

**E-MAIL MESSAGE**

TO : ALL SECTOR IsG CISF (INCLUDING IG (NISA & TRG.)  
INFO : ADG (APS, NORTH & SOUTH), CISF.  
FROM : DIRECTORATE GENERAL, CISF, NEW DELHI

NO.E-16015/01/HCI-AHCI ABROAD /2021/PERS.II/ 8/ DATED: 15 JANUARY, 2020.

**SELECTION OF CISF PERSONNEL FOR SECURITY DUTIES AT HCI/AHCI/INDIAN MISSION/OFFICES ABROAD (.)** IT HAS BEEN DECIDED TO PREPARE A PANEL OF INSP/EXE (VIP SECURITY COURSE QUALIFIED) AND HC/DVR (EDD COURSE QUALIFIED) FOR DEPLOYMENT AT HCI/AHCI/INDIAN MISSION/OFFICES ABROAD (.) TO PREPARE THE PANEL, THE NOMINATION OF INSP/EXE (VIP SECURITY COURSE QUALIFIED) AND HC/DVR (EDD COURSE QUALIFIED), WILLING AND ELIGIBLE AS PER SOPs ARE CALLED FOR IN THE RATIO OF 01 INSP/EXE AND 01 HC/DVR FROM EACH SECTOR FOR SHORT-LISTING OF THEIR NAMES FOR THE SAID DEPLOYMENT (.) THE PERSONNEL WILL BE SHORT-LISTED STRICTLY ON THE ELIGIBILITY CRITERIA AS PER AMENDED SOP ATTACHED HEREWITH (**APPENDIX-'A'**) (.) AGE RELAXATION FOR THE MULTI SKILLED PERSONNEL WILL BE STRICTLY ON THE BASIS OF COURSES/KNOWLEDGE/RESULTS ETC IN RESPECT OF THE INDIVIDUALS (.) THEREFORE, IT IS REQUESTED TO OBTAIN THE NOMINATIONS OF ELIGIBLE & WILLING INSP/EXE AND HC/DVR FROM FIELD FORMATIONS AND FORWARD THE SAME AS PER THE RATIO MENTIONED ABOVE IN THE FOLLOWING PROFORMA **WITH HARD AND SOFT COPY (EXCEL FORMAT)** TO THIS DIRECTORATE LATEST BY **25.01.2021 REPEAT BY 25.01.2021** POSITIVELY (.) **NO EXCESS STRENGTH OTHER THAN THE PRESCRIBED SHOULD BE SENT TO THIS HQRS (.) THE CRITERIA FOR SENDING NOMINATIONS AS PER PRESCRIBED RATIO MAY PLEASE BE DECIDED AT SECTOR LEVEL (.)**

**PROFORMA ( IN EXCEL FORMAT - ARIAL -10)**

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 & date of promotion i.e DD/MM/YYYY	Educ-ation Qualifi-cation	Full details of VIP security Course for Insp/Exe and EDD course for HC/Dvr	Whether PPC/ PCC qualified or not. (with details)	ACR grading of last five (5) years: Outstanding, Very Good & Good only (at least 03 Very Good or above) (2016 to 2020)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Details of Major & Minor Punishment entire service and adverse /advisory remarks on record for last five years.	DE/ Vig clear ance	Medical category under SHAPE-I with date	Name of Training institution VIP Security, Commando, VIP instructor, BDDS, Field craft & Tactics, QRT, STF courses & Results (passed/ failed) (Multi skilled Personnel only for age relaxation)	Knowledge of Computers (Details of Course Software & Hardware if any) (Multi skilled Personnel only for age relaxation)	Details of Yoga Course attended with results.	Earlier deputati on tenure if any its details From To (includi ng SPG, NSG & NDRF)	Particul ars of valid Driving License	Remarks if any
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)

**Certificate** :- It is certified that the above particulars have been verified from their service records and found correct.

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HARD COPY CONTAINING ALL RELEVANT PAPERS LIKE COVERING LETTER, EXCEL FORMAT PROFORMA, ALL APPENDICES BE FORWARDED BY HAND/REGISTERED POST (.) SOFT COPY CONTAINING **PROFORMA IN EXCEL FORMAT WITH FORWARDING LETTER ONLY** BE FORWARDED TO AIG (PERS) FHQRS THROUGH EMAIL ID : [aigpers@cisf.gov.in](mailto:aigpers@cisf.gov.in) (.) AGE/SERVICE CRITERIA CALCULATION WILL BE TAKEN INTO ACCOUNT AS ON **31.12.2020** (.) APPLICATION FORM TO BE FILLED BY THE PERSONNEL ALONG WITH DECLARATION & UNDERTAKING FORMS ARE ATTACHED HEREWITH (**APPENDIX-"B" TO "E"**) (.) THE NOMINATIONS RECEIVED AFTER DUE DATE AND HAVING INCOMPLETE INFORMATION WILL NOT BE ENTERTAINED AND SUMMARILY REJECTED (.) MSG ENDS.



( GANGA SHANKAR )

**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 & eligible personnel be sent through AIG(Adm) only.
AIG(Adm), FHQ	For information and necessary action with a request to send the nomination in respect of 01 Insp/Exe and 01 HC/Dvr only posted at FHQrs 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 on CISF website.

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

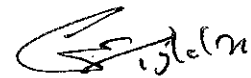
To make the procedure of selection of CISF personnel for UN Mission & Indian Mission abroad, more structured and transparent, the following will be the Standard Operative Procedures (SOP):-

**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).  
**(Officers and men who have not done any deputation UN/Indian Mission Abroad earlier, may be given preference. However, the final decision in this regards will rest with DG/CISF.)**
- (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.

CONTD....P/2

<b>1</b>	<b>Eligibility criteria:</b>  <b>(1) For Inspector/Exe:</b> <ul style="list-style-type: none"><li>• Age : Below 45 years.</li><li>• 3 years relaxation for multi skilled Insp/E</li><li>• Education : Degree</li></ul> <b>(2) For HC(Dvr)</b> <ul style="list-style-type: none"><li>• Age : Below 40 years</li><li>• 3 years relaxation for multi skilled HC/Dvr</li><li>• Education : Matric</li></ul>
<b>3</b>	<b>AGE RELAXATION AND THE CONCEPT OF MULTI SKILLED:</b>  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.  <b>For Insp/Exe</b> a) Should have done any one of the following courses: <ul style="list-style-type: none"><li>i) VIP security</li><li>ii) Commando Course.</li><li>iii) VIP instructor course.</li><li>iv) BDDS course.</li><li>v) Field craft &amp; tactics course.</li><li>vi) QRT Course</li><li>vii) STF Course</li></ul> 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 HC/Dvr</b> Should have done any one of the following Courses :- <ul style="list-style-type: none"><li>i) A Course in Evasive and defensive drive.</li><li>ii) Diploma in ITI in repairing/motor Mechanic etc.</li><li>iii) Operation &amp; Maintenance of DCP &amp; Rescue tender course.</li></ul>



( GANGA SHANKAR )  
**ASST.INSPECTOR GENERAL(PERS)**



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

**Part.I**

1	Have you <b>ever been</b> convicted by and court of law or any other judicial institution?	Yes/No
2	Is there any case pending against you in any court of law?	Yes/No
3	Has any FIR been <b>ever</b> lodged and case is pending against you	Yes/No
4	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
5	Have you ever been dismissed from any service under the Central/State Govt?	Yes/No
6	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**

1	Was any departmental enquiry initiated against you ever in the past? If yes, what was the outcome?	Yes/No
2	Penalized/Acquitted/DE Closed/DE Dropped	
3	Year in which Departmental Enquiry was held	
4	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**

1	Earlier whether sponsored for NSG/SPG selection but failed in the selection test	Yes/No
2	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 _____		

Signature.....

Name.....

CISF No.....

Rank.....

Unit.....

DATED:.....

**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/ASI(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. EDUCATION QUALIFICATION :
  10. ANY DEPUTATION AVAILED IF SO DETAILS :
  11. WHETHER WILLING FOR DEPLOYMENT  
AT HIGH COMMISSION OF INDIA IN MALE :
  12. DETAILS OF PUNISHMENT AWARDED IF ANY :
  13. DETAILS OF ADVERSE/ADVISORY REMARKS  
FOR THE LAST FIVE YEARS ON RECORD. :
  14. ANY OTHER INFORMATION :
- 

**SIGNATURE OF THE INDIVIDUAL**

**UNDERTAKING**

I am willing for deployment at any HCI/AHCI/Indian Mission/Offices  
Abroad and willing for posting in any CISF Unit after selection for the  
Indian Mission Abroad.

Signature.....

Name.....

CISF No.....

Rank.....

Unit.....

Dated.....