt. Employees / Ex-servicemen, as per Central Government Orders in force].

- All the applications received as on the closing date and satisfying the above mentioned eligibility criteria will be arranged in order of merit on the basis of GATE marks for each post in respective GATE subjects. Candidates shortlisted on the basis of GATE marks (only five times the number of vacancies) will be called for interview.
- Selection of candidates will be based on GATE marks and interview subject to fulfilling the prescribed eligibility criteria, their Character & Antecedent verification and medical examination.
- Eligible candidates applying for the above-mentioned posts must submit self-attested copies of (a) certificates and mark-sheet of Matriculation (10th), 10+2 (Intermediate) and BE/B.Tech, (b) valid GATE Score Card, (c) Caste Certificate (as per Annexure-I or II) for age relaxation (if applicable), (d) NOC from present employer (if applicable), (e) Undertaking (Annexure-III) & discharge certificate, in case of ex-serviceman and (f) two recent passport size coloured photographs (with name and DOB on the back).
- Application Form, to be typed on A-4 size paper, should be filled in **English Capital (Block) letters using Black or Blue ink only**. Any cutting or overwriting in any part of the application form will render it liable to be rejected. Candidates are, therefore, advised to take special care while filling the application form. **Do not leave any column blank. Incomplete/unsigned and application without requisite certificates will be rejected.**
- Persons, in Government Service must submit their applications through respective office and should enclose certificate (Annexure-IV) obtained from the Competent Authority for claiming age relaxation as per Government Rules.
- The employment carries **All India Transfer Liability**. Medical standard of the candidates would be as per the Central Government guidelines applicable to Group-'B' posts.
- The envelope containing application (alongwith requisite documents) should be clearly superscribed as **"APPLICATION FOR THE POST OF JUNIOR ENGINEER (CIVIL) / JUNIOR ENGINEER (ELECTRICAL)"** and sent through **ORDINARY POST** addressed to **Post Bag No. 3003, Lodhi Road, Head Post Office, New Delhi-110003. The last date of receipt of application is 8 July, 2024.**
- The Cabinet Secretariat reserves the right to cancel or withdraw the recruitment process / revise number of vacancies, at any stage without assigning any reason.**

CABINET SECRETARIAT
(GOVERNMENT OF INDIA)

Note: Please fill in the form in English capital letters

Name of the Post applied for :	Affix self-attested recent passport size colour photograph
Specialised subject/stream of B.E./B.Tech.:	
Corresponding subject paper and code in GATE	

1. Name	[] [] [] [] [] [] [] [] [] [] [] []										
2. Nationality	[] [] [] [] []										
3. Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE (Tick '✓' whichever is applicable)										
4. Father's Name	[] [] [] [] [] [] [] [] [] [] [] []										
5. Mother's Name	[] [] [] [] [] [] [] [] [] [] [] []										
6. Date of Birth	Date	Month	Year	[] [] [] [] [] [] [] [] [] [] [] []							
	Place	[] [] [] [] [] [] [] [] [] [] [] []									
7. Age as on closing date:	Years	Months	Days	[] [] [] [] [] [] [] [] [] [] [] []							
8. Address for correspondence (Please state Pin code and name of the state clearly)	[] [] [] [] [] [] [] [] [] [] [] []										
	STATE	[] [] [] [] [] [] [] [] [] [] [] []								PIN	

9. Contact No. : [] [] [] [] [] [] [] [] [] [] [] []

10. Email Id (Mandatory) : [] [] [] [] [] [] [] [] [] [] [] []

11. Religion : [] [] [] [] [] [] [] [] [] [] [] []

12. Category : General SC ST(Tick '✓' whichever is applicable) OBC Ex-Servicemen Central Govt. Employee

13. If ex-serviceman, please specify length of Defence service (Enclose copy of discharge certificate)

Years [] [] [] [] [] [] Months [] [] [] [] [] [] Days [] [] [] [] [] []

14. Marital Status (Tick '✓' whichever is applicable) MARRIED UNMARRIED

If married,

a) Name of Spouse [] [] [] [] [] [] [] [] [] [] [] []

b) Religion of Spouse [] [] [] [] [] [] [] [] [] [] [] []

c) Nationality of Spouse [] [] [] [] [] [] [] [] [] [] [] []

