

NATIONAL INVESTIGATION AGENCY
MINISTRY OF HOME AFFAIRS,
GOVERNMENT OF INDIA
OPPOSITE CGO COMPLEX
LODHI ROAD
NEW DELHI

No E-78/001/IT-DA/NIA/2013/132

Dated 01.01.2020

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 of BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles.
5. The Director of CBI & IB.
6. The Secretary, R&AW.
7. The Chairman of CBTD. ICADR Building, Plot No 6, Vasant Kunj, Institutional Area, Phase-II, New Delhi
8. The Secretary, DEIT, Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi.

Subject: - Inviting nomination for the post of Data Entry Operator in NIA on deputation/absorption basis.

Sir,

Nominations are invited for the post of Data Entry Operator on deputation/absorption basis in National Investigation Agency (NIA). Detail of post and vacancy is as under:-

Srl No	Post	Pay Scale	Vacancy and filling of method	Proposed place of posting
i)	Data Entry Operator	Pay Matrix Level – 5 (Rs 29,200 – 92,300) (pre-revised PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-)	15 posts by deputation/ absorption	Delhi, Lucknow, Guwahati, Kolkata, Hyderabad, Mumbai, Kochi, Raipur, Jammu & Chandigarh

2. The eligibility criteria (educational qualification, experience, etc.) are furnished in the enclosed **Annexure-I-A**. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. It is requested that the above advertisement may kindly be circulated among all Departments/Institutions/Offices under your charge and also hosted on their websites. The nominations of eligible officers alongwith following documents should reach to **the DIG(Adm), NIA HQ, Opposite CGO Complex, Lodhi Road, New Delhi-110003 through proper channel**

within 02 months from the date of publication of this item in 'Employment News'.

i) Bio-data in prescribed proforma (**Annexure-II**) duly countersigned by the competent authority.

ii) Up to date APAR dossiers from the year 2014-15 to 2018-19 (in case photocopies are being sent, it may be ensured that the same are attested on each page with rubber stamp by an officer not below the rank of Under Secretary to the Government of India).

iii) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.

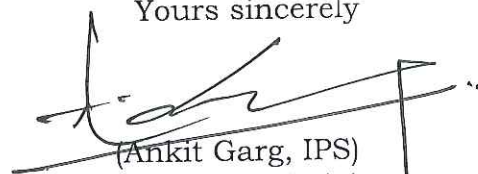
iv) The details of major/minor penalties imposed on the officer during the last 10 years.

4. Applications received after the last date, or application of incomplete in any respect or those not accompanied by the documents/ information as per Para 3 above will not be considered. The Cadre Authorities may ascertain that the particulars sent by the officers are correct as per the records.

5. The eligibility criteria and application form as well as Recruitment Rules are also available on NIA website **www.nia.gov.in**.

Encl:- Annexure I-A & II

Yours sincerely



(Ankit Garg, IPS)
DIG (Admin)
NIA Hqrs, New Delhi
e-mail ankitgarg.nia@gov.in
011-23438235 (Fax)

Copy forwarded for information and needful action to:-

- (i) The Joint Secretary (Appointment), Union Public Service Commission (UPSC), Dholpur House, Shahjahan Road, New Delhi - 110069
- (ii) The DIG (IT), NIA HQ, New Delhi for uploading the matter on the NIA Website.
- (iii) The NIA Branch Offices, Lucknow, Guwahati, Kolkata, Hyderabad, Mumbai, Kochi, Jammu Raipur and Chandigarh: - for information and wide publicity.

ELIGIBILITY CRITERIA FOR THE POST OF DATA ENTRY OPERATOR

1	Name of the post	Data Entry Operator
2	Nos. of post	15* Posts for deputation/absorption (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Non-Ministerial
4.	Scale of pay	Pay Matrix Level – 5 (Rs 29,200 – 92,300) (pre-revised PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-)
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/absorption to the NIA	<p>Deputation/Absorption:-</p> <p>Officers of the Central Government or State Government or Public Sector Undertakings or Autonomous Government Institutions holding analogous posts on regular basis in the parent cadre or department and possessing 'O' or 'A' level certificate for Information Technology from an Institute recognised by the Government.</p> <p>Note 1 : 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 Govt. shall ordinarily not exceed three years'.</p> <p>Note 2 : The maximum age limit for appointment by Deputation shall be not exceeding 56 years as on closing date of receipt of applications.</p>
8.	Nature of duties	<p>➤ Preparation source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.</p> <p>➤ Records data by operating data entry equipment; collecting information, resolving processing problems.</p>

		<ul style="list-style-type: none"> ➤ Protects organization's value by keeping information confidential. ➤ Accomplishes department and organisation mission by completing related results and needed. ➤ Follow established practices or standards for the input and presentation of information. ➤ Proofread and verify data entered. Ensure accuracy of all information entered and presentation format. Make corrections as needed. ➤ Assist with routine office duties such as typing, filing, record maintenance as workload permits. ➤ Serve as back-up for other clerical positions in Unit. ➤ Perform related work as assigned.
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.

APPLIED FOR THE POST - _____

CURRICULUM VITAE PRO FORMA

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	<p>Additional details about present employment:-</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government</p> <p>(b) State Government</p> <p>(c) Autonomous Organization</p> <p>(d) Government Undertaking</p> <p>(e) Universities</p> <p>(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 "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>	
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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 penalties 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

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