

MOST IMMEDIATE

No. A.12018/3/2014-Pers-1(B)
Bureau of Civil Aviation Security
'A' Wing, I-III Floor, Janpath Bhawan,
Janpath, New Delhi.

Dated 16 .09. 2014

Subject: Filling up of 7 posts of Despatch Riders in the Bureau of Civil Aviation Security on deputation cum absorption basis.

7 posts of Despatch Rider (General Central Service Group 'C' Non-Gazetted, Non-Ministerial) in the Pay Band 1(Rs. 5,200-20,200/-) with Grade Pay of Rs.1900/- in the Bureau of Civil Aviation Security are to be filled up. The exact number of vacancies may increase or decrease at the time of selection. The posts are to be filled up on deputation/absorption basis from amongst Police Constables from Central Police Organisation or Delhi Police or State Government Police possessing valid driving license for motor cycle or three wheeler scooter.

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department or the Central Government shall ordinarily not exceed three years.

3. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

4. The selected candidates may be posted anywhere in India or abroad.

5. The candidate selected for deputation to the post of Despatch Rider will be governed by the terms and conditions of deputation laid down in the Ministry of Personnel, Public Grievances & Pensions (Deptt. Of Personnel and Training) O.M. No's. 13/2/99-Estt. (Pay-I) dated 18.06.2001 and 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as applicable and as amended from time to time. They have option to either draw pay in the scale of pay applicable to them in their parent organization plus deputation duty allowance or have their pay fixed in the scale of pay applicable to deputation post.

6. The Bio-data, in the prescribed format (in duplicate), of suitable candidates may be forwarded along with the following documents, within 60 days from the date of publication of this circular in the 'Employment News'.

7. List of essential documents to be attached with the Bio-data:-

i) Vigilance Clearance Certificate;

ii) Integrity Certificate;

iii) List of penalties (Major/Minor) imposed, if any, during the last ten years;

iv) PARs dossier or APAR (attested) for the last five years (It may be noted that the photostat copies of ACRs should be attested by an officer not below the rank of Under Secretary or equivalent on each page).

Important: **Incomplete applications and applications forwarded without the complete set of essential documents listed above, shall be rejected.**

8. Candidates who apply for the post will not be allowed to withdraw their candidatures subsequently.

(Rakhee Sadhu)
Dy. Director (Pers)
Tele: 23718561

To,

1. The Director, Intelligence Bureau, North Block, New Delhi.
2. The Director, Central Bureau of Investigation, CGO Complex, Lodhi Road, New Delhi-3.
3. The Director General, Border Security Force, CGO Complex, Lodhi Road, New Delhi-3.
4. The Director General, Central Reserve Police Force, CGO Complex, Lodhi Road, New Delhi-3.
5. The Director General, Sahastra Seema Bal, East Block-V, R.K. Puram, New Delhi-110066.
6. The Director General, Indo-Tibetan Border Police, CGO Complex, Lodhi Road, New Delhi-3.
7. The Director General, Central Industrial Security Force, CGO Complex, Lodhi Road, New Delhi-3.
8. The Director General, Railway Protection Force, Rail Bhavan, Rafi Road, New Delhi.
9. The Director General, Assam Rifles, Shillong.
10. The Director General, National Security Guard, CGO Complex, Lodhi Road, New Delhi-3.
11. The Secretary, Cabinet Secretariat, Bikaner House Annexe, Shahjahan Road, New Delhi-110011.
12. The Director, National Crime Records Bureau, R.K. Puram, New Delhi
13. The Director, Sardar Vallabh Bhai Patel National Police Academy, Shrirampalli, Distt. Rengareddy, Hyderabad (A.P)
14. The Director General, B.P.R & D, CGO Complex, Lodhi Road, New Delhi-3.
15. The Director, National Institute of Criminology & Forensic Science, Ministry of Home Affairs, Rohini, Sector-3, Delhi-110085.
16. The Ministry of Home Affairs (Jt. Secretary, Police), North Block, New Delhi.
17. DGPs/IGPs of All States/UT Administration
18. All Regional Dy. Commissioners of Security, Bureau of Civil Aviation Security
19. Ministry of Civil Aviation , Sh. S.V. Ramana, Under Secretary.
20. NIC, BCAS (with request to upload the circular on the website.)

BIODATA PROFORMA

Post Applied for:.....

1. Name (in block letters)

2. Address.....

(i) Permanent address:

(ii) Address for communication:.....

(iii) Email ID:.....

(iv) Phone No.....

(v) Fax No:.....

3. Date of Birth (in Christian Era).....

4. Date of retirement under Central/State Government rules.....

5. Educational Qualifications.....

6. Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualification/experience required	Qualification/experience possessed by the officer
Essential:	
(i) Police Constables from Central Police Organisation or Delhi Police or State Government Police.	
(ii) Possessing valid driving license for motor cycle or three wheeler scooter.	

Desirable:	
Nil	

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

8. Details of Employment, in chronological order (latest post held first). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt/Organisation	Post	From	To	Scale of pay and basic pay/ PB/Grade Pay	Nature of duties.

9. Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent.

10. In case the present employment is held on deputation/contract basis please state:

- i) The date of initial appointment
- ii) Period of appointment on deputation/contract
- iii) Name and address of the parent office/organization to which you belong

11. Additional details about present employment: Please state whether working under:-

- (a) Central Govt. (b) State Govt. (c) Union Territory (d) Central Police Organisation (e) Autonomous organization (f) Government undertaking (g) Universities (h) Others

12. Are you in the Revised scale of pay?

If yes, give the date from which the revision took place and also indicate the pre-revised scale.

13. Basic Pay and total emoluments per month now drawn.

14. Whether belongs to SC/ST
15. Educational detail (degree upwards)
College / University
16. Any other information regarding suitability the candidate may like to add:
(May use separate sheet if required)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Bio-data dully supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post.

Signature of the applicant

Address: _____

Place:

Date:

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he is clear from the vigilance angle.
3. His integrity is certified.
4. Statement of major or minor penalties during the last 10 years is attached.

(Head of Office
or authorized officer
not below the rank of Under Secretary)

Place:

Date: