

DIRECTORATE GENERAL
CENTRAL INDUSTRIAL SECURITY FORCE
(MINISTRY OF HOME AFFAIRS)

13, CGO Complex,
Lodhi Road, New Delhi-03.

No.E-32015(4)/1/2019/Pers.I/AC-LDCE-2020/ 1236

Dated: 09 Dec, 2019

To

All Sector IsG (including Director/NISA & IG/Trg.)
All Zonal/Plant/RTCs/DIsG,
Unit Commanders & NDRF Bns of CISF.

Subject:-	FILLING UP OF VACANCIES OF AC/EXE THROUGH LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION(LDCE)- 2020 CONDUCTED BY UPSC : INSTRUCTIONS REGARDING.
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It is intimated that the Notice/advertisement has been issued by the UPSC and rules for the examination have been notified by the MHA in Gazette of India Extraordinary on **04th Dec.'2019**.

2. The Notice/advertisement is available on the UPSC website www.upsc.gov.in as well as in CISF website www.cisf.gov.in. All Unit Commanders are advised to visit the UPSC website as well as CISF website regularly regarding notice/advertisement on the subject and convey the same to the unit personnel immediately through office orders/roll calls/mounting/dismounting of duties etc by fastest means of communication.

3. The programme finalized by the UPSC for above mentioned examination is as under:-

- | | | |
|----|--|-------------------------------------|
| a) | Date of notification | - 04 th Dec'2019 |
| b) | Last date for receipt of on line application at UPSC website. | - 24 th Dec'2019 |
| c) | Receipt of Hard copy of online applications duly verified by Unit Commander and routed through concerned DIsG. | - 06 th Jan'2020 |
| d) | Date of written examination | - 01 st Mar'2020(Sunday) |

4. The candidates who fulfil the following eligibility conditions would be eligible to apply for AC/LDC Exam for the vacancy year-2020:-

- Should have completed 04 years of regular service as on 01st January, 2020 in the rank of Sub. Inspector(GD)/ Inspector(GD) including the period of basic training and **should have clean record of service till issue of offer of appointment.**
- Must not have attained the age of 35 years on 01st August, 2020 i.e. he/she must have been born not earlier than 02nd August, 1985. The upper age limit prescribed above shall be relaxable up to a maximum of five years if a candidate belongs to a Schedule Caste or Schedule Tribe.

Contd...P/2

- c) Must have medical category SHAPE-I for the year-2019(should be valid up to Aug'2020 i.e. till completion of recruitment formalities).
- d) Should be clear from DE/Vigilance/criminal/sexual harassment case.

5. After the Notification of the Rules of the Examination in the Gazette of India by MHA on 04th Dec'2019, the candidates will have to submit their applications on-line on the UPSC's website www.upsc.gov.in. The online application form will be filled from **04th Dec'2019 to 24th Dec'2019**, after which the link will be disabled. After filling the application form online, the candidate will also be required to get a printout of online filled application and submit the same to the Unit Commander alongwith supporting documents for verification.

6. It will be the responsibility of the candidates to submit the following documents, in a file cover(**not in a plastic file/folder**), to Unit Commander on or **before 24th Dec' 2019:-**

- a. One File Cover mentioning his Registration ID, CISF No., Rank, Name & Present Unit on the front page of the file cover.
- b. Hard Copy of Online final filled Application (**NOT PRINT PREVIEW**) form duly signed by the candidate in appropriate place/Column.
- c. 03 identical photographs.
- d. Proof of Date of Birth (10th Mark Sheet or Certificate) duly self attested or attested by a GO.
- e. Proof of Educational Qualification (Degree Certificate) duly self attested or attested by a GO.
- f. SHAPE-I Certificate as per the Circular No. (145) dated 28.01.2009 for the year-2019 (should be valid upto Aug'2020) duly self attested or attested by a GO.
- g. SC/ST certificates in the prescribed form meant for Central Government Employment.
- h. Copy of Identity Card issued by CISF/other organization where the candidate is on deputation from CISF.

7. It may be brought to the notice of the candidates that if they find any difficulty to fill up online application form on UPSC's website, they may contact Pers.I Section, FHQ on Telephone No. 011-24307717 during working hours/days. They may be advised to fill up online application without waiting of last date of submission of application and submit the hard copy of application as per instructions in Para-6 (a.) to (h.) above to the Unit Commander.

8. RESPONSIBILITIES OF UNIT COMMANDER

- a) On receipt of hard copy of application(s) (in a file cover) from the candidate, the details mentioned by the candidate should be verified from his/her service book or available data.
- b) The application form of the candidates may be accepted till last date of submission of on-line application i.e. 24th Dec,2019.
- c) "**Certificate from the Controlling Officer**" available in application form should be filled and signed by the Controlling Officer with office seal.

Contd...P/3

- d) Preparation of “**Check List**” as per enclosed proforma (**Appendix-“A”**).
- e) Unit headed by AC/DC will send all the applications through special messenger to concerned Commandant/Group Commandant for counter signature by **28th Dec’2019** in prescribed proforma (**Annexure - I**) which may be prepared in **'EXCEL' format (wrap text) repeat 'EXCEL' format (wrap text)**.
- f) The applications and other documents as mentioned in para-06 {in chronological order i.e. (a.) to (h.) above} may be sent separately (individual file-wise) duly consolidated through special messenger to respective Zonal/Plant DisG by **31st Dec’2019**.

9. **RESPONSIBILITIES OF ZONAL/PLANT/RTCs DisG:-**

- (i) Consolidation of applications received from the Units under their jurisdiction in prescribed proforma(**Annexure- II**) which may be prepared in **'EXCEL' format (wrap text) repeat 'EXCEL' format (wrap text)**.
- (ii) Ensure that all Units have responded and no case is left out.
- (iii) The consolidated list of applications in the form of hard copy **Annexure - II** and soft copy(CD/Pen-drive) alongwith **Annexure - I** to be forwarded by the Unit Commanders and individual folders should reach AIG(Pers), FHQrs, New Delhi through special messenger on or before **06th Jan’2020 repeat by 06th Jan’2020 positively.**
- (iv) Consolidated applications alongwith required documents should be sent to CISF Directorate **in one go** and not in piece meal.
- (v) The forwarding letter alongwith **Annexure - II** may be forwarded to CISF Directorate through e-mail (aigpers@cisf.gov.in). The same may not be sent in PDF file.

10. In case, any vigilance/criminal/sexual harassment case comes to notice in respect of any candidate during the entire recruitment process, his candidature will be cancelled at any stage. Such type of contemplated DE/Vigilance/Sexual harassment case and criminal case in respect of the candidates who have applied for the post of AC/LDCE, should be brought to the notice of AIG(Pers) CISF HQrs, immediately by the Unit Commanders on fax No 011-24361202(C/R) or through email i.e. aigpers@cisf.gov.in.

11. All the individuals under your jurisdiction may be briefed that if they get registration ID while filling the application form on-line on UPSC’s website **but do not intend to fill-up the required details in application form for one or another reason on his/her own or do not intend to submit the application form (i.e. hard copy) to Unit Commander, he/she will invariably have to inform the same to Unit Commander in Appendix-“B”.** The Unit Commander will send the details of such personnel separately. This would facilitate to tally the data of applications filled online on UPSC’s website and applications received by CISF Directorate in the form of hard copy as well through proper channel. Failure of non-intimation to Unit Commander by the individual concerned will be viewed seriously.

12. The purpose of the subject examination is that maximum number of SIs/Exe and Insps/Exe, who fulfill the eligibility criteria, may appear in the examination. If any individual is on Temporary Duty, Course, Leave etc., he/she may be informed immediately through fastest means of communication with an advise that he/she may fill his application online on UPSC's website and forward his/her online filled application alongwith supporting documents to concerned Unit Commander immediately so that Unit Commander could be able to forward his application to Zonal DIsG on time, as mentioned above.

13. During the course of recruitment process, the candidates must be in uniform and during PST/PET they will carry PT dress etc. along with Identity Card and admit card.

14. The above instructions may be brought to the notice of all concerned, through roll calls, Monday Inspection Parade, Special Sainik Sammelan and at the time of briefing & debriefing etc. For information to those eligible personnel on deputation to other organization, Unit Commanders of the concerned units may intimate them as well.


(PRATEEK MOHANTY, IPS)
DY. INSPECTOR GENERAL (PERS.)

Copy to:-

SDG/APS & ADG/North	:	For favour of kind information please.
AIG(ADM) SPG and Gp.Comdr./NSG HQrs. Delhi	:	For information and similar action. The applications in consolidated form in respect of the CISF personnel presently on deputation with your organization may be forwarded to DIG, CISF NZ-1 HQrs. Mahipalpur, New Delhi by 31st Dec'2019 repeat 31st Dec'2019 for consolidation by DIG/NZ-1 and onward submission to CISF Hqrs. It may be ensured that instructions contained in Para/6 (for individuals) and Para 08 (for Unit Comdr/Controlling Officer) may be adhered to while forwarding the consolidated list alongwith supporting documents to DIG/NZ-1 repeat DIG/NZ-1 . No application or submission of consolidated list directly from SPG/NSG to CISF HQrs. New Delhi, under any circumstances, will be entertained.
Internal – DIG/Adm	:	For information and necessary action as per above instructions.
AIG(Tech.)	:	This may be placed on CISF web site. A copy of notification dated 04 th Dec'2019 is also enclosed herewith for placing the same on the CISF website.

CISF NO. _____ Rank _____ NAME _____

CISF Unit _____

CHECK LIST AC(LDCE)-2020				
S/No	Particulars			Remarks (Yes or No)
1.	Printed out application enclosed (i.e. final or preview)			Final / preview
2.	Application counter signed by the Unit Comdr. indicating the DE/Vigilance clearance/Criminal/SH/SHAPE-1 OR SEPARATE CERTIFICATE FROM UNIT COMMANDER or not.			Yes /No
3.	If any punishment (Minor or Major) awarded in entire service, annexure as per para 23 of application form, enclosed or not.			Yes /No
4.	Three numbers of identical colour photographs in uniform attached or not.			Yes /No
5.	Copy of Identity card issued by CISF/SPG/NSG is enclosed or not.			Yes /No
6.	Number of chances applied/availed mentioned in the application by the candidate should not be more than three (including this year).			
	Vacancy Year	Roll No	Appeared /Not appeared	Result Remarks
7.	Copy for proof of date of birth (10 th Mark Sheet or Certificate) enclosed or not.			Yes /No
8.	General candidate must have been born not earlier than 2nd Aug 1985. Whether eligible or not.			Yes /No
9.	SC/ST candidate must have been born not earlier than 2nd Aug 1980. Whether eligible or not			Yes /No
10.	Date of appointment not later than 01.01.2016, whether eligible or not.			Yes /No
11.	Copy for education qualification (Degree Certificate with mark sheets of Degree) enclosed or not.			Yes /No
12.	Copy of medical categorization SHAPE-I for the year 2019(should be valid upto Aug'2020) enclosed or not			Yes /No
13.	Copy of SC/ST Caste Certificate enclosed or not.			Yes / No / Not applicable

Application accepted/rejected. If rejected, reason (s) be mentioned

Signature of Unit Commander with name & seal

Certificate for non submission of hard copy of Online Application
(As per detailed instruction under para No. 11)

It is certified that I, CISF No _____ Rank _____
Name _____ of CISF Unit _____ has
obtained a registration ID No _____ while filling on line
application form on UPSC website on _____ in pursuance to
notification dated 04th Dec'2019 but do not intend to submit details/application
form (hard copy) to Unit Commander due to personal reason.

Signature of the candidates

Name _____

CISF No _____

Rank _____

CISF Unit _____

Countersigned by the Unit Commander

ANNEXURE - I

PROFORMA TO BE FILLED BY THE UNIT COMDR WHILE FORWARDING APPLICATIONS TO CONCERNED
COMMANDANT/GP.COMDT/DISG

SN	REGN. ID NO. OF THE LINE FILLED APPLICATION	CISF NO	RANK	NAME	FATHER'S NAME	PRESENT UNIT (IF ON DEPUTATION MENTION DEPTT)	DATE OF BIRTH	DOA	EDUCATIONAL QUALIFICATION	CATEGORY	DETAILS OF PUNISHMENT (MAJOR/MINOR)	MEDICAL CATEGORY FOR THE YEAR 2019 (valid till Aug,2020)	WHETHER CLEAR FROM DEVI/SEXUAL/CRIMINAL CASE	DETAILS OF CASH REWARD/COMMISSION	NO. OF CHANGES AVAILABLE
1	123456789	123456789	SI/EXE	X SINGH	Y SINGH	INFOSYS PUNE	02.08.1985	01.01.2016	B.A.	GEN	MAJOR-NIL MINOR-NIL	13 SHAPE-I	14 YES	15 CASH-10 COMM-03	16 TWO

Certificate:- The particulars of the above named individuals have been verified from his/her/their service record/available data and found correct.

Signature of the Unit Commander/
Commandant/Gp.Commandant

Note : In case unit is headed by AC/DC the Annexure may be countersigned by concerned Commandant/Gp. Comdt.

ANNEXURE - II

**CONSOLIDATED LIST OF APPLICANTS TO BE FORWARDED BY CONCERNED DISG
(MAY BE PREPARED IN MS EXCEL FORM (WRAP TEXT))**

SN	REGN. ID NO. OF THE ON LINE FILLED APPLICATION	CISF NO	RANK	NAME	FATHER'S NAME	PRESENT UNIT (IF ON DEPUTATION)	DATE OF BIRTH	DOA	EDUCATIONAL QUALIFICATION	CATEGORY	DETAILS OF PUNISHMENT (MAJOR/MINOR)	MEDICAL CATEGORIZATION FOR THE YEAR 2019 (valid till Aug.2020)	WHETHER CLEAR FROM DEMIGS/EXUAL/CRIMINAL CASE	DETAILS OF CASH REWARD	NO. OF CHANCES AVAILED
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	123456789	123456789	SI/EXE	X SINGH	Y SINGH	INFOSYS PUNE	02.08.1985	01.01.2016	B.A.	GEN	MAJOR-NIL MINOR-NIL	SHAPE-I	YES	CASH-10 COMM-03	TWO

Signature of the ZONAL/PLANT/RTCs DISG