

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

No. E-84/001/Sr. Ps/Min/Deptn./NIA/2023/ १३८८ Date: 12, July, 2023

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. The Joint Secretary (Pers), Cabinet Secretariat, New Delhi
7. The Chairman, CBDT & CBIT.
8. Director, ISTM, New Delhi

Sub: **Filling up the posts of Senior Private Secretary in NIA on deputation/ Absorption basis.**

Sir

Nominations are invited for the posts of Senior Private Secretary on deputation/absorption basis in National Investigation Agency (NIA). Details of posts and vacancies are as under : -

SN.	Name of post	Nos of post	Place of posting
1	Senior Private Secretary Level-8 in Pay Matrix (47,600-1,51,100/-)	01 Post on deputation/absorption basis	NIA Hqtrs & BO Hyderabad.

2. The eligibility criteria (educational qualification, experience etc.) are furnished in the enclosed **Annexure-I (available at NIA website 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 in **Hard Copy should reach to the SP(Adm), NIA Hqrs, CGO Complex, Lodhi Road, New Delhi - 110003 through proper channel within 02 (two) months from the date of Publication of this item in "Employment News". Applications/ Documents received through mail will not be entertained as UPSC seeks original/ duly attested documents of candidates.**

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- i) Bio-data in prescribed proforma (Annexure-II) (Available in NIA website www.nia.gov.in/recruitment-notice.htm) duly filled and countersigned by the competent authority.
- ii) Supporting certificate/ documents in respect of claimed educational qualification including essential qualification of Bachelor Degree.
- iii) **Cadre clearance certificate stating that 'in event of selection, he will be relieved immediately' issued by cadre controlling authority.**
- iv) **Photo copies of APAR dossier from the year 2017-18 to 2021-22 duly attested** (it may be ensured that the same are attested on each pages with rubber stamp by an officer not below the rank of Under Secretary to the Government of India). Non-reporting/initiation certificate may also be furnished in case of APARs has not been reported for any broken period.
- v) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.
- vi) The details of major/minor penalties imposed on the officer 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 03 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**).

Encl : Annexure 'I & 'II'

Yours sincerely



S (S. R. Raimedhi, IPS)
S (S. R. Raimedhi, IPS)
Superintendent of Police
National Investigation Agency
NIA Hqrs, New Delhi
Govt. of India, New Delhi

Copy forwarded for information to (through e-mail):-

1. The SP (IT), NIA Hqrs New Delhi for uploading the matter on NIA website.
2. All Branch Offices/ Sections of NIA - for information and wide publicity.

ELIGIBILITY CRITERIA FOR THE POST OF SENIOR PRIVATE SECRETARY ON DEPUTATION BASIS

1.	Name of the post	Senior Private Secretary
2.	Nos. of post	*01 post for deputation/Absorption basis. (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – ‘B’, Gazetted Ministerial
4.	Scale of pay	Level-8 in Pay Matrix (Rs 47,600-1,51,100)
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/ absorption :</u></p> <p>Officers of the Stenographer’s cadre under the Central Government or State Governments or Union territories,-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with two years’ service in the grade rendered after appointment thereto on regular basis in level-7 (Rs. 44900-142400) in the pay matrix or equivalent in the parent cadre or department; or</p> <p>(b) Possessing a graduate Degree from a recognised University.</p> <p>Note 1: The departmental officers in the feeder category who are in the 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.</p> <p>Note 2: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.</p> <p>Note 3: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p>
8.	Nature of duties	<ul style="list-style-type: none"> ➤ He/She will supervise the work of the Account/ Audit/ Procurement and Crime & Legal Cell. ➤ Preparation of draft of all nature and disposal of routine matters pertains to the office. ➤ Management and co-ordination of the work. ➤ Maintenance of order and discipline of the office staff. ➤ Go through the dak received and to keep a watch on any hold up in the movement/ disposal. ➤ Submit dak which should be seen by the higher officers at the dak stage.

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	<ul style="list-style-type: none"> ➤ To see that the draft letter is perfect i.e. all corrections have been made before it is marked for issue. ➤ To indicate priority marking. ➤ To indicate mode of despatch. ➤ He/She will responsible for efficient and expeditious disposal of work and check the delays. ➤ To ensure timely submission of arrear and other returns. ➤ To ensure the cases are not held up at any stage. ➤ To go through the list of periodical returns every week and take suitable action on items requiring attention duties week. ➤ He/She will take independent action for issue of reminders, obtain or supplying factual information of a non-classified nature or any other action for which he authorities to take independently. ➤ He/She will perform the duties of recording and indexing files and their classification, review the recoded files before destruction, order and supervise periodic weeding of unwanted spare copies. ➤ He/She will ensure proper maintenance of files and register required to be maintained in the section. ➤ Ensure proper maintenance of reference book, office order etc and keep them upto date. ➤ Ensuring neatness and tidiness in the Section. ➤ Dealing with important and complicated cases himself. ➤ Ensure strict compliance with departmental security instructions.
9.	<p>Deputation (ISTC):</p> <p>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 and as amended from time to time.</p>



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BIO-DATA/CURRICULUM VITAE PROFORMA
{DOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15}

Post applied for

1. Name and Permanent Address/Native place (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 (with streams & Subject)	
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)
B) Experience	B)
Desirable	Desirable
A) Qualification	A)
B) Experience	B)
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 the 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. 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 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) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation 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			

<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others 		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>		
<p>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</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basic Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>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.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief/ other allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p>		
<p>This among other things may provide information with regard to</p>		
<ul style="list-style-type: none"> (i) Additional academic qualifications (ii) Professional training & (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement) 		
<p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements:</p>		
<p>The candidates are requested to indicate information with regard to;</p>		
<ul style="list-style-type: none"> (i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; 		
<ul style="list-style-type: none"> (iv) Patents registered in own name or achieved for the organization 		
<ul style="list-style-type: none"> (v) Any research/innovative measure involving official recognition 		
<ul style="list-style-type: none"> (vi) Any other information 		
<p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		



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17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.

#(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations 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

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: _____

Contact No/Mb. No.....

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)


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