

**INTELLIGENCE BUREAU**  
(Ministry of Home Affairs)  
Government of India  
**ASSISTANT CENTRAL INTELLIGENCE OFFICER-GRADE-II/  
EXECUTIVE EXAMINATION- 2020**

Online applications are invited from Indian Nationals for direct recruitment to the post of Assistant Central Intelligence Officer, Grade II/ Executive i.e. ACIO-II/Exe in IB, (Ministry of Home Affairs), Government of India.

Applicants are advised to go through all parameters under different paras & sub-paras mentioned below & satisfy themselves about their suitability in terms of age limit, essential qualifications, etc. for the post before applying. Candidates fulfilling eligibility criteria of the post, as mentioned below, may apply ONLINE through [www.mha.gov.in](http://www.mha.gov.in) or [www.ncs.gov.in](http://www.ncs.gov.in) only.

**1. DESCRIPTION OF POST**

<b>Name</b>	<b>ACIO-II/Exe</b>					
<b>Classification</b>	General Central Service, Group 'C' (Non-Gazetted, Non-Ministerial)					
<b>NUMBER OF APPROX. VACANCIES</b>						
<b>Rank</b>	<b>UR</b>	<b>EWS</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>Total</b>
<b>ACIO-II/Exe</b>	989	113	417	360	121	2000
<b>Pay scale</b>	Level 7 (Rs.44,900-1,42,400) in the pay matrix plus admissible Central Govt. allowances. Note: (i) Special Security Allowance @ 20% of basic pay in addition to other Govt. allowances. (ii) Cash compensation in lieu of duty performed on holidays subject to a ceiling of 30 days.					
<b>ESSENTIAL QUALIFICATIONS</b>						
Graduation or equivalent from a recognized university.						
<b>DESIRABLE QUALIFICATIONS</b>						
Knowledge of computers.						
<b>Age limit</b>	<b>18-27 years</b> ➤ Upper age limit is relaxable by 5 years for SC/ST and by 3 years for OBC candidates. ➤ Upper age limit is relaxable for departmental candidates' upto 40 years of age who have rendered 3 years of regular and continuous service. ➤ The age limit is relaxable up to age of 35 years for general candidates and up to 40 years for SC/ST in case of widows, divorced women and women judicially separated from their husbands and not remarried. ➤ The age limit is relaxable for ex-servicemen as well as for candidates who were domiciled in J&K from Jan 01, 1980 to					

	<p>Dec 31, 1989 as well as the children &amp; dependents of victims of communal riots of 2002 in Gujarat as per the Govt. instructions in this regard issued by the Central Government from time to time.</p> <p>➤ The age limit is relaxable up to maximum 5 years to the meritorious sportspersons specified in Para 1 (a) of DoP&amp;AR O.M. No. 14015/1/76-Estt.(D), dtd 4.8.1980. The candidate claiming age relaxation in this category must have the desired certificate in the form &amp; from the authority prescribed in OM under reference. (As per Appendix-3 at the end of advertisement)</p>
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**NOTE:**

- a) The above-mentioned post is not identified suitable for any category of Persons with disabilities/PWD i.e. HH, OH, VH or Autism. Hence, they **NEED NOT** apply.
- b) The number of vacancies is provisional and liable to change.
- c) Appointment to the post will be temporary. However, appointment in permanent capacity will depend on various factors governing permanent appointment in such post in force at that time.
- d) Successful completion of mandatory induction training is a pre-requisite for confirmation to the post.
- e) The eligibility of the candidates in terms of age, educational qualification, caste/category etc. will be determined on the closing date. The candidates must possess essential qualification for the post applied for, on or before the closing date, i.e., the final result must be out on or before the closing date, **i.e. 09.01.2021 (till 2359 hours)** and he/she must have been declared successful in it.
- f) The reservation of vacancies for OBC, SC, ST, EWS & Ex-Servicemen/ESM is as per rules/roster. If suitable ESM candidates are not available, vacancies reserved for ESM will be filled by non-ESM candidates of respective categories.
- g) ESM who have already secured employment in civil side under Central Govt in Group 'C' posts on regular basis after availing of the benefits of reservation given to ESM for their re-employment are not eligible for fee concession or for claiming benefits of reservation under ESM category. However, they are eligible for age relaxation.
- h) Serving defence personnel who are due for discharge are required to obtain a certificate as per Appendix-4 at the end of advertisement. Besides, all ESM candidates are required to submit an undertaking, as & when asked for, as per Appendix-5 at the end of advertisement.
- i) While every care has been taken for inclusion of GoI instructions in vogue, IB reserves the right to rectify omissions, if any, noticed subsequently.

