

NO. E-16015/SAO-Depu/CISF/2021/Pers-II/1663

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

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

Dated: 10 December, 2024


To

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

Subject:- Filling up of 01 vacancy of Senior Administrative Officer in the Directorate General, Central Industrial Security Force, on deputation basis: Regarding

The undersigned is directed to state that 01 (One) vacancy in the rank of Senior Administrative Officer, General Central Services, Group-A, (Gazetted, Ministerial) in the Directorate General, Central Industrial Security Force, in the pay Level-11 in the pay matrix (Rs. 67700-208700/-), is proposed to be filled by deputation under failing which clause for a period of 03 years or upto 31.12.2026, whichever is earlier.

2. Eligibility conditions for the post are mentioned in ANNEXURE-I.
3. The maximum age limit for appointment by deputation shall not be exceeding 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.

1. Controller General of Accounts, West Block No. 5, R.K.Puram, New Delhi.
2. Controller General of Accounts, Lok Nayak Bhavan, New Delhi.
3. Director (Pers-I), MHA, New Delhi.

**NOO**

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

**ANNEXURE-I**

1. Name of the post : Senior Administrative Officer
2. Clarification of the post : General Central Services Group 'A  
(Gazetted, Ministerial)
3. Pay scale of the post : Pay Level-11 in the pay matrix (Rs.67700-208700/-)
4. Number of posts to be filled on deputation : 01 (One)
5. Period of deputation : 03 (Three) years or upto 31.12.2026, whichever is earlier.
6. As per the Recruitment Rules, the eligibility conditions are as under:-  
**By promotion failing which by deputation**  
Officers under the Central Government/State Government/UTs:-  
**(a)** (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-10 (Rs. 56100-177500/-) in pay matrix or equivalent; and  
**(b)** Possessing five years experience in administration, establishment and accounts matter.

(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 four years. The maximum age-limit for deputation will be fifty-six years as on the closing date of receipt of applications.)

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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/State 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				Qualification Experience required	Qualification Experience possessed by the officer (copies of the certificate)
					1 2 3.....	
	Desired				Qualification Experience required	Qualification Experience possessed by the officer (copies of the certificate)
					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					