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INTELLIGENCE BUREAU
(Ministry of Home Affairs)
Government of India

EDCC Railway Board
E-Office No.
Date

New Delhi, the 19 MAR 2026

Circular Memorandum

The following vacancies in Library Services cadre (Group A), Accounts cadre (Group A & B) and Stenographic cadre (Group B) in IB (MHA) are to be filled up on deputation basis.

Name of post	Cadre	No. of vacancies
Library & Information Officer (Level 11, Group A, Gazetted)	Library Services	01
Senior Accounts Officer (Level 11, Group A, Gazetted)	Accounts	02
Accounts Officer (Level 7, Group B, Gazetted)		01
Accountant (Level 6, Group B, Non- Gazetted)		06
Personal Assistant (Level 7, Group B, Non-Gazetted)	Stenographic	06

2. It is requested that this may kindly be brought to the notice of officers/units under your jurisdiction and nominations of willing & eligible officers/officials may be sent to us at the earliest. Eligible officers/ officials selected on deputation would be entitled to an **additional 20% of basic pay (in the form of Special Security Allowance)** besides other perks & allowances as admissible under rule. The selected candidates may have chance to get posting at **New Delhi.** However, all the posts circulated herein have all-India transfer/posting liability. Further, the selected officials (non-gazetted ranks) shall also be entitled to additional salary (Basic+DA) viz. cash compensation in lieu of duties performed on non-working days/GH (subject to a maximum of 30 days per annum). Tenure of deputation of selected personnel would be governed as per applicable guidelines of DoP&T & MHA. **The number of posts advertised are tentative and may increase or decrease at the time of selection.**

3. Names and service particulars of officers/officials (as per bio-data specimen enclosed at **Annexure-I**, along with DE/Vigilance clearance, cadre clearance and last 05 years APARs) being nominated for deputation to IB, may be sent directly to **Joint Deputy Director/G-3 (MHA), Govt. of India, 35 SP Marg, New Delhi- 110021** so as to reach us **within 60 days from the date of issue of this circular**. Selection would be made on the basis of scrutiny of service records followed by personal interaction.

19/3/2026
(Abhijit Das)
Joint Deputy Director

Please upload (*) on the required portal.

Shri Raju

24/4/26

Annexure-A

Eligibility criteria for deputation to IB in various ranks:

1. **Library and Information Officer (01 vacancy)**, Level 11 (Rs 67,700-2,08,700) in the pay matrix, Central Service (Group 'A'), Gazetted, Non-Ministerial.

Eligibility: Composite method: Deputation (Including short term contract)/ promotion.

Officers of the Central Govt. or State Governments or Union territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Autonomous or statutory Organizations:

(a) (i) Holding analogous posts on regular basis in the parent cadre/ department;
OR

(ii) With five years' service in the grade rendered after appointment thereto on regular basis in the posts in pay Level 9 (Rs 53,100-1,67,800) or level 10 (Rs 56,100-1,77,500) respectively in the pay matrix or equivalent in parent cadre or department; **OR**

(iii) With six years' service in the grade rendered after appointment thereto on regular basis in the posts in pay Level 8 (Rs 47,600-1,51,100) in the pay matrix or equivalent in parent cadre or department; **OR**

(iv) With seven years' service in the grade rendered after appointment thereto on regular basis in the posts in pay Level 7 (Rs 44,900-1,42,400) in the pay matrix or equivalent in parent cadre or department; **AND**

(b) Possessing the following qualifications and experience: -

(i) Master's Degree in Library Science or Library and Information Science from a recognized University or Institute;

AND

(ii) Five years' professional experience in a library under Central Govt. or State Governments or autonomous or statutory organizations or Universities or Public Sector Undertakings or Recognized Research Institutions or Educational Institute.

Note 1. The departmental Assistant Library and Information Officer in Pay Level 7 (Rs 44,900-1,42,100), in the pay matrix possessing a Bachelor's Degree in Library Science or in Library and Information Science from a recognized University with seven years' regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 2: Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years.

Note 3: The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

2. Senior Accounts Officer (02 vacancies), General Central Service Group A, Gazetted, Non-Ministerial in Level 11 of the pay matrix (67,700-2,08,700).

Eligibility: Deputation.

Officers of Central Government or State Government or Union territory administration:

(a) i) Holding analogous posts on a regular basis in the parent cadre/ department; **OR**

ii) With five years' service rendered after appointment to the post on a regular basis in Level 10 in the pay matrix (56,100 – 1,77,500) or equivalent in the parent cadre or department: **AND**

(b) Possessing the following educational qualifications: -

i) Bachelor's Degree from a recognized university or institute; **AND**

ii) A pass in Subordinate Accounts Service examination conducted by any one of the organized Accounts departments of the Central Government; **OR**

iii) Successful completion of training in Cash and Accounts work conducted by the Institute of Secretariat Training and Management or any other recognised institute and **five years' experience in cash, accounts and budget work**.

Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

Note 3: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

3. Accounts Officer (01 vacancy), General Central Service (Group-B), Gazetted, non-Ministerial in Level 7 of the pay matrix (Rs. 44,900-1,42,400).

Eligibility: Deputation.

Officers of Central Government or State Government or Union territory administration:

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

OR

(ii) with five years' service rendered after appointment to the post on a regular basis in Level 6 in the pay matrix (Rs. 35,400 – 1,12,400) or equivalent in the parent cadre or department; **AND**

(b) Possessing the following educational qualifications: -

(i) Bachelor's degree from a recognized University or institute; **AND**

(ii) a pass in Subordinate Accounts Service examination conducted by any one of the organized Accounts departments of the Central Government. **OR**

(iii) successful completion of training in Cash and Accounts work conducted by the Institute of Secretariat Training and Management or any other recognized institute and **three years' experience in cash, accounts and budget work**.

Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

Note 3: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

4. Accountant (06 vacancies), General Central Service (Group-B), Non-Gazetted, Ministerial in Level 6 of the pay matrix (Rs. 35,400-1,12,400).

Eligibility: Deputation.

Officers of the Central Government or State Governments or Union territory Administrations:

(a) (i) holding analogous posts on a 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 Level 5 in the pay matrix (Rs. 29,200 – 92,300) or equivalent in the parent cadre or department; **OR**

(iii) with ten years' service rendered after appointment to the post on a regular basis in Level 4 in the pay matrix (Rs. 25,500 – 81,100) or equivalent in the parent cadre or department; **AND**

(b) Possessing the following educational qualifications: -

(i) Bachelor's degree from a recognised University or institute; **AND**

(ii) successful completion of training in Cash and Accounts work conducted by the Institute of Secretariat Training and Management or any other recognised Institute and **two years' experience in cash, accounts and budget work**.

Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

Note 3: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

5. Personal Assistant (06 vacancies), General Central Service (Group-B), Non-Gazetted, Ministerial in the Pay Level 7 of the pay matrix Rs. 44900-142400 as per 7th CPC

Eligibility: Deputation

Personal Assistants/ Stenographers of Central/ State Governments-

a. (i) Holding analogous posts on regular basis in the parent cadre/ department;

OR

(ii) With ten years' regular service in the grade rendered after appointment thereto on regular basis in Level 4 of 7th CPC pay matrix (25, 500-81, 100) or equivalent in the parent cadre/department; **AND**

(iii) Possessing 10+ 2 pass or equivalent from a recognized Board. With proficiency in Stenography:

(a) Dictation: 10 minutes @ 100 words per minute
(b) Skill test on computer-transcription of shorthand-40 minutes (English) and 55 minutes (Hindi).

Desirable: Knowledge of computer operations viz, Windows, MS Office (Word, Outlook, Excel, PowerPoint), E-Mail etc.

Note 1: The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.

Note 3: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

ANNEXURE-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

Post applied for: .....

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

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 detail) 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 Scheme	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or 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 organisation
9.1 Note: 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. **9.2 Note:** Information under Column 9(c) & (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			
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

Basis 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)**	
16.6 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 v) Any research/ innovative measure involving official recognition vi) any other information **(Note: Enclose a separate sheet if the space is insufficient)**	

17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.# (Officers under Central/ State Govt. are only eligible for "Absorption". Candidates of non-Government Organizations 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	
19. Contact number	

20. Family details – name, relation and place of residence of dependants. (If any family member and/or close associates are residing in foreign countries, details of the same to be mentioned as per separate sheet attached at **Annexure-A**.)

Name	Relation	Contact number	Place of residence	Occupation, if any

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:

Annexure-A

(Tick whichever is applicable)

i) I, Shri/Smt/Ms. _____, hereby declare that none of my family members and/or close relatives have previously resided/are currently residing in a foreign country.

OR

ii) I, Shri/Smt/Ms. _____, hereby declare that my family members and/or close relatives have previously resided/are currently residing in a foreign country, as detailed below (attach separate sheet if space insufficient):

Name (S/Shri/Smt./Ms.)	Relation	Passport number and contact number	Full address of residence and period upto which resided	Purpose (permanent resident, employment, education, medical treatment etc.)

Signature (in full)

Place:

Date:

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 in original is enclosed/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)

(*not below the rank of Under Secretary in Govt. of India*)

To

The Secretary

[All Ministries (as per the list below)

- For wide circulation of the vacancy inter-alia, among the Departments, Attached and subordinate officers, Universities, Recognized Research Institutions, Semi-Government, Autonomous or Statutory Organizations etc. under them].

1. Ministry of Agriculture, New Delhi.
2. Ministry of Chemicals and Fertilizers, New Delhi.
3. Ministry of Civil Aviation , New Delhi.
4. Ministry of Coal , New Delhi.
5. Ministry of Commerce and Industry, New Delhi.
6. Ministry of Communications and Information Technology, New Delhi.
7. Ministry of Consumer Affairs, Food and Public Distribution , New Delhi.
8. Ministry of Corporate Affairs, New Delhi.
9. Ministry of Culture , New Delhi.
10. Ministry of Defence, New Delhi.
11. Ministry of Development of North Eastern Region, New Delhi.
12. Ministry of Earth Sciences, New Delhi.
13. Ministry of Education, New Delhi with a request to give it wide publicity in the Central Govt., State Govt. & UTs universities, Autonomous/Statutory Institutes viz. IIMs, IISc Bangalore & IISERs, IITs, NITs, INI, NITTTRs, UNESCO, Institute of Eminence and PSUs so that maximum number of eligible officers may apply for deputation
14. Ministry of Environment and Forests , New Delhi.
15. Ministry of External Affairs , New Delhi.
16. Ministry of Finance , New Delhi.
17. Ministry of Food Processing Industries, New Delhi.
18. Ministry of Health and Family Welfare , New Delhi.
19. Ministry of Heavy Industries and Public Enterprises, New Delhi.
20. Ministry of Home Affairs, New Delhi.

21. Ministry of Housing and Urban Poverty Alleviation, New Delhi.
22. Ministry of Human Resource Development, New Delhi.
23. Ministry of Information and Broadcasting , New Delhi.
24. Ministry of Labour and Employment , New Delhi.
25. Ministry of Law and Justice , New Delhi.
26. Ministry of Micro, Small and Medium Enterprises, New Delhi.
27. Ministry of Mines, New Delhi.
28. Ministry of Minority Affairs , New Delhi.
29. Ministry of New and Renewable Energy, New Delhi.
30. Ministry of Overseas Indian Affairs , New Delhi.
31. Ministry of Panchayati Raj , New Delhi.
32. Ministry of Parliamentary Affairs , New Delhi.
33. Ministry of Personnel, Public Grievances and Pensions ,New Delhi.
34. Ministry of Petroleum and Natural Gas, New Delhi.
35. Ministry of Power , New Delhi.
36. Ministry of Railways , New Delhi.
37. Ministry of Rural Development , New Delhi.
38. Ministry of Science and Technology, New Delhi.
39. Ministry of Shipping, Road Transport and Highways, New Delhi.
40. Ministry of Social Justice and Empowerment , New Delhi.
41. Ministry of Statistics and Programme Implementation , New Delhi.
42. Ministry of Steel , New Delhi.
43. Ministry of Textiles , New Delhi.
44. Ministry of Tourism , New Delhi.
45. Ministry of Tribal Affairs, New Delhi.
46. Ministry of Urban Development , New Delhi.
47. Ministry of Water Resources , New Delhi.
48. Ministry of Women and Child Development , New Delhi.
49. Ministry of Youth Affairs and Sports , New Delhi.
50. Department of Electronics, New Delhi.
51. Department of Science & Technology, New Delhi.

52. Department of Space, New Delhi.
53. Department of Atomic Energy, New Delhi.
54. Department of Statistics, New Delhi.
55. Department of Telecommunication, Sanchar Bhawan, New Delhi.
56. Director General, CRPF, New Delhi.
57. Director General, ITBP, New Delhi.
58. Director General, CISF, New Delhi.
59. Director General, BSF, New Delhi.
60. Director General, Assam Rifles, Shillong.
61. Director General, SSB, New Delhi.
62. Director General, NSG, New Delhi.
63. Director General, BPR&D, New Delhi.
64. Director CBI, New Delhi.
65. Chief Controller of Accounts, MHA, New Delhi.
66. Comptroller & Auditor General of India, 9, Deen Dayal Upadhyay Marg, New Delhi with the request to circulate the vacancies among its various Central & State units.
67. Principal Controller of Accounts, Railway, Baroda House, New Delhi.
68. Directorate of Audit, P&T, Old Secretariat, New Delhi.
69. Controller General of Accounts, Ministry of Finance, Loknayak Bhawan, Khan Market, New Delhi.
70. Joint Director of Income Tax, CMD-III, Central Board of Direct Taxes (CBDT), Directorate General of Income Tax (HRD), Jawaharlal Nehru Stadium, New Delhi – 110003.
71. Commissioner (Coord.), Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue (Ministry of Finance), A-Wing, 6th Floor, Kartavya Bhawan-1, New Delhi-110001.
72. Joint Secretary/CSS, Department of Personnel & Training, Ministry of Personnel, P G and Pensions, Kartavya Bhavan-3, New Delhi – 110001.