National Education Society for Tribal Students
(An Autonomous Organization Under
the Ministry of Tribal Affairs)
(Government of India)
राष्ट्रीय आदिवासी छात्र शिक्षा समिति
जनजातिय कार्य मंत्रालय (भारत सरकार) के अधीन
स्वायत संगठन
सत्यमेव जयते

ADVERTISEMENT NO. 1

Recruitment of Officers, officials and support staff under National Education Society for Tribal Students

National Education Society for Tribal Students was registered under the Societies registration Act XXI of 1860 on 01.04.19 with the approval of Cabinet Committee on Economic affairs (CCEA), in its meeting held on 17.12.18 to run Eklavya Model Residential School. Eklavya schools will be on par with Navodaya Vidyalayas and will have special facilities for preserving local art and culture besides providing training in sport and skill development.

NESTS invites online applications from Indian citizens for recruitment of Assistant commissioner, Office Superintendent, Stenographer Grade I/II, Office Assistants and MTS and the recruitment examination will be conducted through **Computer Based Test/Examination**.

Candidates are required to apply online through the link **https://cdn.digialm.com//EForms/configuredHtml/1258/68559//Instruction.html** available on the website of Ministry of Tribal Affairs **(https://tribal.nic.in).** No other means/mode of submission of applications will be accepted. The schedule of online application is as under:

1. IMPORTANT DATES

(i)	Commencement of online registration on website	**5/1/2021**
(ii)	Last date for online registration	**4/2/2021**

2. HOW TO APPLY:

i. Candidates are required to apply through the link **https://cdn.digialm.com//EForms/configuredHtml/1258/68559//Instruction.html** given on the website of Ministry of Tribal Affairs **(https://tribal.nic.in).**No other means/mode of application will be accepted.

ii.   Candidates are required to **have a valid personal email ID& Mobile Number.** It should be kept active during the currency of this recruitment. NESTS through its exam conducting agency may send admit cards/call letters for written test, skill test & interview etc. through the registered email ID or the same may be downloaded from the designated portal. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.

iii.   In case, a candidate does not have a valid personal email ID, he/she should **create his/ her new email ID** before applying Online.

iv.   The name of the candidate, Date of Birth and his/ her Parents' name etc. should be spelt correctly in the application as it appears in the class X certificates/ mark sheets. Any change / alteration found may disqualify the candidature.

v.   Carefully fill in the complete details in online application form. **Scan and upload your recent photograph and signature at the appropriate places** as per instructions contained in the online application format and submit the same in Online. Login id and password would be provided through e-mail and SMS on registration and keep it till completion of all the steps for successful submission of application and for future records.

vi.   Candidates submitting their online applications from Internet-cafe shall doubly ensure that all particulars filled-in are correct in all respects including uploading of their recent photograph and signature. Mistake, if any cannot be changed after submission of online application.

vii.   The candidates should take a printout of the online application and preserve it with them for their record and should not be sent the same at NESTS or any other address. The application printout with photograph affixed will also have to be submitted during document verification at the time of interview along with the self-attested copies of certificates in support of Age, Qualification, Experience, Caste, Caste Validity, Non-Creamy Layer, Physical disability, etc. as applicable.

viii.   Candidates are required to download the call letter/admit card through the link available on the from Ministry of Tribal Affairs website https://tribal.nic.in/. However, candidates are advised in their own interest to view website from time to time with regard to the call letters and other updates about Computer Based Test/Examination and Skill Test/Interview etc. No correspondence shall be entertained by the NESTS nor shall NESTS send separate intimation to the candidates to this effect.

ix.   Candidates in their own interest are advised, not to wait till the last date & time for applying online. They should register well before the time for last date of submission of applications. NESTS shall not be responsible, if candidates are not able to submit their applications due to last time rush.

x.   **General Instructions for filling up of Application**

   a.   The candidate shall apply through On-line mode only, as per the qualifications and eligibility criteria mentioned in the advertisement.

   b.   Before starting to fill-up, the online application, keep ready with you the following details/documents/information:

- E-Mail ID
- Mobile No.
- Personal and Educational qualification details
- Scanned Copy of Matriculation, Category, PwD and Ex-Servicemen Certificates
- Details of Debit Card/Credit Card/Net Banking for making application fee (Rs. 1200/- for Assistant Commissioner posts, Rs.750/-for Office Superintendent, Stenographer Grade I& Grade II, Office Assistants and Rs. 100/- for MTS posts (Fee is exempted for SC/ST and Women Candidate).
- Scanned Copy of Recent Photograph *(not more than 3 weeks old in jpg/jpeg format)*
- Scanned Copy of Signature with Black ink pen *(in jpg/jpeg format)*

xi. Sequence-wise actions to be followed by the candidates for filling-up of Online Applications are asunder:

- Visit MoTA website and Click on the link of "**Apply Online**" given in the Tender and Advertisement Section of the Website. Candidate are advised to carefully read the advertisement before applying for any particular post.
- Read Important Instructions and Click on **(√) 'I Agree** 'Button.
- Register by filling up necessary details *(Post opted, name, Mobile No. and e-mail ID and click on Submit Button). OTP authentication required.*
- Check Application Sequence No., User ID & Password received on your-mail and mobile number.
- Re-login to your account by entering User ID and password received through e-mail.
- Fill-up application form and upload Photo and Signature.
- Check Preview of the Application Form and make corrections, if any.
- Press Submit Button.
- Make Online payment through Debit Card/Credit Card/Net Banking *(if applicable).*
- Take Print out of application form for future record.

xii. The last date for submission of application is **4/2/2021 up to 11.59 PM.**

3. APPLICATION FEE

i. The candidates have to pay application fee online **through the prescribed link at online application portal.** The application fee payable is as under.

   a) For the post of Assistant Commissioner (Admin), Assistant Commissioner (Finance), the application fee will be Rs. 1200/- for each post.

   b) For the post of Office Superintendent (Finance), Stenographer Grade I, Stenographer

Grade II, Office Assistants, the examination fee will be Rs. 750/- for each post.

c) For the post of MTS, the examination fee will be Rs. 100/- for each post.

Fee once paid will not be refunded under any circumstances.

ii. Application fee will be paid through On-line mode i.e. Debit Card/Credit Card/Net Banking etc. There will not be any other mode of payment of application fee. In case a candidate deposits the fee in any wrong account or through any other mode, NESTS will not be responsible for non-receipt of application fee. Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility conditions before applying.

iii. No fee is required to be paid by women candidates and candidates belonging to SC/ST/PH, and Ex- Servicemen categories; hence the steps for payment of fees will not be applicable to them in online application form.

iv. A candidate may apply for more than one post if he/she is eligible and desires to do so. In such cases, the candidate will have to pay the requisite Fee separately for each post as applicable**.**

4. DETAILS OF VACANCIES

The Post-wise and Category-wise break-up of vacancies with pay scale and age limit as on **31/12/2020** is as under:

Post Code	Post	Classification	Unreserved (UR)	EWS	OBC-NCL	SC	ST	PWD (Included)	Ex-Serviceman	Total Number of Post	Pay Scale	Upper Age Limit (As on 31.12.2020)
01/7	Assistant Commissioner (Administrative)	Group B	2	NIL	NIL	NIL	NIL	NIL	NIL	Two (2)	Level 8 Rs. 47600-151100/-	40
02/7	Assistant Commissioner (Finance)	Group B	1	NIL	NIL	NIL	NIL	NIL	NIL	One (1)	Level 8 Rs. 47600-151100/-	40
03/7	Office Superintendent (Finance)	Group B	2	NIL	NIL	NIL	NIL	1	NIL	Two (2)	Level 7 Rs. 44900-142400/-	35
04/7	Stenographer Grade – I	Group B	1	NIL	NIL	NIL	NIL	NIL	NIL	One (1)	Level 6 Rs. 35400-112400/-	30
05/7	Stenographer Grade – II	Group C	2	NIL	NIL	NIL	NIL	NIL	NIL	Two (2)	Level 4 Rs. 25500-81100/-	30
06/7	Office Assistant	Group C	3	NIL	1	NIL	NIL	NIL	NIL	Four (4)	Level 4 Rs. 25500-81100/-	27
07/7	Multi-Tasking Staff (MTS)	Group C	5	NIL	1	NIL	NIL	1	NIL	Six (6)	Level 1 Rs. 18000-56900/-	30

Based on above categorization, Details of No. of posts earmarked and identified suitable under PWD Categories are as under: -

Sl. No.	Post	Classification	Number of Vacancies under Pwd Category	Vacancies Earmarked for PwD	Categories of PwD suitable for the Post

No.	Name of post	Group			
1.	Assistant Commissioner (Administrative)	Group B	Nil	Nil	Category: (b) & (c) Sub Categories: Hearing Handicapped (HH), One Arm (OA), One Leg (OL), Both Legs (BL)
2.	Assistant Commissioner (Finance)	Group B	Nil	Nil	Category: (b) & (c) Sub Categories: Hearing Handicapped (HH), One Arm (OA), One Leg (OL), Both Legs (BL)
3.	Office Superintendent (Finance)	Group B	01	One Arm (OA), One leg (OL), Both Leg (BL)	Suitable for Category (c) (Sub-Categories-OA, OL, BL)
4.	Stenographer Grade - I	Group B	Nil	Nil	Suitable for Category (c) (Sub-Categories-OA, OL, BL)
5.	Stenographer Grade - II	Group C	Nil	Nil	Suitable for Category (c) Sub-Categories: One Leg (OL), One Arm (OA),
6.	Office Assistant	Group C	Nil	Nil	Suitable for Category (c) Sub-Categories: One Leg (OL), One Arm (OA),
7.	Multi-Tasking Staff (MTS)	Group C	01	One Leg (OL), One Arm (OA), Hearing Handicapped (HH)	Suitable for Category(b)&(c) (Sub-Categories-OL, OA, HH)

5. QUALIFICATION & ELIGIBILITY CRITERIA

Details regarding essential and desirable qualifications for various categories of posts, Relaxation of age and other related details are given below:

Name of post	Educational and other qualifications required for direct recruits
Assistant Commissioner (Admin)	1. Graduate Degree from a recognized University 2. Holding Analogues post on regular basis or with 6 years of regular service in the level 6 (Rs. 35400-112400/-) or 2 years of regular service in Level 7(Rs. 44900- 142400).
Assistant Commissioner (Finance)	1. B. Com from a recognized University 2. Holding Analogues post on regular basis or with 6 years of regular service in the level 6 (Rs. 35400-112400/-) or 2 years of regular service in Level 7(Rs. 44900- 142400). 3. Possessing experience of handling Financial matters in a responsible capacity in Central/State Govt./Autonomous/ Statutory Organization.
Office Superintendent (Finance)	1. B. Com with 50% marks in the aggregate and at least 4 years post qualification working experience in the Audit and Accounts works. OR M.Com with 50% marks and at least 3 years post qualification working experience in the Audit and Accounts works. OR CA (Inter) or ICWA(Inter) or MBA(Finance) or PGDM (Finance) (2 years full time or 3 years part time) with 2 years' post qualification

	working experience in the Audit and Accounts works. 2. Knowledge of Computer application.
Stenographer Grade – I English	1. Graduate 2. Shorthand Speed of 100 w.p.m. in English and Typing Speed of 45 w.p.m. in English Typing. 3. Knowledge of Computer Applications **Experience:** Should have at least 3 years of working experience.
Stenographer Grade – II English – 1 Hindi - 1	1. 12th class pass from recognized Board or University 2. Knowledge of Computer Operation. 3. Skill Test Norms: Dictation: 10 mts @ 80 w.p.m. Transcription: 50 mts. (English) OR 65 mts. (Hindi) (On Computer)
Office Assistant	Bachelor Degree in any disciplines or equivalent.
Multi-Tasking Staff (MTS)	Matriculation (Class X) or equivalent pass.

Note 1: "Working Experience" The candidate(s) claiming work experience should be having working experience under Govt. Dept. /Autonomous Body / PSU / Reputed private organizations on Regular/Adhoc/Contractual basis.

Note 2: -Reputed Organization Means: -

The Private Company/organization having minimum annual turnover of Rs. 100 crores, for last 5 years.

<div align="center">OR</div>

The firm and Company having minimum 100 employees on its roll.

Note 3: -The candidate(s) claiming post qualification work experience of reputed private organizations have to submit following documents in addition:

    a. Salary Slip(s).
    b. Income Tax Return (ITR) for 05 years and Form 16

Note 4: "Regular Service "The service of the candidates who is working on regular basis in Central/State Govt./Autonomous Body of Central/State Govt./Public Sector Undertaking will be counted for experience purpose wherever required. Adhoc/Contractual service and different pay scales other than those mentioned in the advertisement will not be counted for experience purpose.

6. ELIGIBILITY CUT OFF DATE AND AGE RELAXATION

The Cut-Off date for determining various eligibility criteria (Educational Qualifications, Age Limit, Experience etc.) will be 31.12.2020

The maximum relaxation in upper age limit will be as under:

Sl. No.	Category of Persons	Extent of age relaxation / concession
(a)	Scheduled Caste / Scheduled Tribe	**5 years**
(b)	Other Backward Classes	**3 years**
(c)	Widows, divorced women and women judicially separated from their husbands and who are not re-married (Applicable only on Group C)	**Up to the age of 35 years** (up to 40 years for members of Scheduled Castes and Scheduled Tribes).
(d)	Candidates with 3 years continuous service in Govt. provided the posts are in same or allied cadres (An applicant claiming age relaxation under this para should produce a certificate from his/her employer to the effect that he/she is a Government Servant as on the date of Advertisement.)	**5 years**
(e)	Persons ordinarily domiciled in the U.T of Jammu & Kashmir during 01.01.1980 to 31.12.1989	**5 years**
(f)	Persons with disabilities (including women) (i) SC/ST (ii) OBC	**10years** **15years** **13years**
(g)	Ex-serviceman: Ex-servicemen ECO/SSCO : Group A & B Posts Services/posts filled by direct recruitment otherwise than on a result of any open All India competitive examination held by UPSC subject to the condition that (i) the continuous service rendered in the Armed Forces by an ex-servicemen is not less than six months after attestation (ii) resultant age after deducting his age does not exceed the prescribed age limit by more than three years and (iii) condition prescribed in O.M. No. 39016/10/79- Esst.(C) dated 15.12.1979	Period of Military service plus 3 years

Note:

I. **The age of the candidate should not exceed more than 55 Years after considering all the relaxation/concession in any given case.**

II. The age relaxation for Ex-servicemen will be as per Govt. of India Rules.

III. Ex-servicemen who has put in not less than six months continuous service in Armed Forces (Army, Navy and Air Force) shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years he/she shall be deemed to satisfy the condition regarding age limit.

IV. All the concessions mentioned above will be concurrent i.e. If a person is eligible for more than one concession, only one of the concessions of the highest permissible limit, will be granted.

V. Applicants must satisfy about their eligibility as on 31.12.2020 before applying. The NESTS will take up verification of eligibility conditions with reference to original documents only after the candidates have qualified for skill test/interview.

7. SCHEME OF EXAMINATION

On the basis of number of applications received for the mentioned posts, the mode of Recruitment would be decided by the Competent Authority, NESTS. In case, number of candidates is less, the NESTS will select suitable persons based on interview after shortlisting of candidates as per the criteria decided by the NESTS.

Examination pattern will be Computer based test (CBT-MCQ) followed by skill test /interview. The scheme & syllabus of examination with number of questions and duration of paper for other posts is as under:

ASSISTANT COMMISSIONER
(Scheme & Syllabus for Direct Recruitment)

Test Duration	03 hours
Total Questions	180 Objective type multiple choice questions
Total Marks	180 Marks

Section Name (Nature of Questions)	Marks per item	No. of items
Part-I: Reasoning Ability Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question	30 questions
Part-II: General English Comprehension, one-word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases.	01 mark per question	30 questions

Part-III: General Knowledge Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	20 questions
Part-IV: Contemporary Issues in Education **(a) The Constitutional Context** • Constitutional values and education (Preamble, Fundamental rights and duties) • Right to Free and Compulsory Education2010(RTE) • Inclusive Education **(b) The Social Context of Educational Policy** • Challenges posed for education by the socio-cultural and economic context • Child labor • Child marriage • Composition of Indian society and its implications for education • Classroom ethos from the perspective of children from diverse socio-cultural and economic backgrounds **(c) A Thematic Focus on Educational Policy** • Kothari Commission and the vision of Common Schooling; National Policy on Education 1986 • Ramamurthy Committee 1992 • Yashpal Report 1993 • National Curriculum Framework 2005 • Three-language formula • Zakir Hussain Committee • Basic Education • Mudaliar Commission • Skills and vocational education **(d) Social and Educational Reform** • Innovations and experiments **(e) The System and its Structures** • Schools in India: Types and Affiliation • KVS, NVS, Sainik Schools • Concerns for 'quality' and equity • Management and public participation • NCTE, NCERT, NIOS, Boards of Education etc.	01 mark per question	30 questions

Part-V : Management Aptitude Management: its nature and scope; The Management Processes; Planning, Organisation, Staffing, Directing and Controlling; The Role of a Manager in an Organisation. Leadership: The Tasks of a Leader; Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal– Potential appraisal and development – Feedback and Performance Counselling – Career Planning – Training and Development – Rewards – Employee Welfare. Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology.	01 mark per question	30 questions
Part-VI Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks	01 mark per question	5questions
Part-VII: **(a)** **Administration, Establishment & Finance** -CCS (CCA) Rules -CCS (Conduct) Rules -CCS (Leave) Rules -Fundamental & Supplementary Rules -Pension Rules and New Pension Scheme -Medical Attendance Rules -Provident Fund Rules	01 mark per question	5 questions 5 questions 5 questions 5 questions 5 questions 5 questions 5 questions

Interview: 100 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

Assistant Commissioner (Finance)
(Scheme & Syllabus for Direct Recruitment)

Test Duration	03 hours		
Total Questions	180 Objective type multiple choice questions		
Total Marks	180 Marks		
Section name (Nature of Questions)		**Marks per item**	**No. of items**
Part-I : Reasoning Ability Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification, Figure series, Venn Diagram		01 mark per question	30questions
Part-II : General English Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar - Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases		01 mark per question	20 questions
Part-III : General Knowledge Indian History, Indian Geography, Indian Economy, Scientific Research, awards, Sports, Current affairs-India & World		01 mark per question	20 questions
Part-IV: Financial Administration • Maintenance of Cash Book • System and operation of PFMS • Functioning of GEM • Procurement of Goods and Services • Preparation of Bank Reconciliation Statement • Posting of Ledger Accounts • Preparation of Trial Balance and Final Accounts • Principles of Auditing • General Financial rules related to Purchase of general stores/services and awards to contract etc. • Fundamental Rules and Supplementary Rules • CCS (Pension) Rules • T.A.Rules • Medical Attendance Rules • Provident Fund Rules Delegation of Financial Power etc.		01 mark per question	60 questions
Part –V: Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information		01 mark per question	20 questions

