

Directorate General  
Central Industrial Security Force  
(Ministry of Home Affairs)

Block No. 13, CGOs Complex,  
Lodhi Road, New Delhi-03.

Dated: 15 January, 2024

To

1. All Ministries/Departments of Government of India
2. The Heads of all CAPFs

Subject:- Filling up of 01 vacancy of Private Secretary in Central Industrial Security Force, on deputation basis: Regarding

The undersigned is directed to state that 01 (One) vacancy in the rank of Private Secretary, General Central Services, Group-B, (Gazetted, Ministerial) in Central Industrial Security Force, in the pay Level-7 in the pay matrix (Rs. 44900-142400/-), is proposed to be filled by deputation under deputation quota for a period of 03 years. The selected candidate is liable to be posted in Mumbai, Ranchi & Guwahati.

2. Eligibility conditions for the post are mentioned in ANNEXURE-I.
3. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
4. The pay of the officer selected for appointment on deputation and other conditions will be governed by the Govt. of India orders issued in this regard from time to time and also in accordance with the CISF Rules.
5. It is requested that the application (in triplicate) in the prescribed proforma in ANNEXURE-II in respect of suitable, eligible and willing officers, who can be spared immediately if selected, may be sent to DIG/Pers, Directorate General, Central Industrial Security Force, Block No. 13, CGO Complex, Lodhi Road, New Delhi-03, so as to reach within 60 days from the date of issue of this letter or publication of advertisement in the Employment News, whichever is later, together with up-to-date APAR dossiers and vigilance clearance. It may please be noted that application received after the closing date or without the required documents or found to be incomplete in any other respect will not be considered and any back reference made in this regard will not be entertained. Since the appointment is to be made urgently, it is requested that the closing date for receipt of applications mentioned above may please be adhered to, strictly.



( DR. RAHUL JAIN)  
DEPUTY INSPECTOR GENERAL (PERS)

Encl :- As above.

Copy to:-

1. DS (Pers-I), MHA, New Delhi.
2. ADsG(North/APS/South), CISF
3. All Sector IsG, CISF

NOO

1. AIG/Tech. CISF HQ. New Delhi-The Advertisement be placed on CISF website.

**ANNEXURE-I**

1. Name of the post : Private Secretary
2. Classification of the post : General Central Services Group 'B' (Gazetted, Ministerial).
3. Pay Scale of the post : Pay Level-7 in the pay matrix (Rs.44900-142400/- )
4. Number of posts to be filled on deputation : 01 (One)
5. Period of deputation : 03 (Three) years
6. As per the Recruitment Rules, the eligibility conditions are as under:-

**By deputation**

Officers holding the post of Stenographer under the Central Government:-

- (i) Holding analogous posts on a regular basis in the parent cadre or Department; or
- (ii) With five years regular service in posts in Level-6 (Rs. 35400-112400/-) in pay matrix or equivalent in the parent cadre or department

Note I : The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration of appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note II : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for deputation will be fifty-six years on the last date of application.)

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**CURRICULAM VITAE PROFORMA**

S.N	PARTICULARS	DETAILS												
1	Name and Address in Block letters													
2	Date of Birth( in Christian era)													
3	Date of retirement under Central Govt. Rules													
4	Educational Qualifications													
5	Whether Educational and other qualifications required for the post are satisfied. If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.													
	Essential	<table border="1"> <tr> <td>Qualification</td> <td>Qualification</td> </tr> <tr> <td>Experience</td> <td>Experience</td> </tr> <tr> <td>Required</td> <td>possessed by the officer</td> </tr> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3.....</td> <td></td> </tr> </table>	Qualification	Qualification	Experience	Experience	Required	possessed by the officer	1		2		3.....	
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1														
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	Desired	<table border="1"> <tr> <td>Qualification</td> <td>Qualification</td> </tr> <tr> <td>Experience</td> <td>Experience</td> </tr> <tr> <td>Required</td> <td>possessed by the officer</td> </tr> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3.....</td> <td></td> </tr> </table>	Qualification	Qualification	Experience	Experience	Required	possessed by the officer	1		2		3.....	
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1														
2														
3.....														
6	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.													
7	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.													
	Office/Instt/Org.	Post held												
	From	To												
	Scale of pay and basic pay	Nature of duties (IN DETAIL)												
8	Nature of present employment i.e. Ad-hoc or temporary or quasi permanent or permanent													
9	In case the present employment is held on a deputation/contract basis, please state:-	<table border="1"> <tr> <td>a) The date of initial appointment</td> </tr> <tr> <td>b) Period of appointment on Deputation/Contract.</td> </tr> <tr> <td>c) Name of the parent office/Organization to which you belong.</td> </tr> </table>	a) The date of initial appointment	b) Period of appointment on Deputation/Contract.	c) Name of the parent office/Organization to which you belong.									
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b) Period of appointment on Deputation/Contract.														
c) Name of the parent office/Organization to which you belong.														

- 10 Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column)
- a) Central Government
  - b) State Government
  - c) Autonomous Org., U/T
  - d) Government Undertaking
  - e) Universities
  - f) Others
- 11 Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
- 12 Total emoluments per month now drawn Pay Level-  
Present Basic Pay –  
Total emoluments per month now drawn:
- 13 Additional Information, if any, which you would like to mention in support of your suitability for the post. (May provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement).  
(Note: Enclose a separate sheet, if the space is insufficient.)
- 14 Whether belongs to SC/ST/OBC
- 15 Remarks  
(The candidates may indicate information with regard to Research publications and reports and special projects  
(ii) Awards/Scholarship/Official Appreciation  
(iii) Affiliation with the professional bodies/Institutions/societies and  
(iv) any other information.
- NOTE: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

SIGNATURE OF THE CANDIDATE

Address \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Particulars mentioned above have been verified from the records and found correct. It is certified that no disciplinary proceedings, vigilance enquiry, is either pending or contemplated against the officer and that his integrity is certified. The aforesaid officer will be relieved to join CISF in the event of his selection.

COUNTERSIGNED

SIGNATURE OF COMPETENT AUTHORITY  
(WITH OFFICE SEAL)

**Certificate to given by Head of Office of the applicant:**

- a) It is certified that the particulars furnished by the officer are correct.
- b) It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
- c) His/her integrity is certified.
- d) It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.
- e) His/Her complete APARs dossier is enclosed/Attested photo copies of the APARs (on each page) for the last 05 years by an officer of the rank of Under Secretary to the Govt. of India are enclosed.
- f) It is certified that no court case is pending against the applicant.

(HEAD OF OFFICE)

NAME:

Telephone No.

Fax No.

with office seal

Date:

Place: