

## **CITIZEN FORCE FOUNDATION FOR CITIZENS**

**Incorporated under the Provisions of  
Central Act No. 1 of 1956**

[www.citizenforce.in](http://www.citizenforce.in)

### **PROVISIONAL NOTIFICATION NO. CF/PN/2/2020 (Empanelment Process)**

1. By going through the Aims & Objects of Citizen Force and the roles & responsibilities attached to the Councilors and Primary Volunteers of Executive Council for Legal Literacy of Citizen Force one will understand that these persons will become prominent and highly respectable persons in the society.

Considering their important role in building a Peaceful and Pollution-Free Country, Citizen Force follows certain unique empanelment process in their empanelment.

2. The empanelment process of Councilors and Primary Volunteers of Executive Council for Legal Literacy will comprise of: -

Phase-1 : MCQ Written/Online Test As per the syllabus prescribed

Phase-2 : Group Discussion On Phase-1 Syllabus

Phase-3 : Empanelment Interview

Phase-4 : Training As prescribed herein.

### 3. IMPORTANT DATES: (Subject to change without notice)

1	Starting date for Registration of Expression of Interest	07 Dec 2020
2	Closing date for Registration of Expression of Interest	28 Dec 2020
3.	Release of Final Notification on or before [Tentative]	31 Dec 2020
4.	Last date for payment of Application Fee, if any [Direct to Exam Center]	To be notified to registered candidates by WhatsApp/Email
5.	Information/display of Fee payment details status	
6	Starting Date for downloading of Admit Card from <b>Citizen Force website for online test – Venue at Visakhapatnam only</b>	
7	Tentative date of written examinations	24 January 2021

### 4. REGISTRATION OF EXPRESSION OF INTEREST:

The Candidates wish to appear for the examinations shall register online through Citizen Force Website on or before the above notified date by clicking "[UPLOAD YOUR RESUME](#)" and complete the process prescribed therein. **The Application Fee, if any, shall be remitted only after release of FINAL NOTIFICATION on or before the date prescribed in the Final Notification. There is no fee for registration and is voluntary.**

### 5. EMPANELMENT PROCESS:

#### A. Phase I: [120 Marks – 120 Minutes duration]

The MCQ based Written/Online written test will be an objective type consists of the following.

**Part –I [Four Sections] – Each Section consists of 20 Marks  
[Total 80 Marks]**

- (a) Citizen, State and the Constitution,
- (b) Democracy at Work, Local Government, State Government, Union Government,
- (c) People's Participation in the Democratic Process,
- (d) Contemporary India: Issues and Challenges. Natural Environment & Resources.

**Part –II [Two Sections] – Each Section consists of 20 Marks  
[Total 40 Marks]**

- (e) About Citizen Force's Aims & Objects, FAQs, and other information available in the website of Citizen Force.
- (f) English Language (Verbal Ability)

There will be a negative mark (0.25/wrong answer) for choosing wrong answer by the candidate. Candidates are strongly recommended not to guess but to answer the questions which they are sure as this will have impact in later stages of selection.

The candidates are required to qualify in Phase-I by securing passing marks, in each of the sections, to be decided by the Citizen Force on the basis of the performance of all the competing candidates taken together in each section to a minimum required level for each category i.e., (a) to (f) of Part I & II.

The list of candidates qualified in Phase-I Test will be published in the website of Citizen Force. Such candidates are only eligible to appear in the following Phase-II Group Discussion.

## **B. Phase-II:**

### **Group Discussion: (50 marks):**

The candidates will have to qualify both Phase-I and Phase-II separately for qualifying for interview.

### **C. Phase-III: Interview: (30 marks)**

Marks secured by the candidates in the Phase I and II (out of 170 marks maximum) are converted to out of 85; and marks secured in Interview (out of 30 marks) are converted to out of 15.

The pre-final merit list is arrived at after aggregating the converted marks of Written Tests and Interview out of 100. All the qualified candidates are kept in panel as Primary Volunteers and will be put on training for 2 to 4 weeks from the date of commencement of training.

### **D. Phase IV: Training (Including mock Council meetings)**

Selection for Executive Members of Council will be made from the top merit ranked candidates after successful completion of training. All other qualified candidates are kept in the panel of Primary Volunteers and will be entrusted with the works that are to be carried out by Primary Volunteers. In case of any casual vacancy in the office of Executive Council members, such number of Primary Volunteers will be invited to fill up the casual vacancy by rotation so that there will be opportunity for all the qualified candidates to acquire experience as Executive Member. While holding the office of Executive Member, all are entitled to receive sitting fee.

## **6. STRENGTH OF EXECUTIVE COUNCIL:**

The minimum requirement of primary volunteers for each council is one hundred; and from such empaneled primary volunteers, maximum of twenty-seven executive members will be considered for one Executive Council. If required, the Board may, at its discretion, constitute more than one Executive Council by re-organizing the territory.

**7. TENURE:** The tenure of any member of Executive Council is 5 Years from the date of constitution or till attaining the age of 35 years, whichever is earlier. Thereafter their services may be considered for next higher council at the discretion of the Board. However, the Board, at its discretion, may dissolve the council and or reconstitute the council in case in the opinion of the Board it is not feasible to continue the council in the same form or in any other form.

**8. RETAINERS:** The candidates, from among the empaneled candidates, who found to be capable of taking up of the matters independently, may be considered as Retainers on case to case basis fee. In addition to these young persons, Citizen Force may retain senior persons/counsels at its discretion.

## **9. IMPORTANT INFORMATION**

(i) Candidates in their own interest are advised to go through the detailed instructions contained in this notification including the website of Citizen Force carefully before registration/payment of application fee, if any.

- (ii) **Age Limit:** Not more than 30 Years as on 21<sup>st</sup> June 2021
- (iii) Date, Time, Venue of Examinations and Application Fee (if any) etc., will be published in the Final Notification.
- (iv) Applications will be received through online mode only through Citizen Force website ([www.citizenforce.in](http://www.citizenforce.in) ). No other mode of application shall be accepted.
- (v) Citizen Force will not undertake any scrutiny of online applications for eligibility and other aspects before admitting them for written examinations. Candidates should satisfy themselves about their eligibility. The Citizen Force would admit to the written test all the candidates applying along with the requisite fee, if any, on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.
- (vi) In case it is detected at any stage of empanelment process that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after empanelment, his /her services are liable to be terminated / discontinued.
- (vii) Citizen Force reserves the right to reject any application or cancel the candidature or the whole process of tests / interview / training without assigning any reason thereof, if the circumstances so warranted which are beyond the

control or capability of the management of Citizen Force to proceed further and no enquiry or correspondence will be entertained in this connection.

- (viii) Empanelment of selected candidates is subject to his /her being declared medically fit as per the requirement of the Citizen Force.
- (ix) Decisions of citizen force in all matters regarding interpretation of these terms, conditions, eligibility, conduct of written examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the citizen force in this regard.
- (x) Honorarium is an ex gratia payment made to bestow recognition to empaneled primary volunteers for services Pro Bono Publico they perform for and on behalf of Citizen Force at the instance of Citizen Force and / or any sponsor i.e., a payment made without the giver recognizing themselves as having any liability or legal obligation to any person for his or her services provided in any volunteer capacity.
- (xi) Registration of Expression of Interest does not confer any right on any candidate to compel Citizen Force to conduct any examination or anyone can demand Citizen Force to fill up of the above and/or any positions / engage the candidates for any services and the registration process is merely for the purposes of planning suitable and convenient examination venues for the registered applicants and feasibility.

- (xii) All correspondence with the candidates shall be done through e-mail only. All information regarding examination schedule / admit card / interview call letters etc., shall be provided through email / uploading on Citizen Force website. Responsibility of receiving, downloading and printing of admit card / interview call / any other information shall be of the candidate. Citizen Force will not be responsible for any loss of email sent, due to invalid / wrong email ID provided by the candidates, or receiving in their spam box or for delay / non-receipt of information if candidates fail to access his / her mail / website in time.
- (xiii) Any legal proceedings in respect of any matter of claim or dispute arising out of this notification or any subsequent notification in continuation to this notification and/or an application in response thereto shall be subject to the exclusive Jurisdiction of the Courts within the City in which the Registered Office of the Citizen Force is situated.
- (xiv) Wherever the word “Citizen Force” is used in the notifications or website it shall be read as Citizen Force Foundation for Citizens, a NPO Licensed and registered under Central Act No.1 of 1956. For more details on the proposed activities of Citizen Force, peruse [www.citizenforce.in](http://www.citizenforce.in)
- (xv) The selection process described above is only indicative and may be subject to change till the final notification is released; and if there be any changes / modifications / amendments / alterations etc., the same will be notified in the final Notification.

## 10. INDICATIVE SYLLABUS:

[Please do not spend any amount to purchase any books as the referral study material in respect of section (a) to (e) of Phase I will be made available in the website to the registered candidates].

### **Citizen, State and the Constitution**

- a. Framing of the Constitution; Preamble and features of the Constitution
- b. Citizenship, Fundamental Rights and its significance
- c. Fundamental Duties and relationship between Rights & Duties
- d. Directive Principles of State Policy
- e. Legal Literacy

### **Democracy at Work**

#### **1. Local Government and Field Administration**

- a. Panchayat Raj System
- b. Municipal administration and
- c. District administration

#### **2. State Government**

- a. Governor
- b. Chief Minister and Council of Ministers
- c. State Legislature
- d. High Courts
- e. State Secretariat

#### **3. Union Government**

- a. President
- b. Prime Minister and Council of Ministers
- c. Supreme Court
- d. Central Secretariat

### **People's Participation in the Democratic Process**

- a. Political parties and pressure groups/interest groups
- b. Public opinion, electoral processes and universal adult franchise

### **Contemporary India: Issues and Challenges**

- a. National Integration and Secularism
- b. Social Justice and Economic Justice
- c. Empowerment of Women and Equality of Opportunity
- d. Education and Health for All
- e. Environment and its qualitative improvement

### **India: Natural Environment, Resources and Development**

- a. Drainage - Role of rivers in the economy; Pollution of rivers and its control.
- b. Climate - Factors influencing climate; Climate and Human Life
- c. Vegetation and wild life of India
- d. Soil and Water Resources
- e. Agriculture - Types of Farming, Major Crops, Contribution of Agriculture to National Economy, Food Security, Impact of Globalization.

### **India: People, Society and Culture**

- a. People: Social structure-caste, class, kinship, and religion.
- b. Culture- cultural heritage, factors influencing cultures, different components of culture – Tradition, beliefs and practices, religion, unity in diversity.
- c. Heritage: Preserving Heritage: need, and measures for their preservation.

### **Specific to Organization:**

About Citizen Force's Aims & Objects, FAQs, theme of "Your Protection" and other information as available in the website of Citizen Force.