Part-VI : Management Aptitude Management: its nature and scope; The Management Processes; Planning, Organisation, Staffing, Directing and Controlling; The Role of a Manager in an Organisation. Leadership: The Tasks of a Leader; Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal – Potential appraisal and development – Feedback and Performance Counselling – Career Planning – Training and Development – Rewards – Employee Welfare. Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology. Types and Affiliation of schools in India, KVS, NVS, Sainik Schools, Concerns for 'quality' and equity, NCTE, NCERT, NIOS, Boards of Education etc.	01 mark per question	20 questions
Part VII: Awareness about School Education, Examination Board and its Administration etc. • Constitutional context • The system and its structures –KVS, NVS, Sainik schools, Management, and public participation, NCTE, NCERT, NIOS, Boards of Education etc.	01 mark per question	10questions

Interview: 100 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

Office Superintendent (Finance)
(Scheme & Syllabus for Direct Recruitment)

Test Duration	03 hours	
Total Questions	160 Objective type multiple choice questions	
Total Marks	160 Marks	

Section name (Nature of Questions)	Marks per item	No. of items
Part-I : Language **1. General English** Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases	01 mark per question	10 questions
2.General Hindi तत्सम ,तद्भव,पर्यायवाची ,विलोम, मुहावरे और लोकोक्तियाँ,शुद्ध, अशुद्ध वाक्य,संधि-विच्छेद, अलंकारऔर समास, वचन , लिंग, अनेकार्थीऔर वाक्य के लिए एक शब्द	01 mark per question	10 questions
Part-II: General Awareness & Computer **1.General Knowledge** Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	10 questions
2.Logical Reasoning Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question	10 questions
3.Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks	01 mark per question	10questions

Part-III: Financial Administration		
-Maintenance of Cash Book		5 questions
-Preparation of bank reconciliation statement		5 questions
-Posting of ledger accounts		5 questions
-Preparation of Trial balance and final accounts		5 questions
-Principles of auditing		10 questions
-General Financial Rules, 2017 – related to purchase of general stores/services and award of contract etc, Income tax and GST	01 mark per question	25 questions
-Fundamental Rules and Supplementary Rules		20 questions
-CCS (Pension) Rules & New Pension Scheme		10 questions
-TA Rules & LTC Rules		5 questions
-Medical attendance Rules		5 questions
-Provident Fund Rules		5 questions
-Delegation of Financial power		10 questions

Skill Test

Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, Internet and Tally Accounting	**100 marks**	Qualifying in nature.

Interview - 60 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

STENOGRAPHER Grade-1
(Scheme & Syllabus for Direct Recruitment)

Test Duration	02 hours
Total Questions	100 Objective type multiple choice questions
Total Marks	100 Marks

Section name (Nature of Questions)	Marks per item	No. of items
Part-I: Language **General English** One-word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases	01 mark per question	15 questions
-General Hindi •तत्सम, तद्भव • पर्यायवाची ,विलोम, •मुहावरे और लोकोक्तियाँ, •शुद्ध,- अशुद्धवाक्य, • संधि-विच्छेद, • अलंकारऔर समास,	01 mark per question	10 questions

• वचन , लिंग, • अनेकार्थीऔर वाक्य के लिए एक शब्द • गद्यांश आधारित प्रश्न		
Part-II: General Knowledge, Current Affairs and General Awareness about the Environment (Bilingual) • Current Affairs • Authors • Budget • Indian Economy • General Knowledge • Book • History • International & National Organizations • Abbreviations • Environment • Geography • General Science • Awards	01 mark per question	30 questions
Part-III: Reasoning & Mathematical Ability (Bilingual) • Puzzles • Non-Verbal Reasoning • Verbal Reasoning • Logical Reasoning • Data Sufficiency • Data Interpretation • Analytical Reasoning	01 mark per question	25 questions
Part-IV: Basic Computer Knowledge • Basics of computer • MS Office • Typing • Internet Usage • Uses of Computer • Computer Tools • Website Surfing • History of Computer	01 mark per question	10questions
Part V: Awareness about School Education, Examination Board and its Administration etc. • Constitutional context • The system and its structures –KVS, NVS, Sainik schools, Management, and public participation, NCTE, NCERT, NIOS, Boards of Education etc.	01 mark per question	10questions

Skill Test

Shorthand: Dictation: 10 minutes @ 100 w.p.m. in English	**50 marks**	
Typing Test Typing Test only on computer Net typing speed. English – 45 w.p.m. (50 Minutes)	**50 marks**	Qualifying in nature.
Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	**100 marks**	

1) The candidates are required to qualify shorthand and typing test and secure minimum 40% marks in Computer Proficiency Test.
2) There will be no interview for the post of Stenographer Grade-I.

Stenographer Grade II
(Scheme & Syllabus for Direct Recruitment)

Test Duration	02 hours		
Total Questions	100Objective type multiple choice questions		
Total Marks	100 Marks		
Section name (Nature of Questions)		**Marks per item**	**No. Of items**
Part-I : Language Proficiency Test **General English** Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases		01 mark per question	20 questions
General Hindi गद्यांश आधारित प्रश्न, तत्सम ,तद्भव,पर्यायवाची , विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध अशुद्ध वाक्य, संधि-विच्छेद, अलंकारऔर समास, वचन, लिंग, अनेकार्थीऔर वाक्य के लिए एक शब्द		01 mark per question	20 questions
Part-II: General Awareness & Computer Literacy **General Knowledge** (i)Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World **Logical Reasoning** (ii) Analogies - Semantic Analogy, Symbolic/Number		01 mark per question	15 questions

Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question	15 questions
Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks	01 mark per question	15 questions
Quantitative Aptitude Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance	01 mark per question	15 questions

Skill Test

Shorthand: Dictation: 10 minutes **English -**@ 80 w.p.m. **Hindi -**@ 80 w.p.m.	**50 marks**	Qualifying in nature.
Transcription / Typing Test Typing Test only on computer Net typing speed. English – 40 w.p.m. or Hindi – 35 w.p.m. **English** - 50 minutes (Eng.) **Hindi** - 65 minutes (Hindi)	**50 marks**	
Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	**100 marks**	

1) The candidates are required to qualify shorthand and typing test and secure minimum 40% marks in Computer Proficiency Test.
2) There will be no interview for the post of Stenographer Grade-II.

Office Assistant
(Scheme & Syllabus for Direct Recruitment)

Test Duration	03 hours		
Total Questions	160 Objective type multiple choice questions		
Total Marks	160 Marks		
Section name (Nature of Questions)		**Marks per item**	**No. Of items**
Part-I : Language (20 questions) **General English** One-word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases		01 mark per question	10 questions
General Hindi • तत्सम, तद्भव • पर्यायवाची ,विलोम, •मुहावरे और लोकोक्तियाँ, •शुद्ध,- अशुद्धवाक्य, • संधि-विच्छेद, • अलंकारऔर समास, • वचन , लिंग, • अनेकार्थीऔर वाक्य के लिए एक शब्द • गद्यांश आधरित प्रश्न		01 mark per question	10 questions
Part-II: General Awareness & Computer Literacy (30 questions) **General Knowledge** Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World		01 mark per question	10 questions
Logical Reasoning Analogies - Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification		01 mark per question	10 questions
Computer Literacy Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital		01 mark per question	10 questions

Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks		
Part-III: **(a) Administration, Establishment& Finance (90questions)** -CCS (CCA) Rules -CCS (Conduct) Rules -CCS (Leave) Rules -Fundamental & Supplementary Rules -Pension Rules and New Pension Scheme -Medical Attendance Rules -Provident Fund Rules **(b) Comprehension (20questions)** -English -Hindi	01 mark per question 01 mark per question	15 questions 15 questions 10 questions 20questions 10 questions 10 questions 10 questions 10 questions 10questions

Skill Test

Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point, and Internet.	**100 marks**	Qualifying in nature.

1) There will be no interview for the post of Office Assistant.
2) The candidates are required to secure minimum 40% marks in Computer Proficiency Test.

Multitasking Staff
(Scheme & Syllabus for Direct Recruitment)

Test Duration	02 hours
Total Questions	50 Objective type multiple choice questions

Total Marks	50 Marks		

Section name (Nature of Questions)		Marks per item	No. of items
A. WRITTEN EXAMINATION			
Sections	**Section name**	**Marks per item**	**Total Marks**
Part-1 General English a. Spot the error b. Fill in the blanks c. Synonyms/ Homonyms d. Antonyms e. Spellings f. Detecting Mis-spelt words g. Idioms and phrases h. One-word substitutions i. Improvement j. Shuffling of sentence parts k. Shuffling of Sentences in a passage l. Close passage m. Comprehension passage		1 mark each	10 Marks
Part-2 General Awareness a. Indian Constitution b. Awards and Honors c. Books d. Culture e. General Politics f. Current events g. Economic Scene h. Geography i. History j. Sports and Games.		1 mark each	10 Marks
Part-3 Numerical Ability a. Number Systems b. Computation of Whole Numbers c. Decimals and Fractions d. The relationship between Numbers e. Fundamental arithmetical operations f. Percentages g. Ratio and Proportion h. Averages i. Interest j. Profit and Loss k. Discount		1 mark each	10 Marks

l. Use of Tables and Graphs m. Mensuration n. Time and Distance o. Ratio and Time p. Time and Work.		

Part-4 General Intelligence
    a. Similarities and Differences
    b. Analysis
    c. Space Visualization
    d. Decision Making
    e. Problem Solving
    f. Observation
    g. Judgment
    h. Figure Classification
    i. Visual Memory
    j. Number Series
    k. Relationship Concepts
    l. Non-Verbal Series
    m. Arithmetical Computation
  n. Analytical Functions
	1 mark each	20 Marks

Total	**50**	**50 Marks**

Descriptive Test

Short Essay/Letter in English or any Language included in 8th Schedule of the Constitution	50 Marks	30 Minutes

There will be no interview for the post of MTS.

Paper-II will be of descriptive type in which the candidate will be required to write a short essay or letter in English or any language included in the VIII Schedule of the Constitution.

Paper-II will only be of qualifying in nature and is intended to test elementary language skills in view of categorization of the post as Group-C and in view of job requirements. However, marks scored by the candidates in Paper-II will be used to decide merit in case more than one candidate score equal normalized marks in Paper-I.

Paper-II will be held only for those candidates who meet the cut-off prescribed by the Commission in Paper-I for different categories.

Note-1: The posts requires the candidate(s) to undergo Skill Test/Final Stage, the candidate(s) will be shortlisted for SKILL TEST in the ratio of 1:10 of posts advertised, as the case may be. The cut-off marks criteria may be increased/decreased subject to number of candidate(s) qualifying for the final stage.

Note-2: The provisional merit list for the post of Stenographer Grade-I/II, Office Assistant shall be drawn on the basis of marks scored in CBT/written exam (stage-I) only for the candidates who have

successfully qualified the skill test.

Note-3: The NESTS reserves the right to increase/decrease the shortlisting Criteria/Cut off marks for second stage/final stage/skill test/interview as the case may be.

Schedule of examination will be intimated with the Admit Card. Detailed examination schedule will also be notified on Ministry of Tribal Affairs website in due course.

Based on the performance in Computer Based Test/Examination and also keeping in view the number of vacancies, the candidates will be called for skill test/interview wherever applicable. Intimation to this effect will be uploaded on the Ministry of Tribal Affairs website in due course. Candidates are required to check the website from time to time. Taking into account the performance of both Computer Based Test/Examination and interview, merit list will be prepared in case of Assistant Commissioner (Admin), Assistant Commissioner (Finance) and Office Superintendent (Finance). There will be a skill test/Computer Proficiency test / descriptive paper for the post of Stenographer Grade I, Stenographer Grade II, Office Assistant and MTS based on the performance of the candidates in Computer Based Test/Examination. The mode of selection will be the sole discretion of NESTS and subject to change.

8. MODE OF SELECTION

a. The mode of selection will be decided by the NESTS. There may be Computer Based Test/Examination followed by Skill Test and/or interview of the eligible candidates. Candidates will be selected on the basis of their performance put together in Computer Based Test/Examination, skill test and interview wherever applicable. The NESTS reserves the right to decide the cut off marks in Computer Based Test/Examination and interview wherever applicable separately. The decision of the NESTS about the mode of selection to the above posts and eligibility conditions of the applicants for interview shall be final and binding. No correspondence will be entertained in this regard.

b. PWD Candidates with disability of 40% or more, if they need Scribe, will have to bring their own scribe to assist them in the examination. There is no restriction with regard to educational Qualification or age etc. for the scribe. Compensatory Time to be allowed for all candidates with disability of 40% or more is 20 minutes per hour of examination. Question Papers and Answer Sheets will not be provided in Braille.

9. EXAMINATION CITIES

The Computer Based Test/Examination for the recruitment to the above-mentioned posts is likely to be held at following centers*. **However, the NESTS reserve right to conduct the written test at all the cities or any one or more of the cities depending upon the number of the candidates and other compulsions.**

Number of centers in each city will depend upon the number of candidates opting for a city.

S.No	City
1	Guwahati

2	Kolkata
3	Ranchi
4	Raipur
5	Bhopal
6	Jaipur
7	Lucknow
8	Bhubaneshwar
9	Chennai
10.	Delhi
11.	Mumbai
12.	Bangalore
13.	Hyderabad
14.	Chandigarh

Note:
a. No request for change of examination center once allotted will be entertained and the candidate will have to appear at the allotted center at his/ her expenses.
b. No candidate will be admitted for the Computer Based Test/Examination without the proper Admit Card. Along with admit cards, candidates will also be required to bring one valid ID Proof (in original) such as Voter ID Card, Aadhar Card, Driving License, Passport, PAN Card. Hence, without Identity Proof, candidates will not be allowed to appear for the examination under any circumstances.

10. GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Only Indian Nationals are eligible to apply.

2. The vacancies indicated above are tentative and subject to change.

3. The candidates can apply for multiple posts if he/she is eligible.

4. Candidates seeking reservation benefits available for SC/ST/OBC/PWD/EWS/Ex-Servicemen must ensure that they are entitled for such reservation as per the eligibility prescribed. They should also be in possession of the necessary certificates which should not be more than a year old as on 31.12.2020. Such certificate issued by the competent authority in support of their claim needs to be uploaded at the time of filling of the application.

5. The Question Papers and Answer Keys will be uploaded and can be accessed through the link available on Ministry of Tribal Affairs website, 04 days after the conduct of Computer Based Test/Examination for all the posts, for those who appeared in the examination for their final review. In case of any query/objection in respect of any question(s) and its answer, the details are to be submitted only through Online Response Link in the portal with documentary evidence within 05 days of providing such information on Ministry of Tribal Affairs website. Thereafter, objections will be referred to expert(s) and question/key will be finalized/decided accordingly for preparation of result. Non-receipt of objections within stipulated period, such candidates will not have any right for any future legal claim, in any court of law, for re-evaluation at later stage of selection process.

6. Results of the Computer Based Test/Examination will be published in Ministry of Tribal

Affairs Website in due course.

7. The list of candidates called for Skill Test/Interview will be displayed in Ministry of Tribal Affairs website, as applicable.

8. The final merit list of candidates for all the posts will also be displayed in the Ministry of Tribal Affairs website. No separate correspondence shall be entertained in this regard.

9. Ministry of Tribal Affairs will not enter into any correspondence with the candidates about their candidature.

10. Canvassing in any form will disqualify a candidate.

11. **The** NESTS **may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process**. Even if Admit Card is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including at time of joining & thereafter) that the candidate is not eligible, then his/her candidature shall be summarily rejected.

12. The NESTS may, at its discretion, hold re-examination as and when necessary in case need arises for the same. In such an eventuality, candidate will have to appear for such re-examination at his/her own cost.

13. No TA etc. will be paid for appearing in the written test.

14. Selected candidates will initially be on probation for a period of two years, which can be extended at the discretion of the Competent Authority of NESTS. during the probation period, services of probationer can be terminated at any time without assigning any reason thereof.

15. Qualifications acquired by the candidates should be strictly in accordance with the prescribed qualifications. *Any candidate seeking claim of equivalence of the qualifications with that of the notified one should furnish documentary evidence in support of their claim at the time of interview/selection,* otherwise such cases would be rejected. Similarly, where grades have been given, the position of the mark- sheets showing equivalent percentage of marks should be produced at the time of interview/selection.

16. In case of any discrepancy or variation in the translated version of this advertisement is found in Hindi or any other language, the text provided in the English version will be treated as final.

17. The online data related to the examination will be preserved/available up to the period of one month only, from the date of declaration of final result of respective post and thereafter, these shall stand destroyed.

18. The candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to the examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility condition(s).

19. Mere issue of Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the NESTS.

20. No age relaxation will be given to the candidates working in Autonomous Body/Statutory Body /Public Sector Undertaking.

21. The candidates working in Government organizations are required to submit NOC/VIGILANCE/SERVICE certificate at the time of document verification/interview, if shortlisted.

22. The OBC candidate must produce a certificate in the prescribed proforma, as issued for employment in Central Govt. Offices and they should not be from creamy layer.

23. No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data filled by the candidate online and the original testimonials, his candidature is liable to be rejected. Hence, no request for change in particulars of any candidate shall be entertained by NESTS at a later stage.

24. Mobile phone pagers, Bluetooth or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from present and future examinations.

25. **Any dispute with regard to this recruitment shall be subject to the court having its jurisdiction in Delhi only.**

26. Incomplete On-line application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.

27. Any modifications/ amendments /corrigendum in respect of the above advertisement shall be made available only on NESTS Website. No further press advertisement will be published. Hence prospective applicants are advised to visit Ministry of Tribal Affairs Website regularly for this purpose.

28. All correspondence/announcements with respect to above recruitment process shall be done through notices on the Ministry of Tribal Affairs website. Important information regarding recruitment will be available in Ministry of Tribal Affairs website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the Admit Card/Interview Letters. Ministry of Tribal Affairs will not be responsible for any loss of email sent, due to invalid/wrong Email ID or Mobile Number provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid till the recruitment process is over.
In case of any problems faced by the candidates in filling up the online application form, they may contact the **Help Desk** on Toll Free Number:022-61306219 between 10 AM and 6 PM on all days (Monday - Sunday), or candidate may send email to email id **nestshelpdesk@gmail.com**.

29. NESTS reserve the right to shortlist candidates for Computer Based Test, reschedule the test date & venue etc. or alter any of the advertised condition depending upon the circumstances.

30. The Important Dates for the recruitment are as under.

Commencement date of Online Registration	5/1/2021
Closure date of Online Registration	4/2/2021 (11:59 PM)
Conduct of CBT (Computer Based Test)	Will be notified later on website.

31. The candidate is liable to be disqualified from the examination and debarred either permanently or for a specified period, at any stage of examination/recruitment in NESTS on account of the following:

a) Using unfair means during the examination, or

b) Impersonating or procuring impersonation by any person; or

c) Mis-behaving in the examination hall; or

d) Resorting to any irregular means in connection with his/her candidature during selection process; or

e) Obtaining support for his/her candidature by any means, such candidate in addition to rendering himself/herself liable to criminal prosecution.

f) In case of possession and use of electronic devices such as Mobile Phone, Micro Phone or any other Associated Accessories, Calculator, Log-Tables, Pager, Digital Diary, Books/Notes etc. during the On-line Examination.

g) Furnishing of false, tampered, fabricated particulars or suppress any material information while submitting the application or at any stage during the recruitment process.

****