

**INTELLIGENCE BUREAU  
(MINISTRY OF HOME AFFAIRS)  
GOVERNMENT OF INDIA**

**RECRUITMENT OF SECURITY ASSISTANT (EXECUTIVE)-2013**

On-line applications are invited from Indian nationals for direct recruitment to the post of Security Assistant (Executive), General Central Service, Group-C (Non-Gazetted/Non-Ministerial) in the following Subsidiary Intelligence Bureaux, Ministry of Home Affairs, Government of India. Candidates who fulfill the conditions of eligibility for the post are advised to go through all parameters under different paras and sub-paras mentioned below and satisfy themselves about their suitability/eligibility in age limit, essential qualifications for the post before applying. Candidates fulfilling eligibility criteria of the post may apply on-line through website [www.mha.nic.in](http://www.mha.nic.in):-

**TABLE 'A'**

SI No	Subsidiary Intelligence Bureau/ Centre of Examination	Local Language/ Dialect Of the Region	No. Of Vacancies	Reservation Break-Up			
				UR	OBC	SC	ST
1.	Agartala	Bengali, Kokborok	01	0	0	0	01
2.	Ahmedabad	Gujarati	14	07	04	01	02
3.	Aizawl	Mizo	06	03	0	0	03
4.	Amritsar	Punjabi	02	02	0	0	0
5.	Bhopal	Hindi	03	01	0	02	0
6.	Bhubaneswar	Odiya	12	08	02	01	01
7.	Chandigarh	Punjabi, Hindi	06	03	02	01	0
8.	Dehradun	Garhwali, Kumaoni, Jaunsari, Punjabi	09	06	02	01	0
9.	Delhi/IB Hqrs	Hindi, Punjabi, Urdu	141	91	22	13	15
10.	Dibrugarh	Wanchoo, Olo, Nocte, Tutsa, Tangsa, Singpho, Lisu, Khamti, Idu Mishmi, Digaru Mishmi, Meyor, Miju Mishmi, Adi Padam, Mishings, Idu Mishmis, Adis, Galos, Adi Minyong, Adi Pangi, Adi Kongkar, Adi Simong, Adi Karko, Adi Milar, Adi Pasi, Membas, Khamba	32	18	0	0	14
11.	Gangtok	Nepali, Bhutia, Lepcha	04	0	02	01	01
12.	Guwahati	Assamese, Bengali, Bodo, Karbi	12	06	03	02	01
13.	Hyderabad	Telugu, Urdu	09	04	02	02	01
14.	Imphal	Manipuri, Hmar, Liangland, Mao, Maram, Maring, Paite, Rongmei, Tangkhul, Thadou, Vaiphei	03	02	0	0	01

15.	Itanagar	Monpa, Miji, Aka/Hruso, Sherdukpen, Nyishi, Apatani, Tagin, Hill Miri, Adi, Digaru Mishmi, Idu-Mishmi, Khampiti, Miju-Mishmi, Nocte, Tangsa, Wancho, Bugun, Galo, Khamba, Memba, Meyor, Nah, Singho, Puroik/Sulung	37	20	0	0	17
16.	Jaipur	Rajasthani	11	09	02	0	0
17.	Jammu	Dogri, Kashmiri, Urdu, Pahari, Gojri	03	02	01	0	0
18.	Kalimpong	Bengali, Nepali	20	12	05	02	01
19.	Kohima	Angami, Ao, Sema, Lotha, Chakhesang, Rengma, Chang, Sangtam, Yimchunger, Phom, Konyak, Pochury, Zeliang, Kuki, Kachari, Khiamnumgan, Nagamese	31	17	0	0	14
20.	Kolkata	Bengali, Nepali, Alchiki (Santhali), Urdu, Hindi, Gurumukhi, Oriya	18	09	05	02	02
21.	Leh	Ladakhi, Balti/Purgi, Tibetan, Brokpa, Shina, Urdu, Dardi	14	08	03	01	02
22.	Lucknow	Hindi, Urdu, Awadhi, Bundelkhandi, Bhojpuri, Brij	09	05	02	01	01
23.	Mumbai	Marathi, Konkani	34	20	08	03	03
24.	Patna	Hindi	20	10	07	03	0
25.	Raipur	Chhattisgarhi, Gondi, Halbi	06	04	02	0	0
26.	Ranchi	Hindi, Bengali, Oriya, Santhali, Ho, Mundary, Oranon/Kurukh, Kharia, Khortha, Nagpuri, Kurmali, Panch Pargania, Pahariya/Malto	07	03	01	01	02
27.	Shillong	Khasi, Garo, Jaintia	01	0	0	0	01
28.	Shimla	Pahari	02	02	0	0	0
29.	Siliguri	Bengali, Nepali	03	01	0	01	01
30.	Srinagar	Kashmiri, Dogri, Balti(Pali), Dardi, Punjabi, Pahari, Ladakhi, Gojri, Urdu	16	08	03	02	03
31.	Trivandrum	Malayalam	43	35	0	08	0
32.	Varanasi	Hindi, Bhojpuri	03	02	01	0	0

**NOTE:**

- i. The candidates can opt for only one SIB/centre of examination and would, thus, be considered for vacancies earmarked for the said SIB/centre only. Applications received for more than one SIB/centre from a candidate would be rejected.
- ii. Centre of examination once opted will not be changed under any circumstances.

- iii. 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.
  - iv. Similarly, the candidates opting for other examination centres could also be accommodated in nearby centres/areas, though efforts would be made to accommodate them in the centre opted by them.
  - v. The written examination of candidates opting for the vacancies in SIB Srinagar will be held at Jammu centre.
  - vi. The reservation of vacancies for OBC, SC and ST is as per rules.
  - vii. The number of SIB-wise vacancies indicated above are provisional and may change.
  - viii. The posts are temporary but likely to continue indefinitely.
  - ix. **The above mentioned posts are not reserved for any category of physically handicapped (HH, OH, VH) person. Hence, they NEED NOT apply.**
2. **Pay Scale:** Pay Band-1, Rs.5200-20200/- with Grade Pay of Rs.2000/- plus allowances at Central Govt. rates.
3. **Eligibility Conditions:**
- (a) **Essential:** (i)- Matriculation (10<sup>th</sup> class pass) or equivalent from a recognized Board of Education  
(ii)- Knowledge of local language/dialect as specified above against each SIB/centre of examination.
  - (b) **Desirable:** Field Experience in intelligence work.

**4. Age:** Not exceeding 27 years of age as on the closing date i.e. February 17, 2014 for registration of applications. The eligibility of candidates in term of age and educational qualification will be determined on closing date.

However, upper age limit is relaxable by five years for SC/ST and three years for OBC candidates.

It is relaxable for such Departmental candidates up to 40 years of age who have rendered three years of continuous service.

The age limit is relaxable for ex-servicemen as well as for candidates who were domiciled in J&K from 1.1.1980 to 31.12.1989 and children & dependents of victims of communal riots of 2002 in Gujarat as per Government instructions in this regard issued from time to time.

**5. Knowledge of Local Language/Dialect:-** Candidates applying for the vacancies of a particular SIB/centre are required to possess adequate knowledge of the local language/dialect indicated against it. They should be able to read, write and speak the mentioned language/dialect.

**6. Liability of Service:** The post involves ALL INDIA SERVICE LIABILITY. **Therefore, the candidates willing/ready to serve anywhere in India need to apply only.**

**7. Scheme of examination:** The written examination for the post of SA/Exe will be of Objective Type test on General Knowledge, Current Awareness, Aptitude, Reasoning, General Arithmetic and English of 100 marks. The objective type test would be held on the same day for all the centres of examination and hence the candidates should apply for the vacancies of one SIB/centre only depending upon their knowledge of the local language/dialect mentioned against it in table 'A' above.

Those candidates who meet specific standard in the objective type test will be further called for a local language test (50 marks) and personality test (50 marks). The date, place and time of local language and personality test shall be intimated to the candidates online.

**8. Selection of Candidates:** Based on the performance in written test, local language test and personality test, candidates will be selected subject to successful completion of their character and antecedent verification followed by medical examination.

**9. How to apply:-** (i) Applications should be submitted only through ON-LINE registration by logging on to the website [www.mha.nic.in](http://www.mha.nic.in).

(ii) On-line registration will become operational from the date of publication of the advertisement, i.e. January 18, 2014 till 2359 hours of the closing date, i.e. February 17, 2014.

(iii) Applications will not be accepted through any other mode.

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

(v) The format of On-line application form is divided into two parts viz. Part I relates to the personal, academic and other particulars of the candidate. 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.

(vi) 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.

(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 and online application should be submitted only after ensuring that the information/ photograph/ signature are correct.

(viii) Candidates are advised to submit only one application. Submission of multiple applications may result in cancellation of such applications altogether.

(ix) 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.

(x) 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 ON-LINE registration so that admit cards for the written examination and interview call letters can be sent to the candidate.

(xi) Candidates 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.

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

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

(xiv) The information regarding written examination, downloading of admit cards and interview call letters will also be posted on the website [www.mha.nic.in](http://www.mha.nic.in) from time to time. Therefore, the candidates are advised to visit the website of MHA from time to time.

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

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

(xvii) **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.**

**10. Examination Fee:** Rs.50/- (RUPEES FIFTY ONLY) for General & OBC candidates (male). However, Woman candidates and candidates belonging to Scheduled Caste and Scheduled Tribe are exempted from payment of fee.

(A) **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 State Bank ATM-cum-Debit card. 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.

(B) **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.

(C) **ONLINE PAYMENT** (Internet Banking and ATM-Cum-Debit Card): The applicants having internet banking facility of State Bank of India or having State Bank ATM-cum-Debit card 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.

(D) Those candidates who apply on the closing date 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 February 19, 2014. However, for online payment through State Bank of India Internet Banking and State Bank of India ATM-cum-Debit Card, the last date for depositing the fees would be the closing date.

(E) 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 January 20, 2014, the fee can be deposited in cash on January 22, 2014 and the payment status could be checked on January 25, 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.

**11. 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 Institution/University.
- (iv) Educational certificate 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) The candidates who are yet to get their passing certificate, if called for interview, would be required to submit proof of their passing the Matriculation examination on or before the closing date. Such proof, if issued after the closing date, would not be entertained 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 and knowledge of local language etc. as laid down in the advertisement.
- (vii) As no testimonials are called for at the submission stage, the admission to the written examination would be provisional. If the information furnished by the candidate while submitting application is found to be incorrect at a later date, the candidate himself/herself will be solely responsible and his/her service would be liable to be terminated at any time during his/her service.
- (viii) 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.
- (ix) If on verification at any time before or after the written exam or interview, it is found that a candidate does not fulfill any of the eligibility conditions, his/her candidature for the said examination would be cancelled.
- (x) Candidates are advised to furnish correct information regarding their age, educational qualification and caste/category (i.e. SC/ST/OBC) in the application form.
- (xi) **Copies of the certificates of age, educational qualifications and caste/category etc. (attested or otherwise) are not required to be attached with the application form at this stage.** However, if the candidate qualifies in the written examination, the same would be required to be produced by him/her as and when it is asked for.

- (xii) Candidates claiming relaxation under OBC Category must ensure that they belong to OBC Category as per the notification of Central Government meant for appointment to the posts under the Government of India **(not as per the notification of State Government)** and **DO NOT** belong to the creamy layer.
- (xiii) 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.
- (xiv) Certificate in any other proforma will not be accepted in any case.
- (xv) 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.
- (xvi) Any change in category will **NOT** be entertained in future and the candidature of such candidate would be cancelled.
- (xvii) Candidates will be required to produce the original certificates/testimonials when called for interview.
- (xviii) Candidates already in Government service or working with PSUs/Autonomous bodies must inform their Employer or obtain necessary permission, as the case may be, before applying for the said post.
- (xix) No Objection Certificate (NOC) from the Employer is required to be furnished at the time of Interview, if called for.



- (xx) 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.
- (xxi) Candidates who have appeared in the Matric 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 candidatures of such candidates would not be entertained.
- (xxii) Correspondence with reference to the admission to the test will **NOT** be entertained.
- (xxiii) 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.
- (xxiv) Only one on-line application is to be submitted by the candidates on the website [www.mha.nic.in](http://www.mha.nic.in) . In case, a candidate submits more than one application, all applications and his candidature will be summarily rejected.
- (xxv) Mobile Phone and other electronic gadgets are banned within the premises of the examination centres.
- (xxvi) Arrangement for safe keeping of any valuable/costly items at the venues can not be assured.
- (xxvii) 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. They will be liable for further action as may be decided by this office.

(xxviii) Candidate should verify the particulars filled in the application form, on-line, very carefully before submitting the same. After submission, **NO** change in any parameters would be allowed.

(xxix) 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/mark sheet showing clearly having passed degree examination and eligible for award of degree,
- c) OBC certificate, if applicable, from competent authority in prescribed proforma, as explained in para 11 (xiii) above,
- d) SC/ST certificate, if applicable, from competent authority.
- e) NOC from the present employer, if applicable, and
- f) Any other document/testimonial as deemed necessary by the candidate.

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

Dated:

SEAL

: 15 :

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.

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**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 recognized 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**

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