

Intelligence Bureau  
(Ministry of Home Affairs)  
Government of India

**ASSISTANT CENTRAL INTELLIGENCE OFFICER – GRADE II/EXECUTIVE  
EXAMINATION – 2013**

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 who fulfill the conditions of eligibility for the post as given in para 1 below 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 ON-LINE through website [www.mha.nic.in](http://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	750 (UR-380, OBC-202, SC-112 & ST-56)
Age limit	18-27 years Upper age limit is relaxable by 5 years for SC/ST and by 3 years for OBC candidates. Upper age limit is also relaxable for Departmental Candidates with 3 years continuous service, upto 40 years and also certain other categories in accordance with the instructions or orders issued by Central Government from time to time.
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.

**NOTE 1:** The above mentioned post is not reserved for any categories of physically handicapped (HH, OH, VH) persons. Hence, they **NEED NOT** apply.

**NOTE 2:** The number of vacancies is provisional and liable to change.

**NOTE 3:** The eligibility of the candidates in terms of age and educational qualification will be determined on the closing date. The candidate must be Graduate on or before the closing date, i.e., the final result must be out on or before the closing date, i.e. **12.08.2013 (till midnight)**.

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

**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 and Mathematical ability while Paper II will be designed to check the knowledge of 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 ON-LINE registration by logging on to the website [www.mha.nic.in](http://www.mha.nic.in)

(ii) Applications will not be accepted through any other mode. Wrong information in any column may lead to the application getting rejected altogether.

(iii) 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 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. Candidates are required to upload their photographs & signature at the time of registration itself.

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

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

(vi) 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. 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.

(vii) 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.

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

(ix) Necessary information regarding written examination, downloading of admit cards and interview call letters will also be hosted 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.

(x) 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 any updates.

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

**6. EXAMINATION FEE:** Rs. 100/- (Rupees Hundred only). Only male candidates belonging to General and OBC category are required to pay the fee. All 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 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 14.7.2013. However, for other modes of payment i.e., 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.

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

**NOTE 3:** 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 15/7/2013, the fee can be deposited in cash on 17.07.2013 and the payment status could be checked on 20.07.2013.

**NOTE 4:** 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 stands forfeited.

**7. CENTRE OF EXAMINATION:** The candidate has to opt one of the Examination Centre from 33 Centres given on next page 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.

**7.1: CLOSING DATE: August 12, 2013 (till midnight)**

## **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 all 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 would 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 and **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 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.

- (ix) SC/ST/OBC candidates should fill up their respective category in the application form carefully. It may be made clear that category once mentioned in the form shall **NOT** be changed in any circumstances and candidate will have to produce the documentary evidence issued by the Competent Authority in support of his/her claim as and when it is asked for.
- (x) Candidates claiming benefit of 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. 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 and no other proforma will 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 would 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 must inform their Employer or obtain necessary permission, as the case may be, before applying for the said post and 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, if they qualify for the interview, would not be entertained.
- (xvi) 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 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 his applications and his candidature will be summarily rejected.
- (xix) Mobile Phone and other electronic gadgets are banned within the premises of the examination centres and arrangement for safe keeping of any valuable/costly items at the venues can not be assured. Possession of such equipment 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.
- (xx) 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.
- (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.

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## APPENDIX – I

### 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.

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.

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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 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

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