

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

Security Assistant/Executive Exam 2018

Online applications are invited from Indian nationals for direct recruitment to the post of Security Assistant (Executive) in the following Subsidiary Intelligence Bureaux, Ministry of Home Affairs, Govt. of India.

Applicants are advised to go through all parameters under different paras and sub-paras mentioned below and satisfy themselves about their eligibility in terms of age limit, essential qualifications, etc. for the post before applying. Candidates fulfilling eligibility criteria as mentioned below may apply ONLINE through MHA's website (www.mha.gov.in) or NCS Portal (www.ncs.gov.in) only. Details of the post and its eligibility conditions are given below:-

TABLE 'A'

Sl. No.	Subsidiary Intelligence Bureau/Centre of Examination	Local language(s)/dialect(s) of the region	Vacancies with reservation break-up				
			UR	OBC (Non-Creamy Layer)	SC	ST	Total
1.	Agartala	Bangla, Lushai, Meitei, Kawbru, Kokborok, Chatgayan	8	-	3	4	15
2.	Ahmedabad	Gujarati	20	12	1	6	39
3.	Aizawl	Bru, Chakma, Falam, Mara, Mizo	13	-	-	1	14
4.	Amritsar	Punjabi	28	9	15	-	52
5.	Bangalore	Kannada	11	11	5	3	30
6.	Bhopal	Hindi	9	3	3	2	17
7.	Bhubaneswar	Odiya	7	-	3	4	14
8.	Chandigarh	Punjabi, Hindi	12	7	2	-	21
9.	Chennai	Tamil	21	12	6	1	40
10.	Dehradun	Hindi	5	-	2	1	8
11.	Delhi/IB Hqrs.	Hindi, Punjabi, Urdu	114	55	41	18	228
12.	Dibrugarh	Adi, Digaru Mishmi, Idu Mishmi, Miju Mishmi, Galo, Nocte, Olo, Singpho, Tangsa, Khampti, Lisu, Memba, Tutsa, Wanchoo	4	-	-	4	8
13.	Gangtok	Bhutia, Lepcha, Nepali	6	1	-	-	7
14.	Hyderabad	Telugu	22	9	4	1	36
15.	Imphal	Manipuri (Meiteilon), Rongmei, Tangkhul, Mao, Anal, Maring, Thadou, Hmar, Paite, Vaiphei, Zou, Lushai	9	-	-	4	13
16.	Itanagar	Adi, Apatani, Galo, Monpa, Nyishi, Lisu, Nocte, Singpho, Tangsa, Wancho	28	-	1	-	29

	<p>civil posts & not applicable to personnel working in PSUs, Autonomous/Statutory bodies, etc.</p> <p>➤ The age limit is relaxable up to age of 35 years for general candidates & up to 40 years for SC/ST in case of widows, divorced women & women judicially separated from their husbands & not remarried.</p> <p>➤ 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 as well as the children & dependents of victims of communal riots of 2002 in Gujarat as per the Govt. instructions in this regard issued from time to time.</p> <p>➤ The age limit is relaxable up to maximum 5 years to the meritorious sportspersons specified in Para 1 (a) of D.o.P. & A.R., O.M. No. 14015/1/76-Estt.(D), dated 4.8.1980. The candidate claiming for age relaxation in this category must have the desired certificate in the form & from the authority prescribed in OM under reference.(As per the annexure at the end of the advertisement)</p>
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NOTE:

- i. The candidate 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 summarily rejected.
- ii. The number of vacancies is provisional and liable to change.
- iii. The applicant should select the SIB/examination centre, carefully & indicate the same correctly in his/her application. SIB/Centre of examination, once opted, will **NOT** be changed in any circumstances.
- iv. Candidates may not necessarily get the same centre of examination in Tier-I exam as opted by them, though all efforts would be made to accommodate them in nearby centres. **However the candidature of such candidates will be considered against the vacancies of opted SIB/centre.**
- v. IB reserves the right to cancel any of the examination centres and/or add some other centres, allot the candidates to any centre other than the one opted by them, at its discretion, depending upon the administrative feasibility.
- vi. Tier-I examination may be conducted in one or more shifts at one or more examination centres where the candidates are large in number.
- vii. Tier-I examination of candidates opting for the vacancies in SIB Srinagar will be held at Jammu centre.
- viii. **The above mentioned posts are not reserved for any category (HH, OH, VH & Autism) of physically handicapped/PH persons. Hence, they NEED NOT apply.**

Tier-II (Qualifying marks-20)	Descriptive type: a) Translation of a passage of 500 words from local language/dialect to English and vice versa.	40	1 hr
	b) Spoken ability (to be assessed at the time of Tier-III exam (Interview/ Personality test)	10	-
Tier-III	Interview/Personality test	50	-

5. SELECTION OF CANDIDATES:

- a) The candidate has to appear in Tier-I at one of the test centres mentioned in Table 'A'. There will be negative marking of $\frac{1}{4}$ mark for each wrong answer. No marks would be awarded for an un-attempted question.
- b) On the basis of their performance in Tier-I exam, candidates would be shortlisted for Tier-II & Tier-III exam at 10 times the number of vacancies.
- c) In order to achieve qualitative selection & recruit the best available talent, there would be cut-off marks (out of 100) in Tier-I exam as under:
UR-35, OBC-34 & SC/ST-33 (all Ex-servicemen would be treated in their own category viz., UR/OBC/SC/ST)
- d) However cut-off for Tier-II & Tier-III exam in different categories may go higher depending upon the marks obtained by candidates and number of vacancies. Similarly, the criteria of 10 times the number of vacancies may also remain restricted due to said cut-off in Tier-I.
- e) All candidates appearing in Tier-II exam would be provisionally admitted in Tier-III exam, i.e. interview/personality test.
- f) Tier-II examination will be of qualifying nature. Candidates would be required to obtain minimum 20/50 marks so that their marks in Tier-III could be taken into account for preparing final merit list on the basis of combined performance in Tier-I & Tier-III exam. The cut-off in Tier-II is same for candidates of all categories. There is no cut-off for Tier-III exam.
- g) The final selection would be further subject to successful completion of Character & Antecedent verification followed by medical examination, etc.
- h) The date, time & centre of Tier-II & Tier-III would be intimated to the successful candidates through E-mail given by them in online application.
- i) Tier-II & Tier-III exams may or may not be conducted at all 34 centres mentioned in Table 'A'. The department reserves the right to conduct Tier-II & Tier-III at a centre by clubbing the candidates of nearby centres.
- j) The candidates would be required to adhere to the instructions contained in admit card/call letter of Tier-I, Tier-II & Tier-III exam relating to

entry/exit, conduct inside the venue, frisking, etc failing which their candidature would be cancelled.

6. Resolution of tie cases: In the event of tie in combined scores of candidates in the Tier-I and Tier-III, such cases will be resolved by applying following criteria, one after another, till the tie is resolved:

- a. Total marks in Tier-I and Tier-III
- b. Marks in Tier-I
- c. Marks in Tier-III
- d. Date of birth, with older candidates placed higher.
- e. Alphabetical order of names (starting with first name)

7. HOW TO APPLY:

- a) Applications should be submitted online through MHA's website (www.mha.gov.in) or NCS portal (www.ncs.gov.in) only. Applications will NOT be accepted through any other mode.
- b) The application portal will be operational from 20.10.2018 to 10.11.2018 till 2359 hours. Registration done, prior to 20.10.2018 and after 10.11.2018, will not be accepted.
- c) Wrong information in any column may lead to the application getting rejected altogether.
- d) Candidates are advised to register well in time, since the application portal witnesses a surge in number of application during the run up to the closing date. The closing date for receipt of online application will not be extended under any circumstances.
- e) The online application is divided into two parts: Part-I relates to the personal, academic & other particulars of the candidate while Part-II relates to the payment of exam fee, if applicable.
- f) The candidates are required to upload their photograph & signature at the time of online registration (in a single file, the size of which should not be more than 50 KB). Instructions for uploading the single file containing photograph and signature are available on the online application portal in FAQs.
- g) Candidates may ensure that the signature uploaded by them are visible since they (candidates) would be required to append signature on admit cards & attendance sheets during subsequent stages of examination & any variation in signature could render them ineligible.
- h) Candidates are advised to submit only one application. Submission of multiple applications may result in cancellation of applications altogether.
- i) Before submitting the online application, the candidates MUST preview the application to ensure that they have provided correct information, particularly the email id & uploaded correct photograph & signature. It must also be ensured that the photograph & signature are visible & not

hazy/blurred, otherwise the photograph & signature should be uploaded again or the page should be reloaded or refreshed. The online application should be submitted only after ensuring that the information/photograph/signature is correct.

- j) The candidate should note down and retain 'Registration-ID' & 'Password' provided to them while making registration which would be required later. They should also note down their roll number (as and when allotted) for future reference. Candidate should take printout of the registration slip/application form for future reference. This printout is NOT required to be submitted to this office at any stage.
- k) Candidates are required to possess a valid e-mail ID and provide during the registration process. The admit cards/call letters for the Tier-I, Tier-II & Tier-III exam & other relevant information would be sent to the candidate on this e-mail ID only.
- l) The registration becomes complete only after the photograph & signature are uploaded by the candidate.
- m) Candidates are advised to ensure that e-mail addresses ending with @nic.in/gov.in are directed to their inbox & not to spam folder or any other folder. They may also check the spam folder for mails sent from the helpdesk e-mail i.e. helpdesk.bharti@nic.in from time to time.
- n) The candidates should take printout of the Challan Form, if required.
- o) The candidates must also furnish one mobile number for receiving SMS alerts related to the exam.
- p) This office will not be responsible for bouncing of any e-mail or malfunctioning/change of the mobile phone number of the candidate.
- q) Candidates are also advised in their own interest to keep checking their email (inbox as well as spam folder) and the website of MHA from time to time for updates related to the recruitment process.
- r) Candidates are requested to make sufficient number of passport size coloured photographs (identical to the one uploaded) and carry identity proof in original such as Voter Card, Driving License, Aadhar Card, 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. The photographs would be required at subsequent stages of recruitment process and pasting/providing a photograph different from the one uploaded may result in cancellation of candidature.

8. EXAMINATION FEE: ₹ 50/- (Rupees Fifty Only). Only male candidates belonging to General and OBC category are required to pay the fee. All SC/ST, Ex-servicemen* & female candidates are exempted from payment of examination fee.

* Ex-servicemen who have already secured employment in civil side under Central Govt in Group 'C' posts on regular basis after availing benefits of reservation given to them are required to pay the fee.

- (iv) 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.
- (v) Certificates in support of qualifications must have been obtained on or before the closing date from recognized Institution/University/Board.
- (vi) Those candidates, who are yet to get their matriculation certificate, if called for interview, would be required to submit a proof of passing the matriculation 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.
- (vii) Candidates must ensure before applying for the post that he/she is eligible for the post in terms of age, educational qualification, category and knowledge of local language 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.
- (viii) The admission of a candidate at various stages of examination (Tier-I, Tier-II and Tier-III) will be purely provisional, subject to his/her satisfying the prescribed eligibility conditions. If on verification at any time before or after Tier-I or Tier-II or Tier-III, it is found that a candidate does not fulfil any of the eligibility conditions or has provided any false information or submitted any fake documents, his/her candidature for the said examination shall be cancelled.
- (ix) Candidates are advised to furnish correct information regarding their age, educational qualification and caste/category (i.e. SC/ST/OBC) in the application form. 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 initial stage. However, if the candidate qualifies in the Tier-I & Tier-II examination, the same would be required to produce by him/her as and when it is asked for.
- (x) SC/ST/OBC candidates may fill up their respective category in the application form carefully. It is made clear that category once mentioned in the form shall NOT be changed in any circumstances.
- (xi) Candidates seeking reservation benefits such as SC/ST/OBC/ExSM or any other relaxation as per the provisions of this Notice, must ensure that they are entitled to such reservation/relaxation. They should also be in possession of the relevant certificates in the format prescribed by Government of India in support of their claim as and when asked for.
- (xii) Candidates claiming benefit of OBC Category should ensure that they belong to OBC Category as per the notification of the Central

Government meant for appointment to the posts under the Government of India (and not as per the notification of the 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. The certificate in any other proforma will not 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.

- (xiii) Any change in category will NOT be entertained in future and the candidature of such candidate shall be cancelled.
- (xiv) Candidates will be required to produce the original certificates/testimonials when called for Tier-III.
- (xv) Candidates already in Government service or working with PSUs/Autonomous Bodies should inform their Employer or obtain necessary permission, as the case may be, before applying for the said post. No Objection Certificate (NOC) from the Employer is required to be furnished at the time of Interview, if called for. However, candidates working in PSUs, Autonomous/Statutory bodies etc. are not eligible for age relaxation.
- (xvi) Candidates who have appeared in the matriculation 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 will NOT be entertained.
- (xvii) Any correspondence with reference to the admission to the test will NOT be entertained.
- (xviii) 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.
- (xix) Mobile Phones and other electronic gadgets are banned within the premises of the examination centres. The arrangement for safe keeping of valuable/costly items at the venues can not be assured. Possession of such equipments, even in switch off mode, during the exam will be considered as use of unfair means. Candidature of such candidates will be cancelled. Besides, they will be liable for further action as may be decided by this office.
- (xx) Candidates should verify the particulars filled in the application form, online, carefully before submitting the same. After submission, NO change in any parameters will 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 Tier-II examination:
- a) Matric/Secondary School certificate or equivalent showing name and date of birth,
 - b) Intermediate/Higher Secondary (12th) certificate or equivalent, if acquired,
 - c) Degree or Provisional degree and mark sheet of graduation from a recognized university, if acquired,
 - d) OBC certificate, if applicable, from competent authority in prescribed proforma, as explained in para 10 (xii) above,
 - e) SC/ST certificate, if applicable,
 - f) NOC from the present employer, if applicable,
 - g) Sufficient number of photographs, identical to the one uploaded,&
 - h) Certificate/document issued from the competent authority in support of age relaxation, if applicable. (NOC/Ex-servicemen discharge certificate/ Domicile certificate of J & K from 1.1.1980 to 31.12.1989/ Victims of Communal riots of Gujarat/ Widow/Divorcee certificate, Meritorious sportsperson, etc.)
- (xxii) Canvassing in any manner and bringing outside influence shall make the candidature liable for rejection.

WARNING

It has been noticed that some unscrupulous elements are fraudulently inviting applications for various posts in the Intelligence Bureau. Such elements are also alluring the aspirants appearing in various written examinations conducted by IB for providing assistance during the examination and are even issuing fake appointment letters to some of the candidates. **THE PROSPECTIVE CANDIDATES/JOB ASPIRANTS ARE, THEREFORE, CAUTIONED NOT TO FALL PREY TO THE DESIGNS OF SUCH UNSCRUPULOUS ELEMENTS WHO TRY TO DUPE THE UNSUSPECTING ASPIRANTS/ CANDIDATES FOR THEIR PERSONAL GAIN.**

CANDIDATES ARE ADVISED TO APPLY THROUGH MHA's WEBSITE (WWW.MHA.GOV.IN) or NCS PORTAL (WWW.NCS.GOV.IN) only.

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 Shri/Smt./Kumari
son/daughter of..... of village/town of
District/Divisionin the State/Union Territory
belongs to the community which is recognized as a
Backward Class under Government of India, Ministry of Social Justice and
Empowerment's Resolution No..... dated
.....*Shri/Smt./ Kumari and/or his/her
family ordinarily reside(s) in the District/Division of the
..... State/Union Territory. 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**.

District Magistrate, Deputy Commissioner, etc.

Dated:

SEAL

* The authority issuing the certificate may have to mention the details of
Resolution of Government of India, in which the case of the candidate is
mentioned as OBC.

** As amended from time to time.

Note:

(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.

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

FORM-1

(For representing India in an International Competition in one of the recognized Games/Sports)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF _____

Certificate of meritorious sportsman for employment to Group 'C' and 'D' service under the Central Government

Certified that Shri/Smt./Km. _____ son/wife/daughter of Shri _____, resident of _____ (complete address) represented the Country in the game/event of _____ in _____ Competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/team in the above-said Competition/Tournament was _____.

The Certificate is being given on the basis of record available in the Office of National Federation/National Association of _____.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of Federation /National Association	_____
	Address	_____
	Seal	_____

NOTE: This certificate will be valid only when signed personally by the Secretary, National Federation/ National Association.

FORM-2

(For representing a State of India in National Competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF _____ IN THE
GAME OF _____

Certificate of meritorious sportsman for employment to Group 'C' and 'D'
service under the Central Government

Certified that Shri/Smt./Km. _____ son/wife/daughter of
Shri _____, resident of _____ (complete address)
represented the Country in the game/event of _____ in
_____ Competition/Tournament held at _____ from
_____ to _____.

The position obtained by the individual/team in the above-said
Competition/Tournament was _____.

The Certificate is being given on the basis of record available in the Office of
the State Association of _____.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of Federation/ National Association	_____
	Address	_____
	Seal	_____

NOTE: This certificate will be valid only when signed personally by the Secretary of
State Association.

FORM-3

(For representing a University in the Inter-University Competition in one of the recognized Games/Sports)

UNIVERSITY OF _____

Certificate of meritorious sportsman for employment to Group 'C' and 'D' service under the Central Government

Certified that Shri/Smt./Km. _____ son/wife/daughter of Shri _____, resident of _____ (complete address) represented the University of _____ in the game/event of _____ in _____ Competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/team in the above-said Competition/Tournament was _____.

The Certificate is being given on the basis of record available in the Office of Dean of Sports or Officer in overall charge of sports in the University of _____.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Name of University	_____
	Address	_____
	Seal	_____

NOTE: This certificate will be valid only when signed personally by Dean/Director or other officers in overall charge of sports in the University.

FORM-4

(For representing a State School Team in the National Games for
School in one of the recognized Games/Sports)

DIRECTORATE OF PUBLIC INSTRUCTIONS/
EDUCATION OF THE STATE OF _____

Certificate of meritorious sportsman for employment to Group 'C' and 'D'
service under the Central Government

Certified that Shri/Kumari _____, son/daughter of
Shri _____, resident of _____ (complete address)
student of _____ represented the _____ State
School team in the game/event of _____ in the National Games for
Schools held at _____ from _____ to _____.

The position obtained by the individual/team in the above-said
Competition/Tournament was _____.

The Certificate is being given on the basis of records available in the Office of
Directorate of Public Instructions/Education of _____.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Address	_____
	Seal	_____

NOTE: This Certificate will be valid only when signed personally by the Director or
Additional/Joint or Deputy Director in overall charge of sports/games for schools in
the Directorate of Public Instruction/Education of the State.

FORM-5

(For the awardees in Physical Efficiency performances conducted by the
Ministry of Education and Social Welfare)

GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND SOCIAL WELFARE

Certificate to meritorious sportsman for employment to Group 'C' and 'D'
posts/services under the Central Government

Certified that Shri/Kumari _____, son/daughter of
Shri _____, resident of _____ (complete address)
represented the _____ School team in the game/event of
_____ in the National Competition held at _____ from
_____ to _____.

The Certificate is being given on the basis of record available in the Ministry of
Education and Social Welfare.

Place:	Signature	_____
Date:	Name	_____
	Designation	_____
	Address	_____
	Seal	_____

NOTE: This Certificate will be valid only when signed personally by the Secretary or
other Officer in overall charge of Physical Efficiency in the Ministry of Education and
Social Welfare.