

TOP PRIORITY
INDIAN MISSION MATTER

EMAIL MESSAGE

TO : ALL SECTOR IsG CIsF (including IsG(NISA & Trg.)
INFO : ADsG(APS/NORTH/SOUTH), CIsF.
FROM : DIRECTORATE GENERAL, CIsF

NO.E-16015/EOI & CGI(Nepal)/2023/Pers.II/ 1/22 DATED: 23 NOVEMBER, 2023

DEPLOYMENT OF CIsF PERSONNEL FOR SECURITY DUTIES AT EMBASSY OF INDIA, KATHMANDU (NEPAL) ON TRANSFER BASIS (.) 20 CIsF PERSONNEL DEPLOYED AT EOI KATHMANDU (NEPAL) ARE REQUIRED TO BE REPLACED AFTER COMPLETION OF THEIR TENURE IN PHASED MANNER (.) IN ORDER TO REPLACE THESE PERSONNEL IN THE FOLLOWING RANKS, THE NOMINATIONS OF WILLING AND ELIGIBLE PERSONNEL AS PER RATIO/PERCENTAGE FIXED FOR EACH SECTOR ARE INVITED FROM ALL CIsF UNITS/HQRS FOR SHORTLISTING OF THEIR NAMES FOR DEPLOYMENT AT EOI KATHAMANDU (NEPAL) BY THIS DIRECTORATE (.)

| RANK | STRENGTH TO BE DEPLOYED | NOMINATIONS ARE CALLED FOR FROM EACH SECTOR |
|--------------|-------------------------|---|
| SI/EXE | 01 | 01 |
| CT/GD | 18 | 09 |
| CT/WC | 01 | 01 |
| TOTAL | 20 | 11 |

NOTE :- HOWEVER, THE NOMINATION FROM **IsG(TRG. & NISA)** ARE RESTRICTED @ 02 (TWO) IN THE RANK OF CT/GD AND @ 01 (ONE) IN SI/EXE & CT/WC.

THE PERSONNEL WILL BE SHORT-LISTED STRICTLY ON THE ELIGIBILITY CRITERIA PRESCRIBED IN SOP AS PER **APPENDIX-"A"** ATTACHED INCLUDING AGE RELAXATION FOR THE MULTI SKILLED PERSONNEL WHICH WILL BE STRICTLY ON THE BASIS OF COURSES/KNOWLEDGE/RESULTS ETC IN RESPECT OF THE INDIVIDUALS (.) IT IS THEREFORE, REQUESTED TO OBTAIN THE NOMINATIONS OF ELIGIBLE & WILLING PERSONNEL FROM FIELD FORMATIONS AND FORWARD THE SAME TO THIS DIRECTORATE LATEST BY **15.12.2023 REPEAT 15.12.2023** POSITIVELY DULY CONSOLIDATED IN THE FOLLOWING PROFORMA :-

PROFORMA (EXCEL FORMAT IN 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 i.e DD/MM/YYYY | Educational Qualification | Whether PCC qualified or not. (with details) | APAR grading of last five (5) years: Outstanding, Very Good & Good only (at least 03 Very Good or above) (2018 to 2022) |
|---------|----------|------|------|---------------------|------|------------------------------|--------------------------------------|---------------------------|--|--|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |

Contd....2.

| Details of Major & Minor Punishment for entire service and adverse/ advisory remarks on record for last five (05) years. | DE/Vig clearance | Medical category under SHAPE-I with date | VIP Security, Commando, VIP Instructor, BDDS, Field Craft & Tactics, QRT, STF courses & Results (passed/ failed) with name of Trg. Institution. (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 deputation tenure if any and its details From To (including SPG, NSG & NDRF) | Particulars of Valid Driving License | Remarks, if any |
|--|------------------|--|--|---|---|---|--------------------------------------|-----------------|
| (12) | (13) | (14) | (15) | (16) | (17) | (18) | (19) | (20) |

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

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) THROUGH EMAIL ID aigpers@cisf.gov.in (.) AGE/SERVICE CRITERIA CALCULATION WILL BE TAKEN INTO ACCOUNT AS ON **15.12.2023** (.) APPLICATION FORM TO BE FILLED BY THE PERSONNEL ALONG WITH DECLARATION & UNDERTAKING FORMS ARE ATTACHED HERewith (**APPENDIX-"B" TO "D"**) (.) THE NOMINATIONS RECEIVED AFTER DUE DATE AND HAVING IN-COMPLETE INFORMATION WILL NOT BE ENTERTAINED AND WOULD BE SUMMARILY REJECTED (.)MSG ENDS.

Encl:- as above.


(GANGA SHANKAR)
ASSTT.INSPECTOR GENERAL(PERS)

Internal:-

| | | |
|------------------|----|---|
| All AIsG, 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 personnel be sent through AIG(Adm). |
| AIG(Adm), FHQrs | :- | For information and necessary action with a request to send the nominations of willing and eligible personnel posted at CISF Directorate in prescribed proforma duly completed in all respects for consideration. |
| AIG(Ops), FHQrs | :- | for information and necessary action. |
| AIG(Tech), FHQrs | :- | With a request to upload the communication in CISF website. |

STANDARD OPERATIVE PROCEDURE FOR SELECTION OF CISF PERSONNEL FOR SECURITY OF UN MISSION & INDIAN MISSIONS 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 Operating 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.

2 Eligibility criteria:**(a) For Inspector/Exe:**

- Age : Below 45 years.
- 3 years relaxation for multi skilled Insp/E
- Education: Degree.

(b) For SI/Exe & ASI/Exe:

- Age : Below 32 years.
- 3 years relaxation for multi skilled SI/E
- Education : Degree

(c) For ASI/Clk:

- Age : Below 45 years
- 3 Years relaxation for multi skilled ASI/C
- Education : Degree

(d) For CT/Dog Handler :

- Age : Below 40 years
- 3 years relaxation for multi skilled personnel.
- Education : Matric

(e) For Constable/GD:

- Age : Below 30 years
- 3 years relaxation for multi skilled CT.
- Education : Matric

(f) For CT(Armr) :

- Age : Below 48 years.
- 3 years relaxation for multi skilled personnel.
- Education: Matric.
- Good knowledge in respective trade.

(g) For CT/Followers:

- Age : Below 40 years
- Education: No Bar
- Good knowledge in respective trade

AGE RELAXATION AND THE CONCEPT OF MULTI SKILLED:

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.

a) For GOs, Insp/Exe, SI/Exe & CT/GD

a) Should have done any one of the following courses:

- i) VIP security
- ii) Commando Course.
- iii) VIP instructor course.
- iv) BDDS course.
- v) Field craft & tactics course.
- vi) QRT Course
- vii) STF Course

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 ASI/CLK

Knowledge in Computers in three aspects.

- (a) MS Word
- (b) MS Excel
- (c) Internet

(c) For CT(Armr) , CT/Dog Handler & CT/Followers

Skill/Training in more than one field in the respective trade.



(GANGA SHANKAR)

ASSTT.INSPECTOR GENERAL(PERS)

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

Part.I

| | | |
|---|---|--------|
| 1 | Have you ever been 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 ever lodged and case is pending against you | Yes/No |
| 4 | Was any FIR ever 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 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),
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. EDUCATIONAL QUALIFICATION :
10. ANY DEPUTATION AVAILED IF SO DETAILS :
11. WHETHER WILLING FOR DEPUTATION :
12. DETAILS OF PUNISHMENTS AWARDED IF ANY :
13. DETAILS OF ADVERSE/ADVISORY REMARKS :
FOR THE LAST FIVE YEARS
14. ANY OTHER INFORMATION :
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SIGNATURE OF THE INDIVIDUAL