

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.Vol.I/ 6566

DATED : 09 /12/2021

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 31.08.2021-45 yrs.
2.	Constable/Head Constable drawing a Basic Pay not exceeding Rs. 56800/- per month (Corresponding to maximum of Level-4 of 7 th 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.	Desirable conditions:- <ul style="list-style-type: none">• Proficiency in reading, writing and communicating in English.• Training in UAC/Commando/STF.• Basic knowledge of Computer.• Good driving skills in LMV and possess valid Driving Licence.• High APAR.• Impressive built, bearing and personality with appropriate BMI.• Cooking as the Indian Mission and Posts abroad are not family Stations for IBSAs and in most of the cases, IBSAs are required to cook their own food.

IT IS REQUESTED THAT THE OFFER MAY BE CIRCULATED IN FIELD FORMATIONS AND NOMINATIONS OF **WILLING AND ELIGIBLE HEAD CONSTABLES/CONSTABLES (GD) @4** FROM EACH SECTOR MAY BE SENT IN FOLLOWING FORMAT (IN EXCEL) ALONGWITH FOLLOWING DOCUMENTS SO AS TO REACH AT THIS DTE BY **20.12.2021 REPEAT BY 20.12.2021** 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) DE/VIGILANCE/SEXUAL HARASSMENT CLEARANCE & INTEGRITY CERTIFICATE (PDF COPY DULY SIGNED BY THE COMPETENT AUTHORITY).
- III) COPIES OF DRIVING LICENCE DULY ATTESTED.

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 (.)

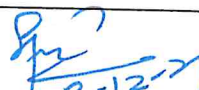
THE SELECTION WILL BE MADE AS PER THE SOP ISSUED VIDE LETTER NO.(257) DATED 23.09.2014 (COPY ENCLOSED) (.) WHILE FORWARDING NOMINATIONS, IT SHOULD BE ENSURED THAT THE NOMINATED PERSON HAS (.) **ONE** (.) COMPLETED 10 YEARS OF SERVICE AND PREFERABLY DONE HARD AREA (.) **TWO** (.) SHOULD NOT AVAILED ANY DEPUTATION OR UN MISSION IN ENTIRE SERVICE (.) **THREE** (.) MEDICAL CATEGORY SHAPE – I (.) **FOUR** (.) NO MINOR PUNISHMENT IN LAST 10 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 & DOP IN THE PRESENT RANK DD/MM/YYYY	Age YY MM	Total Service YY MM	Edu. Qul.	Home State	Punishment details (Major in entire service & Minor in last 10 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	Course Done	Basic Pay and Level	Knowledge of				Remarks
						English	Typing	Computer	Cook-ing	
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
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. 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 and ac-estt@cisf.gov.in (.) MSG OVER////


 (महेन्द्र कुमार यादव)
 सहायक महानिरीक्षक/स्था०

Internal

AIG/ADM : Request to forward the nomination of 04 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.

PROFORMA

1. Name of the Candidate _____
2. Force No/UID No. _____
3. Mobile No. _____
4. E-mail ID _____
5. Father's Name _____
6. Date of Birth _____
7. Date of joining Present Organization/Police Force _____
8. Education Qualification _____
9. Basic Pay _____
10. Miscellaneous Skills / Knowledge:
 - i. English: Read _____ Write _____ Speak _____
 - ii. Driving (Yes/No) : _____
 If Yes, D/L No. _____
 D/L Validity _____
 - iii. Computer Knowledge (MS Word/English Typing): _____
 - iv. Whether trained in UAC/Commando/STF etc: Yes _____ No _____
 - v. Experience of working in counter surveillance units: _____
11. Grading of APAR/ACRs.
 - i. 01.04.2016 to 31.03.2017 _____
 - ii. 01.04.2017 to 31.03.2018 _____
 - iii. 01.04.2018 to 31.03.2019 _____
 - iv. 01.04.2019 to 31.03.2020 _____
 - v. 01.04.2020 to 31.03.2021 _____
12. Rewards/Certificates _____
13. Details of Punishments/Reprimands _____
14. Details of previous Deputation, if any _____
15. 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