Directorate General, ITBP  
Govt. of India, Ministry of Home Affairs  
Block-2, CGO Complex, Lodi Road,  
New Delhi-110003.

File No. I-21018/08/2018/Pers 217 Date: 28 March, 2019

Deputation to the post of Assistant Commandant (Workshop) in ITBP.

Applications are invited from Indian citizens for filling up 01 (one) post of Assistant Commandant (Workshop), Water Wing, ITBP in the Pay Matrix Level-10 (Rs. 56,100-1,77,500/-) and other allowances as admissible to the Central Government employees, in Indo Tibetan Border Police Force (Ministry of Home Affairs) Govt. of India, on deputation basis. For Ex-servicemen, the mode of induction is deputation/re-employment.

2. The application form along with details of the post, qualification, eligibility criteria etc. required for the above post, can be downloaded from the official website of ITBP www.itbp.nic.in. The last date for receipt of application is within two months from the date of publication of advertisement in Employment News. Accordingly, the hard copy of the application duly filled in all respects should reach well before the due date of receipt of applications. The applications should be forwarded through proper channel and addressed to “Sr. Admn. Officer (Pers), Directorate General, ITBP Block-2, CGO Complex, Lodi Road, New Delhi-110003.”

3. Incomplete applications, advance copy of the application and applications received after due date will not be entertained and will be summarily rejected.

(Davinder Pal)  
Sr. Admn. Officer (Pers)
Annexure –I

ELIGIBILITY AND OTHER CONDITIONS FOR FILLING UP OF 01 (ONE) POST OF ASSISTANT COMMANDANT (WORKSHOP), WATER WING IN ITBP, ON DEPUTATION BASIS IN THE PAY MATRIX LEVEL-10 (Rs. 56,100-1,77,500/-)

The eligibility conditions attached to the post of AC (Workshop) are as under:-

I:-  
By deputation,

II:-  
For ex-servicemen: deputation/re-employment:-

I) By deputation:-

“Officers of Central or State Govt or Officers of CAPFs and Coast Guard:-

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

ii) With three years regular service in the grade of Inspector; and

(b) Having minimum six years experience in Motor Transport or Water Wing.

Note:-1 The departmental officers in the feeder grade category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. The period of deputation including period of deputation in another Ex-Cadre post held immediately preceding this appointment in the same or other organization or department of Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty two years on the closing date of receipt of application.

Note:-2 For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006, the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay band and grade pay or pay scale extended based on recommendations of the Commission.
II  Deputation/re-employment for Ex-servicemen"

The Armed Force personnel holding analogous post on regular basis or officers with three years regular service in the grade equivalent to Inspector in ITBP who are due to retire or who are to be transferred to reserve within a period of one year and having requisite experience and qualifications prescribed above for deputation shall also be considered. Such personnel, if considered, would be given deputation terms up to the date on which they are due to release from Armed Forces; thereafter he may be continued up to the age of fifty-seven years on re-employment. The maximum age limit for eligibility of re-employment shall be not exceeding fifty two years on the date of receipt of application.

Pay & Allowances:-

The pay of the officer selected for appointment on deputation basis will be regulated in accordance with Department of Personnel & Training, O.M. No. 6/8/2009/Estt. Pay-II dated-17.06.2010 and other relevant rule positions defined by DoP&T from time to time.

Other conditions:-

i) The selected persons shall be liable to be posted anywhere in India.

ii) The post of Assistant Commandant (Workshop), Water Wing in ITBP is Combatised in the rank of Assistant Commandant(Workshop). The ITBP act-1992 and ITBP Rules 1994 shall apply to the person so appointed/selected for deputation.

iii) Selected officer shall be allowed to draw Uniform Maintenance Allowance as admissible under the rules. Salary will be subject to normal income tax as applicable to civil officers.

iv) Rent free un-furnished family accommodation at Bn Hqrs and Training Centers, camp type single accommodation in forward area will be provided as per availability.

v) Leave as per State Leave Rules (only for State Govt. officers).

vi) Leave Travel Concession: will be admissible under CCS(LTC) Rules, as amended from time to time.

vii) Medical attendance: As per Central Govt. Medical Attendance Rules.

2. Applications through proper channel of willing and suitable officers alongwith their bio-data in the prescribed performa (enclosed) together with upto date APAR report for the last 05 years & vigilance clearance should reach "Senior Administrative Officer (Pers), Directorate General, ITBP, MHA, Govt. of India, Block-II, CGO Complex, Lodhi Road, New Delhi-110003" within two months from the date of publication of advertisement in the Employment News. Officers once nominated will not be permitted to withdraw their candidature.

*****
## Application Form for Appointment on Deputation Post

### Advt. No. 01/2019/Estl

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name and Address (In Block Letters)</td>
</tr>
<tr>
<td>2.</td>
<td>Date of Birth (in Christian era)</td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I. Date of entry to service</td>
</tr>
<tr>
<td></td>
<td>II. Date of retirement under central/state Government Rules</td>
</tr>
<tr>
<td>4.</td>
<td>Educational Qualifications</td>
</tr>
<tr>
<td>5.</td>
<td>Whether Educational and other qualifications required for the post are satisfied.</td>
</tr>
<tr>
<td></td>
<td>(If any qualification has been treated as equivalent to the one prescribed in the</td>
</tr>
<tr>
<td></td>
<td>rules, state the authority for the same)</td>
</tr>
<tr>
<td></td>
<td>Qualification/Experince required as mentioned in the advertisement/vacancy circular</td>
</tr>
<tr>
<td></td>
<td>Qualification/Experience possessed by the officer</td>
</tr>
</tbody>
</table>

#### Essential

<table>
<thead>
<tr>
<th></th>
<th>A) Qualification</th>
<th>A) Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B) Experience</td>
<td>B) Experience</td>
</tr>
<tr>
<td></td>
<td>Desirable</td>
<td>Desirable</td>
</tr>
<tr>
<td></td>
<td>C) Qualification</td>
<td>C) Qualification</td>
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<tr>
<td></td>
<td>D) Experience</td>
<td>D) Experience</td>
</tr>
</tbody>
</table>

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 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.

7. Details of employment in chronological order. Enclose 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 of ACP/MACP with present pay bands 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. Adhoc or Temporary 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 present office/organization to which applicant belongs.**
   d) **Name of the post and pay of the post held in substantive**

9.1 Notes: In case of Officers already on deputation, the applications 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/organization.
### Detailed Information

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>If any post held on deputation in the post by the applicant date of return from the last deputation and other details</td>
</tr>
</tbody>
</table>
| 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 Organization  
   e) Universities  
   f) Others |
| 12  | Please state whether your are working in the same department and one in the feeder grade or feeder to feeder grade |
| 13  | Are you revised scale of pay if yes, give the date from which the revision rank place and also indicate the pre-revised scale |
| 14  | Total emoluments per month now drawn |

#### Basis Pay and Grade Pay Table

<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>

#### Additional Information

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

<table>
<thead>
<tr>
<th>Basic Pay in the Pay</th>
<th>Grade Pay</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 the support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualification (ii) professional training (iii) work experience over and above prescribed. In this Vacancy Circular/Advertisement)  
   (Note: Enclose a separate sheet, if the space is insufficient)
16.1 Advertisement
The candidates are requested to include the following information with regard to:
(i) Research publications and reports and special projects
(ii) Awards/Scholarship/Official Appreciation
(iii) Affiliation with the professional bodies/institutions
(iv) Patents registered in one's name or achieved for the organization
(v) Any research innovative measures involving official regularization
(vi) Any other information.
Note: Enclose a separate sheet if the space is insufficient.

17 Please state whether your are applying for deputation/STC/Absorption/Re-employment basis (officers under central/state governments are only eligible for "Absorption". Candidates of non-government organization are eligible only for short term contract)

17.1 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 response 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 hearing on my selection has been suppressed/withheld.

(Signature of candidate)

Address__________________________

Date__________________________
Certification by the Employee/ Cadre Controlling Authority

The information/detail provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualification and experience mentioned in the vacancy circular. If selected he/she will be relieved immediately.

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/photocopy of ACR for the last five years duly attested by an officer of the rank of under secretary of the government of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last ten years or a list of major/minor penalty imposed on him/her during the last ten year enclosed (as the case may be)

Counter signed

(Employee/Cadre Controller Authority with seal)