

**TIME BOUND
MOST URGENT**

E-MAIL MESSAGE

सेवा में : एडीजी/एपीएस, उत्तर, दक्षिण एवं सभी खण्ड महानिरीक्षक
प्रेषक : महानिदेशक के.ओ.सुब मुख्यालय नई दिल्ली

NO.E-16015/31(1)/2024/Estt.II/Vol.II- **3457**

Dated: **28** /10/2024

Deputation to Ministry of External Affairs (MEA) (.) It has been decided to sponsor HC/CT(GD) for induction in Bureau Of Security (BOS), Ministry of External Affairs (MEA) on deputation basis for the post of **India Based Security Assistants (IBSAs)** as per terms & conditions given below:-

1.	Upper age limit as on 01.01.2025- 45 yrs.
2.	Constable/Head Constable drawing a Basic Pay not exceeding Rs. 56800/- per month (Corresponding to maximum of Level-4 of 7 th CPC Pay Matrix).
3.	Should be Matriculate or above.
4.	Medically Fit (SHAPE-I)
5.	Should have no disciplinary/Legal/sexual harassment proceeding pending or contemplated against him.
6.	Should be cleared from Vigilance angle.
7.	Desirable conditions:- <ul style="list-style-type: none">• Proficiency in reading, writing and communicating in English.• Training in UAC/Commando/STF.• Basic knowledge of Computer.• Good driving skills in LMV and possess valid Driving Licence.• High APAR.• Impressive built, bearing and personality with appropriate BMI.• Cooking as the Indian Mission and Posts abroad are not family Stations for IBSAs and in most of the cases, IBSAs are required to cook their own food.• Those who have experience in Security establishment or have handled Security equipment like HHMD, DFMD, X-Ray machine etc will be preferred.

It is requested that the offer may be circulated in field formations and nominations of **willing and eligible HC/CT (GD) @ 2** from each sector may be sent in following format (in excel) along with following documents so as to reach at this Dte by **02.11.2024 repeat by 02.11.2024 positively** in consolidated manner:-

- Bio-data in the prescribed pro-forma (copy enclosed) duly signed by the candidate and countersigned by the competent authority;
- De/vigilance/sexual harassment clearance & integrity certificate (PDF copy duly signed by the competent authority).
- Copies of driving license duly attested.

It may also 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 nominations 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.**


The selection will be made as per the SOP issued vide letter no.(257) dated 23.09.2014 (copy enclosed). While forwarding nominations, it should be ensured that the nominated person has:- **One-** Completed 10 years of service and preferably done hard area. **Two-** Should not availed any deputation or un mission in entire service. **Three-** Medical category SHAPE – I . **Four-** No minor punishment in last 10 years. **Five-** No major punishment in entire service. **Six-** Free from DE/Vigilance angle. **Seven-** Personnel already selected/sponsored for deputation to other organization will not be eligible.

Proforma

S.NO	PSL No.	CISF No	Rank	Name	Unit	DOB DD/MM/YYYY	DOA & DOP IN THE PRESENT RANK DD/MM/YY YY	Age as on 01.01.25 YY MM	Total Service YY MM	Edu. Qul.	Home State	Punishment details (Major in entire service & Minor in last 10 years)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	

ACR Grading (Last 05 years)	Details of previous deputation/UN Mission (Nepal/Haiti/Dhaka etc)	Hard Area service YY MM	SHAPE category with date	Course Done	Basic Pay and Level	Knowledge of				Remarks
						English	Typing	Computer	Cook-ing	
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
2019-2020-2021-2022-2023-			SHAPE Dt.		BP: Level:					

[Note: All the above particulars may be given in single cell and date should be mentioned as **dd/mm/yyyy**. APAR grading should be GD (good), VG (very good) & OS (outstanding)] . Nominations may be forwarded in soft copy to ac-estt@cisf.gov.in & aigestt@cisf.gov.in and **hard copy may also be sent to this Dte. By 06.10.2024 repeat by 06.10.2024. Nil report is also required. Msg over////**


 (महेन्द्र कुमार यादव)
 सहायक महानिरीक्षक / स्था०

Internal

AIG/Adm : Request to forward the nomination of 02 HC/CT (GD) posted at FHQ and nominations of attached personnel may be routed through their concerned Sector HQrs.

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

PROFORMA

1. Name of the Candidate _____
2. Force/No/UID No. _____
3. Mobile No _____
4. E-mail _____
5. Father's Name _____
6. Date of Birth : _____ Gender : _____ Age as on 01.01.2025 : _____ (years)
7. Date of joining Present Organization/Police Force : _____
8. Education Qualification : _____ Height & Weight : _____
9. Basic Pay : _____ Pay level in Pay Matrix (As per 7th CPC) : _____
10. Married/ Unmarried/ Separated/ Divorced _____
11. No. of children and their Ages _____
12. Miscellaneous Skills / Knowledge:
 - i) Mother Tongue _____
 - ii) English: Read _____ Write _____ Speak _____
 - iii) Other Foreign language a) _____ Read _____ Write _____ Speak _____
 - b) _____ Read _____ Write _____ Speak _____
 - iv. Driving (Yes/No) : _____
If Yes, D/L No. _____ D/L Validity _____
 - v. PAN Card No. : _____
 - vi. Computer (MS Word/Excel/Access): _____
 - vii. Typing Skill : English : _____ Speed : _____
Hindi : _____ Speed : _____
 - viii. Whether trained in UAC/Commando/ STF etc : Yes _____ No _____
 - ix. Experience of working in counter surveillance units: _____
13. Grading of APAR/ACRs.
 - i. 01.04.19 to 31.03.20 _____
 - ii. 01.04.20 to 31.03.21 _____
 - iii. 01.04.21 to 31.03.22 _____
 - iv. 01.04.22 to 31.03.23 _____
 - v. 01.04.23 to 31.03.24 _____
14. Rewards/Certificates _____
15. Details of Punishments/Reprimands _____
16. Details of previous Deputation, if any _____
17. Any other Special Skill _____

Signature of the Individual

Designation/ Rank:

Date:

18. Remarks of the Forwarding/Controlling Authority (not below the rank of Superintendent of Police or equivalent): _____

Signature of forwarding Authority

Designation _____

Office Seal _____

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

Block No.13 CGO Complex
Lodhi Road, New Delhi-03.

No.E-16015/31(1)/2014/Estt.II/ 257

Dated: 23 Sep. 2014.

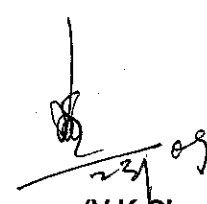
To

The ADG/APS
All IsG, CISF
All Zonal/Plant/Trg.CentreDisG, CISF
All Group Commandant/Sr.Comdt/CISF, Group HQrs/Res.Bns.
All Comdts/Dy.Comdts/Asstt.Comdts Units

**Sub:-STANDARD OPERATIVE PROCEDURES FOR SELECTION OF CISF
PERSONNEL FOR DEPUTATION TO MINISTRY OF EXTERNAL AFFAIRS:**

The Standard Operative Procedure for selection of CISF Personnel for Deputation to Ministry of External Affairs is enclosed herewith as per Appendix-"A" for information and compliance.

2. These instructions may be brought to the notice of all CISF Personnel for their information.
3. This issues with the approval of DG, CISF.


(V.K.Chaurasia)
Assistant Inspector General (Estt.)

Distribution:-

1. PS to DG.
2. PS to SDG (HQrs)
3. PS to ADG (APS)
4. PS to IG (HQrs/Adm)
5. All DisG&AIsG at CISFHQrs.
6. All Sections at FHQrs.
7. Office Copy/Guard file.

STANDARD OPERATIVE PROCEDURES FOR SELECTION OF CISF PERSONNEL FOR DEPUTATION TO MEA (MIN. OF EXTERNAL AFFAIRS)

To make the procedure of selection of CISF personnel for deputation to Ministry of External Affairs, more structured and transparent, the following will be the Standard Operative Procedures (SOP):-

1	<p><u>Common Criteria for all Ranks:</u></p> <p>(a) Below 45 years of age.</p> <p>(b) Should be clear from DE and Vigilance angles. No criminal case should be pending. Should also not be a prosecution witness in any case pending trials. A certificate to this effect is to be given by the Unit Commander along with the nominations of the individual.</p> <p>(c) No Major punishment in entire service and has no minor punishment in last 5 years.</p> <p>(d) ACR gradings of last 05 years: Outstanding, Very Good and Good only – at least three Good or above.</p> <p>(e) Should be categorized as Medical SHAPE-I in the latest AME (not earlier to year 2013)</p> <p>(f) Should have rendered at least 10 years of service in CISF, as per the deputation policy of MHA.</p> <p>(g) Should not have done any deputation with MEA earlier. For other deputations (except MEA), should fulfill MHA's policy for second deputation. Preference will be given to officers & men who have not done any deputation/ posting abroad.</p>
2	<p><u>Eligibility criteria:</u></p>
	<p><u>(a) For Inspector/Exe:</u></p> <ul style="list-style-type: none"> • Education: Degree.
	<p><u>(b) For HC(GD)</u></p> <ul style="list-style-type: none"> • Height: Minimum 167.5 CMs • Education : Matric
	<p><u>(c) For Constable/GD</u></p> <ul style="list-style-type: none"> • Height: Minimum 167.5 CMs • Education : Matric

3	TEST SCHEME FOR SELECTION OF CISF PERSONNEL: Selection of CISF personnel for deputation to MEA shall be done by board of officers nominated by DG, CISF.		
200 Marks - Qualifying Marks – 50% and above.			
1.	English language Test	50 Marks	50% or above to qualify
2.	Computer Handling Test	50 Marks	50% or above to qualify
3.	Driving Test	50 Marks	Parking & Garaging – 10 Back gear driving - 10 Regular road driving – 10 Basic vehicle handling & safety precautions - 10 Traffic Sense - 10
4.	UAC	50 Marks	50% or above to qualify
5.	10 marks for serving in Hard Area : - NER / J&K / LWE* – (Cut off date 30-06-2014) For service of 03 years or above – 10 marks Between 02 – 03 years – 08 marks Between 01 - 02 years - 06 marks Less than 01 year - 00 marks * -For LWE area, following units will be considered as Hard Area: 1) BIOMKirandul 2) BIOMBacheli 3) CCL Kargali 4) TTPSLalpania 5) MBR KBR Kiriburu 6) GUA or Mines, Gua 7) BLSM, Bhavnathpur 8) NALCO Damanjodi 9) BIOMBolani 10) TensaBasua(RSP) 11)OMDCThakurani 12) BRBNMLSalboni		
4	Course of Action:		
(a)	The Estt. Branch shall forward the list of Personnel received from units to Chairman, Selection Board. The records forwarded by the field units are the basis for this scrutiny.		

(b)	Estt. Branch shall direct the personnel to report for selection test to assess their English Knowledge, Computer Handling, UAC and Driving test, for sending on deputation to MEA.
(c)	A Board of Officers nominated by the competent authority will be conducting selection test as per test scheme. The Board will provide final merit list along with 50% reserve as per the prescribed proforma (Board Proceeding) to AIG/Estt. Separate merit list will be prepared for SOs and Ors.
d)	The proceedings of the board are only recommendatory in nature. The DG, CISF is final authority for selection/deployment of CISF Personnel for deputation to MEA.


(V.K. Chaurasia)
Assistant Inspector General (Estt.)