

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

Closing Date:- 27.09.2013

NOTICE

**Recruitment of Assistant Sub-Inspector(Steno) in CISF-2013 for direct candidate and
ASI/Steno (LDCE) -2013 for departmental candidates of CISF**

I. IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	CISF will conduct the recruitment to the post of ASI (Steno).
2.	In view of the large number of applicants, detailed scrutiny of the eligibility and other aspects will not be possible before the Written Examination and therefore, the candidature will be accepted only provisionally . Candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible before applying.
3.	CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE AND ALSO AVAILABLE ON THE WEBSITE OF THE CISF http://www.cisf.gov.in CAREFULLY BEFORE APPLYING.
4.	Candidates seeking reservation benefits for SC/ST/OBC must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of application failing which application will be rejected at initial stage.
5.	Central Government civilian employees/servants claiming age relaxation should be in possession of a certificate in the prescribed format from their office, in respect of the length of continuous service which should be not less than three years as on 27.09.2013 . They should continue to have the status of Central Government civilian servants/employees from the date of application till the time of appointment in the event of their selection.
6.	FEE: RUPEES FIFTY ONLY (Rs.50/-) Fee is exempted for candidates belonging to Scheduled Caste, Scheduled Tribe, Women and Ex-servicemen eligible for reservation.
7.	CLOSING DATE: 27.09.2013 . In case of residents of North East region, Sikkim, Ladkhak division of J&K State , lahaul & Spiti district and Pangti sub-division of Chamba district of HP, Andaman & Nicobar island and lakswadweep by 04.10.2013 . Application received after closing date will not be entertained.
8.	MOBILES AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES.
9.	Applications, which are not filled up as per instruction or partly filled up applications will not be entertained.

Note:- Final scrutiny of eligibility criteria with regards to age, educational qualification, caste, physical standard will be undertaken at the time of final selection/medical examination. Therefore, candidature will be accepted provisionally till the final selection. At the time of final selection when scrutiny is undertaken and if any claim made in application is not found substantiated then the candidature will be cancelled and the decision of CISF in this regard shall be final.

II. PERSON MAY APPLY AGAINST THE VACANCIES

Applications are invited from Male and Female Indian citizens for filling up vacancies as noted below in the rank of Assistant Sub Inspector (Stenographer) in the pay scale of **Rs.5200-20200 with Grade pay of Rs.2800/-** in the Central Industrial Security Force (CISF) :-

			UR	OBC	SC	ST	Ex-sm	Total
Open Market Candidates	Backlog	Male	0	22	14	15	0	51
		Female	0	3	2	1	0	6
		Total	0	25	16	16	0	57
	Current	Male	21	10	5	2	5	43
		Female	3	1	0	0	0	4
		Total	24	11	5	2	5	47
Departmental Candidates	Existing		5	2	1	0	0	8
Grand total			29	38	22	18	5	112

Note:-

i)	The selected candidates are liable to be posted any where in the country as per the transfer policy of the Force.
ii)	The recruitment will be done on All India Basis.
iii)	Selected candidates will be governed by CISF Act and Rules.
iv)	Vacancies reserved for Ex-servicemen and departmental candidates will be filled up by other candidates in case the sufficient candidates are not available in this category.
v)	On appointment they shall be entitled for the pension benefits as per the “ New Restructured Defined Contributory Pension Scheme” applicable for the new entrants to the Central Government services wef 01.01.2004
vi)	10% of the vacancies will be preferably filled by the female candidate failing which the same will be filled by male candidates

III. ELIGIBILITY CRITERIA REQUIRED FOR THE POSTS.

		For the Post of ASI/Steno
a)	Educational qualification	Intermediate or Senior Secondary School Certificate (10+2) examination from recognized Board or University or equivalent.
b)	Age (Direct open market candidates)	Between 18 to 25 years as on 27.09.13 (closing date for receipt of the application from candidates in India).
	<u>Categories eligible for relaxation in Age limit</u>	<u>Relaxation</u>
(i)	Schedule Caste/Tribe	Upto 5 Years in upper age limit
(ii)	Other Backward Class	Upto 3 Years in upper age limit
(iii)	Department candidates (Central Government) with three year continuous service	Upto 45 years for SC/ST Upto 40 years for Gen/OBC

