

NO. E-16015/AO-Dep/CISF/2023/Pers-II/ 950  
Directorate General  
Central Industrial Security Force  
(Ministry of Home Affairs)

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

Dated: 23 June, 2023

To

1. All Ministries/Departments of Government of India
2. The Heads of all CAPFs

Subject:- Filling up of 01 vacancy of Accounts Officer in the Directorate General, Central Industrial Security Force, through composite method (promotion/deputation) : Regarding

The undersigned is directed to state that 01 (One) vacancy in the rank of Accounts Officer, General Central services, Group-B, (Civilian, Gazetted, Ministerial) in the Directorate General, Central Industrial Security Force, in the pay Level-7 in the pay matrix (₹ 44900-142400/-), are proposed to be filled by composite method (Promotion/Deputation) for a period of 03 years.

2. Eligibility conditions for the post are mentioned in ANNEXURE-I.
3. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
4. The pay of the officer selected for appointment on deputation and other conditions will be governed by the Govt. of India orders issued in this regard from time to time and also in accordance with the CISF Rules.
5. It is requested that the application (in triplicate) in the prescribed proforma in ANNEXURE-II in respect of suitable, eligible and willing officers who can be spared immediately, if selected, may be sent to DIG/Pers, Directorate General, Central Industrial Security Force, Block No. 13, CGO Complex, Lodhi Road, New Delhi-03, so as to reach within 60 days from the date of issue of this letter or publication of advertisement in the Employment News, whichever is later, together with up-to-date APAR dossiers and vigilance clearance. It may please be noted that application received after the closing date or without the required documents or found to be incomplete in any other respect will not be considered and any back reference made in this regard will not be entertained. Since the appointment is to be made urgently, it is requested that the closing date for receipt of applications mentioned above may please be adhered to, strictly.

  
(DR. RAHUL JAIN)

DEPUTY INSPECTOR GENERAL (PERS)

Encl :- As above.

1. Controller General of Accounts, West Block No. 5, R.K.Puram, New Delhi.
2. Controller General of Accounts, Lok Nayak Bhavan, New Delhi.
3. DS.(Pers-I), MHA, New Delhi.

NOO

1. AIG/Tech. CISF HQ. New Delhi-The Advertisement be placed on CISF website.

## ANNEXURE-I

- 1 Name of the post : Accounts Officer
- 2 Clarification of the post : General Central Services Group 'B'  
(Gazetted, Ministerial).
- 3 Pay scale of the post : Pay Level-7 in the pay matrix (₹ 44900-142400/-)
- 4 Number of posts to be filled on deputation : 01 (One)
- 5 Period of deputation : 03 (Three) years
- 6 As per the Recruitment Rules, the eligibility conditions are as under:-

**Composite method  
(Promotion/Deputation):**  
Officers under the Central Government/State Government/UTs:-

(a) (i) Holding analogous posts on a regular basis in the parent cadre/Department; or

(ii) With five years regular service rendered after appointment to the post on regular basis in Level-6 of pay matrix or equivalent in the parent cadre or department; and

(b) possessing the following qualifications:

(i) A pass in Subordinate Accounts Service examination conducted by any of the Organized Accounts Department of the Central Government; or

(ii) Successful completion of training in Cash and Accounts work from the Institute of Secretariat Training and Management or recognized Institution and a minimum of 2 years experience in cash, accounts and budget work.

(Note I : The departmental Accountant in Level-6 with five years of regular service in the grade and having EQs and experience prescribed for deputationist will also be considered along with outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

Note II : The period of deputation including the 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 Government shall ordinarily not exceed three years. The maximum age-limit for deputation will be fifty-six years as on the closing date of receipt of applications).

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## BIO DATA PROFORMA

S. N	PARTICULARS				DETAILS	
	1	Name and Address in Block letters				
2	Date of Birth ( in Christian era)					
3	Date of retirement under Central Govt. 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.					
6	Essential				Qualification Experience Required	Qualification Experience possessed by the officer
					1	
					2	
3.....						
7	Desired				Qualification Experience Required	Qualification Experience possessed by the officer
					1	
					2	
3.....						
8	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post					
9	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					
	Office/Instt/Org.	Post held	From	To	Scale of pay and basic pay	Nature of duties
10	Nature of present employment i.e. Ad-hoc or temporary or quasi permanent or permanent					

11	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 you belong.	
12	Additional details about present employment	Please State whether working under	
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		
15	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.		
16	Whether belongs to SC/ST		
17	Any other information		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by Selection Committee at the time of selection for the post.

**SIGNATURE OF THE CANDIDATE**

Address \_\_\_\_\_

Tele No:-----

Mob No:-----

E-mail ID:-----

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**COUNTERSIGNED  
(EMPLOYER WITH SEAL)**

Certificate to given by Head of Office of the applicant:

- a) It is certified that the particulars furnished by the officer are correct.
- b) It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
- c) His/her integrity is certified.
- d) It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.
- e) His/Her complete APARs dossier/Attested photo copies of the APARs (on each page) by an officer of the rank of Under Secretary to the Govt. of India are enclosed.
- f) It is certified that no court case is pending against the applicant.

(HEAD OF OFFICE)

NAME:

Telephone No.

Fax No.

with office seal

Date:

Place: