

**INSTRUCTIONS FOR SCRUTINY OF APPLICATION / SERVICE RECORD**

- i) The concerned Directorate General of CAPFs & AR collect applications from 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:-
- Admit Card duly filled in all respect and signed by the candidates with photograph pasted (duly typed on A4 size paper).
  - Two identical copies 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.
  - Two self-addressed envelopes of 11.5 cms x 27.5 cms size affixed with Rs. 25 postal stamp.
  - Self-attested true copy of matriculation or equivalent certificate as proof of age.
  - Self-attested true copy of the certificates of education qualifications.
  - Self-attested true copy of case certificate in case of SC/ST candidates.
  - Service certificate, Disc-vigilance clearance and No objection certificate must be enclosed with the application.
  - 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

**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)

1. Name of Force \_\_\_\_\_

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

(a) ASI(Steno/Combatant Steno) &  
Warrant Officer (Personal Assistant)

**Departmental**

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

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

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/-

**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

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)**

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) \_\_\_\_\_

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

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/-

**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 3<sup>rd</sup> 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		
2.	Shorthand Test (for ASI (Steno)	_____	_____
3.	Typing Speed Test (for HC (Min)	Reporting time at	
4.	Documentation	_____ hrs	
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

**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\* ..... of 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\*



\* 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/1<sup>st</sup> Class Stipendiary Magistrate/ \* Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra-Assistant Commissioner.

\*(not below of the rank of 1<sup>st</sup> 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).

**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)

**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	Permane nt 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																						