(iv)	<p>Candidates of Jammu & Kashmir who had ordinarily been domiciled in the State of J&K during the period from 1st Jan 1980 to 31st Dec, 1989.</p> <p>The person claiming relaxation under this category should produce the certificate to the effect that he/she had been domiciled in the State of J&K during the period from 1st Jan 1980 to 31st Dec 1989 from either the District Magistrate within whose jurisdiction he/she had ordinarily resided or from any other authority designated on his behalf by the Government of Jammu and Kashmir.</p>	Upto 5 years in upper age limit
(v)	<p>Children and dependent family members of victims KILLED in the 1984 riots and communal riots of 2002 in Gujarat.</p> <p><u>Children means</u> (a) son (including adopted son) or (b) daughter (including adopted daughter)</p> <p><u>Dependent family member means</u> (a) spouse or (b) children or (c) brother or sister in the case of unmarried victim who was wholly dependent on that victim at the time of his getting killed in the riots would be eligible.</p> <p>In order to be eligible for upper age relaxation in this category, the applicant should produce a certificate to that effect from the concerned District Collector/District Magistrate where the victim was killed.</p>	Up to 5 years in upper age limit
(vi)	Ex-Servicemen	Age concession will be allowed in accordance with the orders issued by the Govt. from time to time and they will be allowed to deduct the period of actual military service from his actual age as on 27.09.13 and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.
(vii)	<p>For CISF personnel who intend to compete against the vacancies for Limited departmental candidates examination only :- Constable (GD), Head Constable (GD), Head Constable(Ministerial) and Constable (Tradesman) with five year's regular service in respective grade as on 27.09.13 and possessing qualification prescribed for direct recruits under Para III(a) & (c)</p>	Upto 35 years of age.
c)	<u>Other Essential qualifications.</u>	<p>Skill test norms on computer – 10 minutes @ 80 words per minute. Transcription time- 50 minutes in English or 65 minutes in Hindi on computer.</p>

d) PHYSICAL STANDARDS

Category	Male		Female	
	Height	Chest	Height	Chest
For the candidates except Scheduled Tribes Candidates	165 cms	Unexpanded- 77 Cms, Expanded-82 Cms	155 Cms	NA
All candidates belonging to Scheduled Tribe categories	162.5 Cms	Unexpanded-76 Cms, Expanded- 81 Cms	150 Cms	NA
Relaxation :- Relaxable for candidates falling in the categories of Garhwalis, Kumaoni, Gorkhas, Dogras and Marathas and candidates belonging to the states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh and Jammu and Kashmir	162.5 Cms	Unexpanded- 77 Cms, Expanded-82 Cms	150 Cms	NA

e) Note :- Chest not applicable for female

f) Weight: - Corresponding to height and age as per medical standards (for males and females) .

g) MEDICAL STANDARDS

a) Visual Standard-

1 Visual Acuity unaided (near vision)

Better eye - N6

Worse eye – N9

2 Uncorrected visual acuity (distant vision)

Better eye-6/6

Worse Eye-6/9

3 Refraction

Visual correction of any kind is not permitted even by glasses

4 Colour vision

CP III by ISIHARA

Note : In right handed person, the right eye is better eye and vice versa, Binocular vision is required

b) The candidates must not have knock knees, flat foot, Varicose vein or squint in eyes. They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties.

IV. <u>DISQUALIFICATION</u>	
(i)	No person
(a)	Who has entered into or contracted a marriage with a person having spouse living OR
(b)	Who having a spouse living, has entered into or contracted a marriage with any person.
	Shall be eligible for appointment to the said posts ;, provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
(ii)	Conviction by any court of Law.
(iii)	Dismissal from Govt. Service.
(iv)	Termination from CISF during probation.

V. **DEFINITIONS/RELAXATIONS AND SPECIAL INSTRUCTIONS FOR EX-SERVICEMEN**

- 1). An "Ex-servicemen" means
 - i) a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union; and
 - a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension or
 - b) Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension or
 - c) Who has been released from such service as a result of reduction in establishment.
 - or
 - ii) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
 - iii) Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension or
 - iv) Personnel who are on deputation in Army Postal Service for more than six months prior to 14th April 1987 or
 - v) Gallantry award winners of the Armed forces including personnel of Territorial Army or
 - vi) Ex-recruits board out or relieve on medical ground and granted medical disability pension.
2. **Break in Service:** Should not be more than 03 years from the date of discharge from Army/Navy/Air Force as on **27.09.13.**
3. **Medical Category:** "A"(AYE)/ "SHAPE-I" at the time of discharge. They should also possess the same medical standards prescribed for direct recruits for the post of Assistant Sub Inspector/Steno in CPMFs.
4. Character on discharge: Exemplary/Very Good.

The other eligibility conditions will be the same as applicable to direct candidates as mentioned under eligibility criteria.

VI. SELECTION PROCEDURE:

- 1 Selection process will consist of the following :-

<u>Verification of Eligibility Standards (Physical Standard test)</u>	
Eligibility standard will be verified as enumerated in Para-III of this Notification..	
<u>Written Examination</u>	
Objective type question paper to be answered on OMR sheet of 100 marks of 02 hours duration containing 100 questions on General Intelligence, General Studies/Elementary science, General English or Hindi and Arithmetic.	
Category	Qualifying marks in written examination.
General	35%
SC/ST/OBC/Ex-servicemen	33%
<u>Skill test norms on computer –</u>	
Shorthand Dictation will be of 10 minutes. For a dictation of 10 minutes there would be about 800 words @ 80 words per minute for transcription and subsequent typing. The time for transcription will be 50 minutes in English and 65 minutes in Hindi on computer.	
<u>Medical Examination :-</u>	
Candidates selected in order of merit (equal to the number of vacancies notified) will be put through a detailed Medical examination to ascertain their fitness.	

- Candidates have to appear in all stages of Recruitment for which they have qualified. If a candidate is absent from any stage/event for which he has qualified, his candidature will be cancelled.
- Candidates, who qualify in the Written Examination with reference to such minimum qualifying marks as fixed by the Department, will be put through subsequent stages of selection.
- In all cases, a candidate declared UNFIT in Detailed Medical Examination, will be communicated the grounds for such rejection by indicating **“Parameters measures”** and **“Standard normal parameter”** in legible language by the Medical Board. The candidate, if not satisfied with the findings of the Medical Officer, can submit an appeal for Review Medical Examination within a period of 15 days with a proof of his/her fitness in the prescribed form attached **as per Annexure-VI** to the appellate authority. The medical certificate will not be taken into consideration unless it contains a note by the medical practitioner concerned to the effect that it has been given in full knowledge of the fact that the candidates has already been declared unfit for appointment in the CISF by a Medical Officer. The appeal will also not be taken into consideration unless it contains medical re-examination fee of Rs.25/- through demand draft. (the details of authority to whom the appeal should be submitted and DDO concerned and payable branch etc will be mentioned in the Rejection Slip itself to be issued by the Examining Medical Officer/Chairman of the Recruitment Board)
- For stenography test, the candidates are required to bring their own shorthand note book and pencil.
- Re-evaluation of OMR sheets will not be considered.

VII. FINAL SELECTION

Final selection of the candidates will be made from the candidates those found fit in the medical examination strictly according to merit and availability of vacancies.

VIII EXAMINATION FEE

The application fee will be **Rs.50/-(Rupees fifty only)** which is to be sent along with application through crossed non-refundable Indian Postal Order drawn in favour of the officers mentioned in column 2 of the table given in para-IX below. **No fee is required in the case of SC, ST, Women and Ex-servicemen candidates.** Application fee remitted in any other form viz money order, bank draft, banker cheque will not be accepted and the application which accompanied with the application fee in any other form (other than the postal order) will summarily be rejected.

IX HOW TO APPLY

Application and admit card on the proforma as per **Annexure-I** should be sent to any of the authorities prescribed below along with requisite application fees of Rs.50/- (Rupees fifty only) in the form of Postal Order drawn in favour of the officer mentioned under column 2 below and payable at the post office as mentioned under column 3. **SC/ST, Women and Ex-servicemen** candidates are exempted from application fee.

Name of the Officer to whom application should be sent	Postal Order on account of application fee required to be drawn in favour of	Name of the post office where postal order will be payable
[1]	[2]	[3]
DIG, CISF, (North Zone- I), CISF Campus, Saket, PO: Malviya Nagar, New Delhi- 110017	PAO CISF New Delhi	GPO, New Delhi
DIG, CISF (Western Zone – I), CISF Complex, WZ-I HQR., Sector-35, Kharghar, Navi Mumbai- 410 210.	Asstt.Comdt(DDO) CISF West Zone Kharghar, Navi Mumbai.	GPO, Mumbai
DIG, CISF (South Zone) Rajaji Bhawan “D” Block, Besant Nagar, Chennai-90	Asstt.Comdt (DDO) CISF, South Zone, Chennai	GPO Chennai
DIG, CISF, (East Zone) Patliputra Near Raj Chikitsa, Boring road, Patna-13 (Bihar)	Asstt.Comdt(DDO, CISF, East Zone Patna	GPO Patna
DIG, CISF (North East Zone) Premises NO. 553, East Kolkata Township (Kasba) Kolkata-107	Asstt. Comdt (DDO), CISF NEZ Kolkata	GPO Kolkata

X. CLOSING DATE

Application should be sent so as to reach the concerned DIG of CISF as shown in the para-IX above by **27.09.2013** and in case of residents of North East region, Sikkim, Ladhakh division of J&K Stata, Lahaul & Spiti district and Pangi sub-division of Chamba district of HP, Andaman & Nicobar island and Lakshadweep by **04.10.2013**. **No application will be entertained which is received after the due date.**

XI. INSTRUCTIONS IN GENERAL

- i) Only eligible Candidates may apply in the prescribed proforma. Candidates should minutely go through all the provisions in the notice to ensure that he is eligible for the post for which he is applying in terms of requirement of Age, Educational qualification etc.
- ii) Application form and Admit card duly filled in the prescribed proforma as per Annexure-I and affixed with recent passport size photograph duly self attested may be sent to the concerned DIG as mentioned in Para -IX above.
- iii) **Documents to be submitted along with the Application Form:**

a)	A crossed non-refundable Indian Postal Order of Rs.50/-(Rupees fifty only) on account of application fee if applicable for the candidates as mentioned in Para IX above. No claim for refund of application fee will be entertained on the ground of rejection of application.
b)	Three self addressed envelopes of 12 x 27 cms size. Address on the envelopes must be written clearly. Out of these three self addressed envelopes, two envelop must be affixed with postal stamp of Rs. 22/- so that call up letter may be sent through registered post, otherwise the application will be summarily rejected.
c)	Photostat copies of certificates/testimonials in support of age and educational qualification issued by a recognized board/University duly self attested.
d)	Photostat copy of SC or ST certificate which should be on the format as prescribed in Annexure-II (if belonging to SC/ST category).
e)	Photostat copy of OBC certificate which should be on the format as prescribed in Annexure –III (if belonging to OBC category).
f)	Candidates belonging to OBC category will have to sign declaration with regard to “non-creamy layer status certificate” as mentioned in application form.
g)	Certificate for relaxation in height and/or chest measurement as per format in - Annexure-IV (if seeking to avail relaxation in Physical Standards).
h)	Photostat copy of Army discharge certificate, Undertaking as per format in Annexure-V and Certificate for employed Officials as per - Annexure-VIII for the candidates applying against Ex-Servicemen vacancies
i)	Questionnaire as per Annexure-VI duly filled in and signed by the candidates should invariably be send along with the application form.
j)	Govt Servant including CISF personnel will have to submit a certificate as per Annexure –IX from his/her Head of office/Controlling officer/Unit Commander at the time of applying
k)	Other certificates in support of various relaxations as mentioned in para-III.

- iv) Applications, which are not filled up as per instruction or partly filled up applications will not be entertained and no correspondence will be made. Applications may be rejected due to reasons such as
 - (a) Incomplete or illegible and not submitted in prescribed format.
 - (b) Without postal order of Rs.50/- (Rupees fifty only) except SC/ST, Women and Ex-servicemen candidates.
 - (c) Without two self addressed envelope duly affixing postal stamps of Rs.22/-each.
 - (d) Unsigned/Undated/without photograph
 - (e) Not enclosing Questionnaire form (**Appendix-“VT”**)
 - (f) Under aged/Over aged candidates

