

THE CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO GO THROUGH THE DETAILED ADVERTISEMENT AVAILABLE ON THE WEBSITE OF MHA (www.mha.nic.in) TO ENSURE THAT THEY FULFILL THE ELIGIBILITY CRITERIA AND OTHER REQUIREMENTS BEFORE FILLING UP THE ONLINE APPLICATION

INTELLIGENCE BUREAU

(Ministry of Home Affairs)
Government of India

ASSISTANT CENTRAL INTELLIGENCE OFFICER-GRADE-III/ EXECUTIVE EXAMINATION- 2020

Online applications are invited from Indian Nationals for direct recruitment to the post of Assistant Central Intelligence Officer, Grade III/ Executive i.e. ACIO-III/Exe in IB, (Ministry of Home Affairs), Government of India.

1. DESCRIPTION OF POST

Name	ACIO-III/Exe					
Classification	General Central Service, Group 'C' (Non-Gazetted, Non-Ministerial)					
NUMBER OF APPROX. VACANCIES						
Rank	UR	EWS	OBC	SC	ST	Total
ACIO-III/Exe	989	113	417	360	121	2000
Pay scale	Level 7 (Rs.44,900-1,42,400) in the pay matrix plus admissible Central Govt. allowances.					
	Note:					
	(i) Special Security Allowance @ 20% of basic pay in addition to other Govt. allowances.					
	(ii) Cash compensation in lieu of duty performed on holidays subject to a ceiling of 30 days.					
ESSENTIAL QUALIFICATIONS						
Graduation or equivalent from a recognized university.						
DESIRABLE QUALIFICATIONS						
Knowledge of computers.						
Age limit	18-27 years					
	<ul style="list-style-type: none"> ➤ Upper age limit is relaxable by 5 years for SC/ST and by 3 years for OBC candidates. ➤ Upper age limit is relaxable for departmental candidates' upto 40 years of age who have rendered 3 years of regular and continuous service. ➤ The age limit is relaxable up to age of 35 years for general candidates and up to 40 years for SC/ST in case of widows, divorced women and women judicially separated from their husbands and not remarried. ➤ The age limit is relaxable for ex-servicemen as well as for candidates who were domiciled in J&K from Jan 01, 1980 to Dec 31, 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 by the Central Government from time to time. ➤ The age limit is relaxable up to maximum 5 years to the meritorious sportspersons specified in Para 1 (a) of DoP&AR O.M. No. 14015/1/76-Estt.(D), dtd 4.8.1980. The candidate claiming age relaxation in this category must have the desired certificate in the form & from the authority prescribed in OM under reference. 					

NOTE:

- a) The above-mentioned post is not identified suitable for any category of Persons with disabilities/PWD i.e. HH, OH, VH or Autism. Hence, they **NEED NOT** apply.
 - b) The number of vacancies is provisional and liable to change.
 - c) Appointment to the post will be temporary. However, appointment in permanent capacity will depend on various factors governing permanent appointment in such post in force at that time.
 - d) Successful completion of mandatory induction training is a pre-requisite for confirmation to the post.
 - e) The eligibility of the candidates in terms of age, educational qualification, caste/category etc. will be determined on the closing date. The candidates must possess essential qualification for the post applied for, on or before the closing date, i.e., the final result must be out on or before the closing date, i.e. **09.01.2021 (till 2359 hours)** & he/she must have been declared successful in it.
 - f) The reservation of vacancies for OBC, SC, ST, EWS & Ex-Servicemen/ESM is as per rules/roster. If suitable ESM candidates are not available, vacancies reserved for ESM will be filled by non-ESM candidates of respective categories.
 - g) ESM who have already secured employment in civil side under Central Govt in Group 'C' posts on regular basis after availing of the benefits of reservation given to ESM for their re-employment are not eligible for fee concession or for claiming benefits of reservation under ESM category. However, they are eligible for age relaxation.
 - h) Serving defence personnel who are due for discharge are required to obtain a certificate as per Appendix-4 at the end of detailed advertisement. Besides, all ESM candidates are required to submit an undertaking, as & when asked for, as per Appendix-5 at the end of detailed advertisement.
 - i) While every care has been taken for inclusion of Govt instructions in vogue, IB reserves the right to rectify omissions, if any, noticed subsequently.
2. **SERVICE LIABILITY:** The post involves All India Service liability. **Therefore, the candidates willing to serve anywhere in India only need to apply.**
 3. **CENTRE/CITY OF EXAMINATION:** The candidate has to indicate three (3) options/choices as examination centre for online/Tier-I exam from the following (list to be read vertically):

ANDHRA PRADESH	Rajkot	MADHYA PRADESH	RAJASTHAN
Guntur	Surat	Bhopal	Ajmer
Kakinada	Vadodara	Gwalior	Bikaner
Kurnool	HARYANA	Indore	Jaipur
Nellore	Ambala	Jabalpur	Jodhpur
Rajahmundry	Yamuna Nagar	Ujjain	Udaipur
Tirupathi	HIMACHAL PRADESH	MAHARASHTRA	TAMIL NADU
Vijayawada	Hamirpur	Amravati	Chennai
Visakhapatnam	Shimla	Aurangabad	Coimbatore
Vizianagaram	JAMMU AND KASHMIR	Mumbai	Madurai
ARUNACHAL PRADESH	Jammu	Nagpur	Tiruchirappalli
Itanagar	JHARKHAND	Nanded	TELANGANA
Naharlagun	Bokaro Steel City		Hyderabad
ASSAM	Dhanbad	Pune	Karimnagar
Dibrugarh	Hazaribagh	MANIPUR	Warangal
Guwahati	Jamshedpur	Imphal	TRIPURA
Jorhat	Ranchi	MEGHALAYA	Agartala
		Shillong	UTTAR PRADESH
Silchar	KARNATAKA	MIZORAM	Agra
Tezpur	Belagavi (Belgaum)	Aizawl	Aligarh
BIHAR	Bengaluru	NAGALAND	Bareilly
Bhagalpur	Hubballi (Hubli)	Kohima	Gorakhpur
Muzaffarpur	Kalaburagi (Gulbarga)	ODISHA	Jhansi
Patna	Mangaluru (Mangalore)	Balasore	Kanpur
Purnea	Mysuru (Mysore)	Bhubaneswar	Lucknow
CHANDIGARH	Shivamogga (Shimoga)	Bhubaneswar	Meerut
Chandigarh	Udupi	Cuttack	Prayagraj
CHHATTISGARH	KERALA	Dhenkanal	Varanasi
Bhilai Nagar	Ernakulam	Rourkela	UTTARAKHAND
Bilaspur	Kannur	Sambalpur	Dehradun
Raipur	Kollam	PUNJAB	Haldwani
DELHI NCR	Kottayam	Amritsar	Roorkee
Delhi NCR	Kozhikode	Bhatinda	WEST BENGAL
GUJARAT	Thiruvananthapuram	Jalandhar	Asansol
Ahmedabad	Thrissur	Ludhiana	Hooghly
Anand	LADAKH	Mohali	Kalyani
Gandhinagar	Leh	Patiala	Kolkata
Mehsana			Siliguri

NOTE

- a) While filling in the online application form, the applicant should carefully decide about his/her choice of city of examination.
- b) Candidate could be accommodated in any one of the three examination cities opted by him/her.
- c) Examination city, once opted, will **NOT** be changed under any circumstances.
- d) In case of over subscription/under subscription at a particular city, the candidates may be shifted to a nearby city.

4. SCHEME OF EXAMINATION:

	DESCRIPTION OF EXAMINATION	TIME	MARKS
Written Examination	Tier-I exam (only online mode): 100 Objective type MCQs, divided into 5 parts containing 20 questions of 1 marks each on: a. General awareness, b. Quantitative aptitude, c. Numerical/analytical/logical ability & reasoning, d. English language & e. General studies. [Negative marking of 1/4 mark for each wrong answer.]	1 hour	100
	Tier-2: Descriptive type paper of 50 marks: Essay (30 marks) & English comprehension & precis writing (20 marks).	1 hour	50
Interview	Tier-III/Interview	-	100

Note: Candidates appearing in interviews may be subject to Psychometric/Aptitude Test which will be a part of interview.

5. SELECTION OF CANDIDATES:

- a) The candidate has to appear in Tier-I at one of the 3 centre allotted to him/her out of his choice of three cities. There will be negative marking of 1/4 mark for each wrong answer. No marks would be awarded for an un-attempted question.
- b) 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/EWS-34 & SC/ST-33 (all Ex-servicemen would be treated in their own category viz., UR/EWS/OBC/SC/ST)

Continued

- c) On the basis of their performance & normalization of marks in Tier-I exam, candidates would be shortlisted for Tier-II exam at 10 times the number of vacancies, subject to the candidate scoring the minimum cut-off.
 - d) On the basis of their combined performance in Tier-I and Tier-II, the candidates would be shortlisted for the Tier-III/Interview @ 5 times the number of vacancies subject to the condition that the candidate secures minimum 33% marks (17 out of 50) in Tier-II exam.
Note: Cut-off for Tier-I & Tier-II exam in different categories may go higher depending upon the marks obtained by candidates and number of vacancies.
 - e) Based on the combined performance in Tier-I, Tier-II and Tier-III/Interview, the candidates would be shortlisted for final selection subject to their Character and Antecedent verification followed by medical examination, etc.
 - f) The date, time & centre of Tier-I & Tier-III/Interview would be intimated to the successful candidates by E-mail given by them in online application.
 - g) Tier-II & Tier-III/Interview may not be conducted at all centres mentioned in Para 4 above. The department reserves the right to conduct Tier-II & Tier-III/Interview at a centre by clubbing the candidates of nearby centres.
 - h) The candidates would be required to adhere to the instructions contained in admit card/call letter of Tier-I, Tier-II & Tier-III/Interview 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 such cases will be resolved by applying following criteria, one after another, till the tie is resolved:
- a) Marks in Tier-III
 - b) Marks in Tier-II
 - c) Normalized Marks in Tier-I
 - 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 only through ONLINE registration by logging on to the website www.mha.gov.in or www.ncs.gov.in. Applications will NOT be accepted through any other mode.
 - b) Candidates can apply for the post provided they fulfill the prescribed eligibility conditions.
 - c) The application portal will be operational from **19.12.2020 to 09.01.2021 (till 2359 hours)**. Registration done, prior to **19.12.2020** and after **09.01.2021**, will not be accepted.
 - d) Wrong information in any column may lead to the application getting rejected altogether.
 - e) Candidates are advised to register well in time, since the application portal witnesses a surge in number of applications during the run up to the closing date. The closing date for receipt of online application will not be extended under any circumstances.

Steps to Apply:

I	Candidates should have a valid personal e-mail ID & mobile number. It should be kept active during the entire recruitment process. Application sequence number, password & all other important communication/alerts will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk/spam folder).
II	Candidates should take utmost care to furnish the correct details while filling in the on-line application form. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can't be edited.
III	The step by step process for submitting the application form is given below: Step-I : Registration of Personal & Contact details. Login Id and password will be sent to you through e-mail on registered e-Mail Id. Step-II: Re-login and select the category and fill up the Personal Details, Qualification Details, Upload photo & signature and submit examination fees, (if applicable) and Recruitment Processing Charges (to be paid by all the candidates, irrespective of category, online via SBI MOPS through net banking/debit cards/credit cards/UPI/challan.
IV	Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.
STEP-I Registration	
a.	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Checkbox given below and pressing the 'Start' button.
b.	The candidate should fill up all the desired information i.e. Personal Details, Contact Details , etc. correctly.
c.	On completion of Step-I registration, a message will be received in candidate's registered email id conveying his/her login ID (Application Sequence Number) & password.
d.	The candidate has to log-out and log in again (for Step - II) in order to fill up other details in application form.
STEP-II Completion of Application form.	
e.	After registration, candidate has to login and complete other details in application form like Personal Details, Qualification Details, and Declaration etc.
f.	Instructions regarding scanning of Photograph and Signature: Candidates should upload the scanned (digital) image of their photograph and signature as per the process given below. The applicant should note that only jpg/jpeg format is acceptable:
i. Photograph Image:	<ul style="list-style-type: none"> ● Coloured photo of size 35mm (width) x 45mm (height) not older than 12 weeks. Black & white photo will not be accepted. ● Light background. Light grey/white is suggested. No patterns. ● The face should cover 70-80% of the photo. The applicant should look straight at the camera with a normal expression. ● Avoid uniforms of colours matching the background. ● If the applicant wears optical glasses, then his/her eyes should be fully visible. ● The size of the scanned image should be between 50-100kb in jpg/jpeg format only.
ii. Signature image:	<ul style="list-style-type: none"> ● The applicant has to sign on white paper with Black ink pen. ● The signature must be signed only by the applicant and not by any other person. ● Please scan the signature area only and not the entire page.

	● Size of file should be between 50-100kb in jpg/jpeg format only.
g.	Once the application is submitted, candidates will be automatically redirected to SBI gateway to deposit the examination fee of INR 100 (if applicable) and Recruitment Processing Charges of INR 500 (plus Bank charges, if applicable), to be paid by all candidates, through Debit Card/Credit Card/Net Banking/UPI / challan etc. Candidate may generate payment acknowledgement slip for future reference.
h.	Guidelines for remittance of fee are as under: <ul style="list-style-type: none"> ● Post submission, the candidate will be re-directed to SBI Payment gateway to make the online payment. ● Kindly verify the details and make the payment for application fees via different payment modes. ● Post successful online payment, candidate will be redirected to his/her application form.
i.	For the purpose of all future references, the candidates are advised to keep a printout of their application form after successful submission.
	For technical queries/clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: helpdesk.bharti@nic.in or Phone No:02261087529 [1000 hrs to 1800 hrs / Monday to Saturday]

- f) Candidates are advised to submit only one application. Submission of other/multiple applications may result in cancellation of his/her applications altogether.
- g) 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.
- h) Once the registration is over, the candidate would be provided an 'Application Sequence Number/ASN', at their registered mobile number & email ID, which may be noted for subsequent login for filling up remaining part of registration and also for use in future. Candidates may also check their junk/spam folder for the email regarding ASN.
- i) 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.
- j) The registration becomes complete only after the photograph & signature are uploaded by the candidate.
- k) Candidates are advised to ensure that e-mail addresses ending with **@ nic.in** are directed to their inbox and 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.
- l) The candidates should possess a facility to take printout of the Challan Form.
- m) The candidates must also furnish one mobile number for receiving SMS alerts related to the exam.
- n) This office will not be responsible for bouncing of any e-mail or malfunctioning/change of the mobile phone number of the candidate.
- o) Candidates are also advised in their own interest to keep checking their email (inbox as well as spam/junk folder) and the website of MHA from time to time for updates related to the recruitment process.
- p) Applicants are NOT required to submit hard copy of their application forms.
- q) 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.
- r) Candidates may ensure that the signature uploaded by them are visible since they (candidates) would be required to append signature on admit cards and attendance sheets during subsequent stages of examination and any variation in signature could render them unfit for the examination.

8. EXAMINATION FEE:

It is in 02 components: Examination Fee: Rs. 100/- & Recruitment Processing Charges: Rs.500/- which is required to be paid as under:

Category	Fee to be paid
Male candidates of General, EWS and OBC categories	Examination Fee + Recruitment Processing Charges
All SC/ST, all female candidates & all ExSM*	Recruitment Processing Charges only

*Ex-servicemen who have already secured employment in civil side under Central Govt in Group 'C' post on regular basis after availing benefits of reservation given to them are required to pay the examination fee, i.e. Rs. 100/- also along with recruitment processing charges of Rs. 500/-.

Note: Banking charges, if applicable, will be borne by the candidate.

MODE OF PAYMENT (ONLINE/ OFFLINE MODE):

- a) The application form is integrated with the payment gateway & the payment process can be completed by following the instructions.
- b) Payment can be made through Debit Cards (RuPay/Visa/ MasterCard/Maestro), Credit Cards, Internet Banking, UPI, SBI challan etc.
- c) Fee once paid shall not be refunded under any circumstances.
- d) Online payments can be made only till the last date of submission of online application form.
- e) Payments through SBI challan generated on the last day of closure of online application forms can be submitted in the bank till **12.01.2021(during banking hours only)**

9. CLOSING DATE: 09.01.2021 (till 2359 hours).

Continued on page 8