



भारतीय मानव विज्ञान सर्वेक्षण/ANTHROPOLOGICAL SURVEY OF INDIA

संस्कृति मंत्रालय/MINISTRY OF CULTURE

भारत सरकार/GOVERNMENT OF INDIA

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1

No. 9-19/2026/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 Junior Secretariat Assistant from Multi Tasking Staff.

It is proposed to hold the examination on 22.04.2026. The number of vacancies to be filled up on the basis of the result of the examination will be four (04) [UR=4].

The eligible Multi Tasking Staff who intends to appear in the examination are requested to submit their application form through proper channel in APPENDIX – A latest by 23.03.2026 up to 5.30 P.M by post.

The schedule of the examination will be as follows: -

**Part - I**

22.04.2026 Paper – I(Short Essay (English/Hindi) ... 11.00 am to 01.00 pm  
Paper – II(General English or General Hindi) -02.00 pm to 04.00 pm

**Part - II**

Computer Skill Test (Typing Test in English/Hindi) – It will be conducted later on the basis of Merit List.

  
(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,Jagdalpur.
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  
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**APPLICATION FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR APPOINTMENT TO THE POST OF JUNIOR SECRETARIAT ASSISTANT FROM MULTI TASKING STAFF**

(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

15. Name in full (IN BLOCK LETTERS) :  
 16. Present postal address in full :  
 17. Date of Birth :  
 18. Choice of Examination Centre :  
 19. State your religion  
 20. Are you a member of SC/ST/OBC? If so, give the name of your caste:  
 21. 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

22. 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

23. Give in chronological order complete details of the service rendered by you under Government in different offices in different grades.  
 24. Have you been confirmed in Junior Secretariat Assistant grade:  
 25. Are you a temporary Junior Secretariat Assistant:  
 26. From what date you have been employed Continuously as Junior Secretariat Assistant:  
 27. Mobile No.  
 28. 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 JUNIOR SECRETARIAT ASSISTANT FROM MULTI TASKING STAFF AGAINST VACANCIES ACCORDING TO THE EXISTING RECRUITMENT RULES**

1. The scheme may be called the Limited Departmental Competitive Examination (Appointment to Junior 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 22.04.2026.
3. Name of the successful candidates will be placed in order of merit and a panel of them will be prepared.
4. All the Multi Tasking Staff 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. Educational Qualification : At the time of applying for the examination the candidates must possess the 12<sup>th</sup> class Examination pass certificate or equivalent of any Board/University.
6. The candidate should not more than 45 years of age as on 01.01.2026. The age limit prescribed above is relaxable upto a maximum of 05 years for SC/ST category candidate.
7. Reservation for members of the Scheduled Caste/Scheduled Tribe would be applicable as Government of India's order/instruction issued by the Government.
8. 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.
9. 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.
10. 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.
11. 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.
12. The medium of examination will be English/Hindi.
13. 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	Short Essay (English/Hindi)	2 hrs.	100
Paper – II	Language (General English or General Hindi)	2 hrs.	100

**PART – II: Computer Skill Test (Typing Test in English/Hindi) – It will be conducted later on the basis of Merit List. The DoPT rules regarding the typing test for LDC/JSA recruitment will be**

applicable in this Limited Departmental Examination of the Survey for Junior Secretariat Assistant. (4)

14. The Syllabus for the Examination will be as under :-

Paper 1	Short Essay	One essay of 400-500 words to be written on any of the several specific subjects
Paper 2	a) Language (General English or General Hindi), and b) General Knowledge	Candidates will be tested on simple composition, applied grammar. Knowledge of current affairs.

15. The qualifying marks for passing the written examination will be 45% in the aggregate.
16. 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 Junior Secretariat Assistant. The Assessment of APARs will be carried out on a scale of maximum 40 marks as per criteria mentioned below for the last 02 APARs for the period from 2022-23 and 2023-24.

Grading	Marks
Outstanding	20 Marks
Very Good	16 Marks
Good	12 Marks

17. The Candidates who secure less than 20 Marks in assessment of APARs will not be included in the zone of consideration, regardless of his/her performance in the written examination.
18. Candidates must write the papers in their own handwriting. In no circumstances will they be allowed the help of a scribe to write answers for them.
19. If any candidate is found using means in the exam, such candidates will be permanently debarred from the above Departmental Examination to be conducted by the Survey.

  
(UMESH KUMAR)  
HEAD OF OFFICE

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