

**ASSISTANT CENTRAL INTELLIGENCE OFFICER – GRADE II/EXECUTIVE
EXAMINATION – 2014**

Online applications are invited from Indian Nationals for direct recruitment to the post of Assistant Central Intelligence Officer, Grade-II/Executive, General Central Service, Group-‘C’ (Non-Gazetted/Non-Ministerial) in the Intelligence Bureau, (Ministry of Home Affairs), Government of India. Applicants are advised to go through all parameters under different paras and sub-paras mentioned below and satisfy themselves about their suitability in age limit, essential qualifications, etc for the post before applying. Candidates fulfilling eligibility criteria of the post, as mentioned below, may apply ONLINE through website www.mha.nic.in.

1. DESCRIPTION OF POST

Name of the post	Assistant Central Intelligence Officer, Grade-II/Executive				
Classification	Group ‘C’, Non-gazetted/Non-Ministerial				
Number of vacancies		UR	OBC	SC	ST
	Fresh Vacancies (413)	207	134	54	18
	Backlog vacancies (337)	NIL	167	126	44
	Total (750)	207	301	180	62
Pay scale	Rs. 9300-34800 plus Grade Pay Rs. 4200 (PB-2) (Plus admissible Central Government allowances).				
Essential qualifications	Graduation or equivalent from a recognized University.				
Desirable qualifications	Knowledge of computers.				

Age limit	<p>18-27 years</p> <ul style="list-style-type: none"> ➤ Upper age limit is relaxable by 5 years for SC/ST and by 3 years for OBC candidates. ➤ Upper age limit is relaxable for departmental candidates' upto 40 years of age who have rendered 3 years of regular and continuous service. ➤ The age limit is relaxable up to age of 35 years for general candidates and up to 40 years for SC/ST in case of widows, divorced women and women judicially separated from their husbands and not remarried. ➤ The age limit is relaxable for ex-servicemen as well as for candidates who were domiciled in J&K from Jan 01, 1980 to Dec 31, 1989 as well as the children and dependents of victims of communal riots of 2002 in Gujarat as per the Government instructions in this regard issued by the Central Government from time to time.
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NOTE:

- i.) The above mentioned posts are not reserved for all categories of physically handicapped (HH, OH, VH) persons. Hence, they **NEED NOT** apply.
- ii.) The number of vacancies is provisional and liable to change.
- iii.) The posts are temporary but are likely to continue indefinitely.
- iv.) Centre of examination once opted will not be changed under any circumstances. Candidates opting for Delhi as centre of examination may not necessarily get Delhi as examination centre. However, efforts will be made to accommodate them in nearby centres.
- (v) The eligibility of the candidates in terms of age, educational qualification, caste/category etc. will be determined on the closing date. The candidate must be Graduate or equivalent from a recognized university on or before the closing date, i.e., the final result must be out on or before the closing date, i.e. **Nov 9, 2014 (till 2359 hours)** and he/she must have been declared successful in it.

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

3. **SCHEME OF EXAMINATION:** The written examination for the post of ACIO-II/Exe contains two papers namely Paper I (Objective type) and Paper-II (Descriptive type on English language only). The total duration for both Papers is 1 hour and 40 minutes. Paper I will focus on General Awareness/General Knowledge, Reasoning, Comprehension, Mathematical ability etc. while Paper II will be designed to check English writing skill and analytical capability.

4. **SELECTION OF CANDIDATES:** Those candidates who acquire a specific standard in the written test (Paper-I & II) will be called for the interview. The date, place and time of interview shall be intimated to the candidates online. Based on the performance of the candidates in written test (Paper-I & II) and interview, they will be selected subject to the condition of successful completion of their Character and Antecedent verification and thereafter medical examination.

5. **HOW TO APPLY:**

(i) Applications should be submitted only through ONLINE registration by logging on to the website www.mha.nic.in. Applications will **NOT** be accepted through any other mode.

(ii) Online registration will become operational from the date of publication of the advertisement in the Employment News, i.e. Oct 11, 2014 till 2359 hours of the closing date, i.e. Nov 9, 2014. Registration done prior to Oct 11, 2014 will not be entertained.

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

(iv) The format of online application form is divided into two parts viz. Part I relates to the personal, academic and other particulars of the candidate and Part-II relates to the payment modes. The candidate will have to fill up the Part-I of online application, and then has to select option for payment of fees, if any, in part II of the application form.

(v) The candidates are required to upload their photograph (size should not be more than 20 KB) and signature (size should not be more than 10 KB) at the time of online registration itself.

(vi) Candidates are advised to submit only one application. Submission of other/multiple applications may result in cancellation of his/her applications altogether.

(vii) **Before submitting the online applications, the candidates must preview the application to ensure that they have provided correct information and uploaded correct photograph and signature.** It must also be ensured that the photograph and signature are visible and not hazy/blurred, otherwise the photograph and signature should be uploaded again. The online application should be submitted only after ensuring that the information/photograph/signature are correct.

(viii) The candidates are required to take the print out of the Registration Slip and keep it in safe custody. They should also note down their registration number and Roll Number (as and when allotted) separately for future reference.

(ix) Candidates are required to possess an e-mail ID valid for 06 (Six) months which is to be entered in the application form at the time of ONLINE registration so that admit cards for the written examination and interview call letters can be sent to the candidate. In addition to this, the candidate must furnish one mobile number in the column provided in the application form to enable us to give SMS

alert about the downloading of the admit card for written examination and interview.

(x) Applicants are advised to ensure that email addresses ending with @nic.in are directed to their inbox and not to spam folder or any other folder.

(xi) This office will not be responsible for bouncing of any e-mail or malfunctioning of the mobile phone number given by the candidate.

(xii) Necessary information regarding written examination, downloading of admit cards and interview call letters will also be hosted on the website www.mha.nic.in from time to time. Therefore, the candidates are advised to visit the website of MHA from time to time.

(xiii) Applicants are also advised to keep checking their email from time to time and particularly 2-3 days before the date of written examination for updates.

(xiv) Applicants are **NOT** required to submit hard copy of their application forms.

(xv) Candidates must carry at least two passport size photographs and identity proof in original such as Voter Card, Driving Licence, Aadhar Card, Income Tax Pan Card, Identity Card issued by University/College etc. to the examination centre, failing which they shall not be allowed to appear for the examination. The photograph is required to be pasted in the space provided in the admit card at the later stage.

6. EXAMINATION FEE: Rs. 100/- (Rupees Hundred only). Only male candidates belonging to General and OBC category are required to pay the fee. SC/ST and female candidates are exempted from payment of examination fee.

6.1 MODE OF PAYMENT: Applicants (who are required to pay the fee) can pay the fee by cash deposit (offline payment) at any branch of State Bank of India

using the Challan form (available in part-II of the online application) or by using internet banking facility of State Bank of India or ATM-cum-Debit card of State Bank of India only. Part-II of the on-line application pertains to payment of fee, wherein the applicant can opt for mode of payment, viz., offline payment or online payment.

6.2 OFFLINE PAYMENT (Cash Deposit): In this option, the applicant will be required to take a printout of Challan form (wherein name of the applicant and his/her Registration number will be printed) and deposit the fee in cash in any branch of State Bank of India **after a gap of one working day**. A counterfoil of this Challan would be given back to the candidate by the bank, indicating the transaction ID, which may be retained by the candidates.

6.3 ONLINE PAYMENT (Internet Banking and ATM-Cum-Debit Card): The applicants having internet banking facility of State Bank of India or having ATM-cum-Debit card of State Bank of India can pay the fee online. Once the online payment option is selected by the applicant, he/she would be automatically guided to the website of State Bank of India and after paying the fee through a user friendly interface, he/she would be guided back to the registration form/website and a confirmation is immediately flashed regarding receipt of payment.

6.4 Those candidates who apply on the closing date (Nov 9, 2014) and opt for Cash Payment can deposit the fees in any State Bank of India branch after a gap of one working day i.e, on Nov 11, 2014. However, for other modes of payment i.e., Internet Banking or State Bank of India ATM-cum-Debit Card, the last date for depositing the fees would be the closing date only.

6.5 Fee once paid shall not be refunded under any circumstances.

NOTE 1: Those candidates depositing fees in cash mode should verify the status of their payment after 2 working days. For example, if the challan is printed on Nov 9, 2014, the fee can be deposited in cash on Nov 11, 2014 and the payment status could be checked on Nov 14, 2014.

NOTE 2: Fee paid by modes other than Cash deposit, Internet Banking or ATM-cum-Debit card will **NOT** be accepted under any circumstances and the applications of such candidates will be rejected outright and payment made shall stand forfeited.

7. CENTRE OF EXAMINATION: The candidate has to opt one of the Examination Centre from 33 centres given below for the written examination in the application form:-

Sl. No.	Centre	Sl. No.	Centre
1	AGARTALA	18	KOHIMA
2	AHMEDABAD	19	KOLKATA
3	AIZAWL	20	LEH
4	AMRITSAR	21	LUCKNOW
5	BANGALORE	22	MEERUT
6	BHOPAL	23	MUMBAI
7	BHUBANESWAR	24	NAGPUR
8	CHANDIGARH	25	PATNA
9	CHENNAI	26	RAIPUR
10	DEHRADUN	27	RANCHI
11	DELHI	28	SHILLONG
12	GUWAHATI	29	SHIMLA
13	HYDERABAD	30	SILIGURI
14	IMPHAL	31	TRIVANDRUM
15	ITANAGAR	32	VARANASI
16	JAIPUR	33	VIJAYAWADA
17	JAMMU		

NOTE 1: While filling in the online application form, the applicant should carefully decide about his/her choice of examination centre.

NOTE 2: Examination centre, once opted, will **NOT** be changed under any circumstances.

NOTE 3: Applications received from a candidate for more than one Examination Centre would be rejected.

NOTE 4: Candidates opting for Delhi as centre of examination may not necessarily get Delhi as examination centre. However, efforts will be made to accommodate them in nearby centres.

7.1: CLOSING DATE: Nov 9, 2014 (till 2359 hours).

8. GENERAL INSTRUCTIONS:

(i) The crucial date for determining the age limit, educational qualifications, certificates/testimonials, etc., shall be the closing date for receipt of applications from the candidates.

(ii) The date of birth as well as the name of the applicant will invariably be taken from the matriculation certificate issued by a recognized board. No other proof of date of birth and name shall be accepted.

(iii) Certificates in support of qualifications must have been obtained on or before the closing date from recognized University /Institution.

(iv) Degree/Diploma etc. obtained through Open Universities/Distance education mode will not be accepted for the purpose of Educational Qualification unless it is recognized by Distance Education Council in terms of Ministry of Human Resource Development Notification No. 44, dated 01.03.1995 published in the Gazette of India dated 08.04.1995 for the relevant period when the candidate acquired the relevant qualification.

(v) Those candidates, who are yet to get their degree, if called for interview, would be required to submit a proof of passing the degree examination on or before the closing date. Such proof would not be entertained

if issued after the closing date on ground of late conduct of examination, delay in declaration of result or any other ground whatsoever.

(vi) Candidates must ensure before applying for the post that he/she is eligible for the post in terms of age, educational qualification etc. as laid down in this advertisement. If the information furnished by the candidate at the time of applying for the post is found to be incorrect at a later date, the candidate himself/herself will be solely responsible and his/her service is liable to be terminated at any time during his/her service.

(vii) The admission of a candidate at various stages of examination, viz., written exam and interview will be purely provisional, subject to his/her satisfying the prescribed eligibility conditions. If on verification at any time before or after the written exam or interview, it is found that a candidate does not fulfil any of the eligibility conditions, his/her candidature for the said examination shall be cancelled.

(viii) Candidates are advised to furnish correct information regarding their age, educational qualification and caste/category (i.e. SC/ST/OBC) in the application form. **None of the copies of the certificates of age, educational qualifications and caste/category etc. (attested or otherwise) is required to be attached with the application form at initial stage.** However, if the candidate qualifies in the written examination, the same would be required to be produced by him/her as and when asked for.

(ix) SC/ST/OBC candidates may fill up their respective category in the application form carefully. It is made clear that category once mentioned in the form shall **NOT** be changed in any circumstances. The candidate will have to produce the documentary evidence issued by the Competent Authority in support of his/her claim as and when asked for.

(x) Candidates claiming benefit of OBC Category should ensure that they belong to OBC Category as per the notification of the Central Government meant for appointment to the posts under the Government of India **(and not as per the notification of the State Government)** and **DO NOT** belong to the creamy layer. If any candidate qualifies in the written test, he/she will have to produce the OBC certificate along with the undertaking in the proforma given at **Appendix-I** as and when asked for. The certificate in any other proforma will not be accepted in any case. In case the candidate fails to submit the certificate in the proforma **(Appendix I)** from the Competent Authority, his/her candidature for the post will be summarily rejected and no correspondence will be entertained in this regard.

(xi) Any change in category will **NOT** be entertained in future and the candidature of such candidate shall be cancelled.

(xii) Candidates will be required to produce the original certificates/testimonials when called for interview.

(xiii) Candidates already in Government service or working with PSUs/Autonomous Bodies should inform their Employer or obtain necessary permission, as the case may be, before applying for the said post. No Objection Certificate (NOC) from the Employer is required to be furnished at the time of Interview, if called for.

(xiv) Candidates who get employed in Govt. service/PSUs/Autonomous bodies after the closing date, would be required to bring NOC from their employer at the time of interview, if called for.

(xv) Candidates who have appeared in the graduation or other equivalent examination and whose results have not been declared by the closing date are

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

(xvi) Any correspondence with reference to the admission to the test will **NOT** be entertained.

(xvii) No TA or other expenses will be admissible to the candidates for appearing in the written examination/interview except to unemployed SC/ST candidates who will be reimbursed the fares as admissible under the Rules. No cash payment will be made at the time of test or interview.

(xviii) Only one online application is to be submitted by the candidates on the website www.mha.nic.in. In case, a candidate submits more than one application, all his applications and his candidature will be summarily rejected.

(xix) Mobile Phones and other electronic gadgets are banned within the premises of the examination centres. The arrangement for safe keeping of valuable/costly items at the venues can not be assured. Possession of such equipments, whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. Besides, they will be liable for further action as may be decided by this office.

(xx) Candidates should verify the particulars filled in the application form, online, carefully before submitting the same. After submission, **NO** change in any parameters will be allowed.

(xxi) Candidates are advised to keep ready the following documents in original along with their attested copies soon after the declaration of the result of written examination:

- a) Matric/Higher Secondary School certificate or equivalent showing name and date of birth,

- b) Degree/Provisional degree certificate / marksheet showing clearly having passed degree examination and eligible for award of degree,
- c) OBC certificate, if applicable, in prescribed proforma, as explained in para 8 (x) above,
- d) SC/ST certificate, if applicable,
- e) NOC from the present employer, if applicable, and
- f) Any other document/testimonial as deemed necessary by the candidate.

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

This is to certify that, son of of village District/Division in the State belongs to the community which is recognized as a Backward Class under—

- (i) Government of India, Ministry of Welfare, Resolution No.12011/68/93-BCC(C), dated the 10th September, 1993, published in the gazette of India, Extraordinary, Part-I, Section I, No.186, dated the 13th September, 1993.
- (ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
- (iii) Government of India, Ministry of Welfare, Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.
- (iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- (v) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.
- (vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- (vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- (viii) Resolution No. 12011/68/98-BCC dated 27th October, 1999.
- (ix) Resolution No.12011/88/98-BCC dated 6th December, 1999.
- (x) Resolution No.12011/36/99-BCC dated 4th April, 2000.
- (xi) Resolution No.12011/44/99-BCC dated 21st September, 2000.

Shri and/or his family ordinarily reside(s) in the District/Division of the State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993, which is modified by DoP&T OM No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

District Magistrate, Deputy Commissioner etc.

SEAL

Dated:

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

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

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

Declaration/undertaking - for OBC Candidates only

I, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ State hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

Declaration/undertaking not signed by Candidate will be rejected
