

**Recruitment of Assistant Sub Inspector (Stenographer) and
Head Constable (Ministerial) in CISF-2022**

**Dates of submission of Online applications: 26.09.2022 to 25.10.2022
Closing Date: 25.10.2022 (Upto 17:00 Hrs.)**

Online applications are invited from eligible **Male & Female Indian citizen** for filling up the temporary posts of Assistant sub Inspector (Stenographer) in the Pay Level-5 (Rs.29,200-92,300/- in pay matrix) plus usual allowances as admissible to the Central Government employees from time to time and Head Constable (Ministerial) in the Pay Level-4 (Rs.25,500-81,100/- in pay matrix) plus usual allowances as admissible to the Central Government employees from time to time. They shall be entitled for the pensionary benefits as per the “**Defined contributory Pension System**” applicable to all employees joining service of Central government on or after 1st January, 2004. The recruitment process will consist of Physical Standard Test (PST), Documentation, Written Examination under OMR Based/Computer Based Test (CBT Mode), Skill Test (**Dictation & Transcription for Assistant sub Inspector (Stenographer) & Typing Test for Head Constable (Ministerial)**) and Medical Examination. The salient features of the recruitment are as under:-

1.1	Applications will be accepted through “ Online ” mode only
1.2	Physical Standard Test (PST)/Documentation/Written Examination/Skill Test/Medical Examination will be scheduled and conducted.
1.3	Written Examination under OMR Based/Computer Based Test (CBT) mode will be conducted only in English and Hindi languages.
1.4	After completion of PST & Documentation and Written Examination under OMR/CBT Mode, all India category wise merit lists will be drawn based on the performance of candidates in Written Examination.
1.5	The number of candidates is to be called for Skill Test would purely depend on merit in the written examination for which qualifying marks would be 35% for UR/EWS/Ex.Servicemen and 33% for SC/ST/OBC. However, it will not be mandatory to call all the qualified candidates in the written examination for skill test i.e. (Dictation & Transcription for Assistant sub Inspector (Stenographer) & Typing Test for Head Constable (Ministerial)). The number of candidates to be called for skill test would depend on total number of qualified candidates in the written examination with reference to the number of vacancies for each post and each category. Accordingly, cut off marks would be prescribed for each category.
1.6	Only those candidates who find place in the merit list as per the available vacancy in each category on all India basis will be called for Detailed Medical Examination (DME).
1.7	Verification of required eligibility certificates/documents with the original will be carried out at the time of Documentation.
1.8	Vacancies of Assistant Sub Inspector (Stenographer) and Head Constable (Ministerial) will be filled on all India basis.
1.9	Final result will be declared based on the performance of candidates in Written Examination subject to their qualifying the Physical Standard Test (PST), Documentation, Skill Test, Medical Examination and other conditions stipulated in this Notification.

1.10	The Medical Examination of shortlisted candidates will be conducted in terms of uniform guidelines for recruitment Medical Examination for GOs and NGOs in CAPFs and ARs issued vide MHA UO No.A.VI-1/2014-rectt(SSB) dated 20.05.2015 and MHA OM No.E-32012/ADG(Med)/DME&RME/DA-1/2020(Part File)/1166 dated 31.05.2021 and as amended from time to time by the Government.
1.11	Admit Card for all stages of examination will be issued through Online Mode only at CISF website i.e. www.cisfrectt.in and will not be sent by post. Candidates are therefore advised to visit the CISF website regularly for any updates on the recruitment process and timely download their Admit Cards for each stage of the examination.
1.12	The posts are temporary but likely to become permanent.

2. **Pay Scale**

2.1	Assistant sub Inspector (Stenographer) – Pay Level-5 (Rs. 29,200-92,300/-) plus usual allowances as admissible to the Central Government employees from time to time.
2.2	Head Constable (Ministerial) - Pay Level-4 (Rs.25,500-81,100/-) plus usual allowances as admissible to the Central Government employees from time to time.

3. **Nationality/Citizenship** : Candidate must be a citizen of India.

4. **Vacancies**: All India wise vacancies for the post of **Assistant sub Inspector (Stenographer)** and **Head Constable (Ministerial)** are as follows:-

Name of post	Existing vacancies					Total
	UR	SC	ST	OBC	EWS	
Assistant Sub Inspector (Stenographer)						
Direct Male	40	13	7	25	9	94
Direct Female	6	1	0	2	1	10
Departmental (LDCE)	11	2	1	4	0	18
Total	57	16	8	31	10	122
Head Constable (Ministerial)						
Direct Male	132	47	23	86	31	319
Direct Female	17	5	2	9	3	36
Departmental (LDCE)	33	9	4	17	0	63
Total	182	61	29	112	34	418

Abbreviations used are:

UR- Unreserved, EWS- Economic Weaker Sections, OBC-Other Backward Class, SC- Scheduled Caste, ST- Scheduled Tribe and LDCE- Limited Departmental Competitive Exam

4.1	All the candidates must to give their preference at the time of submission of Online application i.e. either for ASI/Steno or HC/Min or Both.
4.2	Option given by the candidates shall be treated as final and will not be changed subsequently under any circumstances. Hence, candidates must be careful in exercise of such option.
4.3	CISF makes final allotment of posts on the basis of merit-cum-preferences of Posts given by the candidates.

4.4	Once a candidate has been allotted first available preference as per merit, he will not be considered for any other option.
4.5	Subsequent request for change of preference will not be entertained under any circumstance and no correspondence in this regard will be entertained by CISF.
4.6	The vacancies are tentative and may increase or decrease at any stage of recruitment process due to administrative reasons. Any change in the number of vacancies will be intimated by displaying the same on CISF website www.cisfrectt.in.
4.7	10% of vacancies in Direct (Male) candidates are reserved for Ex-servicemen. In case of vacancies reserved for Ex-servicemen remains vacant due to non-availability of eligible or qualified candidates, the same shall be filled by other candidate from respective category in accordance with notification of amendment in Ex-Servicemen (Re-Employment in Central Civil Service and posts) Rules, 2012.
4.8	10% of vacancies are reserved for female candidates. Vacancies reserved for female candidates will be filled up by male candidates in case the sufficient candidates are not available in female candidates.
4.9	Vacancies reserved for LDCE candidates will be filled up Direct candidates in case the sufficient candidates are not available in this category.
4.10	Candidates selected for appointment are liable to serve anywhere in India.
4.11	Reservation for SC/ST/OBC/EWS/Ex-Servicemen categories is available as per extant Government orders.
4.12	Only one application is to be submitted by a candidate.

5. ELIGIBILITY CRITERIA

(For Assistant Sub Inspector (Stenographer) and Head Constable (Ministerial))

5.1	<u>Educational qualification:</u> The candidates must have Intermediate or Senior Secondary School Certificate (10+2) examination from recognized Board or University or equivalent on or before closing date of receipt of Online Application Form.	
5.2	<u>Age Limit</u> : Between 18 to 25 years as on closing date for receipt of the Online Application form (i.e.25.10.2022). Candidates should not have been born earlier than 26.10.1997 and later than 25.10.2004 .	
5.2.1	<u>Permissible relaxation in upper age limit for different categories are as under:-</u>	
	(i)	Schedule Caste and Schedule Tribe Upto 5 years in upper age limit
	(ii)	Other Backward Class Upto 3 years in upper age limit
	(iii)	Departmental candidates with three years continuous service in Central Government (CISF personnel who are not eligible against the LDCE vacancies). Upto 45 years for SC/ST Upto 40 years for Gen/EWS/OBC
	(iv)	Children and dependent family members of victims KILLED in the 1984 riots and communal riots of 2002 in Gujarat. Children means (a) son (including adopted son) or (b) daughter (including adopted daughter) Dependent family member means (a) spouse or (b) Upto 5 years in upper age limit for UR & EWS candidates. Upto 8 years in upper age limit for OBC candidates. Upto 10 years in upper age limit for SC & ST candidates.

	<p>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>		
(v)	Ex-Servicemen	<p>3 years after deduction of the military service rendered from the actual age as on the date of reckoning i.e. closing date of receipt of Online Application Form.</p> <p>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 25.10.2022 and if the resultant age does not exceed the maximum age limit prescribed for the post which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.</p>	
(vi)	<p>For CISF personnel who intend to compete against the vacancies for Limited Departmental Competitive Examination (LDCE) only :-</p> <p>Constable (GD), Head Constable (GD), Head Constable/Ministerial (Only for the post of ASI/Steno) and Constable (Tradesman) with five year's regular service in respective grade as on 25.10.2022 and possessing qualification prescribed for direct recruits under Para 5 (5.1).</p>	Upto 35 years of age.	
5.3	PHYSICAL STANDARDS : Physical Standards for the post are as under:-		
a)	Height	Male	Female
	For the candidates except Scheduled Tribes Candidates.	165 Cms.	155 Cms.

	<p>Relaxation: Relaxable for candidates falling in the categories of Garhwalis, Kumaonis, **Gorkhas, Dogras, Marathas and candidates belonging to the states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh and Jammu & Kashmir subject to production of certificate as per Annexure-“VI” The above standards will be applicable for all categories i.e. UR, EWS, OBC & SC.</p>	162.5 cms.	150 Cms.
<p>** Candidates hailing from Gorkha Territorial Administration (GTA) comprising of the three Sub-division of Darjeeling District namely Darjeeling, Kalimpong and Kurseong and includes the following “Mouzas” Sub-division of these Districts: Lohagarh Tea Garden (2) Lohagarh Forest (3) Rangmohan (4) Barachenga (5) Panighata(6) Chotaadapur (7) Paharu (8) Sukna Forest (9) Sukna Part-I (10) Pantapati Forest (11) Mahanadi Forest (12) Champasari Forest (13) SalbariChhat Part-II (14) Sitong forest (15) Sivoke Hill forest (16) Sivoke forest (17) ChhotaChenga (18) Nipania</p>			
All candidates belonging to Scheduled Tribes		162.5 Cms.	150 Cms.
b)	Chest	Male	Female
For the candidates except Scheduled Tribes Candidates.		77-82 Cms. (Minimum expansion 5 cms)	NA
Scheduled Tribes		76-81 Cms. (Minimum expansion 5 cms)	NA
Note: Chest not applicable for female.			
<p>Weight: Corresponding to height and age as per Medical Standards (For Males and Females). Weight will be recorded at the time of Physical measurements but the decision on fitness on account of weight will be taken at the time of Medical Examination.</p>			
5.4	<p>Other Essential qualifications. For Assistant Sub Inspector (Stenographer)</p>	<p>Skill Test Norms on Computer – Dictation:-10 minutes @ 80 words per minute. Transcription time- 50 minutes in English or 65 minutes in Hindi on computer.</p>	
5.5	<p>Other Essential qualifications. For Head Constable (Ministerial)</p>	<p>Skill Test Norms on Computer – English Typing with minimum speed of 35 wpm on Computer (Or) Hindi Typing with minimum speed of 30 WPM on Computer. (35 w.p.m. in English and 30 w.p.m in Hindi corresponding to 10500 KDPH (Key Depressions Per Hour) in English/9000 KDPH (Key Depressions Per Hour) in</p>	

		Hindi with average of 5 key depressions for each word on computer)
5.6	Medical Standards :	The shortlisted candidates will be medically examined by the Medical Boards to assess their physical and medical fitness. The medical examination of the candidates will be conducted in terms of Uniform Guidelines for recruitment Medical Examination for GOs and NGOs in CAPFs and ARs issued vide MHA UO No.A.VI-1/2014-Rectt(SSB) dated 20.05.2015 and MHA OM No.E-32012/ADG(Med)/DME & RME/DA-1/2020(Part File)/1166 dated 31.05.2021 and as amended from time to time by the Government.
5.7	Tattoo:	Following criteria has been fixed to determine permissibility of Tattoo: (a) Content: being a secular country, the religious sentiments of our countrymen are to be respected and thus tattoos depicting religious symbol or figures and the name, as followed in Indian Army, are to be permitted. (b) Location: Tattoos marked on traditional sites of the body like inner aspect of forearm, but only left forearm, being non-saluting limb or dorsum of the hands are to be allowed. (c) Size: Must be less than ¼ of the particular part (Elbow or Hand) of the body.
5.8		The candidate must not have knock knee, flat foot, varicose vein and 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 duties.
5.9	Eye sight :	<ol style="list-style-type: none"> 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 with glasses. 4. Colour vision – CP-III by ISHIARA. Remarks : Binocular vision is required.
Note - I		Candidates who have not acquired the essential educational qualification as on closing date for receipt of the online Application Form will not be eligible and need not apply.
Note - II		Candidates should note that only the Date of Birth and Name as recorded in the Matriculation/ Secondary School Examination Certificate will be accepted for determining the age and name. No subsequent request for any change in the Date of Birth or Name will be considered.
5.10	ELIGIBILITY CRITERIA FOR EX-SERVICEMEN CANDIDATES	
		Ex. Servicemen who are Havildar, Lance Naik or Sepoy in the Army or equivalent rank in the Air Force or Navy are eligible to apply for the post of ASI/Steno & HC/Min. Ex. Servicemen holding the rank of Subedar, Nb-Subedar or equivalent rank in the Army/Air Force/Navy may also compete in this recruitment for lower post provided they fulfil the eligibility criteria and also they furnish their willingness in writing that in the event of their selection they will not claim the post equivalent to the rank they were holding the Defence Forces.
		An 'Ex-serviceman' means a person ;
(i)		Who has served in any rank whether as a combatant or 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 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 were on deputation in Army Postal Service for more than six months prior to the 14th April 1987 or ;
(v)	Gallantry award winners of the Armed forces including personnel of Territorial Army or ;
(vi)	Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
5.10.1	Break in service: Should not be more than three years from the date of discharge from Army/Navy/Air Force as on closing date of receipt of online Application Form.
5.10.2	Medical Category: Should be 'AYE' or 'SHAPE-1' at the time of discharge.
5.10.3	Age : They shall be allowed to deduct the period of Army service from their actual age and the resultant age should not exceed the maximum age limit prescribed for these posts by more than 3 years. The upper age limit shall be further relaxable upto 5 years in case of SC/ST and 3 years in case of OBC candidates on production of caste certificates in the prescribed format. The crucial date for determining age limit is closing date for receipt of the Online Application from (i.e.25.10.2022).
5.10.4	Character on discharge: Exemplary/Very good.
Note - I	Ex-serviceman who has already secured employment in civil side under Government on regular basis after availing the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, he can avail the benefit of reservation as Ex-Serviceman for subsequent employment if he immediately after joining civil employment, has given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he had applied before joining the initial civil employment as mentioned in the OM No.36034/1/2014-Estt(Res) dated 14.08.2014 issued by DoPT.
Note -II	Age concession/ reservation is not admissible to sons, daughters and dependents of Ex-Serviceman. Therefore, such candidates should not indicate their category as Ex-Servicemen.

Note – III	The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of “Ex-Serviceman” may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union. Such candidates should submit a certificate from the Commanding Officer concerned as per Annexure-X .
Note -IV	Ex-Servicemen will be required to appear at the time of PST event to record their measurements, documentation and produce their education certificate and other testimonials. They will also appear and qualify in written test, skill test & medical examination. Ex-Servicemen will be required to qualify in medical examination as per MHA UO No.A.VI-1/2014-rectt(SSB) dated 20.05.2015 and MHA OM No.E-32012/ADG(Med)/DME&RME/DA-1/2020(Part File)/1166 dated 31.05.2021 and as amended from time to time by the Government.

6. **DISQUALIFICATION:**

- i)
 - 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 another person shall be eligible for appointment to the Force. Provided that the Central Government may, if satisfied that such marriage is permissible under personal law applicable to such person and the other party to the marriage and there are other grounds to do so, exempt any person from the ambit of this rule.
- ii) Dismissal from Govt. Service.

7. **Process of Certification and format of certificate :-**

7.1	Candidates who wish to be considered against vacancies reserved / or seek age-relaxation are required to submit requisite certificate from the competent authority in the prescribed format, when such certificates are sought for document verification at the time of Document Verification. Otherwise, their claim for SC/ST/OBC/EWS category will not be entertained and their candidature will be cancelled forthwith. The formats of the certificates are annexed with this notification.
7.2	A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/community certificate and does not fall in the creamy layer on the crucial date i.e. closing date of receipt of Online application Form.
7.3	The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The crucial date for submitting income and asset certificate will be the closing date for receipt of online Application Form.
7.4	Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Issuing Authority. Candidates are cautioned that their candidature will be cancelled forthwith in case they fraudulently claim SC/ST/OBC/EWS status or avail any other benefit.

7.5	West Pakistani Refugees (WPR) who have settled in Jammu & Kashmir and Ladakh but have not been given the status of citizens of the UTs will be recruited without the condition of having a domicile certificate from the designated authority of the J&K and Ladakh UTs. However, such candidates will be required to submit a Nativity/ Identity certificate from the WPR as per Annexure- VII .
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8. **How to apply :-**

8.1	Applications must be submitted in online mode at the official website of CISF i.e. www.cisfrectt.in . For detailed instructions, please refer to Annexure-I and Annexure-II of this Notice. No other mode of submission of application is allowed.	
8.2	The details of Name of the State/UT comes under Recruitment Sector are as follows:-	
	Sl. No	Name of the State/UT
	(1)	(2)
		Name of Application Receiving Centres with address
	(1)	(2)
	1.	Chandigarh, Haryana, Himachal Pradesh, Jammu & Kashmir, Ladakh, Punjab & Rajasthan.
		DIG, CISF (North Zone) HQrs., CISF campus, Post-Mahipalpur, New Delhi - 110037. (E-mail Id : dignz@cisf.gov.in)
	2.	Delhi, Uttar Pradesh & Uttarakhand
		DIG, CISF RRC NCR Zone HQrs., CISF 5th RB Battalion, Post – Shipra Sun City, Distt – Ghaziabad, State – Uttar Pradesh - 201014. (E-mail Id : digncr@cisf.gov.in)
	3.	Dadra & Nagar Haveli and Daman & Diu, Goa, Gujarat and Maharashtra.
		DIG, CISF (West Zone) HQrs., CISF Complex, Sector-35, Kharghar, Navi Mumbai – 410 210. (E-mail Id : digwz@cisf.gov.in)
	4.	Chhatisgarh & Madhya Pradesh
		DIG, CISF (Central Zone) HQrs., Bhilai, 03rd RB campus, Post-Utai, Dist-Durg, State-Chhattisgarh - 491107. (E-mail Id : digcz@cisf.gov.in)
	5.	Bihar & Jharkhand
		Sr. Commandant, CISF 02 nd Res. Bn., Post : Dhurwa, Dist : Ranchi, State : Jharkhand -834004. E-mail Id : rb-2nd@cisf.gov.in)
	6.	Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Puducherry, Tamil Nadu & Telangana.
		DIG, CISF (South Zone) HQrs., 'D' Block, Rajaji Bhavan, Besant Nagar, Chennai, Tamil Nadu - 600090. (E-mail Id : digsz@cisf.gov.in)
	7.	Andaman & Nicobar Islands, Sikkim, Odisha & West Bengal.
		DIG, CISF (South East Zone-1) HQrs., Premises No.553, East Kolkata Township (Kasba), Kolkata - 107. (E-mail Id : dignez@cisf.gov.in)
	8.	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland & Tripura.
		DIG, CISF (North East Zone) HQrs., Beharbari, Near A.G.Colony, Hockey Stadium Road, Post -Basistha, Dist - Kamrup, Assam - 781029. (E-mail Id : dig-nez2@cisf.gov.in)

8.3	<p>In the online Application Form, candidates are required to upload the following documents :-</p> <ul style="list-style-type: none"> ➤ Uploading of Photograph - Recent scanned colour passport size photograph duly mentioned the date on which the photograph has been taken (i.e. not more than three months old from the date of publication of this Notification) in JPEG format (20 KB to 50KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and both ears should be visible. <u>Applications without the date printed on the photograph will be rejected.</u> Applications with blurred photograph will also be rejected. ➤ Uploading of Signature - Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). Applications with non-legible signature will be rejected. ➤ Uploading of Documents – Candidate is required to upload the scanned copies in PDF format (Note more than 1 MB) with regard to his/her age and educational qualification (i.e. Matriculation Certificate & Senior Secondary Examination Certificate).
8.4	Last date and time of submission of online applications is 25/10/2022 (5:00 PM)
8.5	Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login on account of heavy load on the website during the closing days.
8.6	Before submission of the online application, candidates must check that they have filled correct details in each field of the form. Application once submitted cannot be modified. Hence, utmost care should be taken to furnish the correct details before submitting the online application. After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like post, fax, email, by hand, etc will not be entertained.
8.7	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as important information relating to recruitment will be given to them through e-mail/ SMS.
8.8	Only one online application is allowed to be submitted by a candidate.
8.9	After submitting the online application, the candidates are required to take print out of the finally submitted online application and to retain the same with them to be produced to the recruitment board subsequently. Candidates are not required to send the printouts of their online application or any other document to concerned RRCs.

9. **Application Fee** :

9.1	Fee payable :Rs.100/- (Rupees one hundred only).
9.2	Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Female and Ex-servicemen (ESM) are exempted from payment of fee.

9.3	Fee can be paid online through Net Banking, by using Credit or Debit or Rupay cards, and UPI or through cash in SBI Branches by generating SBI Challan. Fee paid by modes other than as stated above, will not be accepted.
9.4	Online fee can be paid by the candidates up to 25/10/2022 (1700 hours) . However, candidates who wish to make the cash payment through Challan of SBI, may make the payment in cash at the Branches of SBI within the working hours of the bank up to 27/10/2022 provided the Challan has been generated by them before 25/10/2022 (1700 hours) .
9.5	Fee once paid will not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
9.6	Tariff/Taxes charges will be borne by the candidate in addition to fees as applicable for Bank.

10. **Admission to the Examination** :

10.1	All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are provisionally accepted and found to be in order as per the terms and conditions of this Notification, will be assigned Roll numbers and issued Admit Card for appearing in the PST & Documentation. Subsequently, qualified candidates will be issued Admit Cards for the next stages of the Examination.
10.2	Detailed scrutiny of candidates eligibility / documents will be undertaken at that time of PST & Documentation stage. As such, candidature will be accepted only provisionally. The candidates must go through the requirement of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post. If any claim made in the application is not found substantiated during the entire recruitment process, the candidature will be cancelled.
10.3	Candidates must write Registration-Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication. Communication from the candidate not furnishing these particulars shall not be entertained.
10.4	Facility for downloading Admit card for PST & Documentation, Written Examination, Skill Test and Medical Examination will be made available about 10 days before the examination on the CISF website www.cisfrectt.in . Candidate must bring printout of the Admit Card to the Examination Hall/Centre.
10.5	In case of inability in downloading Admit cards from the website, candidates should contact CISF at least one week before PST & Documentation, Written Examination, Skill Test or DME/RME.
10.6	In addition to the Admit Card, it is mandatory to carry two colour passport size photograph duly mentioned the date on which the photograph has been taken (i.e. not more than three months old from the date of publication of this Notification) , original valid Photo-ID proof duly printed the date of birth such as Aadhaar Card, Voter's ID Card, Driving License, PAN Card, Passport, ID Card issued by University/College/School, Employer ID Card (Govt./PSU), Ex-Serviceman Discharge book issued by Ministry of Defence, any other photo bearing ID card issued by the Central/ State Government.

10.7	If the Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheets issued only by CBSE/ICSE/State Boards, Birth Certificate) as proof of their date of birth for identification purpose. In case of mismatch in the date of birth mentioned in the Admit Card and photo ID/Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.
10.8	Any other document mentioned in the Admit Card shall also be carried by the candidates while appearing in the Examination.
10.9	Applications with blurred photograph and/ or signature will be rejected.

11. **Recruitment Process** :-

11.1	<u>Physical Standard Test (PST) & Documentation</u> : All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are provisionally accepted and found to be in order will be called to appear in PST & Documentation. Physical Standard Test (PST) & Documentation will be conducted at various centres. Detailed scrutiny of candidates eligibility/ documents will be undertaken at that time. Therefore, it will be the responsibility of the candidates to verify their eligibility as prescribed in this notice before appearing for PST & Documentation. Candidates who are found eligible on Height Bar Test will undergo biometric registration (Left thumb impression (LTI) / Right thumb impression (RTI) / Fingers impression) before PST. Relaxation in height and chest (as the case may be) as mentioned above for the candidates other than those belonging to ST category will be permissible only on production of original certificate at the time of PST & Documentation in the proforma as prescribed in Annexure-VI from the competent authorities. ST candidates may avail the relaxation on the production of valid original ST Certificate.
11.1.1	HEIGHT BAR TEST (HBT) : Those candidates found eligible in height bar test will be put through PST.
11.2.	<u>Physical Standard Test (PST)</u> – Candidates who qualify Height Bar Test will be screened for height, chest and weight by the Board of Officers. Physical Standards for the post are mentioned at Para 5.3 above.
11.2.1	Candidates who are declared not qualified in Physical Standards Test may prefer an appeal on same day, if they so desire, to the Appellate Authority nominated for the Centre through Presiding Officer (PO). The decision of the Appellate Authority will be final and no further appeal or representation in this regard will be entertained thereafter.
11.2.2	The candidates who meet the requirements of physical standard will be allowed to participate in Documentation. The candidates who do not fulfil the laid down physical standards will be eliminated from recruitment process by giving rejection slip, thereof. However, elimination on grounds of weight will be done at the time of medical examination.
11.2.3	The candidates who meet the requirements of physical standard will be allowed to participate in Documentation.
11.3	Documentation : Following Original testimonials/documents of the candidates who qualify in PST will be scrutinized. Candidates who fail to produce requisite original testimonials/documents will be eliminated from the recruitment process by giving rejection slip intimating reasons thereof by the Presiding Officer and no candidate

	will be allowed provisionally.																						
	(i) Matriculation & Senior Secondary Examination Certificates to prove age, name and educational qualification.																						
	(ii) Discharge Certificate & undertaking in the format prescribed in Annexure – IX & XI from Ex-servicemen candidates.																						
	(iii) Caste Certificate (as applicable) in the format prescribed at Annexure - III, Annexure – IV and Annexure - V of the notice from the candidates seeking reservation/ age relaxation.																						
	(iv) Certificate from candidates who wish to avail relaxation in height/ chest measurement as prescribed in Annexure – VI of the notice.																						
	(v) Certificate from District Collector/ District Magistrate in respect of dependent applicants of riot victims as mentioned in category (v) under Para-5.2.1 of this Notification.																						
	(vi) Nativity/ Identity Certificate by West Pakistani Refugee in the format prescribed at Annexure-VII of the notice.																						
	(vii) Departmental candidates including CISF candidates (both open and LDCE) have to submit certificate from their employer as per Annexure-VIII .																						
	Ex-servicemen candidates will be required to appear at the time of PST event to record their measurements, documentation and produce their education certificate and other testimonials. They will also appear and qualify in written test, skill test & medical examination.																						
11.4	Written Examination under OMR/Computer Based Test(CBT) Mode :-																						
11.4.1	The candidates who qualify in PST & Documentation will be called for Written Examination under OMR/Computer Based Test (CBT) Mode. The Written Examination will consist of one objective type paper containing 100 questions carrying 100 marks of 02 hours duration, with the following composition :-																						
	<table border="1"> <thead> <tr> <th>Part</th> <th>Subject</th> <th>Number of Questions</th> <th>Maximum Marks</th> <th>Duration/ Time</th> </tr> </thead> <tbody> <tr> <td>Part-A</td> <td>General Intelligence</td> <td>25</td> <td>25</td> <td rowspan="4">120 minutes</td> </tr> <tr> <td>Part-B</td> <td>General Knowledge</td> <td>25</td> <td>25</td> </tr> <tr> <td>Part-C</td> <td>Arithmetic</td> <td>25</td> <td>25</td> </tr> <tr> <td>Part-D</td> <td>General English or Hindi</td> <td>25</td> <td>25</td> </tr> </tbody> </table>	Part	Subject	Number of Questions	Maximum Marks	Duration/ Time	Part-A	General Intelligence	25	25	120 minutes	Part-B	General Knowledge	25	25	Part-C	Arithmetic	25	25	Part-D	General English or Hindi	25	25
Part	Subject	Number of Questions	Maximum Marks	Duration/ Time																			
Part-A	General Intelligence	25	25	120 minutes																			
Part-B	General Knowledge	25	25																				
Part-C	Arithmetic	25	25																				
Part-D	General English or Hindi	25	25																				
11.4.2	The identity of all candidates shall be verified with the biometric credentials registered at the time of PST & Documentation before Written Examination.																						
11.4.3	All questions will be of Objective Multiple Choice type. The Written Examination will be conducted in English and Hindi languages under OMR/Computer Based Test (CBT) Mode only. There shall be no negative marking.																						
11.4.4	The dates of examination will be informed to candidates only through CISF website www.cisfrectt.in .																						
11.4.5	There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.																						
11.4.6	Tentative Answer Keys of the Written Examination will be placed on the CISF website www.cisfrectt.in after the Examination.																						
11.4.7	The Written Examination paper will be of 12 th standard.																						

11.4.8	Candidates are not permitted to use calculators and any other electronic gadgets in Written Examination. They should, therefore not, bring the same inside the Examination Hall. Possession of these items, whether in use or not, will be considered as “use of unfair means” in the examination and appropriate action will be taken against such candidates.
11.5	Skill Test: After written examination, candidates who are placed in merit (category wise) will undergo Skill Test as mentioned at Para- 5.4 & 5.5 for Assistant Sub Inspector (Stenographer) & Head Constable (Ministerial) respectively. This test will only be qualifying in nature.
11.6	Medical Examination : After completion of PST, Documentation, Written Examination & Skill Test, All India and category wise merit lists will be drawn based on the performance of candidates in written examination and number of vacancy in each category. Only those candidates who find place in the select list as per the available vacancy in each category will be called for Detailed Medical Examination(DME). The candidates will be medically examined by the Medical Boards to assess their physical and medical fitness. The medical examination of the candidates will be conducted in terms of Uniform Guidelines for recruitment Medical Examination for GOs and NGOs in CAPFs and ARs issued vide MHA UO No.A.VI-1/2014-Rectt(SSB) dated 20.05.2015 and MHA OM No.E.32012/ADG(Med)/DME&RME/DA-1/2020(Part File)/1/1166 dated 31.05.2021 and as amended from time to time by the Government.
11.6.1	Candidates will be declared either FIT or UNFIT. No candidate will be declared as temporary unfit.
11.6.2	The candidates equal to the number of vacancies allotted to Sector/Trade in each categories will be called for Detailed Medical Examination. The selected candidates will be medically examined by the Medical Boards to assess their physical and medical fitness. The medical examination will be conducted in terms of Uniform Guidelines for recruitment Medical Examination for GOs and NGOs in CAPFs and ARs issued vide MHA UO No.A.VI-1/2014-Rectt(SSB) dated 20th May, 2015 and MHA OM No.E-32012/ADG(Med)/ DME & RME/DA-1/2020(Part File)/1166 dated 31.05.2021 and other instructions issued by the Government from time to time to assess their physical and medical fitness. He shall fulfil the medical standards as elucidated therein.
Note	An undertaking shall be taken from all the selected candidates at the time of joining that if at any stage of their service career, they are found to be colour blind they will be boarded out as per the SHAPE policy in vogue and the same is to be enclosed in their service records.

12. **Mode of Selection:**

12.1	After completion of Written Examination and Skill Test, category wise merit list for UR, EWS, SC, ST, OBC & Ex-Servicemen (Male & Female) will be drawn separately on the basis of aggregate marks obtained in written examination by the candidate and number of vacancy in each category.
12.2	The minimum percentage of marks for qualification in Written Examination/OMR based/CBT Mode for next stage will be as under : <div style="text-align: right;"> UR/EWS/Ex-SM : 35% SC/ST/OBC : 33% </div>

Note :-	The qualifying marks means that person scoring less than the qualifying marks will not be called for next stage even if vacancy remains unfilled. The candidates will be called for next stage on the basis of their position in merit in the Written Examination and cut off marks of each Category according to vacancy.
12.3.	<u>Resolution of Tie cases</u> : In the event of tie in scores of candidates in the Written Examination, such cases will be resolved by applying following criteria, one after another in the given order, till the tie is resolved :
Assistant Sub Inspector (Stenographer)	
(i)	The candidate older in age will get preference;
(ii)	Further tie if any shall be resolved by the educational qualification of the candidate i.e. higher in qualification will get preference;
(iii)	If the matter still remains unresolved, then the height of the candidate shall be considered i.e. candidate taller in height will get the preference; and
(iv)	If the tie still persists, it shall be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet (English) which comes first in the alphabetical order will get preference.
Head Constable (Ministerial)	
(i)	The Candidate older in age will get preference ;
(ii)	Further tie, if any, shall be resolved by comparing the height of the candidate i.e. candidate taller in height will get the preference ;
(iii)	If the matter still remains unresolved, then it shall be resolved by the educational qualification of the candidates i.e. higher in the qualification will get preference; and
(iv)	If the tie still persists, it shall be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet (English) which comes first in the alphabetical order will get preference.
12.3.1	SC, ST, OBC and EWS candidates, who are selected on their own merit without relaxed standards along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC & EWS candidates which will, thus, comprise of SC, ST, OBC and EWS candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard. .
12.3.2	SC, ST, OBC and EWS candidate who qualify on the basis of relaxed standards viz. age limit, height and chest measurement, marks in Written Examination larger than what is provided for general category candidates etc., irrespective of his merit position, such SC, ST, OBC and EWS candidates are to be counted against reserved vacancies. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards with regard to age.
13	<u>Decision</u> : The decision of the board/ department in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, conduct of examination (s), preparation of merit list will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

14	<u>COURTS JURISDICTION</u> : Any dispute with regard to this recruitment will be subject to courts/tribunals having jurisdiction over the City/Town in which the concerned Recruitment centre of CISF is situated and where the candidate has submitted his/her application.
15	<u>IMPORTANT INSTRUCTIONS TO CANDIDATES :</u>
15.1	Before applying, candidates must go through the instructions given in the notice of examination, very carefully.
15.2	The posts are combatised and purely temporary in nature but likely to become permanent.
15.3	While filling up Online application form (Annexure-II), candidates must ensure that recent scanned colour passport size photograph duly mentioned the date on which the photograph has been taken (i.e. not more than three months old from the date of publication of this Notification) should be uploaded and also to fill the correct Identity Card Number in their application (i.e. AADHAR Number, Driving License, Voter ID card, Identity Card issued by University/College or Income Tax PAN Card Number). The same will be produced at the examination centre during each event. Biometric Data (Left Thumb Impression) of candidates will be generated during the 1st stage of recruitment and will be utilized during recruitment process for verifying their identity.
15.4	Verification of documents with originals will be carried out at the time of PST & Documentation. Therefore, candidature will be accepted provisionally only. Before applying, candidates should go through the requirements of educational qualification, age, physical standards etc. and satisfy themselves that they are eligible for the post. When scrutiny of document is undertaken at the time of PST & Documentation, if any claim made in the application is not found substantiated, the candidature will be cancelled.
15.5	Candidates should bring all their original educational /caste/domicile certificates and other testimonials at the time of PST & Documentation for proper checking/scrutiny. If any candidate fails to submit any requisite document in support of their eligibility, their candidature will be rejected straightaway and no appeal will be accepted against their rejection for conducting documentation on any other day and they will not be allowed to participate in further process of recruitment.
15.6	Candidates seeking reservation benefits such as SC/ST/OBC/EWS/ESM or any other relaxation as per the provisions of this Notice of Examination must ensure that they are entitled to such reservation/ relaxation. They should be in possession of the relevant certificates in original in the prescribed format in support of their claim when the copies of the certificates are sought.
15.7	Caste certificates having the following details in respect of reserved category candidates may be accepted as per prescribed certificate and the candidates may be allowed to continue in recruitment process against vacancy of respective reserved category:- <ul style="list-style-type: none"> a) Name of candidate, Father's name, locality/village/town from where they belong; b) Certificate issued by the appropriate/prescribed authority; c) Authority of Govt. of India resolution is correctly mentioned in caste certificate which justifies that claim of individual against reserved category is genuine; Caste as mentioned in the caste certificate of the individual is included in the central list as notified by central Government for that category;

15.8	Persons with Disabilities (PwD) are not eligible to apply for this examination.
15.9	Request for change/correction in the application form, once submitted, will not be entertained under any circumstances. Such requests received through Post/Fax/ Email/ By hand etc shall not be entertained.
15.10	If suitable Ex-Servicemen candidates are not available, vacancies reserved for Ex-Servicemen will be filled up by candidates of non-Ex-Servicemen category.
15.11	Persons employed in Government/Semi Government /Public sector undertaking including CISF personnel should apply through proper channel and “No objection certificate” should be obtained from their employer. They have to upload the certificate as per Annexure-VIII .
15.12	In the online application form, candidates are required to upload recent scanned colour passport size photograph duly mentioned the date on which the photograph has been taken (i.e. not more than three months old from the date of publication of this Notification)duly dated (i.e. not more than 3 months old from the date of publication of the notification) , Signature and scanned copies of relevant documents with regard to age & educational qualification (i.e. Matriculation Certificate & Senior Secondary Examination Certificate).
15.13	When application is successfully submitted, it will be accepted ‘Provisionally’. Candidates should take printout of the application form for their own records. The printout of the ‘Application Form’ is not required to be submitted.
15.14	The candidates must carry two passport size recent colour photographs duly dated and one original valid Photo ID Proof such as Aadhaar Card, Driving License, Voter Card, PAN Card, Identity Card issued by University/College/ Government, Employer ID Card, ESM Discharge Book issued by the MoD or any photo bearing ID card issued by Central/State Government to the examination venue for identification purpose. If photo identity card does not have the date of birth printed in it, then the candidature must carry an additional original certificate in proof of his date of birth. In case of mismatch in the date of birth mentioned in the Admit Card and Photo ID/Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.
15.15	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/cyber café will be held responsible for the same and liable for suitable legal action under cyber/IT Act.
15.16	Candidate should note that they are applying for combat force and should participate in the recruitment process with due physical/ mental preparation and will be fully responsible for any incident/ accident occurring during any stage of recruitment. Recruiting Agency/Centre will not be responsible for any such unforeseen incident/ accident. Candidates will participate in recruitment at their own risk.
15.17	Candidates should come duly prepared for 2-3 days stay under their own arrangements for different stages of recruitment process. No TA/DA will be admissible for journey and stay.
15.18	Canvassing in any form or bringing outside influence will automatically disqualify the candidate from appearing in the test further without any notice.
15.19	Medical standard for departmental candidates (LDCE) is same as for direct candidate as per Para 5.6 above.

15.20	The decision of the department in all matter relating to eligibility, acceptance or rejection of the applications, mode of selection, conduct of examination and allotment of examination centres, mode /procedure for skill test, medical examination etc., will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
15.21	Any certificate other than in Hindi or English should be enclosed with translation (in Hindi or English) duly attested, else will not be entertained.
15.22	Candidates have to appear in all the stages of recruitment for which they have qualified. If a candidate is absent from any stage/event for which he/she has qualified, his/her candidature will be cancelled.
15.23	Selected candidates are required to undergo basic training in CISF 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.
15.24	The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional subject to their satisfying the prescribed eligibility conditions. If on verification, at any time before or after any stage of recruitment process or even after issue of Offer of Appointment/ joining the Force, it is found that they do not fulfil any of the eligibility conditions, their candidature/ selection for post will be cancelled.
15.25	Success in the examination confers no right of appointment unless the Department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service.
15.26	In case a candidate is found unfit/ineligible for service on any ground after his selection/appointment, his service will be terminated without assigning any reason.
15.27	If any candidate is found to indulge at any stage in any act of malpractices during the entire recruitment process or thereafter, his candidature will be cancelled and he will be liable for suitable legal action.
15.28	Any shortcoming which could not be detected at the time of initial scrutiny of the documents and found/noticed at a later stage, shall render the candidate disqualified for the post and he will not be allowed to appear in subsequent events of the recruitment and no appeal or correspondence will be entertained in this regard.
15.29	The department has a right to make any changes in the advertisement or cancel it without assigning any reason. Further all the conditions mentioned herein may vary as per orders issued by Government of India from time to time.
15.30	CISF or Government of India will not be responsible for any injury/mishap or medical problem during the course of recruitment process/test.
15.31	The admission of candidates at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. Undergoing medical examination at the end of the recruitment process does not guarantee appointment as the offer of appointment will be made only according to allotted vacancies, for each category from the merit list in the order of merit of the candidates.
15.32	The Director General, CISF reserves the right to make changes or cancel or postpone the recruitment without assigning any reason. Further all the conditions mentioned herein may vary as per orders issued by Government of India from time to time.

15.33	The candidates must have their own personal and valid E-Mail ID. They are also advised to have their own mobile number. The candidates are advised to retain the same mobile number and E-Mail ID in use which they have furnished in the application form because any important information shall be given to the candidates through SMS or E-Mail only.
15.34	The acknowledgement regarding successful completion of registration of online application will be sent through SMS/E-Mail to candidates.
15.35	The Call Letters/Admit Cards for PST & Documentation, Written Test, Skill Test and Detailed Medical Examination will be uploaded on CISF website at each stage during the recruitment process. Candidates are required to download Call letters/ Admit card for the examination from CISF website i.e. https://cisfrectt.in . No admit card will be issued by post.
15.36	Candidates may contact Help Line Number 011-24366431/24307933 for clarification, if any, in respect of filling applications and PST, Documentation, Written Test, Skill Test and Medical Examination.
15.37	The candidates must write their name, date of birth, father's name strictly as given in the matriculation certificate otherwise their candidature will summarily be cancelled at the time of document verification or as and when comes to the notice of CISF.
15.38	For regular updates regarding this recruitment please visit https://cisfrectt.in
15.39	CISF strives to recruit fit, committed, sincere and best candidates with transparency and impartiality. Hence, candidates are advised to " <u>BEWARE OF TOUTS</u> ".

IMPORTANT NOTICE FOR CANDIDATES

Beware of touts. No money is charged for recruitment in CISF. If you have paid or promised to pay money to any one you are being cheated & you are losing money. If anyone demands money for getting you selected, immediately inform the Presiding Officer (PO) of recruitment board and DIsG of concerned recruitment Centre or inform through e-mail giving the name of the person at ac-rectt@cisf.gov.in

Procedure for filling online Application

Process of filling online application for the examination consists of two parts:

I.	One Time Registration
II.	Filling of online Application for the Examination
<u>Part-I (One-Time Registration)</u>	
<p>One-time Registration will be a permanent database for candidate. The Unique Registration ID and Password will be used by the candidates for all the examinations conducted by CISF. Read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'. Before proceeding with One-time Registration, keep the following information/documents ready:</p> <ol style="list-style-type: none"> a. Mobile Number b. E-mail ID (to be verified through verification e-mail). c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage): <ol style="list-style-type: none"> i. Voter ID Card ii. PAN Card iii. Passport iv. Driving License v. School/College ID vi. Employer ID (Govt./PSU/Private) d. Information about the Board, Roll Number and Year of passing of the Matriculation (10th) Examination. 	
How to register for the first time :-	
<ol style="list-style-type: none"> 1. Log on to the official website of CISF that is https://cisfrectt.in. 2. Home page will be displayed. Click on "Login" button. 3. New page will be displayed. Click on "New Registration" button. 4. One-time Registration process requires filling up of following information: <ol style="list-style-type: none"> a. Basic details b. Additional and contact details c. Declaration. 5. For filling up the 'One-Time Registration Form', please follow the following steps: <ol style="list-style-type: none"> a. Few critical details (e.g. Name, father's name, mother's name, date of birth, gender, Aadhaar number etc) are required to be entered twice, in the relevant columns of the Registration Form to avoid any inadvertent mistakes in filling up of the form. If there is mismatch between the original and verify data columns, it will not be accepted and an indication to this effect will be given in red text. b. Fill your name, exactly as given in Matriculation (10th Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same. c. Fill your father's name exactly as given in Matriculation (10th Class) Certificate. 	

- d. Fill your mother's name exactly as given in Matriculation (10thClass) Certificate.
- e. Fill your date of birth exactly as given in Matriculation (10thClass) Certificate.
- f. Provide information about your gender.
- g. Click on submit button. New page will be displayed.
- h. Check your personal details and fill the basic details.
- i. Fill your Matriculation(10thClass) Examination details which include:
 - i. Name of Education Board
 - ii. Roll Number
 - iii. Year of passing
 - iv. Provide information about your level of Educational Qualification (highest).
- j. Fill your contact details including permanent and present address.
- k. Fill the working Mobile Number and Email-ID. It may also be noted that any information which the department may like to communicate with you through email, will be sent on provided Email-ID only. Same Email-ID will also be used for retrieval of password/Registration Number, if required.
- l. Read the 'Declaration' carefully, if you agree with the declaration, click on 'Final Submit' button.
- m. On confirmation, your data will be saved. Your Registration Number and Password will be sent to your Email-ID and registered mobile number.
- n. Login using your Registration-Number as user name and auto generated password provided to you on your email.

6. YOU ARE AGAIN CAUTIONED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF IN CORRECT/WRONG INFORMATION.

Part-II (Online Application Form)

1. Before proceeding with filling of online application, keep the following data ready:
 - a. Recent scanned colour passport size photograph duly mentioned the date on which the photograph has been taken (**i.e. not more than three months old from the date of publication of this Notification**)duly dated (**i.e. not more than three months old from the date of publication of the Notice of Examination**) in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5cm (width) x 4.5cm (height). The photograph should be without cap, spectacles and both ears should be visible. **The date on which the photograph has been taken must be clearly printed on the photograph. Applications without the date printed on the photograph will be rejected. Applications with blurred photograph will also be rejected.**
 - b. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). **Applications with illegible signature will be rejected.**
2. Registered candidate may login to online system through their 'Registration-Number' and password.
3. Login to CISF Recruitment website i.e <https://cisfrectt.in> and click '**ASI/Steno & HC/Ministerial-2022**' tab.
4. Fill the essential details such as 'Registration Number', 'Password', 'Captcha' and click submit button.
5. New page will display, where candidate can validate their email by clicking on '**Validate Email**' tab. After validation, click on '**ASI/Steno & HC/Ministerial-2022**' tab and then click on '**application form**'. Thereafter application form will open. The data/details filled by candidate at the time of registration process will automatically be filled in the respective fields in the application form. The remaining empty fields should be filled by the candidate. The candidates are advised to fill in the details very carefully.
6. Once the candidate has filled in all the required details in the application form, he will find two buttons at the bottom namely '**Submit & Cancel**', if the candidate uses the cancel button, he will exit from the application form. No data/details will be saved.
7. Once the application form is completely filled in, read declaration carefully and click on "**Submit**" button if you accept the same which will save all the data/details filled in by him.
8. **Upload your recent Photograph duly mentioned the date on which the photograph has been taken (i.e. not more than three months old from the date of publication of this Notification)duly dated (not more than three months old from the date of publication of the Notice of Examination) as specified at S. No-1(a) above.**
9. Upload your signature as specified at S. No.1 (b). **Applications with blurred signatures will be rejected.**
10. The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination and the date on which the photograph has been taken should be clearly printed on it.
11. **Upload your scanned copy of Matriculation Certificate and Senior Secondary Examination Certificate for the proof of Age and Educational Qualification (Not more than 01 MB).**

12. After uploading all the required documents and image, click on Continue for Payment button appears at the bottom of the page.
13. Now 'payment' window will appear. The personnel who are exempted from payment of examination fee will see the message that **you are eligible for Fee Exemption** and will get the **'Print Application'** option.
14. Proceed to make fee payment if you are not exempted from payment of fee.
15. Make the payment of fee either through UPI, Net Banking, by using Credit or Debit cards or in cash at SBI Branches by generating SBI Challan by selecting fee payment mode option. If candidate selects challan option then candidate gets a fee deposit challan form from the server. After getting challan form candidate should go to the nearest State Bank of India Branch and deposit the fee. After this candidate's formality is completed. Bank will generate MIS Report and send it to CISF. This process takes minimum 48 hours. After 48 hours the candidate may check the status of his application.
16. After completion of payment procedure, candidates may take a print out of their filled application form and retain the same with them.

Annexure-III

The form of certificate to be to be produced by Scheduled Caste and Scheduled Tribe candidates applying for appointment to posts under the Government of India

<p>This is to certify that Shri/Shrimati/Kumari* _____ belongs to the _____ Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:-</p>	
@	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 Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act,1970, the North Eastern Areas Reorganization) Act, 1971, the Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 1976. , the State of Mizoram Act, 1986 the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]
@	The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956_____
@	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 Constitution (Scheduled Tribes) Orders (Amendment)Act, 1991
@	The Constitution (Scheduled Tribes) Orders (Second Amendment) Act, 1991

@	The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002
@	The Constitution(Scheduled Castes) Orders (Amendment) Act, 2002
@	The Constitution(Scheduled Castes and Scheduled Tribes) Orders(Amendment) Act, 2002
@	The Constitution(Scheduled Castes) Orders (Second Amendment) Act, 2002
@	The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.	
<p>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</p>	

_____ (name of the prescribed issuing authority) vide their No. _____ dated _____.		
3. Shri/Shrimati/Kumari* _____ and or * his/her* family ordinarily reside(s) in Village/Town* _____ of _____ District/Division* of the State/Union Territory* of _____.		
Place		Signature
Date		** Designation _____ (With Seal of Office) State/Union Territory _____
<p>* Please delete the words which are not applicable. @ Please quote specific Presidential order. % Delete the paragraph which is not applicable.</p> <p>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.</p> <p>** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe/OBC Certificates.</p> <p>(i) 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.(+not below the rank of 1st Class Stipendiary Magistrate).</p> <p>(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.</p> <p>(iii) Revenue Officers not below the rank of Tehsildar.</p> <p>(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.</p> <p>(v) Administrator/ Secretaru to Administrator/ Development Officer (Lakshadweep).</p> <p>Note: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISION OFFICER.</p>		

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/Town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ Community which is recognised as a backward class under the 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 & Training O.M. No.36012/22/93-Estt.(SCT) dated 08/09/1993**.

Dated:

District Magistrate
Deputy Commissioner etc.
(with official seal)

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

** As amended from time to time.

Note :- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950

Government of

(Name & Address of the authority issuing the certificate)

INCOME &ASSETS 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 I '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).

Signature with seal of Office

Name _____

#Designation _____

Recent Passport size attested photograph of the applicant

* **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.

#List of authorities empowered to issue Income & Assets Certificate

- (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Ist Class Stipendary 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 OF CERTIFICATE TO BE SUBMITTED BY THOSE CANDIDATES WHO INTEND TO
AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT**

Certified that Shri/Kumari _____ Son/Daughter of Shri _____ is
permanent resident of Village _____ Tehsil/Taluka _____ District
_____ of _____ State.

2. It is further certified that :

- ❖ Residents of entire area mentioned above are considered as _____
(*Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas*)
- ❖ He belongs to _____ (states of Sikkim, Nagaland,
Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal
Pradesh and Jammu & Kashmir)
- ❖ He belongs to _____ Tribal community.

Signature
District Magistrate/Sub-Divisional Magistrate/Tehsildar

Date :

Place :

- ❖ *Delete whichever is not applicable*

(Nativity/ Identity Certificate for West Pakistani Refugees)

Office of the Sarpanch/ Numberdar/ NaibTehsildar, _____

Photograph**IDENTITY CERTIFICATE FOR WEST PAKISTANI REFUGEE RESIDING IN THE UTs OF
JAMMU AND KASHMIR/LADAKH**

This is to certify that Shri/ Ms./ Smt. _____ S/o, D/o, W/o Shri _____
formerly a resident of Village _____ Tehsil _____ District _____ of
undivided India (now Pakistan) presently residing at H. No. _____ Street/ Lane
No. _____ Mohalla _____ village _____ Tehsil _____ District
_____ is a West Pakistani Refugee after having migrated from Pakistan during the
Indo-Pak Conflict of 1947.

Dated:

Place

Sarpanch/ Numberdar/ NaibTehildar**Annexure-VIII****FORM OF CERTIFICATE TO BE SUBMITTED BY EMPLOYEES OF GOVERNMENT
DEPARTMENT/UNDERTAKINGS INCLUDING CISF PERSONNEL**

“Certified tht the Department/Office has no objection in permitting Shri ----- for
applying to the post(s) 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

Name & Rank of Head of Office/
Controlling Officer/Unit Commander

Date :

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS
UNDER AN EX-SERVICEMAN 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 any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks etc.) by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Signature of Candidate

Name

Place :

Date :

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

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

Signature
Commanding Officer

Place :

Date :

Office Seal

UNDERTAKING TO BE GIVEN BY AN EX-SERVICEMAN

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.) 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 ason..... 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 ason..... 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 joining the
Armed Forces:
Date of Discharge:
Last Unit/ Corps:
Mobile Number:
Email ID: