

No. 21/01/2021-CS.I(Coord.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS.I Division)  
2<sup>nd</sup> Floor, 'A' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated the 16<sup>th</sup> September, 2022

**OFFICE MEMORANDUM**

**Sub: Filling up of 1 vacancy of Senior Administrative Officer in the Directorate General, Central Industrial Security Force (CISF), on deputation basis – Regarding.**

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The undersigned is directed to circulate herewith the following Vacancy Circular No. E-16015/SAO-Depu/CISF/2021/Pers-II/1299 dated 26<sup>th</sup> August 2022, from the M/o Home Affairs (MHA), for information to all CSS officers:

S.No.	Ministry/ Department/ Office	Name of the Post	Location	Application deadline
(i)	CISF, M/o Home Affairs (MHA)	Senior Administrative Officer	Not specified	Within 60 days from the date of issue of the above circular or publication of advertisement in the Employment News, whichever is later.

2. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

3. In case of any further clarifications, applicants are requested to contact the concerned Ministry/Department/Office.

  
(Sunil Kumar)

Under Secretary to the Govt. of India  
Tel: 2462 9414

To:  
All Ministries/Departments (through DoPT's website)

35  
5-9-22

NO. E-16015/SAO-Depu/CISF/2021/Pers-II/ 1299  
Directorate General  
Central Industrial Security Force  
(Ministry of Home Affairs)

Block No. 13, CGOs Complex,  
Lodhi Road, New Delhi-03.  
Dated: 26 August, 2022

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 31.12.2024, 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.

RECEIVED IN C.R.  
कार्मिक एवं प्रशिक्षण विभाग  
Deptt. of Personnel & Trg.

07 SEP 2022

Rahul Jain  
25/8/22  
(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.

CSF  
24/9/22/22/22

for  
13/9  
safe  
विपिन  
14/09/22  
श्री अकाश  
स.म.अ.



**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 31.12.2024, 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		

9	In case the present employment is held on deputation/contract basis, please state:-	a) The date of initial appointment	
		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 Underaking	
		e) Universities	
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
12	Are you in revised scale of pay? If yes, give the date of from which the revision took place and also indicate the pre-revised scale.		
13	Total emoluments per month now drawn	Pay Level- Present Basic Pay - Total emoluments per month now drawn:	
14	Additional Information, if any, which you would like to mention in support of your suitability for the post. (This among other things 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). Enclose a separate sheet, if the space is insufficient.		



15	Please state whether you are applying for promotion/deputation including short-term contract basis.	
16	Whether belongs to SC/ST/OBC	
17	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/Attested photo copies of the APARs (on each page) 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: