



महानिदेशालय/ DIRECTORATE GENERAL
केन्द्रीय औद्योगिक सुरक्षा बल/ CENTRAL INDUSTRIAL SECURITY FORCE
(गृह मंत्रालय)/(MINISTRY OF HOME AFFAIRS)

ब्लॉक 13 सी.जी.ओ. कॉम्प्लेक्स/ BLOCK-13, CGO COMPLEX,
लोधी रोड, नई दिल्ली -03/ LODHI ROAD, NEW DELHI

No.E-16015/CISF/GEN-DEP/2025/PERSII-124509-(E) / 864

Dated : 10-12-2025

To,

1. ADsG(APS/North/South)
2. All Sector IsG Concerned including NISA(H) and IG(Trg.)

**Subject :- FILLING UP THE VACANCY IN CABINET SECRETARIAT ON
DEPUTATION BASIS :REG**

Nominations are invited to the post of Director in executive cadre in the Pay Level-13 as per Annexure-II circulated by Cabinet Secretariat, New Delhi.

2. It is, therefore, requested that nominations of willing and eligible officers in the rank of DIG/Exe (**Pay Level-13A only**) & Sr. Comdt./Exe (**Pay Level-13 only**) for the subject posts in Cabinet Secretariat who having eligibility criteria mentioned below and fulfil the norms of MHA's deputation policy dated 22.11.2016 and DoPT OM dated 17.06.2010, may kindly be sent in Annexure-II alongwith Annexure-A, supporting certificate/documents of educational qualification and experience (duly attested) to this Directorate in **hard** and soft copy for consideration through concerned ADsG by **25.12.2025 positively**. Nominations which are not routed through ADsG concerned or received with incomplete records or received after due date, will summarily be rejected.

3. The eligibility criteria of the above post is as under :-

Name of the post and scale of pay	Essential educational and other qualification required for deputation
Director Level-13 as per pay matrix of 7th CPC	Deputation- (a) Officers in the Central Government:- (i) holding analogous posts on regular basis. (b) Possessing two years experience of working in intelligence or police or Army set up including experience in establishment and administration.

Note:- Officers of Central Armed Police Force in the grade of DIG (Level-13A) may also apply and they will be allowed to draw pay as per Level-13A

ANNEXURE-A

Sl No	Force No., Rank, Name (Ms.), Unit/Sector	D.O.B.	Age as on closing date	D.O.A with initial rank	Service as on closing date	D.O.P. (each rank)	Edu. Qual. (supporting document attached)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Present Pay Level	Experience (supporting document attached)	Details of Major/Minor		Details of Hard Area service, if any.	Details of previous deputation /UN Mission/aboard, if any done	SHAPE Category	Remarks
		Major	Minor				
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

4. This has the approval of DG/CISF.

Digitally signed by
धर्मवीर यादव
DHARMVEER YADAV,
वरिष्ठ कमाण्डेन्ट/कार्मिक
SR. COMMANDANT/PERS,
FHQ NEW DELHI,
10-12-2025

Copy to:-

All Branch(es), FHQrs., New Delhi - For similar action, please
I/C EDP Cell - To upload this letter on CISF website, please

BIO-DATA/ CURRICULUM VITAE PROFORMA**Post applied for:**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/ State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/ Office at the time of issue of Circular and issue of Advertisement in Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/ Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi- Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/ organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			

11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basis Pay in the PB		Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)			
16.6 Achievements: The candidates are requested to indicate information with regard to; i) Research publications and reports and special projects ii) Awards/ Scholarships/ Official Appreciation iii) Affiliation with the professional bodies/ institutions/ societies and; iv) Patents registered in own name or achieved for the organization v) Any research/ innovative measure involving official recognition vi) any other information (Note: Enclose a separate sheet if the space is insufficient)			

17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.# (Officers under Central/ State Govt. are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)				
# (The option of 'STC' / 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").				
18. Whether belongs to SC/ST				
19. Contact number				
20. Family details – name, relation and place of residence of dependants. (If any family member and/or close associates are residing in foreign countries, details of the same to be mentioned as per separate sheet attached at Annexure-A.)				
Name	Relation	Contact number	Place of residence	Occupation, if any

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date: