

RESTRICTED



महानिदेशालय/ DIRECTORATE GENERAL
केन्द्रीय औद्योगिक सुरक्षा बल/ CENTRAL INDUSTRIAL SECURITY FORCE
(गृह मंत्रालय)/(MINISTRY OF HOME AFFAIRS)

ब्लॉक 13 सी.जी.ओ. काम्प्लेक्स/ BLOCK-13, CGO COMPLEX,
लोधी रोड, नई दिल्ली -03/ LODHI ROAD, NEW DELHI

No.E-16015/CISF/ARC/2023/2023/PERSII-147883-(E) / 1458 Dated : 03-08-2026
To,

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

Subject :- FILLING UP THE POST OF DEPUTY SECRETARY AND UNDER SECRETARY IN ARC: REG.

Nominations are invited in the prescribed proforma as per Annexure-I circulated (Copy enclosed) **alongwith supporting certificate/documents in respect of claimed educational qualification and experience including essential qualification of Bachelor Degree (duly attested)**, for deputation to the post of Deputy Secretary (Level-12) and Under Secretary (Level-11) in Executive Cadre of Aviation Research Centre, Directorate General of Security, Cabinet Secretariat.

2. It is, therefore, requested that nominations of willing and eligible officers in the rank of Commandant/Exe (**Pay Level-12 only**) for the post of Deputy Secretary and Deputy Commandant/Exe (**Pay Level-11 only**) for the post of Under Secretary in ARC, who fulfil the eligibility criteria mentioned below as well as the norms of MHA's Deputation Policy dated 22.11.2016 and DoPT O.M. dated 17.06.2010, may kindly be forwarded to this Directorate **through the concerned ADsG** along with **Annexure-A**, in **hard copy** for consideration (e-mail copy may be sent only for intimation) **by 11.08.2026 positively**. Nominations not routed through the concerned ADsG, or received with incomplete records, or received in piecemeal manner, or received after the due date, **will be summarily rejected**.

3. The eligibility criteria for the above said posts are mentioned below as under:-

A. Essential qualifications for the post of Deputy Secretary:-

S.No.: Qualification

1

Holding analogous post on regular basis (which is equivalent to the rank of Comdt/Exe in CISF); or

2	Possessing minimum of two years experience of working in intelligence or Police or Army set up including experience in establishment and administration.
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B. Essential qualifications for the post of Under Secretary:-

S.No.:	Qualification
1	Holding analogous post on regular basis (which is equivalent to the rank of DC/Exe in CISF); or
2	Possessing minimum of two years experience of working in intelligence or Police or Army set up including experience in establishment and administration.
Note	Should have completed 10 years service (for all ranks), including probation period) in accordance with MHA's deputation policy dated 22.11.2016.

ANNEXURE-A

S. NO.	Force No., Rank, Name (Shri/Ms.), Unit/Sector	D.O.B. D.O.A. with initial rank D.O.P. (each rank)	Edu. Qual. (supporting document attached)	Present Pay Level	Experience (supporting document attached)	Details of Hard Area service, if any.	Details of previous deputation /UN Mission/abroad, if any done
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Details of Major/Minor		SHAPE Category	Remarks
Major	Minor	(12)	(13)
(10)	(11)	(12)	(13)

04. This has the approval of the ADG/HQrs.

Digitally signed by
सतीश कुमार बाजपेयी
SATISH KUMAR BAJPAI,
वरिष्ठ कमाण्डेन्ट/कार्मिक
SR. COMMANDANT/PERS,
FHQ NEW DELHI,
03-08-2026

Copy to:-

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

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)		
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

*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	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 organisation
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) & (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/ organisation			

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		
Basis Pay in the PB	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)	
# (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 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 _____

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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 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

(Employer/ Cadre Controlling Authority with Seal)