

By FAX or WAN

Government of India  
Ministry of Home Affairs  
Directorate General, Sashastra Seema Bal  
R. K. Puram, New Delhi – 110 066.

No. 1/SSB/Pers-V/Dep-Cab. Sectt/2015(105)/ 10264-99

Dated 11.8.16

CIRCULAR

**Sub: - Filling up of the post of Field Assistant (GD) in Cabinet Secretariat on deputation basis.**

Cabinet Secretariat, New Delhi vide their letter No.2/1/2016-Pers.3/18290 dated 28/07/2016 has invited nomination for filling up the post of Field Assistant(GD) on deputation basis. Copy of letter has been uploaded in SSB website as well as SSB portal in the WAN.

2. Competent Authority has approved that applications of eligible and willing CTs(GD) & FAs(G) alongwith bio-data & service details in prescribed format, DE/Vigilance clearance certificate, Integrity certificate and attested copies of APARs for the last 05 years may be sent to this office by **25/08/2016** through respective IsG.

3. Applications received directly will not be entertained. Interested officials may download the circular and application Form from SSB website/SSB portal.

(P. C. Chinhara)  
Assistant Director (Pers-V)

To

1. IsG Frontier Hqrs. Patna, Lucknow, Silliguri, Guwahati, Ranikhet, Tezpur & Director, SSB, Academy Srinagar.

2. DIsG SHQs Almora, Lakhimpur Kheri, Gorakhpur, Purnia, Muzaffarpur, Ranidanga, Gangtok, New Jalpaiguri, Kokrajhar, Tezpur, Bombdila, Rangia, Pilibhit, Spl Ops SHQ Bhilai & Srinagar(J&K), DIsG TCs, SSB Salonibari & MTC Shimla, RTCs - Alwar, Gorakhpur, Bhopal & CI & JW Gwaldam.

Copy to: -

1. PS to DIG (Trg), FHQ., New Delhi with the request to forward nomination of above mentioned rank in respect of the Training Centres located in H. P. & Alwar please.

2. Commandant (Communication) FHQ. SSB alongwith Circular with the request to upload the same in SSB website and SSB portal in the WAN.

3. The Assistant Director(Spl OPS), FHQ for information please.

4. The Incharge, EDP Cell – with the request to send the following message to all CTs(GD) & FAs(G). “For deputation to the post of Field Assistant(GD) in Cabinet Secretariat, please visit SSB website – Human Resource – Employees Deputation”.

  
Assistant Director (Pers-V)

No.2/1/2016-Pers.3 1.8.2 90  
Government of India  
Cabinet Secretariat

1001, B2 Wings, 10<sup>th</sup> Floor,  
Paryavaran Bhavan,  
CGO Complex, Lodhi Road,

28/7/16

To,

The Assistant Director (Pers.V/Org)  
Directorate General, SSB,  
East Block V,  
R.K. Puram, New Delhi.

**Subject: - Appointment to the post of Field Assistant (GD) in Cabinet Secretariat, New Delhi on deputation basis.**

Sir,

We propose to fill a few vacancies in the grade of Field Assistant (GD) in this department through appointment of Constables on deputation basis.

2. The details and eligibility requirements for the post are as under:-

i	Post	FA(GD), Group C, Non-Gazetted post
ii	Pay Band	PB-I of Rs.5200-20,200/- with Grade Pay Rs. 2000/-
iii	Initial period of deputation	04 years. The deputation would be governed under the provisions of DOP&T O.M.No.6/8/2009-Estt (Pay-II) dated 17/06/2010

**Requirements**

i	Rank	Constable (GD)
ii	Minimum Educational Qualification	10+2
iii	Age	Shall not exceed 56 Yrs.
iv	Overall ACR grading for the last 5 years:	Good or above.

3. I am, therefore, to request that nominations of eligible and willing Constables may be sent to the undersigned latest by 31/08/2016 alongwith the following documents:-

- (i) Their Bio-data and service details/nomination in the enclosed format.
- (ii) Authenticated copies of the ACRs/APARs for the last 5 years.
- (iii) Certificate that no DE/PE is pending/contemplated against the nominees.

Yours faithfully,

  
(K. K. RATHA)

UNDER SECRETARY (PERS.B)



## BIO-DATA

1. Name/CT No./Rank :
2. Father's Name :
3. Date of Birth :
4. Nationality :
5. Permanent Address :
6. Present Address :
7. Address of places where residing  
During the last 3 years :
8. Place of Birth/Home Town :
9. Educational Qualification :
10. Date of joining Govt. Service :
11. Physical Standard :
12. Medical Category :
13. Courses attended :
14. Experience :
15. Present place of posting :
16. Punishment details :
17. ACR/APAR Grading  
(Last 5 years) :

(Signature of the Candidate)

Date:

Place: