

**TIME BOUND**  
**MOST URGENT**

**E-MAIL MESSAGE**

TO : ADG/APS & ALL SECTOR IsG

FROM : DIRECTORATE GENERAL CISF NEW DELHI

NO.E-16015/31(1)/2018/ESTT.II/ 4149

DATED: 28 /07/2019

**DEPUTATION TO MINISTRY OF EXTERNAL AFFAIRS (MEA) (.) IT HAS BEEN DECIDED TO SPONSOR HEAD CONSTABLES/CONSTABLES(GD) FOR INDUCTION IN BUREAU OF SECURITY (BoS), MINISTRY OF EXTERNAL AFFAIRS (MEA) ON DEPUTATION BASIS FOR THE POST OF INDIA BASED SECURITY ASSISTANTS (IBSAs) AS PER TERMS & CONDITIONS GIVEN BELOW:-**

1.	Upper age limit as on 31.08.2019-45 yrs.
2.	Constable/Head Constable drawing a Basic Pay not exceeding Rs. 56800/- per month (Corresponding to maximum of Level-4 of 7 <sup>th</sup> CPC Pay Matrix).
3.	Should be Matriculate or above.
4.	Medically Fit (SHAPE-I)
5.	Should have no disciplinary/Legal/sexual harassment proceeding pending or contemplated against him.
6.	Should be cleared from Vigilance angle.
7.	<b>Desirable conditions:-</b> <ul style="list-style-type: none"><li>• Proficiency in reading, writing and communicating in English.</li><li>• Training in UAC/Commando/STF.</li><li>• Basic knowledge of Computer.</li><li>• Good driving skills in LMV and possess valid Driving Licence.</li><li>• good service record (APAR grading should be high).</li><li>• Impressive build, bearing and personality with appropriate BMI.</li><li>• Cooking as the Indian Mission and Posts abroad are non family Stations for IBSAs and in most of the cases, IBSAs are required to cook their own food.</li></ul>
8.	Period of Deputations – The deputation period will be maximum three (03) years, within which the inductees shall have a minimum of two years posting tenure in an Indian Diplomatic Mission/Post abroad to handle security duties & responsibilities.

IT IS REQUESTED THAT THE OFFER MAY BE CIRCULATED IN FIELD FORMATIONS AND NOMINATIONS OF **WILLING AND ELIGIBLE HEAD CONSTABLES/CONSTABLES (GD) @5** FROM EACH SECTOR MAY BE SENT IN FOLLOWING FORMAT (IN EXCEL) ALONGWITH BIO-DATA AS PER PROFORMA (COPY ENCLOSED), DE/VEGILANCE CLEARANCE & INTIGERITY CERTIFICATE (PDF COPY) SO AS TO REACH THIS DTE. BY 10 .08.2018 REPEAT BY 10 .08.2018 IN CONSOLIDATED MANNER (.) IT MAY BE ENSURED THAT THE **NOMINATION SHOULD NOT BE SENT IN PIECEMEAL/ INCOMPLETE MANNER** (.) **NOMINATIONS NOT Routed THROUGH SECTOR IsG OR RECEIVED WITH INCOMPLETE RECORDS OR RECEIVED AFTER DUE DATE WILL BE SUMMARILY REJECTED** (.) THE SELECTION WILL BE MADE AS PER THE SOP ISSUED VIDE LETTER NO.(257) DATED 23.09.2014 (COPY ENCLOSED) (.) WHILE FORWARDING NOMINATIONS, IT SHOULD BE ENSURED THAT THE NOMINATED PERSON HAS (.) **ONE** (.) COMPLETED 10 YEARS OF SERVICE AND PREFERABLY DONE HARD AREA (.) **TWO** (.) SHOULD NOT AVAILED ANY DEPUTATION OR UN MISSION IN ENTIRE SERVICE (.) **THREE** (.) MEDICAL CATEGORY SHAPE – I (.) **FOUR** (.) NO MINOR PUNISHMENT IN LAST 5 YEARS (.) **FIVE** (.) NO MAJOR PUNISHMENT IN ENTIRE SERVICE (.) **SIX** (.)



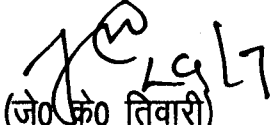
✓ FREE FROM DE/VIGILANCE ANGLE (.) SEVEN (.) PERSONNEL ALREADY SELECTED/SPONSORED FOR DEPUTATION TO OTHER ORGANIZATION WILL NOT BE ELIGIBLE (.)

**PROFORMA**

S.NO	CISF No	Rank	Name	Unit	DOB DD/MM/ YYYY	DOA DD/MM/ YYYY	Age YY MM	Total Service YY MM	Edu. Qul.	Home State	Punishment details (Major in entire service & Minor in last 05 years)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

ACR Grading (Last 05 years)	Details of previous deputation/ UN Mission (Nepal/Haiti/Dhaka etc)	Hard Area service YY MM	SHAPE category with date	Details of Course done Instructor /Screener/ TOT	B/Pay & Level of Pay as per 7 <sup>th</sup> CPC	Knowledge of				Remarks
						Engli sh	Typing	Compu-ter	Cook-ing	
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
2014- 2015- 2016- 2017- 2018-										

[NOTE: ALL THE ABOVE PARTICULARS MAY BE GIVEN IN SINGLE CELL AND DATE SHOULD BE MENTIONED AS DD-MM-YYYY. ACR GRADING SHOULD BE GD (GOOD), VG (VERY GOOD) & OS (OUTSTANDING)] (.) NOMINATIONS IN PRESCRIBED FORMAT & PROFORMA IS REQUIRED TO BE SENT THROUGH E-MAIL IN SOFT COPY AT [aigestt@cisf.gov.in](mailto:aigestt@cisf.gov.in) and [ac-estt@cisf.gov.in](mailto:ac-estt@cisf.gov.in) (.) MSG OVER////

  
 (जे० के० तिवारी)  
 सहायक महानिरीक्षक / स्था०

**Internal**

**AIG/ADM** : Request to forward the nomination of 05 HC/CT (GD) posted at FHQ and nominations of attached personnel may be routed through their concerned Sector HQrs.

**AIG/TECH, EDP CELL** – To place in CISF web site under latest news column.

**SECRET**

**APPENDIX - 'B'**

**PROFORMA**

1. Name of the Candidate \_\_\_\_\_
2. Force No/UID No. \_\_\_\_\_
3. Mobile No/ E-mail \_\_\_\_\_
4. Father's Name \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Date of joining Present Organization/Police Force \_\_\_\_\_
7. Education Qualification \_\_\_\_\_
8. Basic Pay \_\_\_\_\_
9. Miscellaneous Skills / Knowledge:
  - I. English: Read \_\_\_\_\_ Write \_\_\_\_\_ Speak \_\_\_\_\_
  - II. Driving (Yes/No) : \_\_\_\_\_  
If Yes, DL No. \_\_\_\_\_  
DL Validity \_\_\_\_\_
  - III. Computer (MS Word/English Typing): \_\_\_\_\_
  - III. Whether trained in UAC/Commando/ STP etc: Yes \_\_\_\_\_ No \_\_\_\_\_
  - IV. Experience of working in counter surveillance units: \_\_\_\_\_
10. Grading of APAR/ACRs.
  - I. 01.04.14 to 31.03.15 \_\_\_\_\_
  - II. 01.04.15 to 31.03.16 \_\_\_\_\_
  - III. 01.04.16 to 31.03.17 \_\_\_\_\_
  - IV. 01.04.17 to 31.03.18 \_\_\_\_\_
  - V. 01.04.2018 to 31.03.2019 \_\_\_\_\_
11. Rewards/Certificates \_\_\_\_\_
12. Details of Punishments/Reprimands \_\_\_\_\_
13. Details of previous Deputation, if any \_\_\_\_\_
14. Any other Special Skill \_\_\_\_\_

Signature of the Individual  
Designation/ Rank:  
Date:

15. Remarks of the Forwarding/Controlling Authority (not below the rank of Superintendent of Police or equivalent): \_\_\_\_\_

Signature of forwarding Authority  
Designation  
Office Seal