



भारतीय मानव विज्ञान सर्वेक्षण/ANTHROPOLOGICAL SURVEY OF INDIA

संस्कृति मंत्रालय/MINISTRY OF CULTURE

भारत सरकार/GOVERNMENT OF INDIA

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No. 17-4/2012/Estt

Date: March 13, 2026

**CIRCULAR**

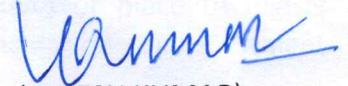
The Director, Anthropological Survey of India, is pleased to organise "Limited Departmental competitive Examination" for appointment to the post of Senior Secretariat Assistant in the Survey.

It is proposed to hold the examination on 23.04.2026 and 24.04.2026. The number of vacancies to be filled up on the basis of the result of the examination will be four (04) [one vacancy each is reserved for Scheduled Caste and Scheduled Tribe category respectively and two vacancies are for unreserved].

The eligible Junior Secretariat Assistant who intends to appear in the examination are requested to submit their application from in APPENDIX – A latest by 23.03.2026 upto 5.30 P.M.

The schedule of the examination will be as follows: -

23.04.2026	:	Paper – I ...	11.00 am to 01.00 pm
		Paper – II ...	02.00 pm to 04.00 pm
24.04.2026	:	Paper – III ...	11.00 am to 01.00 pm

  
(UMESH KUMAR)  
HEAD OF OFFICE

No.17-4/2012/Estt.

Dated : 13.03.2026

Copy to :

1. The Head of Office, An.S.I, ERC, Kolkata/ CRC,Nagpur/ SRC,Mysore/ NWRC,Dehradun/ WRC,Udaipur/ NERC, Shillong/ ANRC, Sri Vijaya Puram/ Sub-RC,Jagdapur.
2. Notice Board (Head Office, Kolkata)
3. Shri S.Pathak, DPA to upload it to the official website.

  
(UMESH KUMAR)  
HEAD OF OFFICE

कार्यालय अध्यक्ष  
Head of Office

भारतीय मानव विज्ञान सर्वेक्षण  
Anthropological Survey of India  
इ एन 7-9, सेक्टर-V, साल्ट लेक सिटी  
EN 7-9, Sector-V, Salt Lake City  
कोलकाता-700 091  
Kolkata-700 091

**APPLICATION FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR APPOINTMENT TO THE POST OF SENIOR SECRETARIAT ASSISTANT**

(To be filled in by the candidates in their own handwriting. All columns should be filled in words and not by dashes or dots)

Passport Size  
photograph

1. Name in full (IN BLOCK LETTERS) :
2. Present postal address in full :
3. Date of Birth :
4. Choice of Examination Centre :
5. State your religion
6. Are you a member of SC/ST/OBC? If so, give the name of your caste:
7. What language (including Indian Language) can you read, write or speak? Give particulars and state the examination(s) if any, passed in each.

Read only	Speak only	Read & speak	Read, write & speak	Examination(s) passed

8. Give particulars of all examination (s) passed at the University or place of higher education and degree obtained (commencing with matriculation or equivalent examination):

Examination / Degree	Name of the University	Year	Subjects taken	Class / Division

9. Give in chronological order complete details of the service rendered by you under Government in different offices in different grades.
10. Have you been confirmed in Junior Secretariat Assistant grade:
11. Are you a temporary Junior Secretariat Assistant:
12. From what date you have been employed Continuously as Junior Secretariat Assistant:
13. Mobile No.
14. Govt. mail ID

**DECLARATION TO BE SIGNED BY THE CANDIDATES**

I hereby declare that the statements in the application are true to the best of my knowledge and belief.

Signature in full:

Date:

**SCHEME FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION TO BE CONDUCTED BY THE ANTHROPOLOGICAL SURVEY OF INDIA FOR APPOINTMENT TO THE POST OF SENIOR SECRETARIAT ASSISTANT AGAINST 10% QUOTA OF VACANCIES ACCORDING TO THE EXISTING RECRUITMENT RULES**

1. The scheme may be called the Limited Departmental Competitive Examination (Appointment to Senior Secretariat Assistant).
2. The examination will be held simultaneously at the Head Office of the Survey and its Regional Centres. The examination will be held on 23.04.2026 & 24.04.2026.
3. Name of the successful candidates will be placed in order of merit and a panel of them will be prepared.
4. All the Junior Secretariat Assistant in the Anthropological Survey of India with a minimum of 3 (three) years of regular service in the grade on the date of issue of the circular will be eligible to appear in the examination.
5. Reservation for members of the Scheduled Caste/Scheduled Tribe would be applicable as Government of India's order/instruction issued by the Government.
6. Applications with relevant papers, if any, should be submitted in the prescribed form (APPENDIX – A) and must reach the head office, Kolkata on or before the date specified in the circular which will be issued every time the examination is held mentioning inter-alia all relevant details for information and guidance of the candidates.
7. The decision of the Director/Head of the Department as to the eligibility or otherwise of a candidate for admission to the examination will be final.
8. Any attempt on the part of the candidate to obtain support for his/her candidature by any means will be disqualify him/her for admission.
9. A candidate found guilty of attempting to any unfair means in the examination hall or otherwise resorting to any other irregular or improper means to get himself/herself admitted or qualified in the examination may be liable to criminal prosecution and/or such other departmental disciplinary action including dismissal from service as the disciplinary authority may deem fit.
10. The medium of examination will be English/Hindi.
11. a) The subject of the examination, time and maximum marks allowed for each paper will be as follows:

**PART – I: WRITTEN EXAMINATION**

SUBJECT		TIME	MARKS
Paper-I	Essay & Precis	2 hrs.	100
Paper – II	Noting & Drafting	2 hrs.	100
Paper -III	Routine Office procedure & broad General Knowledge of the financial service rules	2 hrs.	100

**PART – II: ASSESSMENT OF CONFIDENTIAL REPORTS**

100

**TOTAL**

400

(b) The following books are recommended for paper – III.

- (i) Manual of O.M – Office Procedure
- (ii) Fundamental Rules and Supplementary Rules
- (ii) General Financial Rules
- (iv) Delegation of Financial Power Rules
- (v) Treasury Rules

In respect of books mentioned at (ii) to (v), candidates will be expected to know the definition and the subject with which these books deal with broadly.

12. The qualifying marks for passing the written examination will be 45% in the aggregate. The Confidential reports of only those candidates, who qualify in the written examination, will be assessed for preparing the final panel of candidates to be appointed as Upper Division Clerks.

13. Deduction upto 5% of marks in the written examination will be made for illegible handwriting.

(UMESH KUMAR)

HEAD OF OFFICE

कार्यालय अध्यक्ष

Head of Office

भारतीय मानव विज्ञान सर्वेक्षण

Anthropological Survey of India

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