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Office of Chief Secretary, Delhi
Diary No. 778/7-8
C. D. No.
Date 19/03/2024

No. 1/Estt(G-3)/2023(Cir)- 512
INTELLIGENCE BUREAU
(Ministry of Home Affairs)
Government of India

New Delhi, the 17 FEB 2024

Circular Memorandum

The following vacancies in 08 Gazetted ranks (Group A) in IB/Bol (MHA) are to be filled up on deputation basis. Details of each post along with educational qualifications, experience and specific eligibility conditions are available at Annexure A, whereas bio-data pro-forma for applying on deputation is enclosed at Annexure B.

Name of post	No. of vacancies	Name of post	No. of vacancies
Deputy Director/Tech (Lvl 13A)	02	Deputy Central Intelligence Officer/Exe (Lvl 10)	106
Addl. Dty Director/Crypto (Lvl 13)	01	Deputy Central Intelligence Officer/Tech (Lvl 10)	10
Joint Deputy Director/Exe (Lvl 12)	13	Deputy Central Intelligence Officer/Tech-Tele (Lvl 10)	01
Assistant Director/Exe (Lvl 11)	22	Senior Research Officer (Lvl 11)	02
TOTAL VACANCIES = 157			

2. Minimum tenure of deputation will be 3, 4 or 5 years (depending on RRs of the post applied for), further extendable up to a maximum of 7 years and following will be the additional perks that a deputationist would be eligible to receive during his/her tenure in IB/Bol:-

- Special Security Allowance @20% of basic pay.
- Uniform allowance @ Rs. 10,000/- per annum if posted in Bol (not IB) and one-time Clothing allowance as admissible if posted at high-altitude stations.
- 1-Hometown and 1-all-India LTC package (with dependent family members) in 4 year's block along with 10 days leave encashment (Basic pay + DA).
- Children Education Allowance @Rs. 27,000/- per annum per child, if ward resides in a hostel, Hostel subsidy @Rs. 81,000/- per annum
- If posted to hardship locations of Bureau, additional allowances e.g. risk allowance, island allowance, special duty allowance etc. are admissible in addition to regular allowances.
- Scholarship is available to meritorious wards of personnel.

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3. The application of willing and eligible officers, who have completed cooling off period 3 years since last deputation (if applicable), and have not undergone more than 1 deputation prior to this, may be forwarded with the following documents so as to reach the **Joint Deputy Director/G-3, Intelligence Bureau, Ministry of Home Affairs, 35 S P Marg, Bapu Dham, New Delhi-110021:-**

- (i) Bio-data (as per Annexure-B) duly filled and signed by the candidate, along with attested copies of relevant educational/training certificates and forwarded through proper channel, duly signed certificate of cadre controlling authority (last page of Annex-B);
- (ii) Attested copies of the updated ACRs/APARs for last five years;
- (iii) Vigilance Clearance and Integrity Certificate, duly signed by cadre controlling authority, including a statement of major/minor penalties, if any, imposed on the officers during the last 10 years.

4. It is made clear that only such applications will be entertained which are complete in all aspects and duly forwarded through proper channel. Applications received without proper channel or as advance copy (direct applications or applications from non-Government personnel) or after closing date or without all or any of the enclosures (mentioned in para 3 above) or otherwise found incomplete, will not be considered and no correspondence will be made or entertained in this regard. **The number of posts advertised are tentative and may increase or decrease at the time of selection.** All the posts circulated below have all-India transfer/posting liability. An official selected to these posts will be on deputation for a period as specified in the induction order which may be curtailed or extended if exigencies of service so require. The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates. **The last date of receipt of nominations would be 45 days from the date of publication of the advertisement in Employment News.** Nominations are invited for deputation, in certain posts which have provision for absorption or permanent transfer of service, the same would be considered based on merits and utility of performance of a deputationist. Absorption cannot be claimed as a matter of right. Before forwarding applications, controlling authority must ensure that an applicant fulfills all terms and conditions as mentioned in this circular.

5. Tenure of deputation of selected personnel would be governed as per applicable guidelines of DOP&T & MHA, most importantly in terms of DoP&T OM No. AB 14017/71/89-Estt(RR) dt. 3.10.89, No. 6/8/2009-Estt. (Pay II) dt. 17.6.10 and MHA OM no 1/21022/03/2016-Pers-II dtd. 22.11.2016 as amended from time to time. The general terms and conditions for deputation as elaborated above may be read with the DoP&T's guidelines on deputation /absorption.


06/2/2024
(Abhijit Das)
Joint Deputy Director
Contact - 24158440

1. Deputy Director/ Tech (02 vacancies), General Central Service (Group 'A'), Gazetted, Non-Ministerial, Level 13A (Rs. 1,31,100 – Rs. 2,16,600) in the Pay Matrix as per 7th CPC.

Eligibility: Deputation (including short term contract)

Officers of the Central Government or State Governments or Union territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi-Government Organizations or Autonomous bodies or Statutory Organizations:

- (a)(i) holding analogous post on a regular basis in the parent cadre/ department, or
- (ii) with two years' service in the grade rendered after appointment thereto on regular basis in Level 13 in the Pay Matrix or equivalent in the parent cadre/department; and

(b) possessing the following educational qualifications, namely: -

(i) Bachelor Degree in Engineering [B.E or B.Tech or B.Sc(Engg)] awarded by a recognized University in the fields of Electronics or Electronics and Communication or Electronics and Telecommunications; or Associate Membership of Institute of Engineers (AMIE) in Electronics and Communications Engineering; or Graduate ship awarded by Associate Membership of Institute of Electronics and Telecommunication Engineers (AMIETE) in Electronics and Telecommunications Engineering; or Master of Science in Physics with Electronics or Telecommunications; or Bachelor Degree in Engineering [B.E or B.Tech or B.Sc(Engg)] awarded by a recognized University in the fields of Computer Science, Computer Engineering, Computer Technology, Computer Science & Engineering, Information Technology or Software Engineering; or Master of Computer Applications (MCA) after three years Bachelor of Science in Physics; or Master of Science (Information Technology) or Master of Science (Computer Science/Computer Application) or Master of Science (Software) from a recognized University/Institute; and

(ii) twelve years' experience in research and development or manufacture or application in the area of telecommunication equipment or computer or telecommunication network or signal monitoring or Communication Intelligence(COMINT) or Technical Intelligence(TECHINT) or Information Technology (IT).

Desirable Skills:

- (i) Project Management Skills (IT/Civicon/Satellite Network/Data Centres)
- (ii) GPS, GIS
- (iii) Ground Segment

Note 1: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation (including short term contract). Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 3: For the purpose of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to 1st January 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended), shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Pay Commission.

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2. **Additional Deputy Director/Cryptography-Cypher cadre (01 vacancy), General Central Service (Group-A), Gazetted, Non-Ministerial (Level 13 of the pay matrix Rs. 1,18,500-2,14,100 of 7th CPC)**

Eligibility: Composite Method (Deputation including short term contract plus promotion)

Officers of the Central/State Governments/Union Territories/
Universities/Recognized Research Institutions/Public Sector
undertakings/Statutory/Autonomous Organizations:-

(a) (i) holding analogous post on regular basis in parent cadre/department; or
(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in level 12 (Rs. 78,800- 2,09,200) in the pay matrix or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualifications and experience:-

(i) Master's Degree in Mathematics or Mathematical Statistics or Statistics or Computer Science or Computer Applications or Information Technology from a recognized University or Institute. OR

(ii) Bachelor's Degree in Engineering in the disciplines of Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology from a recognized university or institute.
AND

(iii) ten years' experience in the field of Cryptography using Digital Techniques or Secure Data Communications using Digital Techniques.

Note1: The Departmental Joint Deputy Director (Cryptography) in level 12 (Rs. 78,800-2,09,200) of the pay matrix with five years' regular service in the grade and having the educational qualification and experience specified for considering appointment on deputation basis is considered along with outsiders and if the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

Note2: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note3: The period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in same or some other organisation or department of the Central Government shall ordinarily not to exceed five years.

Note4: The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years as on the closing date of receipt of the applications.

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3. Joint Deputy Director (Executive) (13 vacancies), General Central Service (Group 'A'), Gazetted Non-Ministerial (non-IPS), Level-12 (Rs. 78,800 – 2,09,200) of the pay matrix of 7th CPC:

Eligibility: For deputation-

Officers of other All India Services (excluding IPS) or Central Services Group 'A' or Central Government or State Governments or Union Territories administrations-

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with 5 years' service in the grade rendered after appointment thereto on regular basis in Level-11 (Rs. 67,700 – 2,08,700) in the pay matrix or equivalent in the parent Cadre or department; and
- (b) Possessing the following education qualification and experience:
 - (i) Bachelor's degree from a recognized university or equivalent; and
 - (ii) 10 years' provided 5 years' experience in intelligence work.

Note-1: All India Service officers shall draw pay and allowances as per the relevant Service Pay Rules.

Note-2: Deputation of All India Service officers shall be regulated in terms of relevant Service Tenure Rules.

Note-3: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note-4: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed 4 years.

Note-5: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

4. **Assistant Director (Executive) (22 vacancies), General Central Service (Group 'A'), Gazetted Non-Ministerial (non-IPS), Level 11 (Rs. 67,700 – 2,08,700) :**

Eligibility: For deputation or absorption-

- (a) (i) Officers of the State Police Service or Central or State Police Organizations holding analogous posts on regular basis in the parent cadre or department, or included in the select list for promotion to the Indian Police Service; or
- (ii) Officials of All India Services or Central Service belonging to Group 'A' or Central Government or State Governments or Union Territories administrations holding analogous post on regular basis in the parent cadre or department; or
- (iii) Officers of the rank of Major or equivalent in the Army or of equivalent rank from other wings of the Defence Forces; and
- (b) possessing the following education qualifications and experience:
 - (i) Bachelor's degree from a recognized university or equivalent; and
 - (ii) seven years' provided three years' experience in intelligence work.

For Armed Forces Personnel (deputation or re-employment):

The Armed Forces personnel of the rank of Major or equivalent who are due to retire or to be transferred to reserve within a period of one year and possess the educational qualification and experience prescribed for appointment on deputation basis shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be made on re-employment basis (re-employment up to the age of superannuation with reference to civil posts).

Note-1: Not more than 10% of the posts in the deputation quota shall be filled under clause (a)(ii)

Note-2: Not more than 5% of the posts in the deputation quota shall be filled under clause (a)(iii).

Note-3: Not more than 5% of these vacancies, shall be filled by deputation or re-employment from Armed Forces personnel.

Note-4: All India Service officers shall draw pay and allowances as per the relevant Service Pay Rules.

Note-5: Deputation of All India Service officers shall be regulated in terms of relevant Service Tenure Rules.

Note-6: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note-7: Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years.

Note-8: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

5. Deputy Central Intelligence Officer/Executive (106 vacancies), General Central Service (Group A), Gazetted, Non-Ministerial (non-IPS), in level 10 (Rs. 56,100-1,77,500) of the pay matrix of 7th CPC.

Eligibility: Deputation/Absorption.

Officers of the Central Govt. or State Govt. or Union Territories Administrations or Central or State Police organisations:

- a) holding analogous posts on regular basis in the parent cadre or department; or
- (i) with two years' service in the grade rendered after appointment thereto on regular basis in level 8 (Rs. 47,600-1,51,100) in the pay matrix or equivalent in the parent cadre or department; or
- (ii) with 3 years' service in the grade rendered after appointment thereto on regular basis in level 7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and
- b) possessing the following educational qualifications and experience:
 - (i) Bachelor's Degree from a recognized university or equivalent; and
 - (ii) Five years provided three years' experience in the field of intelligence collection.

Note-1: The actual requirement of officers belonging to different categories on deputation will be decided by Director, Intelligence Bureau at the time of each selection.

Note-2: Deputation of All India Service officers shall be regulated in terms of the relevant Service Tenure Rules.

Note-4: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note-5: Period of deputation including 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 Govt. shall ordinarily not to exceed three years.

Note-6: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of the receipt of applications.

6. Deputy Central Intelligence Officer/Tech (10 vacancies), General Central Service, Group A, Gazetted, Non-Ministerial (Pay Band 3: Rs. 15,600-39,100 with Grade Pay of Rs 5400/- (equivalent to Level 10 of the pay matrix Rs. 56,100-1,77,500 as per 7th CPC).

Eligibility: Deputation (including short term contract)

Officers of the Central Government or State Governments or Union Territory Administration:

- (a)(i) holding analogous post on regular basis in the parent cadre/ department; or
- (ii) with two years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs. 4800 (equivalent to Lvl 8 of pay matrix of 7th CPC) or equivalent in the parent cadre/department; or
- (iii) with three years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs. 4600 (equivalent to Lvl 7 of pay matrix of 7th CPC) or equivalent in the parent cadre/department; and

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(b) Possessing the following educational qualifications and experience, namely:-

(i) Bachelor Degree in Engineering (B.E or B.Tech or B.Sc(Engg)) awarded by a recognized University in the fields of Electronics or Electronics and Communication or Electronics and Telecommunications or Computer Science or Computer Engineering or Computer Technology or Computer Science and Engineering or Information Technology or Software Engineering; or Associate Membership of Institute of Engineers (AMIE) in Electronics and Communications Engineering; or Graduate ship awarded by Associate Membership of Institute of Electronics and Telecommunication Engineers (AMIETE) in Electronics and Telecommunications Engineering; or Master of Science in Physics with Electronics or Telecommunications; or Master of Computer Applications(MCA) after three years Bachelor of Science in Physics or Master of Science (Information Technology) or Master of Science (Computer Science) or Master of Science (Software) from a recognized University.

Desirable Skills:

- (i) Mobile App Development
- (ii) Network Administration & Security
- (iii) Software Development
- (iv) Cyber Security
- (v) Digital/Computer/Cyber Forensics
- (vi) Database Administration
- (viii) OS and Server Administration
- (ix) Cloud Computing
- (x) Ethical Hacking
- (xi) Encryption Matters
- (xii) Maintenance of Servers/Network for UHF, HF, VHF, Satellite, LAN Communication
- (xiii) Lawful Comm. Interception-Data/Voice

Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation (including short term contract) including period of deputation (including short term contract) 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 appointment by deputation (including short term contract) shall be not exceeding 56 years as on closing date of receipt of applications.

Note 3: For the purpose of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to the 1st January 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended), shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any up gradation.

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7. Deputy Central Intelligence Officer/Tech-Telephone (01 vacancy), General Central Service, Group A, Gazetted, Non-Ministerial in Pay Band 3: Rs. 15,600-39,100 with Grade Pay of Rs 5400/- (Level 10 of the pay matrix Rs. 56,100-1,77,500 as per 7th CPC).

Eligibility: Deputation (including short term contract)

Officers of the Central Govt. or State Government or Union territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi- Govt. Organizations or Autonomous bodies or Statutory Organizations:

(a)(i) holding analogous post on regular basis in the parent cadre/ department; or

(ii) with three years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-2, Rs. 9300-34800 with Grade Pay of Rs. 4600 (equivalent to Lvl 7 of pay matrix of 7th CPC) or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualification and experience, namely: -

(i) Bachelor Degree in Engineering (B.E or B.Tech or B.Sc(Engg)) in the fields of Electronics and Communication or Electronics and Telecommunication or Telecommunication(B.Tel.E i.e Bachelor of Telecommunication Engineering) from a recognized University or AMIE(Associate Membership of Institute of Engineers) in Electronics and Communication Engineering or Graduate ship awarded by the Institute of Electronics and Telecommunication Engineering or AMIETE(Associate Membership of Institute of Electronics and Telecommunication Engineers) in Electronics and Telecommunication Engineering or Four years diploma in Electronics and Telecommunication awarded by the Madras Institute of Technology , Madras(DMIT).

(ii) Three years' experience in one of the following fields: -

(a) Telecommunication workshop.

(b) Installation, maintenance, overhauling and testing of telecommunication network.

(c) Working on technical side in manufacture of telecommunication equipment.

Desirable Skills:

- (i) Mobile App Development,
- (ii) Network Administration & Security
- (iii) Software Development
- (iv) Cyber Security
- (v) Digital/Computer/Cyber Forensics
- (vi) Database Administration
- (vii) OS and Server Administration
- (viii) Cloud Computing
- (ix) Ethical Hacking
- (x) Encryption Matters
- (xi) Maintenance of Servers/Network for UHF, HF, VHF, Satellite, LAN Communication
- (xii) Lawful Comm. Interception-Data/Voice.

Note-1: Period of deputation (including short term contract) including period of deputation (including short term contract) 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 appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Note-2: For the purpose of appointment on deputation(including short term contract) basis, the service rendered on a regular basis by an officer prior to 1st January 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay

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commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any up gradation.

9. Senior Research Officer (2 vacancies), General Central Service (Group-A), Gazetted, Non-Ministerial in the Pay Band 3: Rs. 15600-39100 with the grade pay of Rs. 6600/-(equivalent to Level 11 of the pay matrix Rs. 67,700-2,08,700 as per 7th CPC)

Eligibility: Promotion/Deputation (including short term contract)

Officers under the Central/State Governments/Union Territories/ Universities/Recognized Research Institutions/Public Sector undertakings/Statutory/Semi-Government or Autonomous Organizations:-

(a) (i) holding analogous post on regular basis; or

(ii) with five years' regular service in posts in the Pay Band 3, Rs. 15600-39100 plus grade pay of Rs. 5400 or equivalent (equivalent to Lvl 10 of pay matrix of 7th CPC); or

(iii) with seven years' regular service in posts in the Pay Band 2, Rs. 9300-34800 plus grade pay of Rs. 4600 or equivalent (equivalent to Lvl 7 of pay matrix of 7th CPC); and

(b) Possessing the educational qualifications and experience as follows:

(i) Master's degree in Economics/ Statistics/ Business Administration/ Management or Commerce from a recognized University or equivalent.

(ii) Five years' experience in Macro-Economic Analysis/Research work and preparation of report on contemporary economic issues and future economic trends.

Desirable: Knowledge of Econometrics Techniques for forecasting production and availability of essential commodities, the estimation of broad economic trends, the public distribution system, procurement policy.

Note 1: Qualifications are relaxable at the discretion of the UPSC in case of candidates otherwise well qualified.

Note 2: Qualification(s) regarding experience is/are relaxable at the discretion of the UPSC in the case of candidates belonging to schedules castes or schedules tribes. If at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience is not likely to be available to fill up the posts reserved for them.

Note 3: The Departmental Research Officer (Economic Research) with five years' regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post the same shall be deemed to have been filled by promotion.

Note 4: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation/contract including period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

Note 5: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

BIO-DATA/ CURRICULUM VITAE PROFORMA

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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 confirmation in grade	
iii) 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 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.	

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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. 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 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			

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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
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)
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)	
16.6 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)	

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17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.# (Officers under Central/ State Govt. 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

19. Contact number

20. Family details – name, relation and place of residence of dependants. (If any family member and/or close associates are residing in foreign countries, details of the same to be mentioned as per separate sheet attached at **Annexure-A.**)

Name	Relation	Contact number	Place of residence	Occupation, if any

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:

(Tick whichever is applicable)

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i) I, Shri/Smt/Ms. _____, hereby declare that none of my family members and/or close relatives have previously resided/are currently residing in a foreign country.

OR

ii) I, Shri/Smt/Ms. _____, hereby declare that my family members and/or close relatives have previously resided/are currently residing in a foreign country, as detailed below (attach separate sheet if space insufficient):

Name (S/Shri/Smt./Ms.)	Relation	Passport number and contact number	Full address of residence and period upto which resided	Purpose (permanent resident, employment, education, medical treatment etc.)

Signature (in full)

Place:

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)
(not below the rank of Under Secretary in Govt. of India)

To

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The Secretary

[All Ministries (as per the list below)]

- For wide circulation of the vacancy inter-alia, among the Departments, Attached and subordinate officers, Universities, Recognized Research Institutions, Semi-Government, Autonomous or Statutory Organizations etc. under them].

1. Ministry of Agriculture, New Delhi.
2. Ministry of Chemicals and Fertilizers, New Delhi.
3. Ministry of Civil Aviation , New Delhi.
4. Ministry of Coal , New Delhi.
5. Ministry of Commerce and Industry, New Delhi.
6. Ministry of Communications and Information Technology, New Delhi.
7. Ministry of Consumer Affairs, Food and Public Distribution , New Delhi.
8. Ministry of Corporate Affairs, New Delhi.
9. Ministry of Culture , New Delhi.
10. Ministry of Defense , New Delhi.
11. Ministry of Development of North Eastern Region, New Delhi.
12. Ministry of Earth Sciences, New Delhi.
13. Ministry of Environment and Forests , New Delhi.
14. Ministry of External Affairs , New Delhi.
15. Ministry of Finance , New Delhi.
16. Ministry of Food Processing Industries, New Delhi.
17. Ministry of Health and Family Welfare , New Delhi.
18. Ministry of Heavy Industries and Public Enterprises, New Delhi.
19. Ministry of Home Affairs, New Delhi.
20. Ministry of Housing and Urban Poverty Alleviation, New Delhi.
21. Ministry of Human Resource Development, New Delhi.
22. Ministry of Information and Broadcasting , New Delhi.
23. Ministry of Labour and Employment , New Delhi.
24. Ministry of Law and Justice , New Delhi.

25. Ministry of Micro, Small and Medium Enterprises, New Delhi.
26. Ministry of Mines, New Delhi.
27. Ministry of Minority Affairs , New Delhi.
28. Ministry of New and Renewable Energy, New Delhi.
29. Ministry of Overseas Indian Affairs , New Delhi.
30. Ministry of Panchayati Raj , New Delhi.
31. Ministry of Parliamentary Affairs , New Delhi.
32. Ministry of Personnel, Public Grievances and Pensions , New Delhi.
33. Ministry of Petroleum and Natural Gas, New Delhi.
34. Ministry of Power , New Delhi.
35. Ministry of Railways , New Delhi.
36. Ministry of Rural Development , New Delhi.
37. Ministry of Science and Technology, New Delhi.
38. Ministry of Shipping, Road Transport and Highways, New Delhi.
39. Ministry of Social Justice and Empowerment , New Delhi.
40. Ministry of Statistics and Programme Implementation , New Delhi.
41. Ministry of Steel , New Delhi.
42. Ministry of Textiles , New Delhi.
43. Ministry of Tourism , New Delhi.
44. Ministry of Tribal Affairs, New Delhi.
45. Ministry of Urban Development , New Delhi.
46. Ministry of Water Resources , New Delhi.
47. Ministry of Women and Child Development , New Delhi.
48. Ministry of Youth Affairs and Sports , New Delhi.
49. Department of Electronics, New Delhi.
50. Department of Science & Technology, New Delhi.
51. Department of Space, New Delhi.
52. Department of Atomic Energy, New Delhi.
53. Department of Statistics, New Delhi.
54. Department of Telecommunication, Sanchar Bhawan, New Delhi.

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55. Director General, CRPF, New Delhi.
 56. Director General, ITBP, New Delhi.
 57. Director General, CISF, New Delhi.
 58. Director General, BSF, New Delhi.
 59. Director General, Assam Rifles, Shillong.
 60. Director General, SSB, New Delhi.
 61. Director General, NSG, New Delhi.
 62. Director General, BPR&D, New Delhi.
 63. Director CBI, New Delhi.
 64. Chief Controller of Accounts, MHA, New Delhi.
 65. Comptroller & Auditor General of India, New Delhi with the request to circulate the vacancies among its various Central & State units.
 66. Commodore (NL), FHQ, Ministry of Defense(Navy), Room No-40, C Wing, Sena Bhawan, New Delhi-110011.
 67. The Inspector General, Indian Coast Guard, Coast Guard Headquarters, National Stadium Complex, New Delhi-110001.
 68. Principal Controller of Accounts, Railway, Baroda House, New Delhi.
 69. Directorate of Audit, P&T, Old Secretariat, New Delhi.
 70. Controller General of Accounts, Ministry of Finance, Loknayak Bhawan, Khan Market, New Delhi.

Chief Secretaries/All State Govts. with request to widely circulate the vacancies among all state departments.

STATES (Chief Secretaries)

1. Andhra Pradesh (Amravati)
2. Arunachal Pradesh (Itanagar)
3. Assam (Guwahati)
4. Bihar (Patna)
5. Chhattisgarh (Raipur)
6. Goa (Panaji)
7. Gujarat (Ahmedabad)
8. Haryana (Chandigarh)
9. Himachal Pradesh (Shimla)

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10. Jharkhand (Ranchi)
 11. Karnataka (Bengaluru)
 12. Kerala (Trivandrum)
 13. Madhya Pradesh (Bhopal)
 14. Maharashtra (Mumbai)
 15. Manipur (Imphal)
 16. Meghalaya (Shillong)
 17. Mizoram (Aizwal)
 18. Nagaland (Kohima)
 19. Orissa (Cuttack)
 20. Punjab (Chandigarh)
 21. Rajasthan (Jaipur)
 22. Sikkim (Gangtok)
 23. Tamil Nadu (Chennai)
 24. Tripura (Agartala)
 25. Uttaranchal (Dehradun)
 26. Uttar Pradesh (Lucknow)
 27. West Bengal (Kolkata)
 28. Telangana (Hyderabad)

UTs (Chief Secretaries)

1. A & N Island (Port Blair)
2. Chandigarh
3. Puducherry
4. Daman & Diu
5. Dadar Nagar Haveli
6. Lakshadweep
7. Delhi
8. Ladakh
9. Jammu & Kashmir