

**Intelligence Bureau
(Ministry of Home Affairs)
Government of India
PERSONAL ASSISTANT EXAMINATION 2015-16**

RECRUITMENT TO THE POST OF PERSONAL ASSISTANT IN IB

Online applications are invited from Indian Nationals for direct recruitment to the post of Personal Assistant, General Central Service, Group-'B' (Non-Gazetted/Ministerial) in the Intelligence Bureau, (Ministry of Home Affairs), Government of India. Applicants are advised to go through all parameters under different paras and sub-paras mentioned below and satisfy themselves about their suitability in age limit, essential qualifications, etc for the post before applying. Candidates fulfilling eligibility criteria of the post, as mentioned below, may apply ONLINE through website www.mha.nic.in only.

1. DESCRIPTION OF POST

Name of the post	Personal Assistant			
Classification	Group 'B', Non-gazetted/Ministerial			
Number of vacancies -69	UR	OBC	SC	ST
	38	10	13	08
Pay scale	Rs. 9300-34800 plus Grade Pay Rs. 4600 (PB-2) (Plus admissible Central Government allowances).			
Essential qualifications	10+2 pass or equivalent with proficiency in stenography. (i) Dictation: 10 minutes@ 100 words per minute. (ii) Skill test on computer-transcription of shorthand, 40 minutes (English) and 55 minutes (Hindi)			
Desirable qualifications	Knowledge of computer operation, viz., Windows 2000/ 2003, MS Word, etc.			
Age limit	<p>18-27 years</p> <ul style="list-style-type: none"> ➤ Upper age limit is relaxable by 5 years for SC/ST and by 3 years for OBC candidates. ➤ Upper age limit is relaxable for departmental candidates' upto 32 years of age who have rendered 3 years of regular and continuous service. ➤ The age limit is relaxable up to age of 35 years for general candidates and up to 40 years for SC/ST in case of widows, divorced women and women judicially separated from their husbands and not remarried. ➤ The age limit is relaxable for ex-servicemen as well as for candidates who were domiciled in J&K from Jan 01, 1980 to Dec 31, 1989 as well as the children and dependents of victims of communal riots of 2002 in Gujarat as per the Government instructions in this regard issued by the Central Government from time to time. 			

NOTE:

- (i) The above mentioned posts are not reserved for all categories of physically handicapped (HH, OH, VH) persons. Hence, they **NEED NOT** apply.
- (ii) The number of vacancies is provisional and liable to change.
- (iii) The posts are temporary but are likely to continue indefinitely.
- (iv) Centre of examination once opted will not be changed under any circumstances. Candidates opting for Delhi as centre of examination may not necessarily get Delhi as examination centre. However, efforts will be made to accommodate them in nearby centres.
- (v) The eligibility of the candidates in terms of age, educational qualification, caste/category etc. will be determined on the closing date. The candidate must be 10+2 passed or equivalent from a recognized Board on or before the closing date, i.e., the final result must be out on or before the closing date, i.e. **Feb 20, 2016 (till 2359 hours)** and he/she must have been declared successful in it.

2. **SERVICE LIABILITY:** The post involves All India Service liability. **Therefore, the Candidates willing to serve anywhere in India only need to apply.**

3. SCHEME OF EXAMINATION:

Description of Examination		Max. Marks	Time
Written Examination	Objective type paper : 80 questions on General Studies / Awareness, Numerical Ability, Reasoning, etc.	80	Total 2 hours for Objective and Descriptive paper
	Descriptive paper a) Essay in English/Hindi of not more than 300 words on a topic out of 4 choices: 25 marks b) English/Hindi comprehension: 15 marks c) Test of English/Hindi language, antonyms, synonyms, one word substitution, etc: 30 marks	70	
Stenography Skill Test	English or Hindi Shorthand @ 100 words per minute (i) Dictation: 10 minutes @ 100 words per minute (ii) Skill test on computer - transcription of shorthand, 40 minutes (English) and 55 minutes (Hindi).	50	10 minutes for shorthand & 40 minutes for transcription in English and 55 minutes for Hindi respectively, on computer only.

4. **SELECTION OF CANDIDATES:** Those candidates who acquire a specific standard in the written test will be called for the skill test. The date, place and time of the skill test shall be intimated to the candidates online. Admit cards for the written examination as well as the skill test, if called for, would be sent to the candidates at the email provided by them in the online application form. The candidates would also have an option to download their admit cards if

they do not receive it by email. Based on the performance of the candidates in written & the skill test, they will be selected subject to the condition of successful completion of their Character and Antecedent verification followed by medical examination.

5. HOW TO APPLY:

- (i) Applications should be submitted ONLINE only by logging on to the website www.mha.nic.in. Applications will **NOT** be accepted through any other mode.
- (ii) Online registration will become operational from the date of publication of the advertisement in the Employment News, i.e. Jan 30, 2016 till 2359 hours of the closing date, i.e. Feb 20, 2016. Registration done prior to Jan 30, 2016 and after Feb 20, 2016 will not be entertained.
- (iii) Wrong information in any column may lead to the application getting rejected altogether.
- (iv) The candidates are required to upload their photograph and signature (in a single file the size of which should not be more than 50 KB) at the time of online registration itself. **Instructions for uploading the single file containing photograph and signature are available on the online application portal.**
- (v) Candidates are advised to submit only one application. Submission of other/multiple applications may result in cancellation of his/her applications altogether.
- (vi) **Before submitting the online applications, the candidates must preview the application to ensure that they have provided correct information and uploaded correct photograph and signature.** It must also be ensured that the photograph and signature are visible and not hazy/blurred, otherwise the photograph and signature should be uploaded again or the page should be reloaded or refreshed. **The online application should be submitted only after ensuring that the information / photograph / signature are correct.**
- (vii) The candidates are required to take the print out of the Registration Slip and keep it in safe custody. They should also note down their registration number and Roll Number (as and when allotted) separately for future reference.
- (viii) Candidates are required to possess an e-mail ID valid for 06 (Six) months which is to be entered in the application form at the time of ONLINE registration. The registration number and login password would be sent at the email ID entered by the candidates. **Candidates are advised to ensure that email addresses ending with @nic.in are directed to their inbox and not to spam folder or any other folder. They may also check the spam folder for mails sent from the helpdesk email i.e. helpdesk.bharti@nic.in from time to time.**
- (ix) **The admit cards for the written examination and call letters for the skill test would also be sent to the email provided by the candidate.** In addition to this, the candidate will also have an option to download their admit card/call letter from the website of MHA.
- (x) The candidate must also furnish one mobile number in the column provided in the application form to enable us to give SMS alert about the downloading of the admit card for written examination or the skill test or any other information related to the examination.
- (xi) This office will not be responsible for bouncing of any e-mail or malfunctioning of the mobile phone number given by the candidate.
- (xii) Necessary information regarding written examination, downloading of admit cards and call letters for the skill test will also be hosted on the website www.mha.nic.in from time

to time. Therefore, the candidates are advised to visit the website of MHA from time to time.

- (xiii) Applicants are also advised to keep checking their email (inbox as well as spam folder) from time to time and particularly 2-3 days before the date of written examination for updates.
- (xiv) Applicants are **NOT** required to submit hard copy of their application forms.
- (xv) Candidates are requested to make sufficient number of passport size photographs (identical to the one uploaded) and carry identity proof in original such as Voter Card, Driving License, Aadhar Card, Income Tax Pan Card, Identity Card issued by University/College etc. to the examination centre, failing which they shall not be allowed to appear for the examination. **The photographs would be required at subsequent stages of recruitment process and pasting/providing a photograph different from the one uploaded may result in cancellation of candidature.**
- (xvi) Candidates may ensure that the signature uploaded by them are visible since they (candidates) would be required to append signature on admit cards and attendance sheets during subsequent stages of examination and any variation in signature could render them unfit for the examination.
- (xvii) Candidates are required to opt for one language; either Hindi or English for descriptive test (in written examination) and stenography skill test. Language must be same for descriptive test and stenography skill test and the language once opted would not be changed under any circumstances.

6. EXAMINATION FEE: Rs. 50/- (Fifty Rupees only). Only male candidates belonging to General and OBC category are required to pay the fee. SC/ST and female candidates are exempted from payment of examination fee.

6.1 MODE OF PAYMENT: Applicants (who are required to pay the fee) are to pay the fee by cash deposit at any branch of State Bank of India using the Challan form (available in part-II of the online application). The applicant will be required to take a printout of Challan form (wherein name of the applicant, his/her Registration number, etc. will be printed) and deposit the fee in cash in any branch of State Bank of India **after a gap of one working day**. A counterfoil of this Challan would be given back to the candidate by the bank, indicating the transaction ID, which may be retained by the candidates.

6.2 Those candidates who apply on the closing date (Feb 20, 2016) can deposit the fees in any State Bank of India branch after a gap of one working day i.e, on Feb 22, 2016.

6.3 Fee once paid shall not be refunded under any circumstances.

NOTE 1: The candidates should verify the status of their payment on the application portal after 2 working days from the date of depositing the fees. For example, if the challan is printed on Jan 30, 2016, the fee can be deposited in cash on Feb 01, 2016 and the payment status could be checked on Feb 03, 2016.

NOTE 2: Fee paid by modes other than Cash deposit will **NOT** be accepted under any circumstances and the applications of such candidates will be rejected outright and payment made shall stand forfeited.

7. CENTRE OF EXAMINATION: The candidate has to opt one of the Examination Centre from 33 centres given below for the written examination in the application form:-

Sl. No.	Centre	Sl. No.	Centre
1	AGARTALA	18	KOHIMA
2	AHMEDABAD	19	KOLKATA
3	AIZAWL	20	LEH
4	AMRITSAR	21	LUCKNOW
5	BANGALORE	22	MEERUT
6	BHOPAL	23	MUMBAI
7	BHUBANESWAR	24	NAGPUR
8	CHANDIGARH	25	PATNA
9	CHENNAI	26	RAIPUR
10	DEHRADUN	27	RANCHI
11	DELHI	28	SHILLONG
12	GUWAHATI	29	SHIMLA
13	HYDERABAD	30	SILIGURI
14	IMPHAL	31	TRIVANDRUM
15	ITANAGAR	32	VARANASI
16	JAIPUR	33	VIJAYAWADA
17	JAMMU		

NOTE 1: While filling in the online application form, the applicant should carefully decide about his/her choice of examination centre.

NOTE 2: Examination centre, once opted, will **NOT** be changed under any circumstances.

NOTE 3: Applications received from a candidate for more than one Examination Centre would be rejected.

NOTE 4: Candidates opting for Delhi as centre of examination may not necessarily get Delhi as examination centre. However, efforts will be made to accommodate them in nearby centres.

7.1: CLOSING DATE: Feb 20, 2016 (till 2359 hours).

8. GENERAL INSTRUCTIONS:

- (i) The crucial date for determining the age limit, educational qualifications, certificates/testimonials, caste, category, etc., shall be the closing date for receipt of applications from the candidates.
- (ii) The date of birth as well as the name of the applicant will invariably be taken from the matriculation certificate issued by a recognized board. No other proof of date of birth and name shall be accepted.
- (iii) Certificates in support of qualifications must have been obtained on or before the closing date from recognized Board.
- (iv) Degree/Diploma etc. obtained through Open Universities/Distance education mode will not be accepted for the purpose of Educational Qualification unless it is recognized by Distance Education Council in terms of Ministry of Human Resource Development Notification No. 44, dated 01.03.1995 published in the Gazette of India dated

08.04.1995 for the relevant period when the candidate acquired the relevant qualification.

- (v) Those candidates, who are yet to get their 10+2 mark-sheet or certificate, if called for skill test, would be required to submit a proof of passing the examination on or before the closing date. Such proof would not be entertained if issued after the closing date on ground of late conduct of examination, delay in declaration of result or any other ground whatsoever.
- (vi) Candidates must ensure before applying for the post that he/she is eligible for the post in terms of age, educational qualification etc. as laid down in this advertisement. If the information furnished by the candidate at the time of applying for the post is found to be incorrect at a later date, the candidate himself/herself will be solely responsible and his/her service is liable to be terminated at any time during his/her service.
- (vii) The admission of a candidate at various stages of examination, viz., written exam and the skill test will be purely provisional, subject to his/her satisfying the prescribed eligibility conditions. If on verification at any time before or after the written exam or the skill test, it is found that a candidate does not fulfil any of the eligibility conditions, his/her candidature for the said examination shall be cancelled.
- (viii) Candidates are advised to furnish correct information regarding their age, educational qualification and caste/category (i.e. SC/ST/OBC) in the application form. **None of the copies of the certificates of age, educational qualifications and caste/category etc. (attested or otherwise) is required to be attached with the application form at initial stage.** However, if the candidate qualifies in the written examination, the same would be required to be produced by him/her at the time of skill test.
- (ix) SC/ST/OBC candidates may fill up their respective category in the application form carefully. It is made clear that category once mentioned in the form shall **NOT** be changed in any circumstances. The candidate will have to produce the documentary evidence issued by the Competent Authority in support of his/her claim at the time of skill test.
- (x) Candidates claiming benefit of OBC Category should ensure that they belong to OBC Category as per the notification of the Central Government meant for appointment to the posts under the Government of India **(and not as per the notification of the State Government)** and **DO NOT** belong to the creamy layer. If any candidate qualifies in the written test, he/she will have to produce the OBC certificate along with the undertaking in the proforma given at **Appendix-I** at the time of skill test. The certificate in any other proforma will not be accepted in any case. In case the candidate fails to submit the certificate in the proforma **(Appendix I)** from the Competent Authority, his/her candidature for the post will be summarily rejected and no correspondence will be entertained in this regard.
- (xi) Any change in category will **NOT** be entertained in future and the candidature of such candidate shall be cancelled.
- (xii) Candidates will be required to produce the original certificates/testimonials when called for the skill test.
- (xiii) Candidates already in Government service or working with PSUs/Autonomous Bodies should inform their Employer or obtain necessary permission, as the case may be, before applying for the said post. No Objection Certificate (NOC) from the Employer is required to be furnished at the time of skill test, if called for.

- (xiv) Candidates who get employed in Govt. service/PSUs/Autonomous bodies after the closing date, would be required to bring NOC from their employer at the time of the skill test, if called for.
- (xv) Candidates who have appeared in the 10+2 examination and whose results have not been declared by the closing date are not eligible and as such they **NEED NOT** apply. The candidature of such candidates will **NOT** be entertained.
- (xvi) Any correspondence with reference to the admission to the test will **NOT** be entertained.
- (xvii) No TA or other expenses will be admissible to the candidates for appearing in the written examination/ skill test except to unemployed SC/ST candidates who will be reimbursed the fares as admissible under the Rules. No cash payment will be made at the time of written or the skill test.
- (xviii) Only one online application is to be submitted by the candidates on the website www.mha.nic.in. In case, a candidate submits more than one application, all his applications and his candidature will be summarily rejected.
- (xix) Mobile Phones and other electronic gadgets are banned within the premises of the examination centres. The arrangement for safe keeping of valuable/costly items at the venues can not be assured. Possession of such equipments, whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. Besides, they will be liable for further action as may be decided by this office.
- (xx) Candidates should verify the particulars filled in the application form, online, carefully before submitting the same. After submission, **NO** change in any parameters will be allowed.
- (xxi) Candidates are advised to keep ready the following documents in original along with their attested copies soon after the declaration of the result of written examination:
 - a) Matric/Higher Secondary (10+2) School certificate or equivalent showing name and date of birth,
 - b) OBC certificate, if applicable, in prescribed proforma, as explained in para 8 (x) above,
 - c) SC/ST certificate, if applicable,
 - d) NOC from the present employer, if applicable,
 - e) Sufficient number of photographs, identical to the one uploaded, and
 - f) Any other document/testimonial as deemed necessary by the candidate.

WARNING

It has been noticed that some unscrupulous elements are fraudulently inviting applications for various posts in the Intelligence Bureau. Such elements are also alluring the aspirants appearing in various written examinations conducted by IB for providing assistance during the examination and are even issuing fake appointment letters to some of the candidates. **THE PROSPECTIVE CANDIDATES/JOB ASPIRANTS ARE, THEREFORE, CAUTIONED NOT TO FALL PREY TO THE DESIGNS OF SUCH UNSCRUPULOUS ELEMENTS WHO ARE TRYING TO DUPE THE UNSUSPECTING ASPIRANTS / CANDIDATES FOR THEIR PERSONAL GAIN. CANDIDATES ARE ALSO ADVISED TO APPLY THROUGH THE WEBSITE OF MHA ONLY I.E. WWW.MHA.NIC.IN.**

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 of District/Divisionin the State / Union Territory belongs to the community which is recognized as a Backward Class under 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 Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993**.

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 case of the candidate is mentioned as OBC.

** As amended from time to time.

Note:

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector / Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate / Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

Declaration/undertaking - for OBC Candidates only

I, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ State hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

Declaration/undertaking not signed by Candidate will be rejected