15. Educational qualifications from matriculation onwards (As on closing date):- [Attach self-attested copies of all mark-sheets / certificates]

Exam / Degree Passed	University/ Board	Year of Passing	Duration of the Course		Subjects Studied	Total marks obtained in percentage (%)
			From	To		

(b) Details of GATE examination for consideration of selection. [Attach self-attested copy of GATE Score Card]

Year of passing of GATE Examination	
Subject Paper and code in GATE	
GATE Marks	
Date till GATE Score Card is valid	

16. Whether employed or not : Yes / No

If yes, provide details of employment (Department, rank, pay level, date of joining etc. & enclose self attested copy of NOC from employer)	[] [] [] [] [] [] [] [] [] [] [] []
	[] [] [] [] [] [] [] [] [] [] [] []
	[] [] [] [] [] [] [] [] [] [] [] []
	[] [] [] [] [] [] [] [] [] [] [] []

DECLARATION

I hereby declare that (a) I fulfil the laid down eligibility conditions for the post of _____; and (b) I have not submitted any other application in response to this selection process. In the event of information or part thereof being found incorrect at any stage, my candidature / appointment is liable to be cancelled / terminated without any notice to me.

Place : _____

Signature of the applicant with date

Date : _____

ANNEXURE-I

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the Sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy. (The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India) This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ belongs to the Castes/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

- The Constitution (Scheduled Castes) Order, 1950 _____
- The Constitution (Scheduled Tribes) Order, 1950 _____
- The Constitution (Scheduled Castes) Union Territories Order, 1951* _____
- The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____
- As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971, and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
- The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976*.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962.
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@
- The Constitution (Pondicherry) Scheduled Castes Order 1964@
- The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
- The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
- The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968@

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The Constitution (Nagaland) Scheduled Tribes Order, 1970@
The Constitution (Sikkim) Scheduled Castes Order, 1978@
The Constitution (Sikkim) Scheduled Tribes Order, 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) Orders (Amendment) Act, 1990@
The Constitution (ST) Orders (Amendment) Ordinance 1991@
The Constitution (ST) Orders (Second Amendment) Act, 1991@
The Constitution (ST) Orders (Amendment) Ordinance 1996@
The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Order (Amendment) Act 2007@
%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/Mother of Shri/Shrimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari _____ and _____ /or * his/her family ordinarily reside(s) in village/town* _____ of _____ District/Division* _____ of the State/Union Territory of _____.

Place : _____ Signature _____
Date : _____ **Designation _____ (with seal of office)

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificates:

- District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Dy. Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/ Executive Magistrate.
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- Revenue Officers not below the rank of Tehsildar.
- Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

ANNEXURE-II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari _____ son/ daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/ Union Territory. This is also to certify that he/she does not belong to the

persons/sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt(SCT) dated 8.9.1993**.

Dated: _____ District Magistrate
Seal: _____ Deputy Commissioner etc.

*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act 1950.

ANNEXURE-III

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I _____, bearing Roll No. _____, appearing for the Document Verification of the _____ Examination, 20 _____, do hereby undertake that:

- I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) in Group "C" and "B" posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____. I hereby undertake that I have submitted the self-declaration/undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____. Therefore, I am eligible for age-relaxation only.

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated.

Signature: _____
Name: _____
Roll Number: _____
Date: _____
Date of appointment in Armed Forces: _____
Date of Discharge: _____
Last Unit/Corps: _____
Mobile Number: _____
Email ID: _____

ANNEXURE-IV

Form of Certificate to be Submitted by Central Government Civilian Employees Seeking Age-Relaxation

(To be filled by the Head of the Office or Department in which the candidate is working)
It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with 3 years regular service in the grade as on closing date. This office has no objection for his/her appearing in the _____ Examination.

Signature _____
Name _____
Office Seal _____

Place: _____
Date: _____ (*Please delete the words which are not applicable)
CBC 58101/11/0008/2425

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