- (g) Not possessing the requisite educational qualification at the time of submitting application.
 - (h) Applications not filled in English or Hindi or not filled by candidate in his own handwriting.
 - (i) Applications received after the closing date as mentioned in this notification.
 - (j) Any other irregularity like mutilated or damaged application/documents etc
 - (k) Application must be filled-up in black/blue ball pen.
 - (l) Application should be furnished in original no photocopy of the application will be accepted.
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- v) The envelop should be super-scribed **“APPLICATION FOR THE POST OF ASSISTANT SUB INSPECTOR (STENOGRAPHER) & ASI/STENO (LDCE).**
 - vi) No TA/DA will be admissible for attending the test.
 - vii) Departmental candidates of CISF must have good service record.
 - viii) Medical standard for departmental candidates is same as for direct candidate as per para III(g) above.
 - ix) The departmental candidates will submit their application through their Department.
 - x) During the course of recruitment, if the candidate is not satisfied with the ground of rejection, then he may prefer appeal in writing to the Appellate authority on the same day.
 - xi) The candidates must fill Questionnaire form as per Annexure-VI. Decision regarding the suitability for recruitment in CISF will be decided as per policy guidelines in vogue.
 - xii) Name & Father's Name should be exactly as mentioned in the Matriculation certificate. In case of change the same must be supported by necessary documents otherwise the candidature will be rejected.
 - xiii) The application form must be filled by the candidate in his own handwriting Correction, if any, should be legible and attested by the candidate.
 - xiv) Signature of the candidate through out the recruitment process should be the same as signed in the application form. In case at any time the signature of the candidate does not match with the signature in the application form, the candidature will be rejected.
 - xv) Application may be filled up either in English or Hindi only.
 - xvi) Unsigned applications, applications containing incomplete information and documents as mentioned above will be summarily rejected and no correspondence or enquiries from the applicants will be entertained. Hence, it is in the interest of the candidate to ensure that his application form has been filled up correctly by him and enclosures as mentioned above have been self attested and are on the prescribed format wherever applicable.
 - xvii) The Department reserves the right to delete/change any examination /skill test centre and date of examination at its discretion.
 - xviii) Success in the examination confers no right for appointment unless the Department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post.
 - xix) Selected candidates are required to undergo basic training in our RTCs for which they will be informed separately through offer of appointment letter. They will be on probation for a period of two years which can be extended. During the period of probation if found unfit for any reason the services are liable to be terminated.

- xx) The certificates like Caste, educational qualification, Age should be in Hindi or English. If the above certificate are in regional language (~~क्षेत्रीय भाषा~~), a translated copy of the same either in Hindi or English duly attested by Notary to be furnished, otherwise candidature will be rejected.
- xxi) The certificates must be on the prescribed format as published in the advertisement. However, it does not mean that a SC/ST/OBC certificate shall contain all the notification/ resolution numbers as indicated in the proforma. Certificate having mentioned only a Constitutional authority under which the caste of the candidate has been recognized as SC, ST or OBC (as the case may be), be accepted.
- xxii) Any sort of canvassing or recommendation will debar the candidate from selection.
- xxiii) The Department will not be responsible for Postal delays.
- xxiv) The Director General, CISF reserves the right to make changes or cancel or postpone the recruitment without assigning any reason.
- xxv) If there is any change/amendment in the eligibility condition, the same will be published in CISF website. Candidates may check the same from CISF website from time to time.
- xxvi) This advertisement is also available on our website i.e. www.cisf.gov.in

15. **Address for communication (with PIN CODE No)**

House No. Vill/Ward

Post P.S.

Dist State

PIN Code

16 Medium opted for stenography test ☐ Stenography ☐ English ☐ Hindi ☐

17 Identification marks:-
(1)
(2)

18

Postal Order No	Dated	Amount

19. For CISF personnel who intend to compete against the vacancies meant for departmental candidates only:

- a) CISF Number _____
- b) Rank _____
- c) Date of birth _____
- d) Date of appointment _____
- e) Present Unit _____
- f) Details of punishment Major Minor
- g) Whether annual grading during entire service has been above average or otherwise Yes No
- h) Signature of Departmental officer competent to forward the application his official stamp as token of verification of data furnished at Para 19 (a) to (g)

20 For Ex-servicemen only:-

- a) Army No : _____
- b) Army Rank at the time of discharge : _____
- c) Trade in the Army/ Navy/ Air Force : _____
- d) Date of Apptt. In Army/ Navy/ Air Force : _____
- e) Date of retirement from Army/ Navy/ Air Force : _____
- f) Last Unit from where retired : _____
- g) Character on retirement : _____
- h) Medical category on retirement : _____

DECLARATION: (TO BE SIGNED BY ALL THE CANDIDATES COMPULSORILY)

- i) I hereby certify and declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of information or part thereof being found false or detected incorrect during the process of recruitment or at any stage thereafter and that I am not satisfying the eligibility criteria prescribed in this notice, my candidature/appointment is liable to be cancelled/terminated automatically without any notice to me and action can be taken against me by the CISF.
- ii) I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.
- iii) I further declare that I fulfill all the conditions of eligibility regarding age limits educational qualifications etc. prescribed for admission to the examination. I have enclosed photocopies of certificates in support of claim for Educational Qualifications, age, category (SC/ST/OBC) and age relaxation etc.
- iv) I also declare that I do not stand debarred from Government Service as on date and have never been convicted by any court of law.

Place:

Date:

Signature of the candidate

Candidate left thumb impression

DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY

I, _____ Son/Daughter of Shri _____ resident of village/town/city _____ district _____ State _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Govt. of India for the purpose of reservation in service as per orders contained the Department Of Personnel and Training Office Memorandum No.36012/22/93-SCT) dated 8-9-1993. It is also declared that I do not belong to the persons/sections (creamy layer) mentioned in Column 3 of OM No.36012/22/93-Estt.(SCT) dated 8-9-1993 and modified vide Government of India DOP&T OM No.36033/3/2004-Estt.(Res.) dated 9.3.2004.

Place :

Date :

Signature of the Candidate

(Application not signed by the candidate will not be entertained)

(TO BE FILLED BY RECEIVING OFFICE)**Observation/Remarks**

Name, Designation & Signature
of the scrutinizing Officer

(To be printed/typed/written in separate paper)

ADMIT CARD**For examination of Assistant Sub-Inspector (Steno) & ASI/Steno (LDCE)**

(Candidate will not be allowed to appear in the recruitment without production of this admit card)

Post applied for **ASI/Steno****To be filled by the candidate**

Name (in block letters) :

**(Should be exactly same as in
Matriculation Certificate)**

Father's/Husband Name :

Postal Address :

:

Identification Marks :

1. _____

2. _____

Date of Birth :

(DD-MM-YYYY)

Affix your recent
passport size
photograph duly
self attested

Whether Male or Female candidate :

Whether Direct /Departmental/ Ex-Servicemen candidate :

Whether Gen/SC/ST/OBC

Note:

- (i) Only pen, pencil, eraser etc. is permitted for the written examination. Use of Mobile phones, Calculators is banned in the Examination.
- (ii) Admission at all stages of Examination (Written Examination, Stenography test and Verification of eligibility standards will be **purely provisional**. If at any stage, it is found that candidates does not fulfill any of the eligibility conditions, his/her candidature will be cancelled.

Signature of the candidate

TO BE FILLED BY THE APPLICATION RECEIVING AUTHORITY

Roll No. :

Name of the centre with complete address :

Date of examination :

Time of examination :

From _____ hrs to _____ hrs.

Reporting time at Examination centre :

_____ hrs.

Signature of the application receiving authority

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO
SCHEDULED CASTE OR SCHEDULED TRIBE**

**This is to certify that Shri/Shrimati/Kumari _____
son/daughter of Shri _____ of village/Town _____ in
District/Division _____ of the State/Union Territory _____
belongs to the _____ caste/Tribe which is recognised as a Scheduled
Caste/ Scheduled Tribe under**

*The Constitution (Scheduled Caste) order , 1950

*The Constitution (Scheduled Tribes) order, 1950

*The Constitution (Scheduled Castes)(Union Territories) order,1951

*The Constitution(Scheduled Tribes) (Union Territories) order, 1951

(As amended by the Scheduled Castes and Scheduled Tribes lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act,1970, the North Eastern Areas (Reorganisation) Act, 1971, and the Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 1976.)

*The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956;

*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962

*The Constitution (Pondicherry) Scheduled Castes Order, 1964

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

*The Constitution (Nagaland) Scheduled Tribes Order, 1970

*The Constitution (Sikkim) Scheduled Caste Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

*The Constitution (Scheduled Castes) Order Amendment Act, 1990

*The Constituion (Scheduled Tribes) Orders Amendment Ordinance, 1991

*The Constitution (Scheduled Tribes) Orders Second amendment Act, 1991

*The Constitution (Scheduled Tribes) Orders amendment Ordinance, 1996

2.** This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribes Certificate issued to Shri/Smt _____ Father/Mother of Shri/Smt./Kumari

_____ of village/Town _____ in District/ Division
_____ of the State/UT _____ who belongs to the
_____ Caste/Tribes which is recognised as a SC/ST in the State/Union
Territory _____ issued by the _____ (name of the
prescribed issuing authority) vide their No. _____ dated _____

Shri/Shrimati/Kumari _____ and or his/her family ordinarily
reside(s) in Village/Town _____ of _____
District/Division of the State/Union Territory of _____

Signature _____

Place _____

Date _____

Designation _____

(With seal of Office)

NOTE : The terms 'ordinarily' reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Please delete the words which are not applicable.

** Applicable in the case of SCs, STs persons who have migrated from one State/UT.

-: 2 :-

List of authorities empowered to issue Caste/Tribes Certificate

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

Note: ST candidates belonging to Tamil Nadu State should submit caste certificate **ONLY FROM THE REVENUE DIVISION OFFICER.**

ANNEXURE-III**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO
OTHER BACKWARD CLASSES**

This is to certify that Shri/Shrimati/Kumari _____ son/ daughter of
Shri _____ of village/Town _____ in
District/Division _____ of the State/Union Territory _____
belongs to the _____ Community which is recognised as backward class under :

*Resolution No. 12011/68/93-BCC (C) dated the 10th Sep,1993, published in the Gazette of India Extraordinary Part I Section 1 No.186 dated 13th Sep, 1993 as amended vide resolution Nos. 12011/12/96-BCC dated 3-8-98 ,12011/68/93-BCC dated 6-8-98, 12011/68/93-BCC dated 1-9-97,12011/68/93-BCC dated 8-7-97 and No. 12011/2/96-BCC dated 27-1-1996.

*Resolution No. 12011/9/94-BCC dated 19-10-94 published in the Gazette of India Extraordinary Part I Section 1 No. 163 dated 20-10-94.

*Resolution No. 12011/21/95-BCC dated 15th May, 1995 published in the Gazette of India Extraordinary Part I Section1 No. 83 dated 16-5-1995

*Resolution No. 12011/7/95-BCC dated 24th May, 1995Published in the Gazette of India Extraordinary Part I Section1dated 25th May, 1995 as amended vide Resolution No. 12011/7/95-BCC dated 17-7-95.

*Resolution No. 12011/96/94-BCC dated 9th March,1996 published in The Gazette of India extraordinary Part I Section1 No. 60 dated 11-3-1996.

*Resolution No. 12011/44/96-BCC dated 6th Dec, 1996 published in the Gazette of India extraordinary Part I Section 1 dated 11-12-1996.

*Resolution No. 12011/13/97-BCC dated 3-12-97 published in the Gazette of India extraordinary Part I Section 1 No. 239 dated 17-12-97

*Resolution No.12011/99/94-BCC dated 11th Dec 97 published in the Gazette of India extraordinary Part I Section 1 No. 236 dated 12-12-97

*Resolution No. 12011/68/98-BCC dated 27th Oct, 1999 published in the Gazette of India extraordinary Part I Section 1 No. 241 dated 27-10-1999.

*Resolution No. 12011/88/98-BCC dated 6th Dec, 1999 published in the Gazette of India extraordinary Part I Section 1 No. 270 dated 6th Dec, 1999.

*Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India extraordinary Part I Section 1 No. 71 dated 4th April, 2000.

*Resolution No. 12011/44/99-BCC dated 21st,Sept. 2000 published in the Gazette of India Extra ordinary Part I Section 1 No. 210 dated 21st Sept, 2000.

*Resolution No. 12011/44/96-BCC dated 6th Sep 2001 published in the Gazette of India Extra Ordinary Part I Section 1 No. 246 dated 6th Sep, 2001.

*Resolution No. 12011/1/2001-BCC dated 19-6-2003

***2. This certificate is issued on the basis of the Backward class certificate issued to Shri/ Smt _____ Father/Mother of Shri/Shrimati/Kumari _____ of village/Town _____ in District/Division _____ of the State/UT _____ who belongs to _____ caste which is recognised as other backward class in the State/Union Territory _____ issued by the _____ (name of the prescribed issuing authority) vide their No. _____ dated _____**

Or

• Shri/Smt/Kumari _____ and or his/her family ordinarily reside(s) in Village/Town _____ of _____ District/Division of the State/Union Territory of _____

3. This is also to certify that he does not belong to the persons/Sections (Creamy layer) mentioned in column 3 of the Schedule to the Govt of India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT) dated 8-9-93.

Signature _____

Place _____

Date _____

Designation _____

(With seal of Office)

*Please delete which is not applicable.

NOTE : The terms 'ordinarily' reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/Tribes Certificate

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidence Magistrate.

3. Revenue Officers not below the rank of Tehsildar.

4. Sub-Divisional Officers of the area where the candidate and/ or his family normally resides.

ANNEXURE-IV**FORM OF CERTIFICATE TO BE SUBMITTED BY THE CANDIDATES THOSE WHO
INTEND TO AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT**

Certified that Shri/Kumari _____ S/O,D/O Shri
_____ is permanent resident of village _____
Tehsil/Taluka _____ District _____ of _____
State.

2. It is further certified that: -

- (1) Residents of entire area mentioned above are considered as (Garhwalis, Kumaoni, Gorkhas, Dogras and Marathas) for relaxation in height and chest measurement for recruitment in the Para Military Forces of Union of India.
- (2) He/She belongs to Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh and Jammu and Kashmir and is considered for relaxation in height and chest measurement for recruitment in the Para Military Forces of Union of India.

Dated:

Signature

Place:

District Magistrate/Sub Divisional Magistrate/Tehsildar

*Delete whichever is not applicable.

ANNEXURE-V**PROFORMA OF CERTIFICATE FOR EMPLOYED OFFICIALS APPLYING
AGAINST THE EX-SERVICEMEN QUOTA**

I hereby, with the information available, certify that Shri _____
No _____ Rank _____ would complete prescribed period
of appointment on _____.

Signature
Commanding Officer

Official Seal

Place: _____

Date : _____

ANNEXURE-VI**QUESTIONNAIRE FORM**

- | | | |
|---|---|--------|
| 1 | Have you ever been convicted by any court of law or any other judicial Institution? | YES/NO |
| 2 | Is there any case pending against you in any court of law? | YES/NO |
| 3 | Has any FIR been lodged and case is pending against you? | YES/NO |
| 4 | Was any FIR ever lodged against you in the past ? | YES/NO |
| | a) If yes, case No. and sections under which FIR was lodged ? | |
| | b) Name of Police Station where FIR was lodged ? | |
| | c) Was the case charge sheeted or returned in FR ? | |
| | d) If case was charge sheeted, what was the outcome in court ? | |
| | i) Convicted | |
| | ii) Acquitted | |
| | iii) Compromised | |
| | iv) Compounded | |
| | v) Any other, please specify | |
| 4 | Have you ever been dismissed from any service under the Central or State Govt.? | YES/NO |
| 5 | Have your services ever been terminated while on probation? | YES/NO |

If the answer to any of the above is YES then please provide complete details on a separate sheet.

UNDERTAKING

I _____ declare that the above information is true to the best of my knowledge and belief. I understand that in case the information is found to be false or incorrect my candidature is liable to be cancelled apart from any departmental or legal proceedings that may be initiated against me.

Signature of the Candidate

Place : _____
Dated : _____

Name _____
Fathers Name _____
Address _____

MEDICAL FITNESS CERTIFICATE**(To be furnished by the candidate along with appeal for Review Medical Examination)**

Certified that Mr. _____ Age _____ years, a candidate of _____ was examined by me in Hospital _____ on date _____.

1. I, the undersigned, have the knowledge that Shri. _____ has been declared Medically Unfit by the Medical Officer for the post of ASI(Steno) in CISF due to _____

_____.
2. In my opinion this is an error of judgment.

Date : Signature
 Name _____ With seal of Medical Practitioner Registration
 No. _____ (MCI/State Medical Council)
 Address _____

ANNEXURE-VIII**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured and employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc), by availing of the concession of reservation of vacancies admissible to Ex-servicemen..

Place:

Signature of Candidate

Date:

Name:

ANNEXURE-IX**FORM OF CERTIFICATE TO BE SUBMITTED BY EMPLOYEES OF GOVERNMENT DEPARTMENTS/UNDERTAKING INCLUDING CISF PERSONNEL**

Certified that the Department/office has no objection in permitting Shri _____ for applying to the post of _____ in CISF. It is further certified that Shri _____ has not been awarded with any punishment (major/minor) till date and that his performance throughout his service in this Department/Office has been above AVERAGE.

Signature _____

Place:

Name _____

Date:

 Designation _____
 (Head of office/
 Controlling officer/
 Unit commander)