

# CENTRAL INDUSTRIAL SECURITY FORCE

Recruitment of Head Constable/Ministerial in CISF-2019 for direct candidate and

HC/Min (LDCE) -2019 for Departmental (CISF) Candidates of CISF

Receipt of Online application: 21.01.2019 to 20.02.2019

Closing Date: 20.02.2019(Upto 5:00 PM)

Online Applications are invited from Male and female Indian citizens for filling up the following temporary posts of Head Constable (Ministerial) in Central Industrial Security Force in the level-4 in pay matrix (Rs. 25500- Rs. 81100) Pre revised Pay Rs. 5200-20200 with Grade pay of Rs. 2400/- plus usual and admissible allowances to the Central Government employees from time to time. They will be governed under CISF Act and Rule as well as Central Civil Services Rules applicable to other members of the Force and other Acts and Rules applicable from time to time. On appointment they shall be entitled for the pension benefits as per the "New Restructured Defined Contributory Pension Scheme" applicable for the new entrants to the Central Government services with effect from 01-01-2004.

02. Category wise vacancies of Head Constable(Ministerial)-2019 are as under:-

Name of post	Category				
	UR	OBC	SC	ST	Total
	[A]	[B]	[C]	[D]	[E]
Direct Male	167	88	49	24	328
Direct Female	21	09	05	02	37
LDCE	34	17	09	04	64
	222	114	63	30	429

Abbreviations used are : UR- Un-Reserved, OBC - Other Backward Class, SC- Scheduled Caste, ST- Scheduled Tribe, LDCE (Limited Department Competitive examination)

Note: -

- The number of vacancies given above are tentative and may increase or decrease at any time/stage of recruitment process, due to administrative reasons. The revision in vacancies, if any, are likely to be notified at the later stages around written exam and or at skill, medical exam stage or prior to declaration of final result.
  - The recruitment will be conducted on an all India basis.
  - 10% vacancies are reserved for Ex-Servicemen. In case the reserved vacancy for Ex-servicemen remains vacant due to non-availability of eligible or qualified candidates, the same will be filled by other candidates.
  - Vacancies reserved for LDCE candidates will be filled up by other candidates in case the sufficient candidates are not available in this category.
  - 10% of the vacancies is reserved for female candidates. If the same remains vacant the same will be filled by male candidates.
  - Reservation of SC/ST/OBC/Ex-servicemen category is available as per extant Government orders.
  - While filling on-line application form, candidates must ensure to fill correct photo bearing identity Card Number in his 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 have to be produced at examination centre during each event. Biometric data of candidates will be generated during the 1ST stage of recruitment and will be utilized during recruitment process for verifying identity of candidates.
  - Candidates should bring their all original educational/caste 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 his/her eligibility, candidature will be rejected straight away and no appeal will be accepted against rejection for failing to submit requisite documents.
  - The posts are temporary but likely to become permanent.
  - Candidates selected for appointment are liable to serve anywhere in Indian Territory and abroad.
  - If any candidate fills wrong information in their application form or uploads fake photograph of any other person /celebrity or object or puts blank photo etc., suitable action will be taken against him as per provision under cyber-crime IT Act 2000.
  - Candidates of reserve category whose caste certificate is in following manner may be accepted as per prescribed certificate and the candidates may be allowed to continue in recruitment process against vacancy of respective reserved category :-
    - Name of candidate, fathers name, locality/village/town from where they belongs is clearly mentioned.
    - Certificate has been issued by the appropriate/prescribed authority.
    - Authority of Govt. of India/resolution is correctly mentioned in caste certificate which justifies the claim of individual against reserved category.
    - Caste mentioned in caste certificate of the individual actually belongs to reserve category as per reservation policy of Central Government and is available in central list as notified by Central Government.
  - A candidate who has applied for recruitment, indicating his category as SC/ST/OBC and fails to produce caste certificate at the time of PST, his candidature will be rejected straight away, for submitting false information.
03. The recruitment process will consist of Height Bar Test (HBT), Physical Standard Test (PST), Documentation, Written Test, Skill test (typewriting) and Medical Examination. The salient features of the recruitment are as under:-
- Application from candidates will be accepted through **ONLINE MODE** only at CISF website <https://cisfrectt.in>. No other mode for submission of application is allowed.
  - Candidates should also not wait till the last date of application to avoid a situation where they are deprived to fill up application due to crash of website on account of heavy influx of applications and delay attributable to technical errors.
  - Application fee @ Rs.100/- from General and OBC candidates will be charged. Candidates belonging to Scheduled Caste, Scheduled Tribe, women and Ex-

servicemen are exempted from paying fee. All such candidates must submit requisite certificate in prescribed proforma from the competent authority to prove their status. Failing to produce certificate in the prescribed format will render their candidature to be cancelled at PST stage itself.

- The Call up letter/Admit card to the candidates will be uploaded on the website <https://cisfrectt.in> at each stage i.e. for PST, documentation, Written Test, skill test (Typewriting) and Detailed medical examination during the recruitment process.
- There will be three stages of recruitment before medical examination as under:-
  - PST, Documentation
  - OMR/Computer based written examination which will be bilingual i.e. Hindi & English.
  - Skill test (Typewriting test)

Note:- The sequence of the above three stages may interchange at the discretion of CISF due to administrative reasons/prevaling circumstances. If written examination is conducted in the 2nd stage, the number of candidates to be called for the 3rd stage would purely depend on merit in the written examination for which qualifying marks would be 35% for General and 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 the 3rd stage i.e. Skill test (typewriting). The number of candidates to be called for 3rd stage 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.
- After completion of skill test a common merit list would be drawn. Meritorious candidates will be provisionally selected for the post of Head Constable/ Ministerial on the basis of the merit position from that common merit list.
- List of provisionally selected candidates will be uploaded on CISF website.
- The candidates who find place in the provisional select list as per available vacancy in each Post and category will be called for Detailed Medical Examination (DME).
- The candidates will be medically examined in accordance with revised uniform guidelines for recruitment medical examination in CAPFs & AR issued vide MHA UO No. A.VI-1/2014-Rectt (SSB) dated 20th May, 2015 and any other instructions issued by Govt. of India from time to time to assess their physical and medical fitness.
- Final selection will be made on the basis of merit in the written examination from amongst the candidates found fit in detailed medical examination & review medical examination.

4.

1) ELIGIBILITY CRITERIA REQUIRED FOR THE POSTS.	
	For the Post of HC(Min)
a) Educational qualification	Intermediate or Senior Secondary School Certificate (10+2) examination from recognized Board or University or equivalent.
b) Age (Direct open market candidates)	Between 18 to 25 years as on 20.02.2019 (closing date for receipt of the application from candidates in India) including for the candidates of North East region.
Categories eligible for relaxation in Age limit	
(i) Schedule Caste/Tribe	Upto 5 Years in upper age limit.
(ii) Other Backward Class	Upto 3 Years in upper age limit
(iii) Departmental candidates (Central Government) with three year continuous service including serving CISF personnel who are not eligible against the LDCE vacancies.	Upto 45 years for SC/ST Upto 40 years for Gen/OBC
(iv) Candidates of Jammu & Kashmir who had ordinarily been domiciled in the State of J&K during the period from 1st Jan 1980 to 31st Dec, 1989. The person claiming relaxation under this category should produce the certificate to the effect that he/she had been domiciled in the State of J&K during the period from 1st Jan 1980 to 31st Dec 1989 from either the District Magistrate within whose jurisdiction he/ she had ordinarily resided or from any other authority designated on his behalf by the Government of Jammu and Kashmir.	Upto 5 years in upper age limit for General candidates. Upto 10 years in upper age limit for SC/ST candidates. Upto 8 years in upper age limit for OBC candidates.
(v) 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) children	Upto 5 years in upper age limit for General candidates. Upto 10 years in upper age limit for SC/ST candidates. Upto 8 years in upper age limit for OBC candidates.

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<p>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. <b>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.</b></p>			<p>iii) 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.</p> <p>iv) <b>Tattoos:-</b> It is noticed that candidates having "Tattoos" on various parts of their body are appearing for medical examination. In this regard, Ministry of Home Affairs vide its letter No. I-45020/7/2012/Pers-II dated 12.01.2017 has issued the following guidelines regarding candidates having tattoos applying for Head Constable/Ministerial Examination:- (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:-Size must be less than 1/4 of the particular part (Elbow or Hand) of the body.</p>
<p>(vi) Ex-Servicemen</p>	<p><b>3 years after deduction of the military service rendered from the actual age as on the date of reckoning.</b> 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 <b>20.02.2019</b> and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.</p>		<p><b>II.FOR LDCE CANDIDATES</b> Constable (GD), Head Constable(GD) and Constable (Tradesman) of CISF with five year's regular service in respective grade as on <b>20.02.2019</b> can appear for the post of Head Constable/Ministerial. They should possess the eligibility criteria at par with direct candidates as mentioned in para 4 (I) above.</p>
<p>(vii) <b>For CISF personnel who intend to compete against the vacancies for Limited departmental competitive examination (LDCE) only :-</b> Constable (GD), Head Constable(GD) and Constable (Tradesman) with five year's regular service in respective grade as on <b>20.02.2019</b> and possessing qualification prescribed for direct recruits under Para 4 (a) &amp; (c)</p>	<p>Upto 35 years of age.</p>		<p><b>III. ELIGIBILITY CRITERIA FOR EX-SERVICEMEN CANDIDATES</b> a) 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 Head Constable/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 fulfill 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 in the Defence Forces. An <b>'ex-servicemen'</b> means a person i) who has served in any rank whether as combatant or noncombatant 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 has been 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 has been awarded medical or other disability pension or c) who has been released from such service as a result of reduction in establishment <b>or</b> 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 services; <b>or</b> iii) personnel of the 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; <b>or</b> iv) Personnel who were on deputation in Army Postal Service for more than six months prior to the 14th April 1987; <b>or</b> v) Gallantry award winners of the Armed Forces including personnel of Territorial Army; <b>or</b> vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.</p>
<p>c) <b>Other Essential qualifications.</b></p>	<p><b>Skill test norms on computer-</b> English Typing with minimum speed of 35 WPM on computer or Hindi Typing with minimum speed of 30 W P M on computer (Time allowed -10 mts) (35 w.p.m. in English and 30 w.p.m. Hindi corresponding to 10500 KDPH in English /9000 KDPH in Hindi with average of 5 key depressions for each word on computer ).</p>		
<p><b>d) PHYSICAL STANDARDS</b></p>			
<p><b>Category</b></p>	<p><b>Male</b></p>		<p><b>Female</b></p>
<p></p>	<p><b>Height measurement</b></p>	<p><b>Chest measurement</b></p>	<p><b>Height measurement</b></p>
<p></p>	<p></p>	<p></p>	<p><b>Chest measurement</b></p>
<p>For the candidates except Scheduled Tribes Candidates</p>	<p>165 cms</p>	<p>Unexpanded-77Cms, Expanded-82 Cms</p>	<p>155 Cms NA</p>
<p>All candidates belonging to Scheduled Tribe categories</p>	<p>162.5 cms</p>	<p>Unexpanded-76 Cms, Expanded- 81 Cms</p>	<p>150 Cms NA</p>
<p>Relaxation :- Relaxable for candidates falling in the categories of Garhwals, Kumaoni, Gorkhas, Dogras,Marathas and candidates belonging to the states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh and Jammu and Kashmir</p>	<p>162.5 Cms</p>	<p>Unexpanded-77Cms, Expanded-82 Cms</p>	<p>150 Cms NA</p>
<p><b>Note:</b> Ex-Servicemen candidates are eligible for total relaxation in physical standards</p>			
<p><b>e) Medical Standard :</b></p>			
<p>I</p>	<p>The person who seeks appointment for the above posts are liable to undergo medical examination in accordance with revised medical guidelines for medical examination for recruitment in CAPFs and AR issued vide MHA UO No. A.VI-1/2014-Rectt (SSB) dated 20th May 2015. He shall fulfill the medical standards as elucidated therein.</p> <p>i) <b>Weight</b> 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> <p>ii) <b>Eye sight</b></p> <p>1. <b>Visual Acuity unaided (Near Vision)</b> Better eye - N6 Worse eye - N9</p> <p>2. <b>Uncorrected visual acuity (Distant Vision)</b> Better eye - 6/6 Worse eye - 6/9</p> <p>3. <b>Refraction</b> Visual correction of any kind is not permitted even with glasses.</p> <p>4. <b>Colour Vision :</b> CP III by ISIHARA. <b>Remarks :</b> Binocular vision is required.</p>		<p>b) <b>Age</b> 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 three years. The upper age limit shall be further relaxable up to 05 years in case of SC/ST candidates on production of caste certificates in the prescribed format. The crucial date for determining age limit will be the closing date for receipt of application from candidates. <b>i.e. 20.02.2019 including for the candidates of North East region.</b></p> <p>c) <b>Break in service</b> Should not be more than three years from the date of discharge from Army/Navy/Air Force as on the closing date for receipt of application from candidates. <b>i.e. 20.02.2019 including for the candidates of North East region.</b></p> <p>d) <b>Education</b> <b>12th pass or equivalent or equivalent educational Qualification certificate of Indian Army, Air Force or Navy.</b></p> <p>g) <b>NOTE-I:</b> Ex-servicemen who have already secured employment in civil side under Central Government in Group "C" &amp; "D" posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are <b>NOT</b> eligible for fee concession or for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for age relaxation.</p>



**NOTE-II:** The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

**NOTE-III:** For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement with the Armed Forces within the stipulated period of one year from the **CLOSING DATE 20.02.2019**.

**NOTE-IV:** Age concession is not admissible to sons, Daughters and dependents of Ex-servicemen.

**NOTE- V:** Other terms and condition for re-employment of ex-servicemen as mentioned in Ex-Servicemen (Re-employment in Central Civil Service and Posts) Amendment Rules, 2012 and any other instruction issued by GOI from time to time, will also be applicable.

**NOTE -VI:** 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 20th May 2015.

**EXPLANATION 1:** 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 **Appendix- "F"**.

**NOTE:-**

- Closing date /last date of receipt of online application: **20.02.2019 (UPTO 5:00 PM)**
- Before applying online, candidate will be required to have a scanned (digital) image of his recent photograph, signature and other required documents for uploading as per detailed instructions available on the link for submission of online application.
- 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. They will be required to submit printout of online application along with self-attested documents in support of their eligibility at the time of **PST/Documentation**.
- Application once submitted cannot be modified. Hence utmost care should be taken to furnish the correct details before submitting the online application.
- The candidates must have their own personal e-mail ID and 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 may be given to the candidates through SMS or e-mail.
- Candidates are advised in their own interest to apply much before the closing date and to not wait till the last date to avoid the possibility of network failure. (Aspiring candidates belonging to OBC should submit declaration in the following format)

**DECLARATION**

"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 DOP&T OM No.36012/22/93-Estt.(SCT) dated 8/09/93. 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 08/09/1993.

**Signature of the Candidate**

**5. DISQUALIFICATION :** No person;

- who has entered into or contracted a marriage with a person having spouse living.
- or
- 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.

**6. PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:**

- Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit/upload requisite certificate in prescribed proforma from the competent authority. Otherwise, their claim for SC/ST/OBC/Ex-Servicemen status will not be entertained and their candidature/ applications will be considered under General category subject to fulfilling requisite eligibility prescribed for General Category. The formats of the certificates are annexed. **Certificates obtained in any other format will not be accepted.** A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer on the crucial date. The crucial date for this process will be the closing date for receipt of online application i.e. **20.02.2019**. Candidates may also note that in respect of their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.
- Since the state of Assam is not issuing Domicile Certificate/Permanent residence Certificate, candidates belonging to the state of Assam are not required to submit the same. However, their selection will be subject to verification of residential status from the concerned District Authorities.
- West Pakistani Refugees (WPRs) who are settled in J&K but have not been given the status of citizens of the state will be recruited without the condition of having a domicile certificate from the designated authority of the J&K State. Such candidates will be required to submit a nativity/identity certificate issued by the Naib Tehsildar/Sarpanch/Numberdar for the WPR as per **Appendix- 'G'**.

**NOTE- Candidates are warned that they will be permanently debarred from the examination in case they fraudulently claim SC/ST/OBC/ESM/LDCE status.**

**7. HOW TO APPLY:**

The application must be submitted **only through ONLINE mode** to the concerned CISF Zonal DisG (Regional Recruitment Centres) as mentioned below against each States. The procedure for submission of online application is incorporated in **Annexure-I** and also available on the website. Candidates may note that online application will be accepted at CISF website <https://cisfrectt.in> only. No application will be accepted offline.

Sl. No.	Name of the State /UT in which the candidate resides	Name of the Officer to whom application should be sent
(1)	(2)	(3)
1	Chandigarh, Haryana, Himachal Pradesh, J&K, Punjab & Rajasthan	DIG, CISF (North Zone) Hqrs. New Delhi
2	Delhi, Uttar Pradesh & Uttarakhand	DIG, CISF (NCR Zone) Hqrs. New Delhi.
3	Daman & Diu, Dadra & Nagar Haveli, Goa, Gujarat and Maharashtra	DIG,CISF (West Zone) Hqrs. Mumbai
4	Chhattisgarh & Madhya Pradesh	DIG,CISF (Central Zone)Hqrs. Bhilai
5	Bihar & Jharkhand	DIG, CISF (East Zone) Hqrs. Patna.
6	Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Puducherry, Tamil Nadu & Telangana	DIG, CISF (South Zone) Hqrs. Chennai.
7	Andaman & Nicobar Islands, Sikkim, Odisha & West Bengal	DIG, CISF (South East Zone ) Hqrs. Kolkata.
8	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland & Tripura.	DIG, CISF (North East Zone) Hqrs. Guwahati.

**8. MODE OF PAYMENT:**

The candidates belonging to **General and OBC** categories should pay the fee of Rs. 100/- (**Rupees one hundred only**) as examination fee through following mode.

- Through SBI Challan. (Payment of examination fee through Challan will be accepted upto **20.02.2019** and thereafter services will be disabled).
- Net Banking through any bank.
- Credit/Debit card of any bank.

**NOTE-I:** Candidates belonging to Scheduled Caste, Scheduled Tribe, Women and Ex-Servicemen who are eligible for reservation are exempted from paying fee.

**NOTE-II:** Fee once paid will not be refunded under any circumstances.

**NOTE-III:** Fee paid by modes other than as stated above, will NOT accepted.

**NOTE-IV:** Fee paid before **21.01.2019** i.e. opening date of online application form will also not be accepted.

**9. ADMISSION TO THE RECRUITMENT:**

- All candidates who apply in response to this advertisement till **CLOSING DATE** and provisionally eligible, will be assigned Roll numbers, which will be communicated to them through E-Admit Card at the time of 1st stage of recruitment.
- The call letters/admit cards for PST, documentation, Written Test, skill test and Detailed Medical Examination will be available on website and can be downloaded from <https://cisfrectt.in>.
- Candidate must write his Roll number, name, date of birth and name of the examination while addressing any communication to CISF. Communication from the candidate not furnishing these particulars shall not be entertained.
- In case of inability to download the call letters/admit cards for PST/documentation, Written examination, Skill test & Medical examination etc., from the website, candidates should contact CISF Regional Recruitment Centre (RRCs) of the STATE to which he belongs at least one week before the commencement of recruitment.

**NOTE:** The candidates must carry same photo bearing identification proof such as Driving License, Voter Card, Aadhaar Card, Identity Card issued by University/College, Income Tax Pan Card in original to the PST, documentation test centers, Written examination center, skill test center and venue of Medical Examination/Review Medical Examination (which he/she has mentioned/used in the online application form), failing which they shall not be allowed to appear for the examination/recruitment at any cost.

**10. RECRUITMENT/ SELECTION PROCESS :**

There will be three stages of recruitment before medical examination as under-

- PST & Documentation.
- OMR or Computer based Written Examination which will be bilingual i.e. English & Hindi.
- Skill test (typewriting test)

**Note:-** The sequence of the above three stages may interchange at the discretion of CISF due to administrative reason/prevaling circumstances.

- Medical examination and Review Medical Examination.
- Preparation of final selection list on the basis of merit in the written and result of Detailed Medical Examination/Review Medical Examination.

**11. METHOD OF SELECTION**

All eligible candidates applying for the recruitment will be issued admit card for the 1st stage of the recruitment i.e. PST/Documentation after verification of information submitted by them. Detailed scrutiny of their documents will be done after PST. If any candidate is found wanting vis-a-vis documents at this stage his/her candidature will be cancelled and he/she will be issued a rejection slip. Therefore, it will be the responsibility of the candidate to verify their eligibility as prescribed in this notice before submitting their applications for the recruitment process.

**I) HEIGHT BAR TEST (HBT)**

Those candidates found eligible in height bar test will be put through PST.

**II) PHYSICAL STANDARD TEST:**

- The candidates who are in qualified Height Bar Test will be measured for height,

<p>chest and weight by the Board of Officers. The candidates who meet the requirements of physical standard will be allowed to participate in the documentation. <b>The candidates who do not fulfill the laid down physical standards will be eliminated from recruitment process by giving rejection slip thereof.</b> However elimination on grounds of weight will be done at the time of medical examination. Physical standards for the post of Head Constable (Ministerial) will be as elaborated in Para 4 (l) (d) above and relaxation will also be applicable as per Government orders issued from time to time.</p> <p>ii) During the process of recruitment, <b>if any candidate is not satisfied with measurement of his physical standard, he can prefer an appeal on the same day to the Supervising DIG (i.e. appellate authority) against rejection in physical measurement.</b> Such candidates will be re-measured on the same day or given a fresh date by the Supervising DIsG of the recruitment board for appearing for re-measurement by appellate authority. The decision of the appellate authority in this regard will be final. If candidate is found to be within the prescribed standard, he will be allowed to the next stage of the selection process.</p> <p><b>Note:-</b> (i) Relaxation in height and chest (as the case may be) as mentioned above will be permissible only on production of required certificate at the time of PST &amp; documentation in the proforma as prescribed in <b>APPENDIX-C</b> from the competent authorities of the District where he/she ordinarily resides.</p>	<p><b>VII) SKILL TEST NORMS ON COMPUTER .</b> English Typing with minimum speed of 35 WPM on computer or Hindi Typing with minimum speed of 30 WPM on computer ( Time allowed -10 mts) (35 w.p.m. in English and 30 w.p.m. Hindi corresponding to 10500 KDPH in English /9000 KDPH in Hindi with average of 5 key depressions for each word on computer ).</p> <p><b>VII) MEDICAL EXAMINATION AND SCREENING OF TESTIMONIALS</b> (i) Only those candidates who have qualified both the stages will be required to appear in the Medical Examination. However, the number of candidates to be called for medical examination <b>would depend on the merit position of the candidates in written examination and cut-off marks in each post and each category with reference to the number of vacancies in each post and each category. However, being declared Fit in Medical Examination does not give them the right of final selection. Thus their claim for selection on such ground will not be entertained.</b> (ii) Candidates will be declared either <b>FIT OR UNFIT.</b> No candidate will be declared as temporary unfit. (iii) In all the cases a candidate, who has been declared <b>UNFIT</b> for appointment in CISF in the Medical Examination will be communicated the grounds for rejection in broad terms by the Examining Medical Officer. The candidate, if not satisfied with the findings of the Medical Examination, can submit an appeal for <b>REVIEW MEDICAL EXAMINATION within 15 days</b> from the date on which the candidate has been declared unfit, with a proof of his fitness in the prescribed form as per <b>Appendix - "H" and Appendix - "I"</b> respectively. The Medical certificate will not be taken into consideration unless it contains a note by the medical practitioner concerned to the effect that it has been given in full knowledge of the fact that the candidate has already been declared unfit for appointment by a Medical Officer. The appeal will also not be taken into consideration unless it contains Review Medical Examination Fee of Rs.25/- (Rupees twenty five only) through Demand Draft. (The details of authority to whom the appeal should be submitted and DDO concerned and payable branch etc will be mentioned in the rejection slip itself to be issued by the Examining Medical Officer/Chairman of the Recruitment Board).</p>
<p><b>III) DOCUMENTATION</b> Following Original testimonials/documents of the candidates who qualify in PST will be scrutinized. Candidates who fail to produce requisite original testimonials/ certificates will be eliminated from the recruitment process by giving rejection slip intimating reasons thereof by the Presiding Officer and <b>no candidate will be allowed provisionally.</b></p> <p>(i) Educational certificates (ii) Date of birth certificate. (Matriculation or 10th pass certificate). (iii) SC/ST and OBC Certificate, if applicable. It should be on the proforma as prescribed in <b>APPENDIX-A &amp; B</b> respectively. Caste certificates which are not in prescribed manner as specified in the advertisement notice will not be accepted. (iv) If candidate has applied in reserve category (SC/ST/OBC), but does not produce caste certificate in any format at the time of documents verification, then his candidature will be cancelled forthwith. (v) 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 &amp; Kashmir requesting for relaxation in height and chest should produce certificate in proforma/format given in <b>APPENDIX-C</b>. (vi) Departmental candidates including CISF candidates (both open and LDCE) have to submit certificate from their employer as per <b>APPENDIX-D</b>. (vii) Discharge certificate &amp; undertaking as per <b>APPENDIX-E</b> in case of Ex-servicemen. (viii) Employed officials applying against the Ex-Servicemen quota should produce certificate in proforma/format given in <b>APPENDIX-F</b>. (ix) Nativity certificate issued by the Naib Tehsildar/Sarpanch/Numberdar to such wards of WPRs (West Pakistani Refugee) in the state of J&amp;K as per proforma in <b>APPENDIX-G</b> along with a copy of electoral roll showing the name of the candidate in the voters list for elections. (x) Certificate from District Collector/District Magistrate in case of children and dependents of victims KILLED in the 1984 riots &amp; communal riots of 2002 in Gujarat. (xi) Domicile certificate for those who had ordinarily domiciled in the State of J&amp;K from 01.01.1980 to 31.12.1989 for age relaxation. (xii) The candidates must carry at same photo bearing identification proof such as Driving License, Voter Card, Aadhaar Card, Identity Card issued by University/College, Income Tax Pan Card in <b>original</b> as mentioned/used in online application form. (xiii) Four passport size recent photographs of the candidates. (xiv) In addition to the original certificates, the candidates will also bring one set of self attested Photocopy of educational and caste etc. (xv) Identification of the candidates will be checked by the board of officers at the time of PST, Documentation, written test and skill test from Identity Cards as produce by the candidate. Biometric data will also be generated at 1st stage of Recruitment for verification which will be used for further stages of recruitment.</p>	<p><b>Note:-</b> 1) 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 the PST, Documentation, written examination, Skill test and medical examination, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled forthwith by the department. 2) 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 in time and the same is to be enclosed in their Service Records. 3) In case any candidate is found ineligible or is found to have suppressed facts any time during the recruitment process, his candidature/selection/ appointment will be cancelled accordingly.</p> <p><b>VIII) MODE OF SELECTION/DRAWAL OF FINAL MERIT LIST</b> (i) After completion of written examination, category wise merit list for General, SC, ST, OBC, LDCE, Women &amp; Ex-servicemen will be drawn separately on the basis of aggregate marks obtained in written test by the candidate. (ii) The minimum qualifying marks for selection will be as under: General and Ex-servicemen : 35% SC/ST/OBC : 33% (iii) In case of tie in marks, the merit list will be prepared in the following order:- (a) The tie will be resolved by referring to the age of the candidates i.e. the candidate older in the age gets preference. (b) If the tie still persists, it will be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference. (c) Further tie, if any shall be resolved by comparing the height, educational qualification till the tie is resolved. Candidates with more height, higher educational qualification will be placed above. (iv) Provided that SC, ST, and OBC candidates, who are selected on their own merit without availing relaxed standards will not be adjusted against the reserved share of vacancies. Such SC, ST, and OBC candidates will be accommodated against the unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, and OBCs, candidates which will, thus, comprise of SC, ST, and OBC 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. (v) Final result will be published on website i.e. <a href="https://cisfrect.in">https://cisfrect.in</a>.</p>
<p><b>VI) WRITTEN TEST</b> (i) The written test will be either <b>OMR/Computer based Test</b>. (ii) Objective type question paper to be answered on OMR sheet of 100 marks of 02 hours duration containing 100 questions on <b>General Intelligence, General Knowledge, Arithmetic, and General English or Hindi. The questions will be set bilingual in English/Hindi</b> (iii) The minimum percentage of marks for qualifying for next stage will be as under:- General /ESM : 35 % SC/ST/OBC : 33 %</p> <p><b>Note:-The qualifying marks of 35% for General/ESM and 33% for SC/ST/OBC does not mean that all candidates who have scored 35% &amp; 33% as the case may be will be called for next stage. The candidates for next stage will be called purely on the basis of their performance/marks scored in written examination and cut off marks (category wise) which will be fixed after completion of written examination.</b></p> <p>(iv) No representation for revaluation of answer sheet of written exam or re-conduct of written examination will be entertained. (v) <b>Questions are to be answered using a black/blue ball pen. Therefore, the Candidates should bring black/blue ball pens for written examination.</b> (vi) <b>Candidates are required to give answer from Question No. 76 to 100 (Part IV) in only one language i.e. either English or Hindi. Therefore, language opted in Part IV is to be marked in the OMR Answer Sheet accurately. The language opted for this Part should be clearly mentioned in appropriate column otherwise this Part will not be evaluated.</b> (vii) Candidates are not permitted to use Mobile phone, calculators or any other electronic/electrical device. Candidates, therefore, must not bring these devices inside the examination premises. 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.</p>	<p><b>NOTE:-</b> (1) The candidates applying for the examination should <b>ensure that they fulfil all the eligibility conditions</b> for admission to the examination. Their admission at all the stages of examination will be <b>purely provisional</b>, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the PST &amp; documentation, written examination, Skill test and medical examination, it is found that they do not fulfil any of the eligibility conditions; their candidature for the examination will be cancelled forthwith by the department. (2) In case, any candidate is found ineligible or found to be suppressing facts whatsoever at any time during the recruitment process, his candidature/selection/ appointment shall be cancelled forthwith. (3) 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 candidates from respective category in accordance with notification of amendment in Ex-Servicemen (Re-Employment in Central Civil Services and posts) Rules, 2012. (4) No waiting list will be kept / maintained.</p> <p><b>12. DECISION</b> The decision of the board/department in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) , allotment of examination centres and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.</p>

### 13. COURT JURISDICTION

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 application.

### 14. IMPORTANT INSTRUCTIONS TO CANDIDATES

- (1) Intermediate or Senior Secondary School Certificate (10+2) examination from recognized Board or University or equivalent is the minimum educational qualification. The recruitment will comprise of Physical Standards Test (PST), Documentation, Written Examination, skill test (typewriting test) and Detailed Medical Examination.
- (2) Only eligible candidates may apply for the above post. Candidates should minutely go through all the provisions in the notification to ensure that they are eligible for the post for which they are applying in terms of requirement of age, Educational Qualification etc.
- (3) Educational qualification certificate(s) as proof of age and educational qualification etc. issued by a recognized University/Board duly self attested may be uploaded.
- (4) SC/ST and OBC certificate on the proforma prescribed by the Central Government as per **Appendix- "A", "B"** of the notification may be uploaded.
- (5) Candidates falling in the category of Garhwalis, Kumaonese, Gorkhas, Dogras and Marathas should upload certified true copy of certificates issued by SDM/Tehsildar or equivalent authority authorised by Central Government for getting relaxation in height and chest as per **Appendix-C** of the Notification.
- (6) Candidates belonging to the States of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, and Jammu and Kashmir may upload either domicile certificate or certified true copy of certificates issued by SDM/Tehsildar or equivalent authority authorised by Central Government for getting relaxation in height and chest as per **Appendix-C** of the Notification.
- (7) Certificate from District Collector/District Magistrate in case of children and dependents of victims KILLED in 1984 riots & communal riots of 2002 in Gujarat shall be uploaded.
- (12) Domicile certificate for those who had ordinarily domiciled in the State of J&K from 01-01-1980 to 31-12-1989 for age relaxation.
- (13) **ADDITIONAL DOCUMENTS TO BE PRODUCED BY EX-SERVICEMEN.**
  - a) Discharge certificate may be uploaded.
  - b) Undertaking as per **Appendix- "E" & "F"** may be uploaded.
- (14) During the process of PST candidates who are not satisfied with the decision of the Recruitment Board may prefer an appeal in writing on the same day to the Supervising DIG of that Recruitment Centre and the decision of the Supervising DIG will be final. No representation after completion of recruitment process shall be entertained.
- (15) Persons employed in Government/Semi Government/Public Sector Undertakings including CISF personnel should apply through proper channel or enclose a "No objection certificate" from their employer. They have to upload a Certificate as per **Appendix- "D"**
- (16) Nativity certificate issued by the Naib Tehsildar/Sarpanch/Numberdar to such wards of WPRs (West Pakistani Refugee) in the state of J&K as per proforma in **Appendix-G** may be uploaded.
- (17) In view of the anticipated large number of applications, detailed scrutiny of applications or the eligibility and other aspects will not be undertaken before the PST and, therefore, the application is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical standards, etc. and satisfy themselves that they are eligible for the post before applying. When scrutiny is undertaken, **if any claim made in the application is not found substantiated, the candidature will be cancelled forthwith.**
- (18) Candidates seeking reservation benefits as SC/ST/OBC/Ex. Servicemen must ensure that they are entitled to such reservation as per eligibility prescribed in the Notification. They should also be in possession of the certificates in the format prescribed by **Government of India** in support of their claim when the copies of the certificates will be sought during PST and documentation. OBC candidates should ensure that they are in possession of OBC certificate in the prescribed format issued by the competent authority within the due date prescribed in this Notification.
- (19) **DIFFERENTLY ABLED CANDIDATES ARE NOT ELIGIBLE TO APPLY FOR THIS EXAMINATION.**
- (20) **Fee payable:** Rupees One hundred only (Rs.100/-) payable only through SBI Challan or online payment through Net banking/credit /debit cards of any bank. Fee is exempted for candidates belonging to Scheduled Caste, Scheduled Tribe, Women and Ex-Servicemen eligible for reservation, as per Government orders.
- (21) **CLOSING DATE: 20.02.2019 (BY 05:00 PM)**
- (22) Mobiles and other electronic gadgets are banned within the premises of the examination centres. Possession of such equipments either switched on or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings.
- (23) Only on-line applications will be entertained for this examination. The facility of on-line application will be available from **21.01.2019 to 20.02.2019** (upto 5:00 pm). However, candidates who wish to make the payment through SBI Challan, may make the payment to designated branches of SBI within the working hours of bank upto **22.02.2019**. Provided the challan has been generated by them before 5:00 PM on **20.02.2019**. Candidates should retain the Registration ID assigned to them online and details of payment of fee for further correspondence with CISF. **They should not submit print out of their application to CISF.**
- (24) The acknowledgement regarding successful completion of registration of on-line application will be sent through SMS/email to candidates.
- (25) The Call Letters/Admit Cards for PST, Documentation, Written Test, Skill test 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://cisfrect.in>. No admit card will be issued by post.
- (26) Candidates may contact Help Line Number **011-24366431/24307933** for clarification, if any, in respect of filling applications and PST, Written Examination, skill test and Medical Examination etc.

- (27) 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.
- (28) Application with illegible signature and blurred photograph will be rejected.
- (29) Request for change/correction in the application form, once submitted, will not be entertained under any circumstances.
- (30) The candidates must carry same photo bearing **IDENTITY PROOF** such as Driving License, Voter Card, Aadhar Card, Identity Card issued by University/ College, Income Tax Pan Card in original to the examination centre which they have mentioned during submission of application form failing which **THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.**
- (31) 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.
- (32) Candidates should come duly prepared for 3-4 days stay making their own arrangement at the Recruitment Centre. No TADA will be admissible for the journey and stay.
- (33) CISF or Government of India will not be responsible for any injury/mishap or medical problem during the course of recruitment process/test.
- (34) 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.
- (35) Canvassing in any form or bringing outside influence will automatically disqualify the candidate from appearing in the test further without any notice.
- (36) Medical standard for departmental candidates (LDCE) is same as for direct candidate as per para 4(d) above.
- (37) 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.
- (38) **Any certificate other than in Hindi or English should be enclosed with translation (in Hindi or English) duly attested, else will not be entertained.**
- (39) 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.
- (40) 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.
- (41) **The Director General, CISF reserves the right to make changes or cancel or postpone the recruitment without assigning any reason.**
- (42) Success in various stages of recruitment confers no right to appointment unless the department is satisfied after medical examination and after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.
- (43) 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 has qualified, his candidature will be cancelled.
- (44) 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.
- (45) The candidates must have their own personal and valid email 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.
- (46) For regular updates regarding this recruitment please visit <https://cisfrect.in>.
- (47) CISF strives to recruit fit, committed, sincere and best candidates with transparency and impartiality. Hence, candidates are advised to **"BEWARE OF TOUTS"**.

### Annexure-I

#### PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION

**Note:-** The facility of on-line application will be available from **21.01.2019 to 20.02.2019 (up to 5.00 pm)**. However, candidates who wish to make the payment through SBI Challan, may make the payment at designated branches of SBI within the working hours of bank up to **22.02.2019** provided the challan has been generated by them before 5:00 pm on **20.02.2019**.

The online submission has to be submitted at website: <https://cisfrect.in>. Candidate should read the instructions in this Notice carefully before making any entry or selecting options. Candidate should furnish all the required details while filling up the online form. Mandatory fields are marked with \* (asterisk) sign. The filling of online application contains two parts as following:-

#### Step-I One time registration:

**One-time registration** will be a permanent database for candidate. The unique Registration ID and Password will be used by the candidate for all the examinations conducted by CISF.

#### How to register for the first time:

- i) Log on to the official website of CISF that is <https://cisfrect.in>.
- ii) Home page will be displayed. Click on **"Register/Login button"**.
- iii) New page will be displayed.
- iv) If you are a new user, click on **"Register"** tab and fill the registration details i.e. (1) Candidate's name (2) Father's name (3) Candidate's date of birth (4) Candidate's gender and the verification Text.
- v) Click **submit** to proceed further OR **click on the 'Close' button** to abort the registration process.
- vi) If you are already registered, you need not register again.



- vii) Enter "personal Details", "Basic Details" and "Contact Details" as appeared. **Warning:-** Candidates should fill all the input boxes carefully. Once the candidate has filled all the relevant fields which he is required to fill in the above three boxes correctly, he can click on "submit button". On clicking the "submit" button, the data/details entered so far will be saved in server. If the candidate clicks "close" button, the data/details will not be saved and the candidate will be able to exit from the registration window/process.
- viii) Enter all required field & then click on "submit" button.
- ix) On successful completion of registration process, you will receive provisional **Registration ID and Password** on your registered e-mail ID & mobile number to upload your photograph and signature.
- x) You can also upload your photograph and signature at your convenience at later date/time by logging in again using the provisional ID & password clicking "View/Edit Registration" option which is displayed under New Registration.
- Note:** The candidate may please note the instructions for uploading photograph and signature to be uploaded by the candidate are given below:
- The digital size of the photograph file must be more than 4 kb and less than 12 kb with resolution of 100 pixel width and 140 pixel height.
  - Both the photograph and signature must be uploaded in jpg format. The digital size of the signature file must be more than 1 kb and less than 12 kb with resolution of 40 pixel width by 60 pixel height.
- Step-2 Application Filling procedure (Application Part)**
- (i) Registered candidate may log into the system and can proceed for application filling.
- (ii) Follow "Apply part" section which is mentioned at the homepage.
- (iii) Fill the essential details such as "Registration No." "password" and click "submit" button.
- (iv) After submitting the details, a window will be opened which will have application form. The data/details filled in by him earlier, at the time of registration process, will automatically be filled in the respective fields in the application form. The remaining empty field should be filled by the candidate. The candidates are advised to fill in the details very carefully.
- (v) Once the candidate has filled in all the required details in the application form, he will find there are two buttons at the bottom namely "Submit & Close". If the candidate uses the close button, he will exit from the application form. No data/details will be saved.
- (vi) Once the application form is completely filled in, the candidate should use the "Submit" button which will save all the data/ details filled in by him and "payment" window will appear. The personnel who are exempted from payment of examination fee will automatically skip this window and will go to "print" Option.
- (vii) Make the payment of fee either through **SBI Challan or online through Net Banking/Credit/Debit Card of any bank** by selecting fee Payment mode option. If candidate selects challan option then candidate gets a fee deposit bank 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 sent it to CISF. This process takes minimum 48 hours. After 48 hours the candidate may check the status of his application.
- (viii) After completion of payment procedure, candidate may take a print out of their filled application form and retain the same with them. They will be required to submit printout of online application along with self attested documents in support of their eligibility at the time of PST.

**APPENDIX - "A"**

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

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

- The Constitution (Scheduled Caste) order, 1950@
- The Constitution (Scheduled Tribes) order, 1950@
- The Constitution (Scheduled Castes)(Union Territories) order, 1951@
- The Constitution(Scheduled Tribes) (Union Territories) order, 1951@
- (As amended by the Scheduled Castes and Scheduled Tribes lists (Modification Order) 1956 , the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act,1970, the North Eastern Areas Reorganization) Act, 1971, and 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 (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976@
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962@
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962@
- The Constitution (Pondicherry) Scheduled Castes Order, 1964@
- The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967@
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968@
- The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968@
- The Constitution (Nagaland) Scheduled Tribes Order, 1970@
- The Constitution (Sikkim) Scheduled Caste Order, 1978@
- The Constitution (Sikkim) Scheduled Tribes Order, 1978@
- The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989@
- The Constitution (Scheduled Castes) Order Amendment Act, 1990@
- The Constitution (Scheduled Tribes) Orders Amendment Ordinance, 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 @

**2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.**

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribes Certificate issued to Shri/Smt\* \_\_\_\_\_ Father/Mother of Shri/Smt./Kumari\* \_\_\_\_\_ of village/Town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/UT\* \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste/Tribes\* which is recognised as a SC/ST\* in the State/Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_ (name of the prescribed issuing authority) vide their No. \_\_\_\_\_ dated \_\_\_\_\_

% 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 \_\_\_\_\_  
State/Union Territory\* \_\_\_\_\_

\*\*Designation \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable.  
@ Please quote specific Presidential order.  
% Delete the paragraph which is not applicable.

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

\*\* List of authorities empowered to issue Scheduled Caste/Scheduled Tribe/OBC Certificates.

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

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

**APPENDIX-B**

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

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

@ Govt. of India, Ministry of Welfare Resolution No. 12011/68/93-BCC ( C ) dated the 10th Sep,1993, published in the Gazette of India Extraordinary Part I Section 1 No.186 dated 13th Sep, 1993

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

@Govt. of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24th May, 1995 Published in the Gazette of India Extraordinary Part I Section 1 No.88 dated 25th May, 1995

@Govt. of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March,1996 published in The Gazette of India extraordinary Part I Section 1 No. 60 dated 11-3-1996.

@Govt. of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th Dec, 1996 published in the Gazette of India extraordinary Part I Section 1 No.210 dated 11-12-1996.

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

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

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

@Govt. of India, Ministry of Social Justice & Empowerment Resolution No. 12011/88/98-BCC dated 6th Dec, 1999 published in the Gazette of India extraordinary Part I Section 1 No. 270 dated 6th Dec, 1999.

@Govt. of India, Ministry of Social Justice & Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India extraordinary Part I Section 1 No. 71 dated 4th April, 2000.

@Govt. of India, Ministry of Social Justice & Empowerment Resolution No. 12011/44/99-BCC dated 21st,Sept. 2000 published in the Gazette of India Extra ordinary Part I Section 1 No. 210 dated 21st Sept, 2000.

@Govt. of India, Ministry of Social Justice & Empowerment Resolution No. 12015/9/2000-BCC dated 6th Sep 2001 published in the Gazette of India Extra Ordinary Part I Section 1 No. 246 dated 6th Sep, 2001.

@Govt. of India, Ministry of Social Justice & Empowerment Resolution No. 12011/1/2001-BCC dated 19-6-2003 published in the Gazette of India Extraordinary, Part I, Section I No.151 dated 20-6-2003.

@Govt. of India, Ministry of Social Justice & Empowerment Resolution No.12011/4/2002-BCC dated 13-01-2004 published in the Gazette of India Extraordinary, Part I, Section I, No.9 dated 13-01-2004.

@Govt. of India, Ministry of Social Justice & Empowerment Resolution No.12011/9/2004-BCC dated 16-01-2006 published in the Gazette of India Extraordinary, Part I, Section I, No.10 dated 16-01-2006.

@Govt. of India, Ministry of Social Justice & Empowerment Resolution No.12011/14/2004-BCC dated 12-03-2007 published in the Gazette of India Extraordinary, Part I, Section I, No.67 dated 12-03-2007.

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

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 Govt of India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT) dated 8-9-93, OM No.36033/3/2004-Estt. (Res) dated 9-3-2004 and OM 36033/3/2004-Estt.(Res) dated 14-10-2008.

Place \_\_\_\_\_ Signature \_\_\_\_\_  
 Date \_\_\_\_\_ \*\* Designation \_\_\_\_\_  
 (With seal of Office)

\*Please delete the words which are not applicable.  
**NOTE :** The terms "ordinarily" reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.  
 \*\* List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe Certificates.  
 @ Strike out whichever is not applicable

**APPENDIX-C  
 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 (Garhwals, Kumaonis, Gorkhas, Dogras and Marathas) for relaxation in height and chest measurement for recruitment in the Para Military Forces of the Union of India.
  - He belongs to Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh and Jammu and Kashmir States and is considered for relaxation in height and Chest measurement for recruitment in the Para Military Forces of the Union of India.
  - He belongs to \_\_\_\_\_ Tribal community and is considered for relaxation in height and chest measurement for recruitment in the Para Military Forces of the Union of India.

Signature \_\_\_\_\_  
 Magistrate/Sub-Divisional Magistrate/Tehsildar

Place : \_\_\_\_\_  
 Dated : \_\_\_\_\_  
 Delete whichever is not applicable

**APPENDIX-D  
 FORM OF CERTIFICATE TO BE SUBMITTED BY EMPLOYEES OF  
 GOVERNMENT DEPARTMENTS/UNDERTAKINGS INCLUDING CISF  
 PERSONNEL**

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

Signature \_\_\_\_\_  
 Name & Rank of Head of Office/  
 Controlling Officer/Unit Commander

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

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.  
 2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Signature of Candidate  
 Name: \_\_\_\_\_

**APPENDIX-F  
 PRO FORMA OF CERTIFICATE FOR EMPLOYED OFFICIALS  
 APPLYING AGAINST THE EX-SERVICEMEN QUOTA**

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

Signature \_\_\_\_\_  
 Commanding Officer  
 Office Seal  
 APPENDIX-G

Office of the Sarpanch/Numberdar/Naib Tehsildar, \_\_\_\_\_



**IDENTITY CERTIFICATE FOR WEST PAKISTANI REFUGEE RESIDING IN THE  
 STATE OF JAMMU AND KASHMIR**

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.

Sarpanch/Numberdar/Naib Tehsildar  
 APPENDIX - "H"

**FORM OF APPEAL AGAINST MEDICAL UNFITNESS**

From,  
 Name \_\_\_\_\_  
 Roll No. \_\_\_\_\_  
 To,  
 The \_\_\_\_\_  
 \_\_\_\_\_

**Subject: APPEAL AGAINST MEDICAL UNFITNESS FOR RECRUITMENT OF HEAD CONSTABLE/MINISTERIAL IN CISF FOR THE YEAR 2018.**

Sir,  
 I was medically examined on \_\_\_\_\_ at \_\_\_\_\_ (Centre) for recruitment of Head Constable/Ministerial in CISF for the year 2018 conducted by CISF where I have been declared medically unfit on account of :-

2. I have got myself medically examined from medical practitioner (Dr.) \_\_\_\_\_ who has found me medically fit for the above post. I enclose the prescribed certificate from the aforesaid doctor who has declared me medically fit. I also enclose a Demand Draft of Rs. 25/- as fee for my review medical examination by the medical board of CISF.
3. Certified that all documents as per check list have been attached.
4. I, therefore, request for my review medical examination for recruitment of Head Constable/Ministerial in CISF for the year 2018.

**CHECK LIST**

- i) Medical Fitness certificate duly signed by the Medical Practitioner with seal in (Appendix - "I"). Certificate in other format will be rejected.
- ii) Demand draft of Rs. 25/- in favour of \_\_\_\_\_ (Address as mentioned in rejection slip communicating medical unfitness). Drafts payable at the place other than as mentioned in the same will be rejected.
- iii) Candidates are advised to affix stamp of Rs. 26/- if they desire that call letter for review medical examination is to be sent by speed post. The department will not accept responsibility for postal delay.
- iv) Copy of the Initial Medical Examination (unfit) report.

Yours faithfully,  
 Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Roll No. \_\_\_\_\_  
 Address \_\_\_\_\_  
 APPENDIX - "H"

**MEDICAL FITNESS CERTIFICATE**

Certified that Mr./Ms. \_\_\_\_\_ Age \_\_\_\_\_ years, a candidate of recruitment of Head Constable/Ministerial in CISF for the year \_\_\_\_\_ was examined by me at Hospital \_\_\_\_\_ on date \_\_\_\_\_

2. I, the undersigned have the knowledge that Mr./Ms. \_\_\_\_\_ has been declared Medically Unfit by the Medical Officer for recruitment of Head Constable/Ministerial in CISF for the year \_\_\_\_\_ due to :-

In my opinion this is an error of judgment due to following reasons :-

3. After due examination, I declare him/her medically fit for the said post.  
 Signature & Name with seal  
 of Medical Practitioner  
 Registration No. \_\_\_\_\_  
 (MCI/State Medical Council)  
 Address \_\_\_\_\_

Dated: \_\_\_\_\_  
 Signature of the Candidate

Attested by  
 The Medical Practitioner  
 Signature & seal

**Note :** The findings of the Medical Practitioner should be supported by Medical reports/documents wherever applicable.  
 davp 19113/11/0004/1819 EN 42/74