

OFFICE OF THE DGP,  
ESTT-II (A) SECTION.

Endt. No. 3893/Pol/SP(HQ)/Estt.II(A)/D7/2019, Dt. 08.07.2019  
O/o. the DGP, Estt.II(A), Puducherry.

Copy of the letter received from The Under Secretary (BoS), Ministry of External Affairs, Government of India New Delhi dated 26.06.2019 is forwarded for circulating among the eligible Police Constables. The officials concerned may send the willingness to Estt-II (A) Section, Office of the Director General of Police, Puducherry on or before 31.08.2019 if they desire to apply for.

In this regard, a copy of the letter No. Q/BS-II/813/07/2019-1039 Under Secretary (BoS), Ministry of External Affairs, Government of India New Delhi is published in the official website (please see LATEST NEWS) <http://police.py.gov.in>

This may be treated as **MOST URGENT**

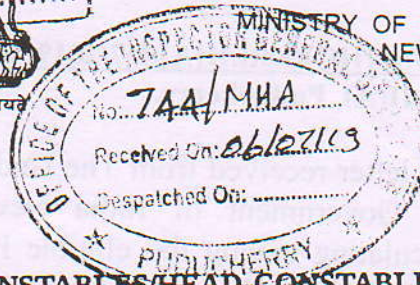
  
**SUPERINTENDENT OF POLICE (HQ)**  
**PUDUCHERRY**

To

1. The Senior Superintendent of Police(L&O), Puducherry.
2. The Senior Superintendent of Police(C&I), Puducherry.
3. The Senior Superintendent of Police(Karaikal), Puducherry.
4. The Commandant(PAP), Puducherry.
5. The Superintendents of Police, /Karaikal/Mahe /Yanam.Puducherry.
6. The Web.officer, Police Dept, Puducherry.

1057/CR  
17/19

विदेश मंत्रालय, नई दिल्ली

MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

Date: June 26, 2018

No. Q/BS-II/813/07/2019-1039

**SUBJECT: SEEKING NOMINATIONS OF CONSTABLES/HEAD CONSTABLES FOR INDUCTION IN BUREAU OF SECURITY (BOS), MINISTRY OF EXTERNAL AFFAIRS (MEA), GOVERNMENT OF INDIA FOR THE VACANCIES ARISING IN INDIAN MISSIONS & POSTS ABROAD BETWEEN MAY 2020 TO APRIL 2021: REG**

Nominations of the personnel of the rank of Constables/Head Constables are invited for the posts of India-based Security Assistant (IBSA) in the MEA as per the following terms and conditions:

(i) The selected personnel shall be inducted into BoS on a maximum of three years deputation within which the inductees shall have a minimum of two years posting tenure in an Indian Diplomatic Mission / Post abroad to handle security duties & responsibilities.

(ii) Since BoS has limited number of posts at MEA HQrs in New Delhi, the police organizations, whose personnel would figure in the panel of finally selected personnel, would be required to make such personnel physically available initially on attachment basis so as to let them complete a series of pre-departure formalities such as:

- Giving options/preferences for available vacancies and participating in posting processes of the Placement Board.
- Preparation of Diplomatic / Official Passport.
- Issue of Note Verbale and applying for appropriate category of Visa.
- Mandatory Security Briefing.
- Station specific BoS Briefing.
- To give him/her time to complete other miscellaneous formalities / requirements.

(iii) During the above mentioned period, which usually varies from three to six months (depending on the factors such as time taken in convening of the meeting of Placement Board, which is held Quarterly, date of arising of the vacancy in the Mission/Post where the individual is posted to, time taken by the host Country in granting Visa, availability of accommodation clearance at the place of posting, etc), the selected personnel, as an option, can be attached to the respective Force HQrs or Resident Offices of the Sponsoring Organizations, if they have, in New Delhi. The requirement, in a nutshell, would be that the selected personnel shall have to essentially report to BoS on attachment basis before the meeting of the Placement Board is held and their presence on day to day basis shall be required for completion of pre-departure formalities. Their salaries, during this period, will be drawn by the respective Organizations, which may be on the basis of BoS certification of attendance and completion of pre-departure formalities on monthly basis.

(iv) The Sponsoring Police Organizations as per the Appendix 'A' attached herewith are requested to kindly nominate personnel as per the eligibility conditions given as under:

## 2. Eligibility Conditions for Head Constables/Constables are

### (a) Minimum

- (i) Upper age limit as on 31.08.2019 – 45 years.
- (ii) Constables/Head Constables drawing a Basic Pay not exceeding Rs 56,800/- per month (corresponding to maximum of Level - 4 of 7th CPC Pay Matrix)
- (iii) Should be Matriculate or above.

- (v) Medically Fit (SHAPE-I)
- (v) Should have no disciplinary/legal/sexual harassment proceedings pending or contemplated against him.
- (vi) Should be clear from vigilance angle.
- (vii) Should have a minimum experience of 5 years of service.

(b) **Desirable**

- (i) Proficiency in reading, writing and communicating in English.
- (ii) Training in UAC / Commando / STF
- (iii) Basic knowledge in Computers.
- (iv) Driving skills in LMV and possession of a valid Driving Licence.
- (v) High APAR.
- (vi) Impressive built, bearing and personality with appropriate BMI.
- (vii) Cooking as the Indian Missions and Posts abroad are non-family Stations for IBSAs and in most of the cases, IBSAs are required to cook their own food.

3. Sponsoring Organizations may kindly ensure that the personnel, who have already had a deputation tenure with BoS in the past, are not sponsored again. A Board of Officers in the MEA shall interview the personnel so nominated by the Sponsoring Organizations to select and prepare its own panel for final induction. Particulars of the nominated personnel are requested to be forwarded to this Ministry latest by 30<sup>th</sup> September, 2019 as per the pro-forma enclosed herewith as Appendix 'B'. The nominations received after 30<sup>th</sup> September, 2019 shall not repeat shall not be considered.

4. Ministry reserves the right not to select any of the personnel nominated by the Sponsoring Organization, if it finds that the nominated personnel do not meet the critical minimum requirements of overall personality, physical efficiency, communication skills and work experience needed to undertake security assignments in a foreign country. The posting to Indian Missions/Posts abroad would be decided as per the suitability of the individual ascertained during the interview, his overall rank in the Panel / Merit List and the preferences exercised by the individual. Any effort on the part of individuals to undermine or influence or challenge the decision of the Placement Board shall be a substantial ground for repatriating the individual concerned to his parent cadre / Unit.

5. This Ministry has observed that many of the State Police Organizations do not sponsor their personnel for induction into the MEA and serve the Country abroad. The Ministry of External Affairs requests such Police Organizations to kindly nominate their personnel also so that the Ministry may get the equal representation from all the State Police Organizations in the panel of security personnel prepared by the MEA for postings abroad and also take benefit of their skills and capabilities.

6. This supersedes all previous Notifications on the Subject matter. Nominations sent in response to any of the previous Notifications especially that issued vide MEA ID No. Q/BS-III/815/34/2017-232 dated 25.04.2017 shall not be considered and therefore, the Sponsoring Organizations are requested to kindly send / re-send the nominations in response to the contents of this Notification only.

7. This issues with the approval of Joint Secretary(Pers).



(Tanuj Shankar)

Under Secretary (BoS-II)

Telephone: 011-49015252

Fax: 011-49018102

E-mail: [usbos2@mea.gov.in](mailto:usbos2@mea.gov.in)

All State/UT Police Organisations (As per attached List)

Copy to:

MHA: Dr. R. K. Mitra, Advisor (Police-II)

PROFORMA

APPENDIX - 'B'

1. Name of the Candidate \_\_\_\_\_
2. Force No/UID No. \_\_\_\_\_
3. Mobile No/ E-mail \_\_\_\_\_
4. Father's Name \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Date of joining Present Organization/Police Force \_\_\_\_\_
7. Education Qualification \_\_\_\_\_
8. Basic Pay \_\_\_\_\_
9. Miscellaneous Skills / Knowledge:
  - i. English: Read \_\_\_\_\_ Write \_\_\_\_\_ Speak \_\_\_\_\_
  - ii. Driving (Yes/No) : \_\_\_\_\_  
 If Yes, D/L No. \_\_\_\_\_  
 D/L Validity \_\_\_\_\_
  - iii. Computer (MS Word/English Typing): \_\_\_\_\_
  - iii. Whether trained in UAC/Commando/ STF etc: Yes \_\_\_\_\_ No \_\_\_\_\_
  - iv. Experience of working in counter surveillance units: \_\_\_\_\_
10. Grading of APAR/ACRs.
  - i. 01.04.14 to 31.03.15 \_\_\_\_\_
  - ii. 01.04.15 to 31.03.16 \_\_\_\_\_
  - iii. 01.04.16 to 31.03.17 \_\_\_\_\_
  - iv. 01.04.17 to 31.03.18 \_\_\_\_\_
  - v. 01.04.2018 to 31.03.2019 \_\_\_\_\_
11. Rewards/Certificates \_\_\_\_\_
12. Details of Punishments/Reprimands \_\_\_\_\_
13. Details of previous Deputation, if any \_\_\_\_\_
14. Any other Special Skill \_\_\_\_\_

Signature of the Individual  
 Designation/ Rank:  
 Date:

15. Remarks of the Forwarding/Controlling Authority (not below the rank of Superintendent of Police or equivalent): \_\_\_\_\_

Signature of forwarding Authority  
 Designation  
 Office Seal