

**महानिदेशालय
केन्द्रीय औद्योगिक सुरक्षा बल
(गृह मंत्रालय)**

ब्लाक 13, सीजीओ काम्पलेक्स,
लोधी रोड, नई दिल्ली-110003

सं ई-16015/केऔसुब/सा.-प्रति/2025/कार्मिक-2/ 871

दिनांक 21 / 05 / 2026.

To,

1. The ADsG(APS/North/South)
2. All Sector IsG concerned including Trg. Dte / NISA Hyderabad

**Subject :- Filling up the post of Director in Cabinet Secretariat on
Deputation basis : Reg.**

Nominations are invited to the post of Director in executive cadre in the Pay Level-13 as per Annexure-II circulated by Cabinet Secretariat, New Delhi.

2. It is, therefore, requested that nominations of willing and eligible officers in the rank of DIG/Exe (Pay Level-13A only) for the subject posts in Cabinet Secretariat who having eligibility criteria mentioned below and fulfil the norms of MHA's deputation policy dated 22.11.2016, may kindly be sent in Annexure-II alongwith Annexure-A, supporting certificate/ documents of educational qualification and experience (duly attested) to this Directorate in hard and soft copy for consideration through concerned ADsG by **26.05.2026** positively. Nominations which are not routed through ADsG concerned or received with incomplete records or received after due date, will summarily be rejected.

3. The eligibility criteria of the above post is as under :-

Name of the post and scale of pay	Director Level-13 as per pay matrix of 7th CPC
Essential educational and other qualification required for deputation	Deputation- Officers of Central Armed Police Force in the grade of DIG (Level-13A) may also apply and they will be allowed to draw pay as per Level-13A AND (b) Possessing two years experience of working in intelligence or police or Army set up including experience in establishment and administration.
Age Criteria	The maximum age limit for deputation shall not exceed 56 years.

ANNEXURE-A

S. No.	Force No., Rank, Name (Shri/Ms.), Unit/Sector	D.O.B.	Age as on closing date	D.O.A with intial rank	Service as on closing date	D.O.P. (each rank)	Edu. Qual. (supporting document attached)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Cont.....2

Present Pay Level	Experience (supporting document attached)	Details of Major/Minor		Details of Hard Area service, if any.	Details of previous deputation /UN Mission/aboard, if any done	SHAPE Category	Remarks
		Major	Minor				
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

4. This has the approval of the competent authority.

21/5/28
(डी एस डेनियल धनराज)
सहायक महानिरीक्षक / कार्मिक

Copy to:-

All Branch(s), FHQrs., New Delhi - For similar action, please
I/C EDP Cell - To upload this letter on CISF website, please.

ANNEXURE-I)**APPLICATION PROFORMA FOR DEPUTATION TO THE POST OF**

" _____ "

1.	Name and address (in block letters)		Affix recent passport size color photograph duly attested
2.	Date of Birth (DD/MM/YYYY) (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, 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	
For the post of Director Deputation - (a) Officers in the Central Government:- (i) holding analogous posts on regular basis; or (ii) in the Pay Band – 3 Rs. 15600-39100/- plus Grade Pay of Rs. 7600/- with five years regular service in the grade; (iii) Officers in the grade of DIG [Level-13A] in Central Armed Police Force; and (b) Possessing two years experience of working in Intelligence or Police or Army set up including experience in establishment and administration.		Essential A) Qualification B) Experience	
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification 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 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
* Important : Pay- Band and Grade Pay 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 as per 7 th CPC		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 and pay of the post held in substantive capacity in the Parent organization
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.					
9.2 Note : Information under Column 9 (c) and (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 Organisation 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 Pay Band/ Pay Matrix	Level
		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 the 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 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/ Scholarship/ Official appreciation iii) Affiliation with the professional bodies/ institutions/ societies iv) Patents registered in own name or achieved for the organisation v) Any research or innovative measure involving official recognition	

	vi) Any other information. (Note: enclose a separate sheet, if 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) #(The option '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	
UNDERTAKING 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. Date : _____ Place: _____ Signature of the Candidate Address		

CERTIFICATE 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 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./ Ms. _____.

ii) His/ Her integrity is certified.

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

[Note: In case there is a gap in the APARs of last 05 years, reasons for the same may kindly be mentioned. In case the APARs for the last consecutive 05 years is not available, then APAR for the period prior to that, needs to be submitted so that APARs are available for a period of atleast 05 years.]

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

(Employer/ Cadre Controlling Authority with seal)