



सं/No. A.11039/2/Dep-posts/2024-Ad.II-503  
भारत सरकार / Government Of India  
गृह मंत्रालय / Ministry of Home Affairs  
समन्वय निदेशालय / Directorate of Coordination  
पुलिस बेतार / Police Wireless



ब्लॉक नं.-9, सी.जी.ओ. परिसर/Block No.9, C.G.O. Complex  
लोधीरोड, नईदिल्ली-3/Lodhi Road, New Delhi-3  
दिनांक/Dated 22 April, 2024.

**OFFICE MEMORANDUM**

**Subject :- Filling up the following vacant posts on Deputation/absorption basis in DCPW.**

Sir,

I am directed to say that this Directorate intends to fill up the following vacant posts on deputation/absorption basis. The particulars of the posts, eligibility conditions etc. are given in respective **annexure** mentioned against the posts.

| Sl.No. | Name of Post                         | Level (Pay Matrix)          | No. of posts | Particular for Annexure | Remarks  |
|--------|--------------------------------------|-----------------------------|--------------|-------------------------|--|
| 1.     | Assistant Communication Officer (Cy) | Level 6(Rs. 35400-112400/-) | 08           | Annexure-I (A)          | By Deputation/absorption or re-employment (for Ex-Serviceman).                     |
| 2.     | Assistant Communication Officer      | Level 6(Rs. 35400-112400/-) | 30           | Annexure-I (B)          | By Deputation/absorption Absorption, For -Ex-Servicemen: Deputation/ Reemployment. |
| 3      | Assistant                            | Level 6(Rs. 35400-112400/-) | 05           | Annexure-I (C)          | By Deputation/absorption   |

2. The pay of the selected Officers will be regulated in accordance with the Deptt. of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

3. The applicant should not be more than 56 years of age on the closing date of the application. The period of deputation ordinarily will not exceed three years.

4. It is requested that wide publicity may be given to the vacancy circular among officers under your administrative control. Application (in duplicate), in the enclosed proforma (**Annexure-II**) alongwith complete and up-to-date APAR dossiers of the officers, who can be spared in the event of their selection, may be sent to "**The Joint Director (Admn.), DCPW**" Block 9, CGO Complex, Lodhi Road, New Delhi-110003, within 60 days from the date of issue of this Circular OR within 60 days from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later. Application received after the last date or without APAR dossiers or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officer may also be certified.

Encl: As above

Yours faithfully  
*A. Shrivastava*  
22.04.24  
(Ashim Sen)

L/O to Deputy Director (Admn.)  
Tele No. 011- 24362833

Copy to :

1. All Central Police Organisations (CPOs)/Central Armed Police Forces/Defence Organisations.
2. All State / UT Police Organisations.
3. The Controller & Auditor General of India for similar action.
4. Controller General of Accounts/ Controller of Accounts, Ministry of Finance for similar action.
5. The Assistant Media Executive (AD-II), Central Bureau of Communication (CBC), Ministry of Information and Broadcasting, Sookhna Bhawan, Lodhi Road, New Delhi with reference to Directorate's Letter of even number dated 22.04.2024 for the publication of the advertisement of this vacancy in the Employment News. It is requested that the date of publication may please be intimated to this Directorate.
6. US PM-II, MHA Jaisalmer House, New Delhi for kind information.
7. AD (IT), DCPW : to upload on DCPW official website.
- ✓ 8. SO (IT) MHA, North Block, New Delhi: with request to upload on MHA official website.

S. Asmin

**Government of India**  
**Ministry of Home Affairs**  
**Directorate of Coordination**  
**Police Wireless**

1. Name of the post: Assistant Communication Officer (Cy.)
2. Number of Post: **Eight (08)**
3. Pay Scale: Level 6 in the pay matrix Rs. 35400-112400
4. Classification: General Central Service, Group 'B', Non-Gazetted, Non Ministerial.
5. Mode of Recruitment: By deputation/absorption or re-employment (for Ex-Serviceman).
6. Last date of receiving: Sixty days from the date of the advertisement published in the application 'Employment News' or from the date of issue of the vacancy circular, whichever is later.
7. Age limit: 56 years as on the closing date of the receiving of the application.
8. To whom application: The Joint Director (Admn), DCPW (MHA), Block No.9, CGO Complex, Lodhi Road, New Delhi-110003 to be sent.

**9. Eligibility:**

**Deputation /absorption:**

From amongst the officials of the Central Police Organisation or Central Armed Police Forces or Defence Organisations or State Police Organisation or Union territory Police Organisation:

(a) (i) holding analogous posts on regular basis in the parent cadre or department;  
or

(ii) with six years service rendered after appointment to the post on a regular basis in the level 5 in the pay matrix Rs. 29,200-92,300 or equivalent in the parent cadre or department;  
and

(b) Possessing the following qualifications and experience:

(i) Bachelor of Technology or Bachelor of Engineering or Bachelor of Science (Engineering) in Computer Science from a recognised University or Institute.  
or

(ii) Bachelor Degree with Mathematics as a subject from a recognised University and having English as a subject at 12th Standard with one year mandatory working experience in any Central Government or State Government or Union territory or public sector undertaking organisation in the field of cryptography or operational research or algorithm development.  
and

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For Ex-Servicemen:

**Deputation/ re-employment: -**

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

10. The Period of deputation including deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. And the maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

S. Ashwin

**Government of India**  
**Ministry of Home Affairs**  
**Directorate of Coordination**  
**Police Wireless**

1. Name of the post: Assistant Communication Officer
2. Number of Post: **30 (Thirty)**
3. Pay Scale: Level 6 in the pay matrix Rs. 35400-112400/-
4. Classification: General Central Service, Group 'B', Non-Gazetted, Non-Ministerial
5. Mode of Recruitment: by Deputation/Absorption, for Ex Servicemen: Deputation/Re-employment.
6. Last date of receiving: Sixty days from the date of the advertisement published in the application 'Employment News' or from the date of issue of the vacancy circular, whichever is later.
7. Age limit: 56 years as on the closing date of the receiving of the application.
8. To whom application: The Joint Director (Admn), DCPW (MHA), Block No.9, CGO Complex, Lodhi Road, New Delhi-110003 to be sent.

**9. Eligibility:**

**Deputation / Absorption:**

From amongst Central Police Organisations or Central Armed Police Forces or Defence Organisations or State or UTs Police Organisations

(a) (i) holding analogous posts on regular basis in the parent cadre or department;  
or

(ii) with 06 years service rendered after appointment to the post on a regular basis in Level 5 (Rs. 29,200- 92,300) in the pay matrix or equivalent in the parent cadre or department; and

(b) possessing the following qualifications and experience:

(i) Bachelor of Technology or Bachelor of Engineering or Bachelor of Science (Engineering) degree in Electronics or Electronics and Communication or Information Technology or Computer Science or Information and Communication Technology from a recognised University or Institute.  
or

(ii) Bachelor's Degree in science with Electronics or Electronics and Communication or Computer Science or Information Technology or Physics as one of the subjects from a recognised University or Institute with one year experience in Radio Communication or Computer Communication or Satellite Communication or Cyber Security of any Central Government or State Government or Union Territories or Public Sector Undertaking organisation.

**Desirable Qualification:-**

Knowledge of Computer Applications.

For Ex-Servicemen:

Deputation/ re-employment: -

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

10. The Period of deputation including deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. And the maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

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**Government of India**  
**Ministry of Home Affairs**  
**Directorate of Coordination**  
**Police Wireless**

1. Name of the post: Assistant
2. Number of Post: **5 (five)**
3. Pay Scale: Level 6 in the pay matrix Rs. 35400-112400/-
4. Classification: General Central Service, Group 'B', Non-Gazetted, Ministerial.
5. Mode of Recruitment: By Deputation/absorption basis.
6. Last date of receiving: Sixty days from the date of the advertisement published in the application 'Employment News' or from the date of issue of the vacancy circular, whichever is later.
7. Age limit: 56 years as on the closing date of the receiving of the application.
8. To whom application: The Joint Director (Admn), DCPW (MHA), Block No.9, CGO Complex, Lodhi Road, New Delhi-110003 to be sent.

**9. Eligibility:**

**Deputation /absorption:-**

Officers of Central /State Government/Union territories.

(a) (i) holding analogous posts on regular basis in the parent cadre or department;  
or

(ii) with six years service rendered after appointment to the post on a regular basis in the Level 5 in the pay matrix Rs.29,200-92,300 or equivalent in the parent cadre or department; and

(b) Possessing the following qualifications and experience:

(i) Bachelor Degree in Science with Electronics or Electronics and Communication or Physics as one of the subjects from a recognised University or Institute.

**Desirable:-**

(i) Two years experience in administration or establishment work.

10. (i) The Period of deputation including deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

(ii) The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

*Sd/-*  




**BIO-DATA/CURRICULUM VITAE PROFORMA**

|  |   |
|--|---|
| 1.Name and Address<br>(in Block Letters)   |   |
| 2.Date of Birth (in Christian era)   |   |
| 3.i) Date of entry into service  |   |
| ii) Date of retirement under<br>Central/State Government Rules   |   |
| 4. Whether Educational and other<br>qualifications required for the post are<br>satisfied. (If any qualification has been<br>treated as equivalent to the one<br>prescribed in the Rules, state the<br>authority for the same)   |   |
| <b>Qualifications/Experience required as<br/>mentioned in the<br/>advertisement/vacancy circular</b>   | <b>Qualifications/experience possessed<br/>by the officer</b> |
| <b>Essential</b>   | <b>Essential</b>  |
| A) Qualification   | A) Qualification  |
| B) Experience  | B) Experience   |
| Desirable  | Desirable   |
| A) Qualification   | A) Qualification  |
| B) Experience  | B) Experience   |
| <b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by <b>the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News. |   |
| <b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .  |   |
| 6. Please state clearly whether in the light of<br>entries made by you above, you meet the<br>requisite Essential Qualifications and work<br>Experience of the post.   |   |
| <b>6.1 Note:</b> 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.                        |   |

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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 details) . 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;

| Office/Institution | Pay, Pay Band, and Grade Pay drawn under ACP/MACP | From | To |
|--------------------|---|------|----|
|                    |   |      |    |

|  |   |   |   |
|--|---|---|---|
| 8. Name of present employment i.e. Ad-hoc or Temporary <b>or</b> Quasi-Permanent <b>or</b> 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 organization |
| <p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation</p> |   |   |   |

*By Admin*

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 |
|---------------------|-----------|------------------|
|                     |           |                  |

15. In case the applicant belongs to an Organisation 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 Circular/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 reports and special projects
- (ii) Awards/Scholarships/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and;

|  |  |
|--|--|
| (iv) Patents registered in own name or achieved for the organization<br>(v) Any research/innovative measure involving official recognition<br>(vi) Any other information<br><b>(Note: Enclose a separate sheet if the space is insufficient)</b>                     |  |
| 17. Please state whether you are applying for deputation(ISTC)/Absorption/Reemployment Basis.<br>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract) |  |
| # (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")  |  |
| 18. Whether belongs to SC/ST   |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the candidate)**

Date \_\_\_\_\_

Address \_\_\_\_\_

*Handwritten signature*



**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that:**

- i. There is no vigilance or disciplinary case pending/contemplate against Shri/Smt.\_\_\_\_\_.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier (photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned  
(Employer/Cadre Controlling Authority with Seal)

Sri  
Ashmit