

**NATIONAL INVESTIGATION AGENCY  
MINISTRY OF HOME AFFAIRS,  
GOVERNMENT OF INDIA  
NEW DELHI-03**

No E-74/003/DEPN-MS/NIA/2019/ 14374

Date: the Nov, 2019

To

1. All Ministries/ Departments of Government of India
2. The Chief Secretaries to the Government of all States/ UTs
3. The Directors General of Police of all States/ UTs
4. The Directors General BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles, BPR&D, NCRB
5. The Director CBI, IB and ED
6. Joint Secretary (Pers), Cabinet Secretariat, New Delhi
7. The Chairman, CBDT
8. Director, ISTM, New Delhi

Sub: Filling up of posts of Accountant, Assistant and Stenographer Grade-I on deputation basis in NIA

Sir

Nominations are invited for the post of Accountant and Stenographer Grade-I on deputation basis in NIA. Details of posts and vacancies are as under:

S.N.	Name of post	Nos of post	Place of posting
1	Accountant  Level-6 in PAY MATRIX (Rs 35,400 – 1,12,400)  (pre-revised PB-2 Rs. 9300-34800/- with Grade pay of Rs. 4200/-)	1 post for deputation basis	Guwahati
2	Assistant  Level-6 in PAY MATRIX (Rs 35,400 – 1,12,400)  (pre-revised PB-2 Rs. 9300-34800/- with Grade pay of Rs. 4200/-)	5 posts for deputation basis	Delhi, Guwahati and Chandigarh
3	Stenographer Grade-I  Pay scale – Pay Matrix Level – 6 (Rs 35,400 – 1,12,400)  (Pre-revised Pay Band-2, Rs. 9300-34,800/- with Grade Pay Rs. 4200/-)	6 posts for deputation basis	Hyderabad, Mumbai and Kochi.

20/11/19

2. The eligibility criteria (educational qualification, experience etc.) are furnished in the enclosed **Annexure-I/I-A/I-B** (available at NIA website [www.nia.gov.in/recruitment-notice.htm](http://www.nia.gov.in/recruitment-notice.htm)). The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. It is requested that the above requirement may kindly be circulated among all Departments/ Institutions/ Offices under your charge and also host on their website. The nominations of eligible officers along with following documents may be forwarded to the SP (Adm), NIA Hqrs, CGO Complex, Lodhi Road, New Delhi - 110003 through proper channel at the earliest and in any case not later than 01 month from the date of publications of this advertisement in the 'Employment News'.

(i) Their bio-data in the prescribed proforma (Annexure-II) (available at NIA website [www.nia.gov.in/recruitment-notice.htm](http://www.nia.gov.in/recruitment-notice.htm)) duly countersigned by the competent authority.

(ii) Up to date APAR dossier from the year 2013-14 to 2018-19 (in case photocopies are being sent, it may kindly be ensured that these are attested on each page with rubber stamp by an officer not below the rank of Under Secretary to the Government of India).

(iii) Department Enquiry/ Vigilance clearance certificate.

(iv) Integrity certificate.

(v) The details of Major/ Minor penalties imposed on the official during the last 10 years.

4. Applications received after the last date of receipt or incomplete applications in any respect or those not accompanied by the documents/ information in para 3 above will not be considered. The Cadre Authority may ascertain that the particulars sent by the officer are correct as per the records.

5. The eligibility criteria and application form as well as Recruitment Rules are also available on the NIA website (available at NIA website [www.nia.gov.in/recruitment-notice.htm](http://www.nia.gov.in/recruitment-notice.htm)).

Yours sincerely

  
(N K Tyagi)  
Supdt of Police (Adm)  
For DG, NIA  
11/11/19

Encl : Annexure 'I', I-A, I-B & 'II'

Copy forwarded for information to:-

1. The Supdt. of Police (IT), NIA Hqrs New Delhi for uploading the matter in NIA website.

2. The DIG/SP, NIA Branch offices Hyderabad, Guwahati, Lucknow, Kolkata, Mumbai, Kochi, Kolkata, Jammu, Raipur and Chandigarh.

ELIGIBILITY CRITERIA FOR THE POST OF  
ACCOUNTANT ON DEPUTATION BASIS

1	Name of the post	Accountant
2	Nos. of post	* 01 post for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'B', non-Gazetted, Ministerial
4.	Scale of pay	Level-6 in PAY MATRIX (Rs 35,400 – 1,12,400)  (pre-revised PB-2, Rs. 9300-34800/- with Grade pay of Rs. 4200/-).
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility Criteria for deputation to NIA	<p><u>Deputation:</u></p> <p>Officers under the Central Government/ State Government/ Union Territories:-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) With six years' service in the grade on regular basis in posts in the Pay Band-1, Scale of Pay Rs. 5200-20200/- with Grade Pay of Rs. 2800/- (revised Level-5 in pay matrix) or equivalent in the parent cadre/ department; and</p> <p>(b) Possessing following educational qualifications and experience as prescribed for direct recruits:</p> <p><u>Essential:</u></p> <p>(i) Bachelors' Degree from a recognized University;</p> <p>(ii) A pass I the subordinate Accounts Service (SAS) examination conducted by organized Accounts Department or the Central Government; OR Should have been undergone training in cash and Accounts work in the Institute of Secretarial Training and Management (ISTM) or equivalent and three years' experience in cash, accounts and budget work.</p> <p><b>Note:</b> - (Period of deputation (including short term contract), including period of deputation (including short term contract) in another ex-cadre post held</p>



		immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall not exceed three years. The maximum age limit for appointment by Deputation shall ordinarily not exceeding 56 years' as on closing date of receipt of applications).
8.	Nature of duties	<ul style="list-style-type: none"> <li>➤ He will function as Accountant.</li> <li>➤ Maintain Budget and proper record of expenditure.</li> <li>➤ Prepare the BE/RE estimate well in time and submission to competent authority.</li> <li>➤ Preparation of draft of all nature and disposal of routine matters pertaining to Accounts Branch.</li> <li>➤ Maintain all accounts related files and correspondence records and carry out clerical duties.</li> <li>➤ Draw attention, where necessary to precedents or Rules and Regulations on the subject.</li> <li>➤ Put up the file and to bring out clearly the question under consideration.</li> <li>➤ Suggest a course of action, wherever possible.</li> <li>➤ Assistant the Section Officer and Administrative officer in all his matters.</li> <li>➤ Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc.</li> </ul>
9.	Deputation	<p><b>Deputation (ISTC):</b></p> <p>The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&amp;T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.</p>

**ELIGIBILITY CRITERIA FOR THE POST OF  
STENOGRAPHER GRADE-I ON DEPUTATION BASIS**

1	Name of the post	Stenographer Grade I
2	Nos. of post	6* Posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'B', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 6 (Rs 35,400 – 1,12,400)  (Pre-revised Pay Band-2, Rs. 9300-34,800/- Grade Pay Rs. 4200/-)
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility criteria for deputation to NIA	<p>Officers of the Stenographer's cadre under the Central Government or State Government or Union territories:-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-1, Rs. 5200-20200 plus Grade Pay of Rs. 2800 or equivalent in the parent cadre or department; or</p> <p>(iii) with ten years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-1 Rs. 5200-20200 plus Grade Pay of Rs. 2400 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing following educational qualifications and experience:-</p> <p><b>A. Essential:</b></p> <p>(i) Graduate Degree from a recognized University; and</p> <p>(ii) Possessing computer proficiency.</p>
		<p><b>B. Skill Test:</b></p> <p>(i) Stenography speed: 10 mts @ 80 words per minute.</p> <p>(ii) Transcription: 50 minutes (English), 65 minutes (Hindi) on computer.</p>



		<p><b>NOTE- 1:</b> The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>NOTE- 2:</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization or department of the Central Government shall ordinarily not to exceed three years'.</p> <p><b>NOTE- 3:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years' as on the closing date of receipt of applications.</p> <p><b>NOTE- 4:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 01.01.2006 or the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which the grade pay or pay scale is the normal replacement grade without any upgradation.</p>
8.	Nature of duties	<ul style="list-style-type: none"> <li>➤ He will perform the duties as Personal Assistant to the Officers.</li> <li>➤ Preparation of draft of all nature and disposal of routine matters pertains to the officer.</li> <li>➤ Maintain files and correspondence records and carry out Stenographer duties.</li> <li>➤ Draw attention, where necessary to precedents or Rules and Regulations on the subject.</li> </ul>
9.	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.



ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT ON DEPUTATION BASIS

1	Name of the post	Assistant
2	Nos. of post	5* Posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'B', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 6 (Rs 35,400 – 1,12,400)  (Pre-revised Pay Band-2, Rs. 9300-34,800/- Grade Pay Rs. 4200/-)
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility criteria for deputation to NIA	<p>Officers of the Central Government or State Government or Union territories:-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on regular basis in ministerial posts in the Pay Band-1, (Rs. 5200-20200/-) and Grade Pay of Rs. 2800/- or equivalent in the parent cadre or department; or</p> <p>(iii) with ten years' service in the grade rendered after appointment thereto on regular basis in ministerial posts in the Pay Band-1 (Rs. 5200-20200/-) and Grade Pay of Rs. 2400/- or equivalent in the parent cadre or department; and</p> <p>(b) Possessing following educational qualifications and experience:-</p> <p><b>A. Essential:</b></p> <p>(i) Bachelors' degree from a recognised University; and (ii) Computer proficiency.</p> <p><b>NOTE- 1:</b> The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>NOTE- 2:</b> Period of deputation including period of deputation in another ex-cadre post held immediately</p>

		<p>preceding this appointment in same or some other organization or department of the Central Government shall ordinarily not to exceed three years'.</p> <p><b>NOTE- 3:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years' as on the closing date of receipt of applications.</p> <p><b>NOTE- 4:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 01.01.2006 or the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendation has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which the grade pay or pay scale is the normal replacement grade without any upgradation.</p>
8.	Nature of duties	<ul style="list-style-type: none"> <li>➤ He will function as in-charge of a Section.</li> <li>➤ Preparation of draft of all nature and disposal of routine matters.</li> <li>➤ Maintain all files and correspondence records and carry out clerical duties.</li> <li>➤ Draw attention, where necessary to precedents or rules and regulations on the subject.</li> <li>➤ Put up the file and to bring out clearly the question under consideration.</li> <li>➤ Suggest a course of action, wherever possible.</li> <li>➤ Assistant the Section Officer and Administrative officer in all his matters.</li> <li>➤ Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc.</li> </ul>
9.	Deputation	<p>The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&amp;T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.</p>



CURRICULUM VITAE PROFORMAAPPLICATION FOR THE POST OF .....

1	Name and Address (in block letter)				
2	Date of Birth (in Christian era)				
3	Date of retirement under Central/State Government rules				
4	Education Qualification				
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		Qualifications/ Experience possessed by the officer		
	Essential				
	Desired				
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post				
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	From	To	Scale of pay and basic pay
					Nature of duties (in detail)
8	Nature of present employment, i.e. ad hoc 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 you belong				
10	Additional details about present employment:-				



	<p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government          (b) State Government          (c) Autonomous Organization          (d) Government Undertaking          (e) Universities          (f) Others</p>	
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12	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	
13	Total emoluments per month now drawn	
14	<p>Additional information, if any, which you would like to mention in support of your suitability for the post</p> <p>(This among other things may provide information which regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement).</p> <p>(Note-enclose a separate sheet, if the space is insufficient).</p>	
15	<p>Please state whether you are applying for deputation (ISTC)/absorption/re-employment basis</p> <p>(Officers under Central/State Governments are only eligible for Deputation/Absorption. Candidates of non-Government organizations are eligible only for short term contract)</p>	
16	Whether belongs to SC/ST	
17	<p>Remarks</p> <p>(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Officials Appreciation (iii) Affiliation with the professional bodies/ institution/ societies and (iv) any other information.</p> <p>(Note – Enclose a separate sheet if the space is insufficient)</p>	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate  
Address  
Contact No

Date:-

Countersigned

(Employer with Seal)

**Certificate to be given by the Head of the Office of the Applicant**

- I. Certified that particulars furnished by Shri/Smt/Km have been verified from his/her record and found correct.
- II. No vigilance case is either pending/contemplated against Shri/Smt/Km. His/her integrity is certified.
- III. No major/minor penalty was imposed on Shri/Smt/Km for the last 10 years as per records of the Ministry/Department.

Signature of the Head of Office with Seal