**2. SERVICE LIABILITY:** The post involves All India Service liability. Therefore, the candidates willing to serve anywhere in India only need to apply.

**3. CENTRE/CITY OF EXAMINATION:** The candidate has to indicate three (3) options/choices as examination centre for online/Tier-I exam from the following (list to be read vertically):

<b>ANDHRA PRADESH</b>	Rajkot	Bhopal	Ajmer
Guntur	Surat	Gwalior	Bikaner
Kakinada	Vadodara	Indore	Jaipur
Kurnool	<b>HARYANA</b>	Jabalpur	Jodhpur
Nellore	Ambala	Ujjain	Udaipur
Rajahmundry	Yamuna Nagar	<b>MAHARASHTRA</b>	<b>TAMIL NADU</b>
Tirupathi	<b>HIMACHAL PRADESH</b>	Amravati	Chennai
Vijayawada	Hamirpur	Aurangabad	Coimbatore
Visakhapatnam	Shimla	Mumbai	Madurai
Vizianagaram	<b>JAMMU AND KASHMIR</b>	Nagpur	Tiruchirappalli
<b>ARUNACHAL PRADESH</b>	Jammu	Nanded	<b>TELANGANA</b>
Itanagar	<b>JHARKHAND</b>	Nashik	Hyderabad
Naharlagun	Bokaro Steel City	Pune	Karimnagar
<b>ASSAM</b>	Dhanbad	<b>MANIPUR</b>	Warangal
Dibrugarh	Hazaribagh	Imphal	<b>TRIPURA</b>
Guwahati	Jamshedpur	<b>MEGHALAYA</b>	Agartala
Jorhat	Ranchi	Shillong	<b>UTTAR PRADESH</b>
Silchar	<b>KARNATAKA</b>	<b>MIZORAM</b>	Agra
Tezpur	Belagavi(Belgaum)	Aizawl	Aligarh
<b>BIHAR</b>	Bengaluru	<b>NAGALAND</b>	Bareilly
Bhagalpur	Hubballi(Hubli)	Kohima	Gorakhpur
Muzaffarpur	Kalaburagi(Gulbarga)	<b>ODISHA</b>	Jhansi
Patna	Mangaluru(Mangalore)	Balasore	Kanpur
Purnea	Mysuru(Mysore)	Berhampur-Ganjam	Lucknow
<b>CHANDIGARH</b>	Shivamogga(Shimoga)	Bhubaneswar	Meerut
Chandigarh	Udupi	Cuttack	Prayagraj
<b>CHHATTISGARH</b>	<b>KERALA</b>	Dhenkanal	Varanasi
Bhilai Nagar	Ernakulam	Rourkela	<b>UTTARAKHAND</b>
Bilaspur	Kannur	Sambalpur	Dehradun
Raipur	Kollam	<b>PUNJAB</b>	Haldwani
<b>DELHI NCR</b>	Kottayam	Amritsar	Roorkee
Delhi NCR	Kozhikode	Bhatinda	<b>WEST BENGAL</b>
<b>GUJARAT</b>	Thiruvananthapuram	Jalandhar	Asansol
Ahmedabad	Thrissur	Ludhiana	Hooghly
Anand	<b>LADAKH</b>	Mohali	Kalyani
Gandhinagar	Leh	Patiala	Kolkata
Mehsana	<b>MADHYA PRADESH</b>	<b>RAJASTHAN</b>	Siliguri

## NOTE

a) While filling in the online application form, the applicant should carefully decide about his/her choice of city of examination.

- b) Candidate could be accommodated in any one of the three examination cities opted by him/her.
- c) Examination city, once opted, will **NOT** be changed under any circumstances.
- d) In case of oversubscription/under subscription at a particular city, the candidates may be shifted to a nearby city.

#### 4. SCHEME OF EXAMINATION:

DESCRIPTION OF EXAMINATION		TIME	MARKS
<b>Written Examination</b>	<b>Tier-I exam (only online mode):</b> 100 Objective type MCQs, divided into 5 parts containing 20 questions of 1 marks each on: <ul style="list-style-type: none"> <li>a. General awareness,</li> <li>b. Quantitative aptitude,</li> <li>c. Numerical/analytical/logical ability &amp; reasoning,</li> <li>d. English language &amp;</li> <li>e. General studies.</li> </ul> [Negative marking of $\frac{1}{4}$ mark for each wrong answer.]	1 hour	100
	<b>Tier-2:</b> Descriptive type paper of 50 marks: Essay (30 marks) & English comprehension & précis writing (20 marks).	1 hour	50
<b>Interview</b>	Tier-III/Interview	-	100

Note: Candidates appearing in interviews may be subject to Psychometric/Aptitude Test which will be a part of interview.

#### 5. SELECTION OF CANDIDATES:

- a) The candidate has to appear in Tier-I at one of the 3 centre allotted to him/her out of his choice of three cities. There will be negative marking of  $\frac{1}{4}$  mark for each wrong answer. No marks would be awarded for an un-attempted question. The questions marked as 'Mark for Review' by the candidates will not be considered for evaluation.
- b) In order to achieve qualitative selection & recruit the best available talent, there would be cut-off marks (out of 100) in Tier-I exam as under:  
UR-35, OBC/EWS-34 & SC/ST-33 (all Ex-servicemen would be treated in their own category viz., UR/EWS/OBC/SC/ST)
- c) On the basis of their performance & normalization of marks in Tier-I exam, candidates would be shortlisted for Tier-II exam at 10 times the number of vacancies, subject to the candidate scoring the minimum cut-off.

d) On the basis of their combined performance in Tier-I and Tier-II, the candidates would be shortlisted for the Tier-III/Interview @ 5 times the number of vacancies subject to the condition that the candidate secures minimum 33% marks (17 out of 50) in Tier-II exam.

Note: Cut-off for Tier-I & Tier-II exam in different categories may go higher depending upon the marks obtained by candidates and number of vacancies.

e) Based on the combined performance in Tier-I, Tier-II and Tier-III/Interview, the candidates would be shortlisted for final selection subject to their Character and Antecedent verification followed by medical examination, etc.

f) The date, time & centre of Tier-II & Tier-III/Interview would be intimated to the successful candidates by E-mail given by them in online application.

g) Tier-II & Tier-III/Interview may not be conducted at all centres mentioned in Para 4 above. The department reserves the right to conduct Tier-II & Tier-III/Interview at a centre by clubbing the candidates of nearby centres.

h) The candidates would be required to adhere to the instructions contained in admit card/call letter of Tier-I, Tier-II & Tier-III/Interview relating to entry/exit, conduct inside the venue, frisking, etc failing which their candidature would be cancelled.

**6. Resolution of tie cases:** In the event of tie in combined scores of candidates in the Tier-I, Tier-II and Tier-III, such cases will be resolved by applying following criteria, one after another, till the tie is resolved:

a) Marks in Tier-III

b) Marks in Tier-II

c) Normalized Marks in Tier-I

d) Date of birth, with older candidates placed higher.

e) Alphabetical order of names (starting with first name)

## **7. HOW TO APPLY:**

a) Applications should be submitted only through ONLINE registration by logging on to the website [www.mha.gov.in](http://www.mha.gov.in) or [www.ncs.gov.in](http://www.ncs.gov.in). Applications will **NOT** be accepted through any other mode.

b) Candidates **can apply for the post provided they fulfill the prescribed eligibility conditions.**

c) The application portal will be operational from 19.12.2020 to 09.01.2021 (till 2359 hours). Registration done, prior to 19.12.2020 and after 09.01.2021, will not be accepted.

d) Wrong information in any column may lead to the application getting rejected altogether.

e) Candidates are advised to register well in time, since the application portal witnesses a surge in number of applications during the run up

to the closing date. The closing date for receipt of online application will not be extended under any circumstances.

<b>Steps to Apply:</b>	
I	Candidates should have a valid personal e-mail ID & mobile number. It should be kept active during the entire recruitment process. Application sequence number, password & all other important communication/alerts will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk/spam folder).
II	Candidates should take utmost care to furnish the correct details while filling in the on-line application form. <b>YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can't be edited.</b>
III	The step by step process for submitting the application form is given below: <b>Step-I : Registration of Personal &amp; Contact details. Login Id and password will be sent to you through e-mail on registered e-Mail Id.</b> <b>Step-II: Re-login and select the category and fill up the Personal Details, Qualification Details, Upload photo &amp; signature and submit examination fees, (if applicable) and "Recruitment Processing Charges (to be paid by all the candidates, irrespective of category, online via SBI MOPS through net banking/debit cards/credit cards/UPI/challan.</b>
IV	Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.
<b>STEP-I Registration</b>	
a.	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Checkbox given below and pressing the 'Start' button.
b.	The candidate should fill up all the desired information i.e. <b>Personal Details, Contact Details</b> , etc. correctly.
c.	On completion of Step-I registration, a message will be received in candidate's registered email id conveying his/her login ID (Application Sequence Number) & password.
d.	The candidate has to log-out and log in again (for Step - II) in order to fill up other details in application form.
<b>STEP-II Completion of Application form</b>	
e.	After registration, candidate has to login and complete other details in application form like Personal Details, Qualification Details, and Declaration etc.
f.	Instructions regarding scanning of Photograph and Signature: Candidates should upload the scanned (digital) image of their photograph and signature as per the process given below. The applicant should note that only jpg/jpeg format is acceptable: i. Photograph Image: <ul style="list-style-type: none"> <li>• Coloured photo of size 35mm (width) x 45mm (height) not older than 12 weeks. Black &amp; white photo will not be accepted.</li> <li>• Light background. Light grey/white is suggested. No patterns.</li> <li>• The face should cover 70-80% of the photo. The applicant should look straight at the camera with a normal expression.</li> <li>• Avoid uniforms of colours matching the background.</li> <li>• If the applicant wears optical glasses, then his/her eyes should be fully visible.</li> <li>• The size of the scanned image should be between 50-100kb in jpg/jpeg format only.</li> </ul> ii. Signature image: <ul style="list-style-type: none"> <li>• The applicant has to sign on white paper with Black ink pen.</li> <li>• The signature must be signed only by the applicant and not by any other person.</li> <li>• <b>Please scan the signature area only and not the entire page.</b></li> <li>• Size of file should be between 50-100kb in jpg/jpeg format only.</li> </ul>
g.	Once the application is submitted, candidates will be automatically redirected to SBI gateway to deposit the examination fee of INR 100 (if applicable) and Recruitment Processing Charges of INR 500 (plus Bank charges, if applicable), to be paid by all candidates, through Debit Card/Credit Card/Net Banking/UPI /challan etc. Candidate may generate payment acknowledgement slip for future reference.
h.	Guidelines for remittance of fee are as under: <ul style="list-style-type: none"> <li>• Post submission, the candidate will be re-directed to SBI Payment gateway to make the online payment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Kindly verify the details and make the payment for application fees via different payment modes.</li> <li>• Post successful online payment, candidate will be redirected to his/her application form.</li> </ul>
i.	For the purpose of all future references, the candidates are advised to keep a printout of their application form after successful submission.
	<b>For technical queries/clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: helpdesk.bharti@nic.in or Phone No:02261087529 [1000 hrs to 1800 hrs / Monday to Saturday]</b>

- f) Candidates are advised to submit only one application. Submission of other/multiple applications may result in cancellation of his/her applications altogether.
- g) Before submitting the online application, the candidates MUST preview the application to ensure that they have provided correct information, particularly the email id & uploaded correct photograph & signature. It must also be ensured that the photograph & signature are visible & not hazy/blurred, otherwise the photograph & signature should be uploaded again or the page should be reloaded or refreshed. The online application should be submitted only after ensuring that the information/photograph/signature is correct.
- h) Once the registration is over, the candidate would be provided an 'Application Sequence Number/ASN', at their registered mobile number & email ID, which may be noted for subsequent login for filling up remaining part of registration and also for use in future. Candidates may also check their junk/spam folder for the email regarding ASN.
- i) Candidates are required to possess a valid e-mail ID and provide during the registration process. The admit cards/call letters for the Tier-I, Tier-II & Tier-III exam & other relevant information would be sent to the candidate on this e-mail ID only.
- j) The registration becomes complete only after the photograph & signature are uploaded by the candidate
- k) Candidates are advised to ensure that e-mail addresses ending with @ nic.in are directed to their inbox and not to spam folder or any other folder. They may also check the spam folder for mails sent from the helpdesk e-mail i.e helpdesk.bharti@nic.in from time to time.
- l) The candidates should possess a facility to take printout of the Challan Form.
- m) The candidates must also furnish one mobile number for receiving SMS alerts related to the exam.
- n) This office will not be responsible for bouncing of any e-mail or malfunctioning/change of the mobile phone number of the candidate
- o) Candidates are also advised in their own interest to keep checking their email (inbox as well as spam folder) and the website of MHA from time to time for updates related to the recruitment process

- p) Applicants are NOT required to submit hard copy of their application forms.
- q) Candidates are requested to make sufficient number of passport size coloured photographs (identical to the one uploaded) and carry identity proof in original such as Voter Card, Driving License, Aadhar Card, PAN Card, Identity Card issued by University/College etc. to the examination centre, failing which they shall not be allowed to appear for the examination. The photographs would be required at subsequent stages of recruitment process and pasting/providing a photograph different from the one uploaded may result in cancellation of candidature.
- r) Candidates may ensure that the signature uploaded by them are visible since they (candidates) would be required to append signature on admit cards and attendance sheets during subsequent stages of examination and any variation in signature could render them unfit for the examination.

**8. EXAMINATION FEE:**

It is in 02 components: Examination Fee: Rs. 100/- & Recruitment Processing Charges: Rs.500/- which is required to be paid as under:

Category	Fee to be paid
Male candidates of General, EWS and OBC categories	Examination Fee + Recruitment Processing Charges
All SC/ST, all female candidates & all ExSM*	Recruitment Processing Charges only

\*Ex-servicemen who have already secured employment in civil side under Central Govt in Group 'C' post on regular basis after availing benefits of reservation given to them are required to pay the examination fee, i.e. Rs. 100/- also along with recruitment processing charges of Rs. 500/-.

Note: Banking charges, if applicable, will be borne by the candidate.

**MODE OF PAYMENT (ONLINE/ OFFLINE MODE):**

- a) The application form is integrated with the payment gateway & the payment process can be completed by following the instructions.
- b) Payment can be made through Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, UPI, SBI challan etc.
- c) After submitting your payment online, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. **DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.**
- d) To ensure the security of your data, please close the browser window once your transaction is complete.



- e) There is facility to print application form containing fee details after payment of fees.
- f) Fee once paid shall not be refunded under any circumstances.
- g) Online payments can be made only till the last date of submission of online application form.
- h) Payments through SBI challan generated on the last day of closure of online application forms can be submitted in the bank till 12.01.2021(during banking hours only)

**9. CLOSING DATE: 09.01.2021 (till 2359 hours).**

**10. GENERAL INSTRUCTIONS:**

- a) The crucial date for determining the age limit, educational qualifications, certificates/testimonials, etc., shall be the closing date for receipt of applications from the candidates.
- b) Caste certificates would be accepted as per the govt's instructions in vogue.
- c) The date of birth as well as the name of the applicant will invariably be taken from the matriculation certificate issued by a recognized board. No other proof of date of birth and name shall be accepted.
- d) Certificates in support of qualifications must have been obtained on or before the closing date from recognized Institution/University/Board.
- e) Those candidates, who are yet to get their degree, if called for interview, would be required to submit a proof of possessing the essential qualification on or before the closing date. Such proof would not be entertained if issued after the closing date on ground of late conduct of examination, delay in declaration of result or any other ground whatsoever.
- f) Candidate must ensure before applying for the post that he/she is eligible for the post in terms of age, educational qualification, category etc. as laid down in this advertisement. If the information furnished by the candidate at the time of applying for the post is found to be incorrect at a later date, the candidate himself/herself will be solely responsible and his/her service is liable to be terminated at any time during his/her service.
- g) The admission of a candidate at various stages of examination (Tier-I, Tier-II and Tier-III) will be purely provisional, subject to his/her satisfying the prescribed eligibility conditions. If on verification at any time before or after Tier-I or Tier-II or Tier-III, it is found that a candidate does not fulfil any of the eligibility conditions or has provided any false information or submitted any fake documents, his/her candidature for the said examination shall be cancelled at any stage of the recruitment process and thereafter.

- h)** Candidates are advised to furnish correct information regarding their age, educational qualification, and caste/category (i.e. SC/ST/OBC) in the application form. None of the copies of the certificates of age, educational qualifications, and caste/category etc. (attested or otherwise) is required to be attached with the application form at initial stage. However, if the candidate qualifies in the Tier-I & Tier-II examination, the same would be required to be produced by him/her as and when it is asked for.
- i)** SC/ST/OBC candidates may fill up their respective category in the application form carefully. It is made clear that category once mentioned in the form shall NOT be changed in any circumstances.
- j)** Candidates seeking reservation benefits under SC/ST/OBC/EWS/ExSM or any other relaxation as per the provisions of this Notice, must ensure that they are entitled to such reservation/relaxation. They should also possess the relevant certificates in the format prescribed by Government of India (as per the appendixes given at the end of this advertisement) in support of their claim as and when asked for.
- k)** Candidates claiming benefit of OBC Category should ensure that they belong to OBC Category as per the notification of the Central Govt. meant for appointment to the post under the Govt. of India (& not as per the notification of the State Government) and DO NOT belong to the creamy layer. OBC candidates belonging to Creamy layer/CL must apply as UR candidates. If any candidate qualifies in the Online/Tier-I examination, he/she will have to produce the OBC certificate along with the undertaking in the proforma given at Appendix-1 as and when asked for. The certificate in any other proforma will not be accepted in any case. In case the candidate fails to submit the certificate in the proforma (Appendix-1) from the Competent Authority, his/her candidature for the post will be summarily rejected & no correspondence will be entertained in this regard.
- l)** For OBC central list candidates may refer to NCBC website.
- m)** Any request for change in category will NOT be entertained in future and the candidature of such candidate shall be cancelled.
- n)** Candidates will be required to produce the original certificates/testimonials when called for Tier-III/Interview.
- o)** Candidates already in Government service or working with PSUs/Autonomous Bodies should inform their Employer or obtain necessary permission, as the case may be, before applying for the said post. No Objection Certificate (NOC) from the Employer is required to be furnished at the time of Interview, if called for. However, candidates working in PSUs, Autonomous/Statutory bodies etc. are not eligible for age relaxation.
- p)** Candidates who have appeared in the graduation or other equivalent examination and whose results have not been declared by the closing

date are not eligible and as such they NEED NOT apply. The candidature of such candidates will NOT be entertained.

- q) Any correspondence with reference to the admission to the test will NOT be entertained.
- r) No TA or other expenses will be admissible to the candidates for appearing in the examination/interview except to unemployed SC/ST candidates who will be reimbursed the fares as admissible under the Rules. No cash payment will be made at the time of test or interview.
- s) Mobile Phones and other electronic gadgets are banned within the premises of the examination centres. The arrangement for safe keeping of valuable/costly items at the venues cannot be assured. Possession of such equipments, even in switch off mode, during the exam will be considered as use of unfair means. Candidature of such candidates will be cancelled. Besides, they will be liable for further action as may be decided by this office.
- t) Candidates should verify the particulars filled in the application form carefully before submitting the same. After submission, NO change in any parameters will be allowed.
- u) Candidates are advised to keep ready the following documents in original along with their attested copies soon after the declaration of the result of Tier-II examination:
  - i) Matric/Secondary School certificate or equivalent showing name and date of birth,
  - ii) Intermediate/Higher Secondary (12<sup>th</sup>) certificate or equivalent, if acquired,
  - iii) Degree/Post graduation or Provisional degree and mark sheet of graduation/post-graduation from a recognized university,
  - iv) OBC certificate, if applicable, from competent authority in prescribed proforma, as explained in para 10 (k) above,
  - v) EWS certificate, if applicable,
  - vi) SC/ST certificate, if applicable,
  - vii) NOC from the present employer, if applicable,
  - viii) Sufficient number of photographs, identical to the one uploaded,
  - ix) Certificate/document issued from the competent authority in support of age relaxation, if applicable. (NOC/Ex-servicemen discharge certificate/ Domicile certificate of J & K from 1.1.1980 to 31.12.1989/ Victims of Communal riots of Gujarat/ Widow/Divorcee certificate, meritorious sportsperson, etc.)
- v) Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.

**WARNING**

It has been noticed that some unscrupulous elements are fraudulently inviting applications for various posts in the Intelligence Bureau. Such elements are also alluring the aspirants appearing in various examinations conducted by IB for providing assistance during the examination and are even issuing fake appointment letters to some of the candidates. **THE PROSPECTIVE CANDIDATES/JOB ASPIRANTS ARE, THEREFORE, CAUTIONED NOT TO FALL PREY TO THE DESIGNS OF SUCH UNSCRUPULOUS ELEMENTS WHO TRY TO DUPE THE UNSUSPECTING ASPIRANTS/ CANDIDATES FOR THEIR PERSONAL GAIN.**  
**CANDIDATES ARE ADVISED TO APPLY THROUGH MHA's WEBSITE ([WWW.MHA.GOV.IN](http://WWW.MHA.GOV.IN)) or NCS PORTAL ([WWW.NCS.GOV.IN](http://WWW.NCS.GOV.IN)) only.**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD  
CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE  
GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari .....  
son/daughter of..... of village/town ..... of  
District/Division .....in the State/Union Territory .....  
belongs to the ..... community which is recognized as a  
Backward Class under Government of India, Ministry of Social Justice and  
Empowerment's Resolution No..... dated  
.....\*.Shri/Smt./ Kumari ..... and/or his/her  
family ordinarily reside(s) in the ..... District/Division of the  
..... State/Union Territory. This is also to certify that he/she does not  
belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the  
Schedule to the Government of India, Department of Personnel and Training,  
O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993\*\*.

District Magistrate, Deputy Commissioner, etc.

Dated:

SEAL

\* The authority issuing the certificate may have to mention the details of  
Resolution of Government of India, in which the case of the candidate is  
mentioned as OBC.

\*\* As amended from time to time.

Note:

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20  
of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector / Deputy  
Commissioner/ Additional Deputy Commissioner/ Deputy  
Collector/First Class Stipendiary Magistrate/Sub-Divisional  
Magistrate/Taluka Magistrate/ Executive Magistrate / Extra Assistant  
Commissioner (not below the rank of First Class Stipendiary  
Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/  
Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his  
family resides.

\*\*\*\*\*

## Declaration/undertaking - for 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 Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

Declaration/undertaking not signed by Candidate will be rejected

\_\_\_\_\_

Government of.....

(Name &amp; Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

**VALID FOR THE YEAR.....**

This is to certify that Shri/Smt./Kumari.....son/daughter/wife of..... permanent resident of .....Village/Street.....Post Office..... District.....in the State/Union Territory.....Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... His/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari..... belongs to the..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport  
size  
attested  
photograph  
of the applicant

Signature with seal of Office.....

Name.....

Designation.....

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY**

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

**FORM-1**

(For representing India in an International Competition in one of the recognized Games/Sports)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF \_\_\_\_\_

Certificate of meritorious sportsman for employment to Group 'C' and 'D' service under the Central Government

Certified that Shri/Smt./Km. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_, resident of \_\_\_\_\_ (complete address) represented the Country in the game/event of \_\_\_\_\_ in \_\_\_\_\_ Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above-said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office of National Federation/National Association of \_\_\_\_\_.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of Federation /National Association	_____
	Address	_____
	Seal	_____

NOTE: This certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

**FORM-2**

(For representing a State of India in National Competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF \_\_\_\_\_ IN THE  
GAME OF \_\_\_\_\_

Certificate of meritorious sportsman for employment to Group 'C' and 'D'  
service under the Central Government

Certified that Shri/Smt./Km. \_\_\_\_\_ son/wife/daughter of  
Shri \_\_\_\_\_, resident of \_\_\_\_\_ (complete address)  
represented the Country in the game/event of \_\_\_\_\_ in  
\_\_\_\_\_ Competition/Tournament held at \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above-said  
Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office of  
the State Association of \_\_\_\_\_.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of Federation/ National Association	_____
	Address	_____
	Seal	_____

NOTE: This certificate will be valid only when signed personally by the Secretary of  
State Association.



### FORM-3

(For representing a University in the Inter-University Competition in one of the recognized Games/Sports)

UNIVERSITY OF \_\_\_\_\_

Certificate of meritorious sportsman for employment to Group 'C' and 'D' service under the Central Government

Certified that Shri/Smt./Km. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_, resident of \_\_\_\_\_ (complete address) represented the University of \_\_\_\_\_ in the game/event of \_\_\_\_\_ in \_\_\_\_\_ Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above-said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office of Dean of Sports or Officer in overall charge of sports in the University of \_\_\_\_\_.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of University	_____
	Address	_____
	Seal	_____

NOTE: This certificate will be valid only when signed personally by Dean/Director or other officers in overall charge of sports in the University.

**FORM-4**

(For representing a State School Team in the National Games for School in one of the recognized Games/Sports)

DIRECTORATE OF PUBLIC INSTRUCTIONS/  
EDUCATION OF THE STATE OF \_\_\_\_\_

Certificate of meritorious sportsman for employment to Group 'C' and 'D' service under the Central Government

Certified that Shri/Kumari \_\_\_\_\_, son/daughter of Shri \_\_\_\_\_, resident of \_\_\_\_\_ (complete address) student of \_\_\_\_\_ represented the \_\_\_\_\_ State School team in the game/event of \_\_\_\_\_ in the National Games for Schools held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above-said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of records available in the Office of Directorate of Public Instructions/Education of \_\_\_\_\_.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Address	_____
	Seal	_____

NOTE: This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instruction/Education of the State.

## FORM-5

(For the awardees in Physical Efficiency performances conducted by the Ministry of Education and Social Welfare)

### GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND SOCIAL WELFARE

Certificate to meritorious sportsman for employment to Group 'C' and 'D' posts/services under the Central Government

Certified that Shri/Kumari \_\_\_\_\_, son/daughter of Shri \_\_\_\_\_, resident of \_\_\_\_\_ (complete address) represented the \_\_\_\_\_ School team in the game/event of \_\_\_\_\_ in the National Competition held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Ministry of Education and Social Welfare.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Address	_____
	Seal	_____

NOTE: This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

**Form of Certificate for serving Defence Personnel**

I hereby certify that, according to the information available with me,  
No. \_\_\_\_\_ Rank \_\_\_\_\_, Name: \_\_\_\_\_ is  
due to complete the specified term of his engagement with the Armed  
Forces on \_\_\_\_\_ (date).

Place:

Signature of the commanding officer

Date:

Office Seal:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I .....bearing Roll No.....appearing for the  
Document Verification of the ..... Examination,  
20....., do hereby undertake that:

- (a) 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.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....

Name: .....

Roll Number: .....

Date: .....

Date of appointment in Armed Forces: .....

Date of Discharge: .....

Last Unit/ Corps: .....

Mobile Number: .....

Email ID: .....