

**EMAIL/FAX MESSAGE**

TO : ADG(APS), ALL SECTOR IsG CISF  
INFO : ALL ZONAL/PLANT/RTC DIsG CISF.  
FROM : DIRECTORATE GENERAL, CISF, NEW DELHI

NO.E-16015/01/EOI & CGI/Pers.II/2017- 463 DATED: 19 JUNE 2017

**DEPLOYMENT OF CISF PERSONNEL FOR SECURITY DUTIES AT EMBASSY OF INDIA, KATHMANDU & CONSULATE GENERAL OF INDIA BIRGUNJ (NEPAL) ON TRANSFER BASIS** (.) INDIAN MISSION CONSISTING OF 80 CISF PERSONNEL (65-EOI KATHMANDU & 15-CGI BIRGUNJ) HAS ALREADY BEEN DEPLOYED AT NEPAL ARE REQUIRED TO BE REPLACED AFTER COMPLETION OF THEIR TENURE IN PHASED MANNER (.) TO REPLACE THE SAID CISF OFFICER/PERSONNEL, THE NOMINATIONS OF WILLING AND ELIGIBLE OFFICERS AND PERSONNEL IN THE FOLLOWING RANKS ARE CALLED FOR FROM ALL CISF UNITS/HQRS FOR SHORT LISTING OF THEIR NAMES FOR DEPLOYMENT AT EOI & CGI (NEPAL) BY THIS DIRECTORATE (.)

<b>RANK</b>	<b>Strength</b>	<b>RANK</b>	<b>Strength</b>
DC/EXE	<b>1</b>	INSPECTOR/EXE	<b>4</b>
SI/EXE	<b>6</b>	ASI/CLK	<b>1</b>
CT/ARMOURER	<b>1</b>	CT/DOG HANDLER	<b>1</b>
CT/GD	<b>60</b>	CT/COOK	<b>3</b>
CT/WC	<b>2</b>	CT/SWPR	<b>1</b>
		<b>TOTAL</b>	<b>80</b>

THE OFFICERS/PERSONNEL WILL BE SHORT LISTED STRICTLY ON THE ELIGIBILITY CRITERIA AS PER SOP ATTACHED HERewith (**APPENDIX-'A'**) (.) AGE RELAXATION FOR THE MULTI SKILLED OFFICERS/PERSONNEL WILL BE STRICTLY ON THE BASIS OF COURSES/ KNOWLEDGE/ RESULTS ETC IN RESPECT OF THE INDIVIDUAL'S (.) IT IS THEREFORE, REQUESTED TO OBTAIN THE NOMINATIONS OF ELIGIBLE & WILLING OFFICERS/PERSONNEL FROM FIELD FORMATIONS AND FORWARD THE SAME DULY CONSOLIDATED IN THE FOLLOWING PROFORMA WITH HARD AND SOFT COPY (EXCEL FORMAT) THROUGH CONCERNED SECTOR IsG TO THIS DIRECTORATE LATEST BY **20.07.2017 REPEAT 20.07.2017** POSITIVELY (.) NOTE: THE NOMINATIONS MAY PLEASE BE SENT ONLY IN THE RATIO OF 1:3 STRENGTH AS SHOWN ABOVE I.E THrice THE ABOVE STRENGTH BE PROJECTED FROM EACH SECTOR EXCEPT IN THE RANK OF INSP/EXE, SI/EXE & CT/GD FOR WHICH ONLY FIFTY PERCENTAGE (50%) OF CISF PERSONNEL OF THE ABOVE MENTIONED STRENGTH IN THESE RANKS MAY BE SENT BY EACH SECTOR.(.) NO EXCESS STRENGTH OTHER THAN THE PRESCRIBED SHOULD BE SENT TO THIS HQRS.(.)THE CRITERIA FOR SENDING NOMINATION AS PER PRESCRIBED RATIO/PERCENTAGE MAY PLEASE BE DECIDED AT SECTOR LEVEL (.)

**PROFORMA (IN EXCEL FORMAT)**

Sl. No.	CISF No.	Rank	Name	PSL No. in the rank	Unit	Date of Birth i.e DD/MM/YYYY	Date of Appt. in CISF i.e DD/MM/YYYY	Education Qualification	Whether PPC/PCC qualified or not. (with details)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
ACR grading of last five (5) years: Outstanding, Very Good & Good only (at least 03 Very Good or above) (2012 to 2016)	Details of Major & Minor Punishment	DE /Vig clearance	Medical category under SHAPE-I	Name of Training institution VIP Security, Commando, VIP instructor, BDDS, Field craft & Tactics, QRT, STF courses & Results (passed/failed) (Multi skilled Officers / Personnel only for age relaxation)	Know-ledge of Computers (Details of Course Software & Hardware if any ) (Multi skilled Officers / Personnel only for age relaxation)	Details of Yoga Course attended with results.	Earlier deputation tenure if any its details From To (including SPG, NSG & NDRF)	Particulars of Valid Driving Licence for GOs & Drivers (HC/CT/DCPO)	Remarks ( if any technical experienced personnel like Vehicle Mechanical, electrical, plumber, carpenter, driver etc)
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)

(.) HARD COPY CONTAINS ALL RELEVANT PAPERS LIKE COVERING LETTER, EXCEL FORMAT PROFORMA, ALL APPENDICES BE FORWARDED BY HAND/REGISTERED POST  
 (.) SOFT COPY CONTAINS PROFORMA IN EXCEL FORMAT WITH FORWARDING LETTER ONLY BE FORWARDED TO AIG(PERS) FHQRS THROUGH EMAIL ID **aigpers@cisf.gov.in** (.) AGE/SERVICE CRITERIA CALCULATION WILL BE TAKEN INTO ACCOUNT AS ON 31.07.2017 (.) APPLICATION FORM TO BE FILLED BY THE OFFICER/PERSONNEL ALONG WITH DECLARATION & UNDERTAKING FORMS ARE ATTACHED HEREWITH (**APPENDIX-"B" TO "D"**) (.) THE NOMINATIONS RECEIVED AFTER DUE DATE AND HAVING IN-COMPLETE INFORMATION WILL NOT BE ENTERTAINED AND SUMMARILY REJECTED (.)MSG ENDS.

  
**( V.K. CHAURASIA )**  
**ASSTT. INSPECTOR GENERAL(PERS)**

**Encl:- as above.**  
**Internal**

All AIsG at FHQrs	For information with a request that the contents may be brought to the notice of all concerned under your control and application in the prescribed proforma of willing personnel be sent through AIG(Adm).
AIG(Adm), FHQ	For information and necessary action with a request to send the nominations of personnel posted at this Directorate in prescribed proforma duly completed in all respects for consideration.
AIG/Ops,	for information and necessary action.
AIG(Tech).	With a request to upload the communication in CISF website.

**STANDARD OPERATIVE PROCEDURES FOR SELECTION OF CISF PERSONNEL FOR SECURITY OF UN MISSION & INDIAN MISSIONS AT ABROAD:**

To make the procedure of selection of CISF personnel for UN Mission & Indian Mission abroad, more structured and transparent, the following will be the Standard Operative Procedures (SOP):-

1. Common Criteria for all Ranks:

- (a) Should be clear from DE or Vigilance angles along with a special proforma (Appendix-B) which would indicate if any DE or vigilance case was taken in the past and dropped. (case will then be decided on merit)
- (b) Clear records without any major punishment throughout and no minor punishment in previous 10 years service record.
- (c) No adverse/advisory remarks for the last five years on record.
- (d) ACR gradings of last 05 years: Outstanding, Very Good and Good only – at least three Very Good or above.
- (e) Medical SHAPE-I: Shape-I will be reconfirmed by SMB at Ghaziabad after provisional selection.
- (f) Should have rendered at least 05 years of service in CISF. This will not be applicable for Medical Officers.
- (g) Implementation of Cooling off period of 03 years between two deputations, out of which at least one year should be in the notified "hard areas". This shall also apply to personnel who have served on deputation/deployment in UN Peace Keeping Mission/Indian Mission abroad & deputation within the India (including NSG, SPG & NDRF).  
(Preference will be given to officers & men who have not done any deputation UN/Indian Mission abroad earlier.)
- (h) Should not have been sponsored for NSG/SPG selection and failed in the selection test.
- (i) Officers/personnel being considered for any such deployment should submit prescribed undertaking that he has neither applied/appeared for any departmental & other examination like SI/LDCE, AC/LDCE, SSC & UPSC etc., nor intend to apply/appear during the months of tenure with UN/Indian Mission abroad as per Appendix-'A'.
- (j) Officers/personnel who are in the promotion zone/ZOC and likely to be detailed to attend PCC/PPC during their deployment abroad may also not be shortlisted. In this regard action will be taken by Pers. Branch in respect of GOs and Estt. Branch in respect of NGOs to scrutinize their records.

**2 Eligibility criteria:**

**(a) For GOs:**

- Age: Below 45 years.
- 3 years relaxation for multi skilled officers.
- Education : Degree

**(b) For CMOs:**

- Doctors who are in CISF on duty/Transfer basis.
- Seniority of service in CISF
- Preferably Below 50 years of age
- ACR grading should be Very Good in entire service in CISF

**(c) For Inspector/Exe:**

- Age : Below 45 years.
- 3 years relaxation for multi skilled Insp/E
- Education: Degree.

**(d) For Sub Inspector/Exe:**

- Age : Below 32 years.
- 3 years relaxation for multi skilled SI/E
- Education : Degree

**(e) For ASI/Clk:**

- Age : Below 45 years
- 3 Years relaxation for multi skilled ASI/C
- Education : Degree

**(f) For HC(GD)**

- Age : Below 42 years
- 3 years relaxation for multi skilled HC/GD
- Education : Matric

**(g) For SI/Fire, HC/Dvr, CT/Dvr, HC/DCPO, CT/DCPO  
CT/Dog Handler**

- Age : Below 40 years
- 3 years relaxation for multi skilled personnel.
- Education : Matric

**(h) For Constable/GD**

- Age : Below 30 years
- 3 years relaxation for multi skilled CT.
- Education : Matric

**(i) For HC/CT(Armr), HC/CT(Vehicle Mech),  
CT/RM, CT/NO, CT/Medics, Pharmacist.**

- Age : Below 48 years.
- 3 years relaxation for multi skilled personnel.
- Education: Matric.
- Good knowledge in respective trade.

**(j) For CT/Followers:**

- Age : Below 40 years
- Education: No Bar
- Good knowledge in respective trade.

3 **AGE RELAXATION AND THE CONCEPT OF MULTI SKILLED:**

In some Categories, there is a relaxation of age. This relaxation is being provided for multi skilled personnel. We are defining the terms "multi skilled" category-wise. Multi-skilled would be different for different categories and are as follows. They will be tested in the category in which they claim Multi skilled.

**(a) For GOs, Insp/Exe, SI/Exe, HC/GD & CT/GD**

a) Should have done any one of the following courses:

- i) VIP security
- ii) Commando Course.
- iii) VIP instructor course.
- iv) BDDS course.
- v) Field craft & tactics course.
- vi) QRT Course
- vii) STF Course

b) Knowledge of Computers with regard to Power Point Presentation & MS Word with Certificate.

c) Good Knowledge in driving of LMV with valid driving license.

**(b) For SI/Fire**

Should have done any one of the following Courses:-

- i) Fire Drill instructor course.
- ii) Rope rescue course.
- iii) Aviation fire protection course.
- iv) Brigade Instructor Course.

**(c) For ASI/CLK**

Knowledge in Computers in three aspects.

- (a) MS Word
- (b) MS Excel
- (c) Internet

**(d) For HC/CT(Dvr), HC/CT(DCPO), HC/CT(Vehicle Mechanic)**

Should have done any one of the following Courses:-

- (i) A Course in evasive and defensive drive.
- (ii) Diploma in ITI in repairing/motor Mechanic etc.
- (iii) Operation & Maintenance of DCP & Rescue tender course.

**(e) For HC/CT(Armr), CT/RM, CT/NO, CT/Dog Handler, CT/Medics, Pharmacist, CT/Elect., CT/Plumber & CT/Followers**

Skill/Training in more than one field in the respective trade.

  
( V K CHAURASIA )  
ASSTT.INSPECTOR GENERAL(PERS)

**DECLARATION TO BE GIVEN BY CISF PERSONNEL APPLYING FOR UN MISSIONS OR INDIAN MISSIONS ABROAD**

**Part.I**

Have you <b>ever been</b> convicted by and court of law or any other judicial institution?	Yes/No
Is there any case pending against you in any court of law?	Yes/No
Has any FIR been <b>ever</b> lodged and case is pending against you	Yes/No
Was any FIR <b>ever</b> lodged against you in the past? a) If yes case No. and section under which FIR was lodged? b) Name of Police Station where FIR WAS LODGED? c) Was the case charge sheeted or returned in FIR? d) If case was charges sheeted. What was the outcome in court? • Convicted • Acquitted • Compromised • Compounded • Any other please specify	Yes/No
Have you ever been dismissed from any service under the Central/State Govt?	Yes/No
Have your service ever been dismissed from any service under the Central State Govt.	Yes/No
[If the answer to any one of the above is YES then please provide complete details on a separate sheet ]	

**Part.II**

Was any departmental enquiry initiated against you ever in the past? If yes, what was the outcome?	Yes/No
Penalized/Acquitted/DE Closed/DE Dropped	
Year in which Departmental Enquiry was held	
Unit in which Departmental Enquiry was conducted	
[If the answer to any one of the above is YES then please provide complete details on a separate sheet ]	

**Part.III**

Earlier whether sponsored for NSG/SPG selection but failed in the selection test	Yes/No
Whether you have done any tenure abroad i.e earlier deployment of UN Mission or Indian Mission at Abroad.	Yes/No
If the answer is YES then please mentioned during the period of Mission and Place. From _____ To _____ Place _____	

DATED:.....

Signature.....  
 Name.....  
 CISF No.....  
 Rank.....  
 Unit.....

**UNDERTAKING**

I, CISF No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
of CISF Unit/Battalion \_\_\_\_\_, presently applying for  
selection in Deployment on UN Mission/Indian Mission abroad do hereby  
undertake that I have neither applied/appeared for any examination such  
as AC(LDCE), SI(LDCE), SSC, UPSC etc., nor I intend to apply/appear in  
the selection process during my tenure with UN/Indian Mission abroad.

This Undertaking is given by me of my own volition without any  
duress.

**SIGNATURE OF THE INDIVIDUAL WITH DATE**

Name in Capital Letters: \_\_\_\_\_

CISF No. \_\_\_\_\_

Rank \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Countersignature**

APPLICATION FORM TO BE FILLED BY THE INDIVIDUAL CONCERNED

- 01. CISF NO. :
- 02. RANK :
- 03. NAME :
- 04. PSL NO :
- 05. UNIT/OFFICE :
- 06. DATE OF BIRTH :
- 07. DATE OF APPOINTMENT :
- 08. DATE OF HOLDING PRESENT RANK :
- 09. EDUCATIONAL QUALIFICATION :
- 10. ANY DEPUTATION AVAILED IF SO DETAILS :
- 11. WHETHER WILLING FOR DEPUTATION :
- 12. DETAILS OF PUNISHMENTS AWARDED IF ANY :
- 13. ANY OTHER INFORMATION :

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SIGNATURE OF THE INDIVIDUAL