Government of India

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

Block-13, CGO's Complex, Lodhi Road, New Delhi-110003

Filling up of 03 vacancies of Private Secretary in Central Industrial Security Force, on deputation basis: Regarding

Applications are invited to fill up 03 (Three) posts in the rank of **Private Secretary** (General Central Services Group "B" Gazetted, Ministerial) in CISF in Pay Level-7 (Rs. 44900-142400) in Pay Matrix as per 7th CPC) on deputation basis for a period of 03 years. The selected candidate is liable to be posted in Mumbai, Ranchi & Guwahati.

Last date of receipt of application : 60 days from the date of publication of this advertisement in the Employment News.

For details, kindly log on to the CISF website : www.cisf.gov.in.

CBC 19113/11/0007/2627

EN 32/80

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	:	03 (Three)
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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ANNEXURE-II

BIO-DATA/CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3 i) Date of entry into service	
ii) Date of retirement under Central/ State Government 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)	**Qualification/experience possessed by the officer**
Qualification/Experience required as mentioned in the advertisement/ vacancy circular	**Qualification/Experience possessed by the officer**
Essential	**Essential**
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	**Desirable**
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry /Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note : Borrowing Departments are to provide their specific comments /views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experiences required for the post applied for

***Important** Pay Level/ Pay Scale/ Pay Matrix Level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:

Office /Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP scheme	From	To

8. Nature of present employment i.e. Adhoc 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 the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
9.1 Note: In case of officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. 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 Organization d) Government Undertaking e) Universities f) Others.			
12. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade			
13. 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.			
14. Total emoluments per month now drawn			
Basic pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other allowances etc., (with break-up details)	Total Emoluments	

16.A Additional information, if any, relevant to the post you applied for 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) **(Note:** Enclose a separate sheet, if the space is insufficient)	
16.B Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation. (iii)Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization. (v) Any research/innovation measure involving official recognition. (vi) Any other information. **(Note:** Enclose a sperate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation/Absorption/Reemployment Basis. # (officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.	
# (The option of 'STC' /'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Reemployment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date ..... (Signature of the Candidate)

Place..... Address .....

Countersigned

Signature of Competent Authority
(with office seal)

Certification by the Employerl Cadre Controlling Authority

The information /details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2 Also certified that: -

i. There is no vigilance or disciplinary case pending / contemplated against Shri/Smt.....

ii His /Her integrity is certified.

iii. His/ Her CR Dossier in original are enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary or the Government of India or above are enclosed.

iv. No major /minor penalty has been imposed on him/her during the last 10 years or a list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

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(Employer/Cadre Controlling Authority with Seal)