



संख्या / No.A.11039/1/Dep-Posts/2022-Ad.II  
 भारत सरकार / Government Of India  
 गृह मंत्रालय / Ministry of Home Affairs  
 समन्वय निदेशालय / Directorate of Coordination  
 पुलिस बेतार / Police Wireless



ब्लॉक न.-9, सी.जी.ओ. परिसर / Block No.9, C.G.O. Complex  
 लोधी रोड, नई दिल्ली-3 / Lodhi Road, New Delhi-3  
 दिनांक / Dated: 27<sup>th</sup> May 2022

To:

1. Secretary General, Lok Sabha Secretariat / Rajya Sabha Secretariat, New Delhi
2. The Secretary President's Secretariat / Vice President's Secretariat / Central Vigilance Commission/ Union Public Service Commission.
3. Registrar (Admn.), Supreme Court of India
4. The Chief Secretaries, all State Governments
5. The Chief Secretaries/ Administrators, all Union Territories

**Subject: Proposal for filling up the following vacant posts through Deputation / absorption basis in the Directorate.**

Sir,

I am directed to say that it is proposed to fill up following vacant posts in this Directorate 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 (Cipher)	Level-6 (Rs. 35400-112400)	4	Annexure-I (A)	On Deputation / Absorption or re-employment basis (for Ex-Serviceman)
2.	Accountant	Level -6 (Rs. 35400-112400)	1	Annexure-I (B)	On Deputation / Absorption basis
3.	Assistant	Level -6 (Rs. 35400-112400)	5	Annexure-I (C)	On Deputation / Absorption basis
4.	Junior Hindi Translator	Level- 6 (Rs. 35400-112400)	1	Annexure-I (D)	Transfer on Deputation/ Absorption basis

2. The pay of the selected Officers will be regulated in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and 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 will not exceed more than three years.

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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 pro-forma **(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 Deputy Director (Admn.), DCPW within 60 days from the date of issue of this Circular OR, 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

  
(Hemant Kumar)  
Dy. Director (Admn)  
Tele No. 24361589

Copy to:

1. All Ministries/Departments of the Central Government with the request that wide publicity may be given to the Vacancy Circular in their Ministry/Department as well as in their attached/subordinate offices. Applications of the eligible candidates may be forwarded to this Directorate in the prescribed proforma within 60 days from the date of issue of this Circular OR, from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later.
2. The Comptroller & Auditor General of India for similar action.
3. Controller General of Accounts/Controller of Accounts, Ministry of Finance for similar action.
4. The Assistant Media Executive (AD-II), Bureau of Outreach & Communication (BOC), Ministry of Information and Broadcasting, Soohna Bhawan, Lodhi Road, New Delhi, with reference to this Directorate's letter of even number dated 27<sup>th</sup> May 2022 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.
5. All Central / State / UT Police Organizations.
6. DCPW Web-site

  
(Hemant Kumar)  
Dy. Director (Admn)  
Tele No. 24361589

1. Name of the post : Assistant Communication Officer (Cipher)
2. Number of Post : 4 (four)
3. Pay Scale : LEVEL 6 in the PAY MATRIX (Rs. 35400-112400)
4. Place of posting : At any ISPW Station including Leh, Ladakh / DCPW HQ.
5. Classification : General Central Service, Group 'B', Non-Gazetted, Non Ministerial.
6. Mode of Recruitment : Deputation / absorption or re-employment basis (for Ex-serviceman)
7. Last date of receiving Applications : Sixty days from the date of the advertisement published in the 'Employment News' or from the date of issue of the vacancy circular, whichever is later.
8. Age limit : 56 years as on the closing date of the receiving of the application.
9. To whom application is to be sent : Deputy Director (Admn.), DCPW (MHA), Block No.9, CGO Complex, Lodhi Road, New Delhi-110003.
10. Eligibility:

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 qualifications as under

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

Or

Bachelor Degree with Mathematics as a subject from a recognized University and having English as a subject at 12<sup>th</sup> Standard with one year mandatory working experience in any Central Government or State Government or Union territory or public sector undertaking organization in the field of cryptography or operational research or algorithm development.

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and

**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.

11. 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.

12. Duties of Assistant Communication Officer (Cipher):-

**A. At ISPW Station**

- i. To receive and log all the IN / OUT classified messages as per laid down procedures and their safe handling as per laid down procedures.
- ii. Encryption/Decryption of Classified messages and to ensure timely clearance of IN / OUT messages as per the assigned priorities.
- iii. To Ensure proper settings of Keys of the Automated Cipher Systems updated and keep the system ready for operation / clearance of the traffic.
- iv. Proper handing over of the IN / OUT Messages for dispatch transmission to the addressees.
- v. To ensure timely clearance of Cipher Traffic.
- vi. Maintenance of current Cipher documents on day - to - day basis.
- vii. To maintain proper entries in the ledger and removal of ledger sheets for destruction from the current ledger after monthly destruction of Cipher Documents.
- viii. To handle all the jobs related to storing / destruction / issue / receipt and safe custody of classified material held on charge of the establishment / station in the capacity of ACO.
- ix. To bring to the notice of Communication officer / JAD any discrepancy observed in the documentation like demand / issue / receipt, preparation of ledger sheet and maintenance of current / obsolete ledger of the documents held on charge.
- x. Any other duties assigned to him by the Officer In-charge from time to time

**B. At DCPW Hq, New Delhi**

- i. To receive and log all the IN/OUT classified messages as per the laid down procedures and their safe handling as per the laid down procedures.
- ii. Encryption / Decryption of Classified messages and to ensure timely clearance of IN / OUT messages as per the assigned priorities.
- iii. To Ensure proper settings of Keys of the Automated Cipher Systems updated and keep the system ready for operation / clearance of the traffic.
- iv. Proper handing over of the IN / OUT Messages for dispatch transmission to the addressees.
- v. To ensure timely clearance of Cipher Traffic.
- vi. Maintenance of current Cipher documents on day - to - day basis.

- vii. To maintain proper entries in the ledger and removal of ledger sheets for destruction from the current ledger after monthly destruction of Cipher Documents.
- viii. To handle all the jobs related to storing / destruction / issue / receipt and safe custody of classified material held on charge of the establishment / station in the capacity of ACO.
- ix. To bring to the notice of Communication officer / EAD (Cy) any discrepancy observed in the documentation like demand / issue / receipt, preparation of ledger sheet and maintenance of current / obsolete ledger of the documents held on charge.
- x. Any other duties assigned to him by the Officer In-charge from time to time.



(Hemant Kumar)  
Dy. Director (Admn)

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1. Name of the post : Accountant
2. Number of Post : 1
3. Pay Scale : LEVEL 6 in the PAY MATRIX (Rs. 35400-112400)
4. Place of posting : DCPW Hq, New Delhi
5. Classification : General Central Service, Gr. 'B', NonGazetted, Ministerial.
6. Mode of Recruitment : On Deputation / Absorption basis
7. Last date of receiving Applications : Sixty days from the date of the advertisement published in the 'Employment News' or from the date of issue of the vacancy circular, whichever is later.
8. Age limit : 56 years as on the closing date of the receiving of the application.
9. To whom application is to be sent : Deputy Director (Admin.), DCPW (MHA), Block No.9, CGO Complex, Lodhi Road, New Delhi-110003.
10. Eligibility:

Officers under the Central/State Governments/Union Territories including Central/State/Union Territories Police Organization:-

Officers under the Central Governments:

A. (i) Assistants of Central Secretariat Service holding the post on regular basis

or

(ii) Upper Division Clerks of Central Secretariat Clerical Service with eight years regular Service in the Grade; and

(iii) Who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent and possess three years experience of cash, accounts and budget work;

*Failing which*

B. Officers of Central Government:

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

or

(ii) with three years' service in the grade rendered after appointment thereto on regular basis in the post in the scale of pay Rs. 5000-8000 or equivalent in the parent cadre or department; or

(iii) with six years' service in the grade rendered after appointment thereto on regular basis in post in the scale of pay of Rs. 4500-7000 - or equivalent in the parent cadre or department ; or

(iv) with eight years' service in the grade rendered after appointment thereto on regular basis in post in the scale of pay of Rs. 4000-6000 or equivalent in the parent cadre or department; and

- (b) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent and possess three years experience of cash, accounts and budget work;

Or

A pass in sub-ordinate Accounts Service or equivalent examination conducted by any of the organized accounts department or Central Government.

11. The Period of deputation including period of 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.

12. Duties of Accountant:-

- i. Responsible for maintenance of accounts, registers, vouchers and other documents relating to all receipts and disbursement.
- ii. Scrutinize all personal claims, like pay bills, TE, LTC, GPF, CEA, Medical etc. before submission to Accounts Officer.
- iii. Assist the Accounts Officer in Finalization of Budget Estimates, inspection of accounts of outstations, coordinating the internal and external Audit parties, verification of cash etc.
- iv. Any other duties assigned by the superiors in addition to above mentioned tasks.

(Hemant Kumar)  
Dy. Director (Admn)

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**Annexure-1(C)**

1. Name of the post : Assistant
2. Number of Post : 5
3. Pay Scale : LEVEL 6 in the PAY MATRIX (Rs. 35400-112400)
4. Classification : General Central Service, Gr. 'B', NonGazetted, Ministerial.
5. Place of posting : DCPW HQ New Delhi /  
RPWTI Chandigarh / Kolkata / Bangaluru / Ghandhinagar
6. Mode of Recruitment : On Deputation / Absorption basis
7. Last date of receiving Applications : Sixty days from the date of the advertisement published in the 'Employment News' or from the date of issue of the vacancy circular, whichever is later.
8. Age limit : 56 years as on the closing date of the receiving of the application.
9. To whom application is to be sent : Deputy Director (Admn.), DCPW(MHA), Block No.9, CGO Complex, Lodhi Road, New Delhi-110003.
10. Eligibility:

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 qualifications and experience as under:

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

**Desirable qualifications:-**

Two years experience in administration or establishment work.

11. 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.
12. Duties of Assistant:-
  - i. To deal with all such administrative, establishment, disciplinary, vigilance and court cases matters wherein knowledge in noting, drafting and file processing are necessary and to bring out clearly the question under consideration and suggest a course of action wherever possible.

*(Signature)*

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- ii. To deal with Procurement of Modern / Sophisticated Wireless Equipments, various test / measuring equipments through GEM portal.
- iii. To deal with the matters related to evaluation / standardization of new wireless equipments and modernization of State / UT Police Wireless Organizations.
- iv. To deal with the matters related to handling of technical correspondence with States / UTs and CPOs regarding imparting training of Police Personnel, allotment of Traffic Frequencies, issue of Licenses for Wireless Sets, Proposal of Site Clearance, Revision of Police Radio Procedure and holding of Conference of Police Radio Officers of the Country, DGs / IsGP Conference.
- v. To deal with Care taking, cleanliness, maintenance of office at Headquarters and other matters related to Land and Building.
- vi. To deal with the matters related to Internal Monitoring Cell and for dealing the matters related to providing Radio Communication Training in Radio Monitoring Cell, Ministry of Defence and for maintaining all the records related to posting of Operational and Maintenance staff of DCPW and for providing assistance in General Transfer.
- vii. To deal with all General administrative matters of POLNET Hub, Sirifort, New Delhi.
- viii. To deal with General Administration, conducting various examinations for technical subjects at Central Police Radio Training Institute.
- ix. To deal with matters related to maintenance of Vehicle Log, Vehicle bills related to maintenance and fuel, controlling of fuel, providing vehicles as and when necessary for official purpose etc.
- x. To deal with matters related to General administration and operation of Central Stores, reserve stock and condemnation of unserviceable stores.
- xi. Any other duties assigned in addition to above mentioned tasks.

(Hemant Kumar)  
Dy. Director (Admn)

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1. Name of the post : Junior Hindi Translator
2. Number of Post : 1
3. Pay Scale : LEVEL 6 in the PAY MATRIX (Rs. 35,400-1,12,400)
4. Place of posting : DCPW HQ, New Delhi
5. Classification : General Central Service, Gr. 'B', NonGazetted, Ministerial.
6. Mode of Recruitment : Transfer on Deputation/ transfer
7. Last date of receiving Applications : Sixty days from the date of the advertisement published in the 'Employment News' or from the date of issue of the vacancy circular, whichever is later.
8. Age limit : 56 years as on the closing date of the receiving of the application.
9. To whom application is to be sent. : Deputy Director (Admn.), DCPW(MHA), Block No.9, CGO Complex, Lodhi Road, New Delhi-110003.
10. Eligibility:

Officer under Central Government holding:

(A) (i) holding analogous posts

Or;

(ii) Posts in Level 4 in the pay matrix (Rs. 4000 - 100 - 6000/- pre-revised) or equivalent with 5 regular service in the grade;

Or

(iii) Posts in the Level - 2 in the Pay Matrix ( Rs. 3050 - 75 - 3950 - 80 - 4590/- pre-revised Scale) or equivalent with 8 years regular service in the grade;

and

(B) Possessing the following educational qualifications and experience:

Master Degree from a recognized University in Hindi/ English with English/Hindi as a compulsory/elective subject or as medium of examination at degree level.

Or

Master Degree from a recognized University in any subject other than Hindi/English with Hindi and English as a compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject at the degree level.

Or

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Master's degree from a recognized University in any subject other than Hindi/English, with Hindi/English medium and English/Hindi as a compulsory/elective subject or as medium of examination at degree level.

Or

Bachelor's degree from a recognized University, with Hindi and English as a compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/ elective subject, plus recognized Diploma /Certificate course in Translation from Hindi to English and vice versa or two year's experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Govt. of India undertakings.

11. 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.

(Hemant Kumar)  
Dy. Director (Admn)

**(The application is to be submitted in the following pro-forma)**

**ANNEXURE-II**

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/experience possessed 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
<p><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.</p> <p><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>.</p>	
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.	
<p><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.</p>	

*As per*

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>			

*(Signature)*



10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<b>11. Additional details about present employment:</b>  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 Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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
<b>16.A Additional information</b> , 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)			

<b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
<b>16.B Achievements:</b> 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 (v) Any research/innovative measure involving official recognition (vi) Any other information <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
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)	
#('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)**

Address \_\_\_\_\_

Date \_\_\_\_\_

*Praveen*

**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/contemplated 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)

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*P. Mangal*