CONFIDENTIAL

No. 1/Estt(G-3)/2026(Cir)- 6309
INTELLIGENCE BUREAU
(Ministry of Home Affairs)
Government of India

New Delhi, the 03 NOV 2026

Circular Memorandum

The sole vacancy in the Foreign Language Advisor (FLA) rank in IB (MHA) is to be filled up on deputation basis. Details of the rank along with educational qualifications, experience and specific eligibility conditions are available at **Annexure A**, whereas bio-data pro-forma for applying on deputation is enclosed at **Annexure B.**

Name of post	No. of vacancies
Foreign Language Advisor, Level – 13 as per 7th CPC, Group 'A' Gazetted post	01
TOTAL VACANCIES = 01	

2. Eligible officers selected on deputation would be entitled to **additional 20% allowance of basic pay (in the form of Special Security Allowance)** besides other perks & allowances as admissible under rule. In case of officers working at Central PSUs/State PSUs/autonomous bodies, leave salary contributions and contributory pension fund, if applicable, would also be borne by the Bureau during the tenure of deputation in accordance with applicable guidelines of DOP&T, especially DOP&T OM No. 6/8/2009-Estt.(Pay II) dt. 17.06.2010. **Initial tenure of the deputation will be 3 years, further extendable upto 7 years**.

3. The application of willing and eligible officers may be forwarded with the following documents so as to reach the **Joint Deputy Director/G-3, Intelligence Bureau, Ministry of Home Affairs, 35 S P Marg, Bapu Dham, New Delhi-110021:-**

(i) Bio-data (as per Annexure-B given at MHA Website – link provided in para 1 above) duly filled and signed by the candidate, along with attested copies of relevant educational/training certificates and forwarded through proper channel, duly signed certificate of cadre controlling authority (last page of Annex-B);

(ii) Attested copies of the updated ACRs/APARs for last five years;

(iii) Vigilance Clearance and Integrity Certificate, duly signed by cadre controlling authority, including a statement of major/minor penalties, if any, imposed on the officers during the last 10 years.

4. It is made clear that only such applications will be entertained which are complete in all aspects and duly forwarded through proper channel. Applications received not through proper channel or as advance copy (direct applications or applications from non-Government sector) or after closing date or without all or any of the enclosures (mentioned in para 3 above) or otherwise found incomplete, will not be considered and no correspondence will be made or entertained in this regard. **The number of post advertised are tentative and may increase or decrease at the time of selection. Selected officer will be posted at New Delhi.** An official selected to these posts will be on deputation for a period as specified in the induction order which may be curtailed or extended if exigencies of service so require. The

crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates. **The last date of receipt of nominations would be 60 days from the date of publication of the advertisement in Employment News.** Before forwarding applications, controlling authority must ensure that an applicant fulfills all terms and conditions as mentioned in this circular.

5. Tenure of deputation of selected personnel would be governed as per applicable guidelines of DOP&T & MHA, most importantly in terms of DoP&T OM No. AB 14017/71/89-Estt(RR) dt. 3.10.89, No. 6/8/2009-Estt. (Pay II) dt. 17.6.10 and MHA OM no 1/21022/03/2016-Pers-II dtd. 22.11.2016 as amended from time to time. The general terms and conditions for deputation as elaborated above may be read with the DoP&T's guidelines on deputation.

03/11/2026

(Abhijit Das)
Joint Deputy Director

Annexure-A

Eligibility criteria for deputation to IB in the FLA rank:

1. Foreign language Advisor, General Central Service (Group 'A'), Gazetted, Non-Ministerial, Level 13 (Rs. 1,23,100 – Rs. 2,15,900) in the Pay Matrix as per 7th CPC:

(a) Officers under the Central Government or State Governments or Union Territories or universities or recognized research institutes or public sector undertakings or statutory or autonomous organizations: -

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

(ii) with five years' service rendered after appointment thereto on regular basis in the post in Level 12 (Rs. 78,800 - 2,09,200) in the pay matrix or equivalent in the parent cadre or department; **And**

(b) **Possessing the following educational qualifications and experience**:

(i) Bachelor's Degree in the foreign language amongst Arabic, Chinese, Dzongkha, French, German, Japanese, Korean, Persian, Russian, Spanish, Tibetan with English as a compulsory or elective subject from a recognized university or institute; **Or**

Interpretership in a foreign language amongst Arabic, Russian, Burmese, Persian, Turkish, Hebrew, Sinhala from a recognised university or institute or School of Foreign Languages, Ministry of Defence and graduation in any subject with English as a compulsory or elective subject from a recognised university or institute; **Or**

Advance Diploma in a foreign language , amongst Arabic, Bulgarian, Chinese, French, German, Hebrew, Hungarian, Italian, Japanese, Korean, Kyrgyz, Persian, Polish, Pushto, Romanian, Russian, Serbo-Croat, Sinhala, Spanish, Tibetan and Turkish from a recognised university or institute or School Of Foreign Languages, Ministry of Defence and graduation in any subject with English as a compulsory or elective subject from a recognised university or institute.;

(ii) **12 years' experience** in teaching or translation from the foreign language to English and vice-versa.

(c) **Desirable experience**:

Diploma or certificate in a foreign language other than that for which recruitment is being made (from amongst Arabic Bhasa Indonesia, Bulgarian, Burmese, Chinese, Dzongkha, French, German, Hebrew, Hungarian, Italian, Japanese, Korean, Kyrgyz, Persian, Polish, Pushto, Romanian, Russian, Serbo-Croat, Sinhala, Spanish, Tibetan and Turkish) from a university or institute or school of Foreign Languages, Ministry of Defence.

OTHER ESSENTIAL CONDITIONS:

i) Minimum 03 years cooling off period from last deputation, if any.

ii) Maximum age for appointment by deputation should not exceed 56 years as on the closing date of the receipt of application.

ANNEXURE-B

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 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-I**.)

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-I

(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*)