By FAX or WAN
Government of India
Ministry of Home Affairs
Directorate General, Sashastra Seema Bal

No. I/Pers-V/Dep-WCCB/2017/3289-92 Dated: 18/9/18

CIRCULAR

Sub: - Filling up the post of Inspector in WCCB on deputation basis.

WCCB has invited nomination for filling up the post of Inspector in WCCB at Moreh (Manipur), Gorakhpur (UP), Motihari (Bihar), Nathula (Sikkim), Ramanathapuram (Tamil Nadu) and Delhi on deputation basis. Copy of circular has been uploaded in SSB website as well as SSB portal in the WAN.

2. Competent Authority has approved to call for the applications from eligible and willing Inspector (GD), who are posted only in field units of SSB along with bio-data/service particulars, DE/Vigilance certificate, Integrity certificate and their APARs grading for the last five years. Interested officials may download the circular from SSB website/SSB portal. Applications received after last date and direct applications will not be entertained.

3. The applications along with all relevant documents duly completed in all respects may be forwarded to this office by 30.09.2018 positively.

4. Further, the nominations of those personnel who are posted in FHQ/NCR/Static formations as well as personnel posted in ANO/CI Ops units and have not completed their tenure may not be forwarded.

(A.K.Dey)
Assistant Director (Pers-IV)

To,

All Units of SSB.

Copy to:

1. The Assistant Director (CC), FHQ SSB along with Circular with the request to upload the same in SSB website and SSB portal in the WAN.

2. The Incharge, EDP Cell – with the request to send the following message to all Inspector (GD) “For deputation to WCCB. Please visit SSB website – Human Resource – Employees Deputation and may apply through Units concerned.

3. The AD (Special Ops), FHQ, SSB, New Delhi.

4. Notice Board

Assistant Director (Pers-IV)
(i) holding analogous posts in the parent cadre/department; or
(ii) with two years' service in the grade rendered after appointment thereto on regular basis in of pay band -2, Rs. 9300-34800 with grade pay of Rs.4800 (pre-revised) or equivalent in the parent cadre/department; or
(iii) with three years' service in the grade rendered after appointment thereto on regular basis in pay band -2, Rs. 9300-34800 with grade pay of Rs.4600 (pre-revised) or equivalent in the parent cadre/department; and

(B). Possessing the following educational qualifications and experience:

(i) Bachelor's Degree from a recognized university.
(ii) Three years' experience in Intelligence or Enforcement or Investigation.

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 not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not exceeding 56 years, as on the closing date of receipt of applications.

Location : Delhi.

3. Inspector

(i) Number of Posts : Six posts.
(ii) Classification : General Central Service Group 'B' Gazetted, Non-ministerial
(iii) Pay Scale : PB-2 Rs. 9300 – 34800 (GP-Rs. 4600) (Pre-revised)

Eligibility Criteria:

(A) Officers under the Central Govt./State Govt. or Union Territories.

(i) Holding analogous posts in the parent cadre/department or
(ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in the pay scale of PB-II, Rs.9300 – 34800 with Grade Pay Rs. 4200/- (Pre-revised) 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.
(ii) Three years' experience in intelligence, enforcement or investigation.
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 to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years, as on the closing date of receipt of applications.

Location: Moreh (Manipur), Gorakhpur (UP), Motihari (Bihar), Nathula (Sikkim) Ramanathpuram (Tamil Nadu), Delhi.

4. **Stenographer Grade-III**

   (i) Number of Posts: One post.
   (ii) Classification: General Central Service Group 'C' Non-Gazetted, Ministerial
   (iii) Pay Scale: PB-1, Rs. 5200-20200/- Grade Pay Rs. 2400/- (Pre-revised)

**Eligibility Criteria:**

Officers of the Central or State Government or Union Territories holding analogous posts on regular basis in the scale of pay of PB-1, Rs. 5200-20200/- with Grade Pay of Rs. 2400/- (Pre-revised) or equivalent in the parent cadre or Department. 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 Government shall not exceed five years. The maximum age limit for appointment by deputation shall be 56 years.

Location: Delhi.

5. **Lower Division Clerk**

   (i) Number of Posts: Three Posts
   (ii) Classification: General Central Service Group 'C' Non-Gazetted, Ministerial
   (iii) Pay Scale: PB-1 Rs. 5200-20200/- with GP-1900/- (Pre-revised)

**Eligibility Criteria**

Officers of the Central or State Government or Union Territories holding analogous posts on regular basis with five years of regular service in the scale of pay of PB-1 Rs. 5200-20200 with Grade Pay 1900 (Pre-revised) or equivalent in the parent cadre or Department.

period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other
## BIO – DATA CURRICULUM VITAE PROFORMA

| 1. Name and Address (in Block Letters) |  |
| 2. Date of Birth (in Christian era) |  |
| 3. Date of entry into service |  |
| ii) 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**

| A) Qualification | A) Qualification |
| B) Experience | B) Experience |

**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 the Employment News.

5.2 In the case of Degree and post Graduate Qualifications Elective / main subjects and subsidiary subject 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.
7. Details of employment, in chronological order. Enclosed a separate sheet duly authenticated by your signature, if the space, below is insufficient.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</th>
<th>Nature of Duties (in detail) Highlighting experience required for the post applied for</th>
</tr>
</thead>
</table>

*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 ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

8. Nature of present employment i.e. Ad-hoc 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 organization

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 this parent cadre/organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.
11. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- Central Government
- State Government
- Autonomous Organization
- Government Undertaking
- Universities
- 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

<table>
<thead>
<tr>
<th>Basis Pay in the PB</th>
<th>Grade Pay</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15. In case the applicant belongs to an organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

<table>
<thead>
<tr>
<th>Basic Pay with Scale of Pay and rate of increment</th>
<th>Dearness Pay/Interim relief /other Allowances etc. (with break -up details)</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. B. Achievements
The candidates are requested to indicate information with regard to:

I. Research publications and reports and special projects

II. Awards/Scholarships/Official appreciation Affiliation with the professional bodies/institutions/societies and;

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

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 suppressed/withheld.

(Signature of the candidates)

Address

Date