

### E-MAILMESSAGE

सेवा में : एडीजी/एपीएस, उत्तर, दक्षिण एवं सभी खण्ड महानिरीक्षक

प्रेषक : महानिदेशक केओसुब मुख्यालय नई दिल्ली

ई-16015/01/Misc Depu/2013/Vol.III/Estt.II- 3573 दिनांक 08/07/2021

FILLING UP OF POSTS OF ACCOUNTANT PURELY ON TRANSFER ON DEPUTATION BASIS IN O/O PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS (HOME) (.) IT HAS BEEN DECIDED TO SPONSOR ASI/MIN ON DEPUTATION BASIS TO FILLUP THE POST OF ACCOUNTANT IN THE OFFICE OF THE PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS (HOME) (.) THE DETAILS ARE AS UNDER:-

S. No.	NAME OF THE POST	Grade/Classification and Pay Matrix/pre-revised pay band/Grade Pay Age Limit
01	ACCOUNTANT	General Central Service, Group-C (Non-Gazetted) Ministerial  LEVEL-5 IN THE PAY MATRIX {Pay Band-I, Rs. 5200-20200 + Grade Pay Rs. 2800/- (Pre-revised) Maximum Age : 56 years

APART FROM THE ABOVE THE FOLLOWING ARE THE ELIGIBILITY CRITERIA :-

- I) COMPLETED 16 YEARS OF SERVICE.
- II) NOT AWARDED ANY MAJOR/MINOR PUNISHMENT DURING SERVICE
- III) CLEAR FROM DE/VIGILANCE ANGLE
- IV) NAMES OF PERSONNEL ALREADY SELECTED/SPONSORED FOR DEPUTATION TO OTHER ORGANIZATION WILL NOT BE ELIGIBLE.

IT IS REQUESTED THAT THE OFFER MAY BE CIRCULATED IN FIELD FORMATIONS AND NOMINATIONS OF WILLING AND ELIGIBLE ASI/Min @ 1 FROM ALL SECTOR MAY BE SENT IN THE FOLLOWING FORMAT DULY SIGNED (IN MS-EXCEL) ALONGWITH FOLLOWING DOCUMENTS SO AS TO REACH AT THIS DTE BY 20.07.2021 REPEAT BY 20.07.2021 POSITIVELY IN CONSOLIDATED MANNER:-

- I) BIO-DATA IN THE PRESCRIBED PRO-FORMA (AS PER ANNEXURE-II) DULY SIGNED BY THE CANDIDATE AND COUNTERSIGNED BY THE COMPETENT AUTHORITY;
- II) COPIES OF APAR/ACRS FOR THE LAST 5 YEARS DULY ATTESTED ON EACH PAGE;
- III) DE/VIGILANCE/SEXUAL HARASSMENT CLEARANCE & INTEGRITY CERTIFICATE.

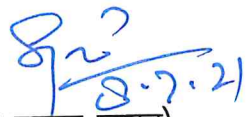
IT MAY ALSO BE ENSURED THAT THE NOMINATION SHOULD NOT BE SENT IN PIECEMEAL/INCOMPLETE MANNER (.) NOMINATIONS NOT ROUTED THROUGH SECTOR IsG OR RECEIVED WITH INCOMPLETE RECORDS OR RECEIVED AFTER DUE DATE WILL BE SUMMARILY REJECTED (.) IT MAY ALSO BE ENSURED THAT THE NOMINATION SHOULD NOT BE SENT IN EXCESS OF THE PRESCRIBED LIMIT ALLOTTED TO SECTOR IsG (.) **FURTHER, IT SHOULD BE**

ENSURED THAT WHILE FORWARDING THE NOMINATIONS TO THIS DTE, NO ELIGIBLE SENIOR NOMINATIONS IS LEFT OUT IN THE NOMINATIONS RECEIVED FROM UNITS (.)

S.NO	PSL No.	CISF No	Rank	Name	Unit	DOB DD/MM/YYYY	DOA DD/MM/YYYY	DOP in the present rank DD/MM/YYYY	Age YY MM	Total Service YY MM
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Edu. Qul.	Home State	Punishment details (Major in entire service & Minor in last 10 years)	ACR Grading (Last 05 years)	Details of previous deputation/UN Mission (Nepal/Haiti/Dhaka etc)	Hard Area service YY MM	SHAPE category with date	Course Done	Basic Pay and Level	Remarks
(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
			2016- 2017- 2018- 2019- 2020-			SHAPE Dt.		BP: Level:	

[NOTE: ALL THE ABOVE PARTICULARS MAY BE GIVEN IN SINGLE CELL AND DATE SHOULD BE MENTIONED AS DD/MM/YYYY (.) NOMINATIONS MAY BE FORWARDED IN SOFT COPY TO aigestt@cisf.gov.in and ac-estt@cisf.gov.in AND HARD COPY MAY ALSO BE SENT TO THIS DTE. (.) NIL REPORT IS ALSO REQUIRED (.) MSG OVER////

  
 (महेन्द्र कुमार यादव)  
 सहायक महानिरीक्षक/स्था0

Internal  
AIG/ADM

Request to forward the nomination of personnel posted in FHQ in the rank of ASI/Min @ 1 and nominations of attached personnel may be routed through concerned Sector HQrs.

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

## THE FORMAT OF APPLICATION

1	Name of applicant with designation and complete office address(in block letters), e-mail & telephone no./Mobile No.	Photo
2	Present Pay Level/Pay Band & Grade Pay	
3	Date of Birth (in Christian Era)	
4	i) Date of entry into Government ii) Date of retirement under Central/State Government Rules	
5	Educational Qualification	
6	Other Qualification, if any	

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

Office	Post held on regular basis	From	To	Level in Pay Matrix/Pay Band & Grade Pay of the post held on regular basis	Nature of duties(in detail) highlighting experience required for the applied post

08. Details of ACP/MACP with present Pay Level/ Pay Band & Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:-

Office	Level in Pay Matrix/ Pay Band & Grade Pay drawn under ACP/MACP Scheme	From	To

09	Whether Permanent or Temporary	
10	<p>In case the present employment is held on deputation basis, please state:-</p> <p>a) The date of initial appointment</p> <p>b) Period of appointment on deputation</p> <p>c) Name of the parent Office organization to which the applicant belongs</p> <p>d) Name and pay of the post held in substantive capacity in the Parent organization.</p> <p><b>Note:</b> In case of officers already on deputation, the application of such officials should be forwarded by the parent cadre/department along with cadre clearance and integrity certificate</p>	



	under (indicate the name of your employer against the relevant column) a) Other organized Accounts Services b) Central Government c) State Government d) Autonomous Body full funded by Central or State Government	
12	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (Note: Enclose a separate sheet, if the space is insufficient)	
13	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished by me in the Curriculum Vitae is 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)

Date \_\_\_\_\_

**Note:** The decision to accept or reject any application shall rest solely with this office and the applicant shall have no claim whatsoever.

#### Declaration by Applicant

1. I ..... Hereby declare that my posting on deputation as Accountant in DAO, MHA shall not bestow any right to me to claim either seniority in the said post in respect of the services rendered by me on deputation or regular appointment.
2. I will not claim absorption in DAO, MHA in the said post.
3. I am liable to be repatriated to my parent organization for any inaccuracies in the details noted above or the contravention of any provisions in the rules/ orders governing the deputation.

Date :-

Place:-

(Signature of the Candidate)

**CERTIFICATE TO BE RECORDED BY EMPLOYER/CADRE  
CONTROLLING AUTHORITY WHILE FORWARDING THE  
APPLICATION**

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately.
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his / her integrity.
5. It is certified that no disciplinary / vigilance case is either pending or contemplated against the applicant and he / she is clear from Vigilance angle.
6. It is certified that no Major / Minor penalty has been imposed or contemplated on him/ her during the last 10 years.

Date :-

Place:-

Signature of controlling Authority.....

Name .....

Designation.....

Telephone No. ....

Official Seal .....

**Note :-** All terms & conditions of deputation/ foreign service will be followed as per DOP&T OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010 and its amendments issued time to time.