



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

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

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

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

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

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

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

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

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

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

12/12

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

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

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

4. **Eligibility conditions :-**

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

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

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

- b) Service eligibility : The candidate should have completed 05 (five) years continuous regular service in Constable and Head Constable grades(s) including basic training.
- c) Educational Qualification : The required education qualification will be Intermediate or Senior Secondary School Certificate (10+2) examination from a recognized Board or University or equivalent.
- d) Clean record : They should have maintained minimum 'Good' APAR grading of last 05 (five) years and should have "No major/minor punishment of entire service until issue of offer of appointment".
- e) Medical Category : SHAPE-I (applications of candidates having low medical category should not be entertained).
- f) Essential Skill : (i) **ASI (Steno /Combatant steno)**
Shorthand @ 80 words per minute in English OR Hindi in 10 minutes Transcription of dictation in English in 50 minutes OR in Hindi in 65 minutes, on computer

(ii) HC (Min/Combatant Min)

35 words per minute in English or 30 words per minutes in Hindi on computer. (35 w.p.m in English and 30 w.p.m in Hindi correspondence to 10500 KDPH in English and 9000 KDPH in Hindi respectively with an average of 5 key depression for each word on computer)

Time Allowed : 10 Minutes


12/12

5. Number of chances :-

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

6. Scheme of Examination

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

- a) **Stage-I** : Scrutiny of application/service record.
- b) **Stage-II** : Written Examination (CBT Mode)
- c) **Stage-III** : Physical Efficiency Test (PET), Skill Test, Documents Verification and Medical Examination.

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

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

8. Stage -II : Written Examination :-

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

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

- 8.1 Date & Centre of written examination (CBT mode) will be informed to respective Directorate by Nodal Force for further informing to the candidates.
- 8.2 Question Papers will be set in Hindi and English only.
- 8.3 Marks scored by candidates in CBT will be normalized and such normalized scores will be used to determine final merit and cut off marks.
- 8.4 The question in the CBT will be of Intermediate level.

P
14/12

- 8.5 A mock test link will be available in candidates corner on BSF website to familiarize the candidates with CBT.
- 8.6 Candidates are not permitted to use calculator and other electronic gadgets. Therefore, they should not bring the same inside the Examination Hall.
- 8.7 The Objection Management Link shall be hosted on BSF website 2-3 days after conduct of CBT to invite objections from the candidates related to questions and answers keys of CBT, if any.
- 8.8 Candidates may go through answer options while filing objections and submit representations, if any, through online mode only within given time limit. Any representations regarding answer keys received through said modality within time limit fixed at the time of uploading of answer keys will be scrutinized before the finalizing of answer keys and decision of the organization in this regard will be final. No representation regarding answer keys shall be entertained later.
- 8.9 There is no provision for re-evaluation/rechecking of the scores. No correspondence in this regard shall be entertained.
- 8.10 No bonus marks will be given to the National Cadet Corps (NCC) certificate holders.
- 8.11 In case of any difference/discrepancy/dispute in the questions between English and Hindi, the consent of English version shall prevail.
- 8.12 All qualified candidates in Computer Based Test (CBT) for the post of ASI (Stenographer/Combatant Stenographer)/Warrant Officer (Personal Assistant) to be called for appear in Stage-III and number of candidates qualified in Computer Based Test (CBT) will be restricted thirty (20) times the number of vacancies for the post of HC (Min/Combatant Ministerial/Havildar (Clerk).

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

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

OR

केवल हिंदी भाषा के लिये

इसमें 1) हिंदी भाषा की सामान्य जानकारी, 2) हिंदी व्याकरण का मौलिक ज्ञान, हिंदी वर्णमाला, तद्धव-तत्सम्, प्रयायवाची विलोम, अनेकार्थक, वाक्यांशों के स्थान पर एक शब्द, समरूपी भिन्नार्थक शब्द, अशुद्ध वाक्यों को शुद्ध करना, लिंग, वचन, कारक, सर्वनाम, विशेषेण, क्रिया, काल, वाच्य, अव्यय, उपसर्ग, प्रत्यय, सन्धि, समास, विराम-चिह्न, मुहावरे एवं लोकोक्तियों, रस, छंद, अलंकार आदि, 3) अपठित बोध, 4) प्रसिद्ध कवि, लेखक एवं उनकी प्रसिद्ध रचनायें, 5) हिंदी भाषा में पुरस्कार, 6) विविध इत्यादि शामिल होगा।

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

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

12/12

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

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

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

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

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

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

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

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

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

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

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

Skill test norms on computer for ASI(Steno/Combatant Steno) Dictation: 10 minutes @ 80 words per minute.
Transcription time – 50 minutes in English or 65 minutes in Hindi on Computer. Candidates who make mistakes upto 20% (160 words) will be declared "Passed" and those who make mistakes over 20%(160 words) will be declared "Failed".

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

14/12

Skill Test norms on computer for HC (Min/ Combatant Min/ Havildar Clerk)

English Typing with minimum speed of 35 w.p.m on computer.

Or

Hindi Typing with minimum speed of 30 w.p.m on computer (35 words per minute in English and 30 words per minute in Hindi corresponding to 10500 KDPH in English/ 900 KDPH in Hindi with average of 5 key depressions for each word on computer. 10 % mistakes are allowed. For each mistake beyond 10% of the permissible limit, 10 words for each mistake will be subtracted/ deducted from the total typed out by the candidates.

**Candidate will have to type the given passage /matter.
(Time allowed- 10 minutes)**

- 10.1 Skill test (typing) will be conducted only on computers. Computers & key boards for the purpose will be provided by the Recruitment Centres.
- 10.2 Mode/Procedure/ Method for conducting skill test will be decided by BSF (Nodal Force). Skill test will be of qualifying nature and no marks will be awarded for skill test.
- 10.3 Skill Test in Hindi shall be conducted only in "**MANGAL Inscript Font**".
- 10.4 They will be tested in skill test i.e. stenography/short hand test as mentioned above [For ASI (Steno/Combatant Steno) only].
- 10.5 The transcription of shorthand notes will have to be done on computers & keyboards provided by the Recruitment Centres and in no case use of other typing mode shall be allowed.
- 10.6 The dictation will have to be noted/taken by the candidates in shorthand strokes and same will also be evaluated. Noting/taking of dictation in long hand (i.e. other than standard shorthand strokes) will not be accepted and such candidates will be declared failed in skill test even if they transcribe correctly in given time.
- 10.7 No request for re-test of skill test will be accepted/ entertained.
- 10.8 BSF reserve the right to make any modification compatible with Recruitment Rules in Skill Test assessment procedure and any other changes to be made.

11. Documents Verification:-

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

12. Medical Examination :-

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

13 Merit List:-

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

14/12

14. Tie Principle

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

- 14.1 Date of birth, with older candidates will be ranked higher.
- 14.2 Alphabetical order in which the first name of the candidates appear.

15. Training

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

16 Submission of application:-

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

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

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

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

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

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

- (a) Admit Card duly filled in all respect and signed by the candidates with photograph pasted (duly typed on A4 size paper).
- (b) Two identical 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.
- (c) Two self-addressed envelopes of 11.5 cms x 27.5 cms size affixed with Rs.25 postal stamp.


12/12

- (d) Self-attested true copy of matriculation or equivalent certificate as proof of age.
- (e) Self-attested true copy of the certificates of education qualifications.
- (f) Self-attested true copy of case certificate in case of SC/ST candidates.
- (g) Service certificate/vigilance clearance as per specimen enclosed with the application (**Annexure-'E'**).
- (h) Latest SHAPE-I (ONE) Medical Category certificate duly signed by Medical Officer.

Note:-

- (i) Applications, which are not in prescribed proforma or not accompanied by the specified enclosures or incomplete or defective applications shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstance.
- (ii) Candidates are not required to submit any original certificates in support of their claims regarding educational qualifications and other relevant certificates and will submit only self-attested/certified true copies with their applications. If on verification, even at any later stage, it is found that any candidate does not fulfil any of the eligibility conditions; his/her candidature shall be liable to be rejected.
- (iii) The applications to the eligible candidates received through respective CAPFs HQ and Assam Rifles will be allocated Roll Numbers by the Nodal Force (BSF).
- (iv) Admit Card for the written examination and venue to the examination will be issued to each eligible candidate by Nodal Force and will be communicated through their respective CAPFs HQ and Assam Rifles. If any candidate does not received intimation, he/she may contact concerned CAPFs HQ and Assam Rifles and not personal enquiry will be accepted by BSF Dte. being Nodal Force.
- (v) Any change/notice in recruitment process will only be uploaded in BSF website i.e. <https://bsf.gov.in>. Hence, candidates at their own interest are advised to log on to the BSF recruitment website from time to time

17 Centre of Examination:-

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

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

P
12/12

18 Guidelines for filling up the application form:-

- (a) The application must be filled by the candidate in his/her own handwriting. Corrections, if any, should be legible and attested by the candidates.
- (b) Before filling in the application form, the candidates should read the eligibility conditions for the recruitment carefully to see if they are eligible. They should apply if they fulfil all the conditions to avoid disappointment at the later stage.
- (c) Being allowed to appear in the written examination will not in any way guarantee appointment.
- (d) Applications, which are not legible or are incomplete or incorrectly filled or are not accompanied by prescribed enclosures, shall be summarily rejected.
- (e) No changes in the entries once made in the application form will be allowed at later stages under any circumstances.
- (f) Applications supported by all documents as mentioned in above Paras will only be accepted and no advance copy will be entertained by the Nodal Force.




12/12/24
(Amar Bir Singh)
Comdt(Rectt)
.....Dec 2024


12/12/24