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D.O. No. 23/15/2023-SHG(Pers)-10472



Anurag Goel
Additional Secretary

SPECIAL BUREAU
North Eastern Zone
Government of India
Springside, Nongthymmai
Shillong-793014

November 04, 2025

Dear *Shri Agarwal,*

Deputation to the post of Senior Field Officer in the Cabinet Secretariat

Our Organisation is looking for young and bright officers with varied experiences in order to develop a work force that can address current and future challenges. In particular, we are seeking officers in the rank of Senior Field Officer (GD) on deputation basis, the eligibility conditions for which are enclosed at Annexure-I.

2. I would request you to please circulate this information amongst eligible officers under your jurisdiction, with a request to encourage them to proceed on deputation to Cabinet Secretariat to enjoy different set of professional challenges.

3. Duly completed applications, in the prescribed format (Annexure-II), with necessary documents, may please be arranged to be sent to this office alongwith the following:

a. Complete and up-to-date APARs of the officers for the last 5 years or photocopies thereof, duly attested by an officer not below the rank of Under Secretary or equivalent on each page. Photocopies of APARs not attested by an officer of the rank of Under Secretary or equivalent shall not be accepted;

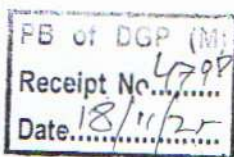
b. Certificate by the Administrative Authority as per format given at Annexure-III.

4. I look forward to receiving nominations from Mizoram Police, and would deeply appreciate your personal interest in the matter. My office can always be contacted for any further clarifications.

Best wishes,

Yours sincerely

(Anurag Goel)



DIG (HQ) OFFICE

Receipt No. 4

Date 18.11.25

Shri Sharad Agarwal, IPS
DGP, Mizoram
Police Hqrs., Khatla
Aizawl, Mizoram-796001

DIG (HQ) de 18/11

*IG/HQ / DIG/HQ / AIG (HS)
We may circulate it among
eligible officers.*

DGP (HQ/L&O)

17/11/25 DGP (M)

Annexure-I

The eligibility criteria for the post as mentioned in the Recruitment Rules of this organization are given below:-

- a) **Pay Details:-** The above post carries pay in Level-10 of Pay Matrix.
- b) **Eligibility criteria:-** Officers of the Central Government (including Central Armed Police Forces) or State Government or Union Territories or Defence Services:
 - (A)(i) holding analogous post on regular basis in the parent cadre or department; or
 - (ii) with five years service rendered after appointment to the post on regular basis in Level-8 (Rs.47600-151100/-) in the pay matrix or equivalent in the parent cadre or department.
 - (B) possessing educational qualification of bachelor's degree from a Government recognized University or Institution.
- c) **Age Limit:-** shall not exceed 56 years as on closing date
- d) **Terms and condition of deputation:-**
 - i) The selected candidates will be governed by normal deputation terms as admissible under the Central Government Rules in terms of DoP&T O.M. No.6/8/2009-Estt.(Pay II) dated 17.06.2010.
 - ii) The selected candidates will be on deputation initially for a period of 04 years which is further extendable in accordance with Recruitment Rules of this Organisation. While on deputation, they will also be eligible for payment of special allowance @20% of Basic Pay. However, no deputation allowance is payable along with Special Allowance.
 - iii) The selected candidates will have all India transfer liability.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters) :				
	Father's Name:				
2.	Date of Birth (in Christian era) :				
3.	i)	Date of entry into service :			
	ii)	Date of retirement under Central/ State Government Rules. :			
4.	Educational Qualifications. :				
5.	Whether educational and other qualifications required for the post are satisfied. (If any, as equivalent to the one prescribed in the Rules, state the authority for the same) :				
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular			Qualifications/ Experience possessed by the officer		
Essential			Essential		
A)	Qualification		A)	Qualification	
B)	Experience		B)	Experience	
Desirable			Desirable		
A)	Qualification		A)	Qualification	
B)	Experience		B)	Experience	
5.1 Note:	This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.				
5.2	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.				
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. :				
6.1 Note:	Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.				
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/ institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
* Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade pay/ pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below:					

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Office/ institution		Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme		From	To
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent or Permanent		:		
9.	In case the present employment is held on deputation/ contract basis please state:				
a) The date of initial appointment		b) Period of appointment on deputation/ contract		c) Name of the parent office/ organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organisation but still maintaining a lien in his parent cadre/ organisation.					
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		:		
11.	Additional details about present employment:				
	Please state whether working under (indicate the name of your employer against the relevant column)				
	a)	Central Government	:		
	b)	State Government	:		
	c)	Autonomous Organization	:		
	d)	Government Undertaking	:		
	e)	Universities	:		
	f)	Others	:		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		:		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		:		
14.	Total emoluments per month now drawn		:		
Basic Pay in the PB		Grade Pay		Total Emoluments	

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15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.				
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/ interim relief/ other Allowances etc., (with break-up details		Total Emoluments	
16.A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) ~~additional academic qualifications~~ (ii) professional training and (iii) ~~work experience over and above prescribed in the Vacancy Circulated / Advertisement~~)		:		
	(Note: Enclose a separate sheet, if the space is insufficient)				
16.B	Achievements		:		
	The candidates are requested to indicate information with regard to:				
	(i)	Research publications and reposts and special projects	:		
	(ii)	Award/ Scholarships/ Official appreciation	:		
	(iii)	Affiliation with the professional bodies/ institutions/ societies and	:		
	(iv)	Patents registered in own name or achieved for the organisation	:		
	(v)	Any research/ innovative measure involving official recognition	:		
	(vi)	Any other information	:		
(Note: Enclose a separate sheet if the space is insufficient)					
17.	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. # (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract).		:		

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Annexure-III

Certificate by the Administrative Authority

1. Certified that the particulars furnished by the officer have been checked from available records and found correct.
2. Certified that the applicant is eligible for the post applied as per terms and conditions mentioned in the advertisement.
3. Certified that no vigilance/ disciplinary case is either pending or contemplated against the applicant.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Up-to-date CR dossier of the applicant/ photocopies of ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary/ equivalent or above are enclosed.
7. In case of selection of the officer, he will be relieved of duties from this office.

Signature:

Name:

Designation:
(Not below the rank of Under Secretary)

Tele No.

(Office Stamp)

Date:
Place: