

TIME BOUND

प्रेषक : महानिदेशक केओसूब मुख्यालय नई दिल्ली

DATED: 05/05/2025

- I) Completed their 10 years of service.
- II) Bachelor's degree from a recognized university; and
- III) Three years experience in police/security/intelligence department of Govt of India or State Govt. or union territories or PSU or autonomous organization.
- IV) Not awarded any major punishment in entire service and any minor punishment in last 10 years.
- V) Clear from DE/Vigilance angle.
- VI) Below 56 years of age.
- VII) Names of personnel already selected/sponsored for deputation to other organization will not be eligible.

It is requested that the offer may be circulated in field formations and nominations of **05 (five)** willing and eligible **Insp/Exe** from each sector may be sent in following format duly signed (in MS-Excel) alongwith Bio-Data/Cirriculum vitae proforma, de/vigilance clearance & integrity certificate (PDF copy), attested copies of last 5 years APAR so as to reach at this Dte by **15.05.2025 repeat by 15.05.2025** positively in consolidated manner (.) It may be ensured that the **nomination should not be sent in piecemeal/incomplete manner** (.) Nominations not routed through sector IsG or received with incomplete records or received after due date will be summarily rejected (.) It may also be ensured that the nomination should not be sent in excess of the prescribed limit allotted to Sector IsG (.) **Further, it should be ensured that while forwarding the nominations to this Dte, no eligible senior nomination is left out in the nominations received from units and while forwarding the nominations, Sector IsG should follow PSL seniority (.) A certificate in this regard may be furnished by the concerned Sector IsG (.)**

[illegible]

Edu. Qul.	Home State	Punishment details (Major in entire service & Minor in last 10 years)	ACR Grading (Last 05 years)	Details of previous deputation/UN Mission (Nepal/Haiti/Dhaka etc)	Hard Area service YY MM	SHAPE category with date	Remarks
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
			2020- 2021- 2022- 2023- 2024-				

[Note: all the above particulars may be given in single cell and date should be mentioned as **dd/mm/yyyy** (.) Nominations may be forwarded in soft copy to aigestt@cisf.gov.in and ac-estt@cisf.gov.in and hard copy may also be sent to this dte. (.) Msg over////


 (डी० एस० डेनियल धनाराज)
 सहायक महानिरीक्षक / स्था०

Internal

AIG/ADM : Request to forward the nomination of personnel posted in Fhq @ 05 Insp/Exe and nominations of attached personnel may be routed through concerned Sector HQrs.

AIG/TECH, EDP CELL – To place in CISF web site under latest news column.

ANNEXURE

BIO-DATA/CURRICULUM VITAE PROFORMA

Name of the Post Applied for

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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/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 experience required for the post applied for

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***Important:** Pay-band and Grade Pay (Level in the Pay Matrix) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale (Level in the Pay Matrix) 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. 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 the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>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.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking</p>			

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		
Basis Pay in the PB (Level & Cell in the Pay Matrix)	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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/innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet If the space is insufficient)		

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. #(Officers under Central/State Governments are only eligible for 'Absorption'. Candidates of non-Government Organizations are eligible only for Short Term Contract/STC)	
#(The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by 'STC' or 'Absorption' or 'Re-employment').	
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 Bio-Data/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.

(Signature of the candidate)

Address.....
.....

Date.....

Certification by the Employer/ 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 possesses 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 is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. 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)