

**DIRECTORATE GENERAL
CENTRAL INDUSTRIAL SECURITY FORCE
(MINISTRY OF HOME AFFAIRS)**

13, CGO Complex,
Lodhi Road, New Delhi - 03.

No.E-32015(1)/LDCE/AC/UPSC Cor/2009/Pers.II/030 Dated: 03 / 11 / 2009.

To

All Sector ISG, Zonal/Plant DisG and Unit Commander.

**Subject :- FILLING UP OF VACANCIES OF ASSTT. COMMANDANTS/GD
THROUGH LIMITED DEPARTMENTAL COMPETITIVE
EXAMINATION - INSTRUCTIONS REGARDING**

In continuation of this Directorate letter No. E-32015(1)/LDCE/AC/UPSC.COR/2009/PERS.II/926 dated 25.09.2009 the following instructions are to be followed while forwarding the applications for the post of AC/GD through LDCE.

1. The UPSC Notice/Advertisement for the post of AC/Exe through LDCE-2009 will be issued by UPSC by the first week of November 2009.
2. The Notice/advertisement will be published in the Employment News/Rozgar Samachar and News papers
3. The rules for the examination will be notified by the Ministry of Home Affairs in the Gazette of India Extraordinary.
4. The Notice/advertisement being issued by the UPSC and rules for the examination being notified by the MHA in Gazette of India Extraordinary will also be available on the CISF website www.cisf.gov.in.
5. The candidates should have completed 4 years of regular service as on 1st January, 2009 in the rank of SI(GD)/Inspector(GD) including period of training and they should have clean record of service w.e.f 01.01.2005 to the date of declaration of result and clear from DE/Vigilance angles.

6. Unit Commanders may visit the UPSC website as well as CISF website regularly regarding the notice/advertisement on the subject and convey the same to the unit personnel immediately through office orders/roll calls/mounting - dismounting of duties etc by fastest communication. Sector IsG/DIsG may also visit the above website and advise the unit commanders to take appropriate action immediately.
7. In case any vigilance/criminal case comes to notice in respect of any candidate during the entire recruitment process, his candidature will be cancelled at any stage. Such type of contemplated DE/Vigilance case in respect of the candidate who have applied for the post of AC/LDCE, should be brought to the notice of DIG (Pers) immediately by the Unit Commanders through fax.
8. After the Notification of the Rules of the Examination in the Gazette of India by MHA, the candidates will have to submit their applications to the CISF through their controlling officer (Commandant/Group Commandant).
9. UPSC have communicated that examination will be held in UPSC New Delhi on 20.12.2009
10. It is the responsibility of the Candidates to submit the application with the following documents properly to the Unit Commanders/Group Commandants by 21.11.2009.
 - a) Application in the prescribed form duly filled
 - b) Admit card in the prescribed form in triplicate duly filled
 - c) Six identical photographs (latest) in uniform without Cap.
 - d) Latest identical photographs affixed on the application/ admit card (triplicate) should be in uniform without cap.
 - e) Proof of Date of Birth duly attested by a GO
 - f) Proof of Educational Qualification duly attested by a GO
 - g) SHAPE-I Certificate as per the circular No. (145) dated 28.01.2009 for the year 2009 duly attested by a GO (not Local Rank AC) of the Unit.
 - h) SC/ST certificates in the prescribed forms meant for Central Government Employment.

11. It is the responsibility of the Unit Commander (Commandants/Group Commandants), - to consolidate the applications in the prescribed proforma enclosed with these instructions, prepare individual file in a chronological order as mentioned at para 10. for each and every application and forward through special messenger to their Zonal/Plant DIsG so as to reach Zonal/Plant DIG by 0900 hrs on 26.11.2009 with the following informations/Certificate -
- i. The details like CISF No. Rank, Name, DOB, DOA Category, reward and punishment mentioned in the application have been verified and found correct.
 - ii. He has completed 04 years of service as on 01.01.2009 in the rank of SI(GD)/Insp(GD).
 - iii. The candidate is clear from DF/Vigilance angle
 - iv. He has not been awarded any Major/Minor Punishment w.e.f 01.01.2005
 - v. His medial categorization for the year 2009 as per CISF Circular No. (145) dated 28.01.2009 is _____ (SHAPE-I ONLY). Xerox copy duly attested to be enclosed.
 - vi. Application form has to be counter signed by the Commandant/Gp.Commandant/AIG(as the case may be)
 - vii. No need to enclose attested copies of ACRs/ACR Gradings.
12. It is the responsibility of the Zonal/Plant DIsG - to consolidate the applications in the prescribed proforma enclosed with these instructions and ensure that all units have responded and nothing is left behind. The Units headed by IG(TS) & Units headed by DIsG i.e RTCs, DMRC, SSG, IGI Airport are should ensure that the consolidated list of applications in the form of hard copy and soft copy(CD/Pen-drive) alongwith individual folders as per para 10 & 11 should reach DIG(Pers) on 26.11.2009 by special messenger.
13. The other Zonal/Plant DIsG should also ensure that the consolidated list of applications in the form of hard copy and soft copy(CD/Pen-drive) alongwith individual folders should reach this Directorate on or before 1700 hrs on 30 11.2009 through special messenger (preferably through a SO dealing with the subject).

14. The purpose is to give chances to maximum number of SIs/Exe and Insp/Exe in greater public interest and interest of the Force. If there is any left out case behind schedule due to T/Duty, Leave or any other valid reason, their applications should also be reached at FHQ latest by 30.11.2009 through their Commandant/Group Commandant with justification.
15. In exceptional cases, direct applications can also be entertained, but issuance of admit card to such applicant will be provisional, subject to scrutiny of their service records and other documents
16. In any case, no application, received after 1700 hours on 30.11.2009, will be entertained
17. INSTRUCTIONS FOR FORWARDING OF APPLICATION - The proforma for consolidating the applications will be in ' EXCEL' format wrap text). Specimen copy of the proforma alongwith example is enclosed.
18. Admit cards will be sent in the following manner :-
 - (a) The special messenger who are detailed to handover the documents mentioned at para 13 will collect the admit cards, in respect of the accepted applications and handover the same to the Zonal/Plant DisG. The Zonal/Plant DisG will take appropriate action to deliver the admit cards to the concerned candidates in time.
 - (b) Duplicate admit cards will also be e-mailed to the Unit Commanders. The Unit Commander will handover the same to the candidate, if necessary.
19. The applications and other documents in chronological order as mention in para 10 above, of the applicants should be sent in individual folders separately and not repeat not in one bunch. For any lapse in this regard, the Unit Commander will be held responsible.

20. The above instructions may be brought to the notice of all concerned, through roll calls Monday Inspection Parade, Special Sainik Sammelan, briefing and debriefing etc for a consecutive 7 days.

Rajeev Pant
3/11/09.
(RAJEEV PANT)

ASSTT. INSPECTOR GENERAL(PERS)

Copy to :-

- AIG (ADM) SPG : For information. The applications in consolidated form in respect of the CISF personnel presently on deputation with your organization may be forwarded to DIG, CISF NZ, Saket, Malvia Nagar as per the instruction mentioned above latest by 26 11 2009 DIG/NZ will forward the same to this Directorate.
- GP Comdt NSG : -do-
- Internal - DC (EDF) - : This instructions may be placed on the CISF website
DIG/Adm : For information and necessary action as per the instructions
- DIG/DM : For information and necessary action as per the instructions

CONSOL DATED LIST OF CANDIATES APPLIED FOR THE POST OF AC(LDCE)-2009

1	2	3	4	5	6	7	8	9	10	11	12	13	15	16
S.NO	ROLL NO being allotted by FHQ	CISF NO.	Rank	Name	Father's Name	Present Unit/Org (If On Deputation)	Communication Address	Permanent Address	D.O.B. (Not Earlier than 02.08.1974 for Gen 02.08.1969 for SC/ST)	D.O.A. in CISF in the Rank of SI/Insp/Exe)	Edu. Qualification	Category	MEDICAL CATEGORIZATION	NUMBER OF CHANCES AVAILED
1	xx	SI/Exe	yyy	zzzzzzzz	ISP DURGAPUR	Name: Rank: Company: CISF Unit: Unit e-mail ID: Dist: State: Pin	Vill: Street: Po: Dist: State: Pin	08.09.76	16.04.97 as SI/Exe	M. Sc	Gen	SHAPE 1	1	
2	xxx	do	yyyy y	zzzzzzzz z	PSP ROURKLA	Name: Rank: Company: CISF Unit: Unit e-mail ID: Dist: State:	Vill: Street: Po: Dist: State: Pin	09.09.77	13.12.02 as SI/Exe A/N	B. Sc B.Ed	Gen	SHAPE 1	2	

Note:

Separate appendices may be used for General, SC & ST (Appendix-A for General, Appendix-B for SC and Appendix-C for ST)

Necessary entries regarding appearing AC/LDCE 2009 has been entered in his service book in Misc Part.