

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

No E-78/001/Dep-IT/NIA/2013/

6019

Dated, the 12th May, 2016

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
5. The Director CBI, IB and R&AW
6. The Secretary, DEIT, Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi

Sub : Inviting nominations for the posts of Senior System Analyst, Network Administrator, Programmer and Data Entry Operator in National Investigation Agency (NIA) by Deputation/ Absorption basis.

Sir

Nominations are invited for the post of Senior System Analyst, Network Administrator, Programmer and Data Entry Operator on deputation/ absorption basis in National Investigation Agency.

2. The eligibility criteria (educational qualification, experience etc.) are furnished in the enclosed annexure-I. 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 official alongwith following documents may be forwarded to the DIG (Adm), NIA Hqrs, 7th Floor, Jai Singh Road, New Delhi- 110001 through proper channel at the earliest and in any case not later than 02 months from the date of publications of this advertisement in the 'Employment News'.

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

Annexure (i)
Up to date APAR dossier from the year 2009-10 to 2013-14 (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 official are correct as per the records.

Yours sincerely

Encl : Annexure 'I' & 'II'


(N. N. D. Dubey, KC)
DIG (Adm)
For DG, NIA

Copy forwarded for information to :-

1. Joint Secretary (Appointment), Union Public Service Commission (UPSC), Dholpur House, Shahjahan Road, New Delhi
2. Shri Rajesh Kumar Gupta, Director (IS-III), MHA, North Block, New Delhi
3. The Supdt of Police (IT), NIA Hqrs New Delhi for uploading the matter in NIA website.

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

No E-78/001/Dep-IT/NIA/2016

Dated 13th May, 2016

NOTICE FOR DEPUTATION (ISTC)/ ABSORPTION TO NIA

“Applications are invited for the post of Senior System Analyst, Network Administrator, Programmer, and Data Entry Operator on deputation (ISTC)/absorption basis in National Investigation Agency.

	Sr. System Analyst	Network Administrator	Programmer	Data Entry Operator
Nos of vacancies	3	3	2	26
Revised Pay Scale	PB-3 (Rs. 15600-39100) with Grade Pay Rs. 7600/-	PB-3 (Rs. 15600-39100) with Grade Pay Rs. 7600/-	PB-3 (Rs. 15600-39100) with Grade Pay Rs. 5400/-	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-

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

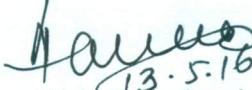
3. The application form of eligible and willing officials along with following documents may be forwarded to the DIG(Adm), NIA HQ, 7th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001 through proper channel so as to reach this office within 02 months from the date of publication of this advertisement.

- (a) Bio-data in the prescribed proforma as per **Annexure-II** duly countersigned by the competent authority.
- (b) Up to date APAR dossier from the year 2010-11 to 2015-16 (in case photocopies are being sent, it may be ensured that these documents are attested on each page with rubber stamp by an officer not below the rank of Under Secretary to the Government of India).
- (c) Vigilance Clearance and Integrity Certificate issued by the concerned authority.
- (d) The details of major/minor penalties imposed on the official during the last 10 years to be furnished by the cadre authority.

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5. Applications received after the last date or incomplete applications in any respect or those not accompanied by the documents/informations as per para 3 above shall not be considered. The Cadre Authorities will ascertain that the particulars sent by the officials are correct as per the records.

6. The complete information and Annexure-I & II are available in NIA websites www.nia.gov.in".


13.5.16
(N N D Dubey)
DIG(Adm)
For DG, NIA

CURRICULUM VITAE PRO FORMA 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					

	<p>employment:-</p> <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 "Absorption". Candidates of non-Government organizations are eligible only for short term contract)</p>	
16	Whether belongs to SC/ST	
17	Remarks <p>(The candidates may indicate</p>	

<p>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. (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

Details of the post of Senior System Analyst in the National Investigation Agency

1	Name of the post	Senior System Analyst
2	Nos. of post	3
3.	Classification of the post	General Central Service, Group – 'A', Gazetted, Non-Ministerial
4.	Scale of pay	Pay Band-3, (Rs. 15,600 – 39,100/-) with Grade Pay of Rs. 7600/-.
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Incentive Allowance	15% of basic pay and as amended by the Government from time to time.
7.	Eligibility Criteria for deputation/ absorption to NIA	<p>Deputation (including short term contract)/Absorption</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 five years' service in the grade on regular basis in posts in the Pay Band-3, Pay Scale of Rs. 15600-39100/- with Grade Pay of Rs. 6600/- or equivalent in the parent cadre/department, and</p> <p>(b) Possessing following educational qualifications and experience:-</p> <p>(i) Master's degree in Statistics/ Mathematics/ Operations Research/ Physics or Economics/ Commerce or degree in Engineering/ Computer Science of a recognized University or equivalent.</p> <p>(ii) For Programming – 7 years' experience of electronics date processing/computer oriented optimization, information or statistical system, out of which at least 3 years' experience should be in a responsible capacity on actual computer Programming and system design.</p> <p>(iii) For information system - 10 years' experience of electronic data processing work, out of which at least 5 years' experience should be in a Supervisory capacity in design, development or organizing computerized information storage and retrieval system.</p> <p>Note-I : Qualifications are relaxable at the discretion of UPSC in case of candidates otherwise well qualified.</p> <p><i>[Signature]</i></p>

	<p>Note-II : The qualifications regarding experience are relaxable at the discretion of the UPSC in the case of candidates belonging to SC and ST if, at any stage or selection, the UPSC are of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>Desirable</p> <ul style="list-style-type: none"> (i) Master's Degree in Engineering/Computer Science or Doctorate in any of these subjects in (i) above under the 'Essential Qualification'. (ii) Training in System Analysis or Advanced Computer System. (iii) Experience of one or more of the following field:- <ul style="list-style-type: none"> (a) Development of Data-base management information system. (b) Computer solutions of optimization problems, e.g. liner programming, mixed integer programming. (c) Computer solutions of operational economy wise planning models. <p>NOTE- I : Period of deputation (including short term contact) including period of deputation (including short term contact) in another ex-cadre post held immediately preceding this appointment in same or some other organization/department in the Central Govt. shall ordinarily not exceed four years'. The maximum age limit for appointment by Deputation shall be not exceeding 56 years' as on closing date of receipt of application.</p> <p>NOTE- II : For the purpose of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the pay commission except where has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p> <p><i>James</i></p>
8.	<p>Nature of duties</p> <ul style="list-style-type: none"> ➤ Lead and coordinate development and implementation of Computer based Information Systems and decision

		<p>support tools in the respective sectors assigned from time to time.</p> <ul style="list-style-type: none"> ➤ Preparation of proposals pertaining to various information systems. ➤ Responsibility for supervising and leading a team of information technology specialists. ➤ Performing studies, analysis, modelling, design and prototyping required for the development, implementation and maintenance of a variety of the system(s) while ensuring effective and efficient utilization of computer facilities and provision of services to meet systems requirements. ➤ Advises senior management on the use of technology to identify business requirements and enhance business objectives. ➤ Reviews information requirements and proposals and recommends changes based on technical merit or demerit. ➤ Maintains an awareness of current and future trends and development in the IT field.
9.	Deputation/Absorption	<p>Deputation (ISTC): 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.</p>

1	Name of the post	Network Administrator
2	Nos. of post	3
3.	Classification of the post	General Central Service, Group – ‘A’, Gazetted, Non-Ministerial
4.	Scale of pay	Pay Band-3, Rs. 15,600 – 39,100/- with Grade Pay of Rs. 7600/-.
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Incentive Allowance	15% of basic pay and as amended by the Government from time to time.
7.	Eligibility Criteria for deputation/absorption to NIA	<p>Deputation /Absorption</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 five years' service in the grade on regular basis in posts in the Pay Band-3, Pay Scale of Rs. 15600-39100/- with Grade Pay of Rs. 6600/- or equivalent in the parent cadre/department, and</p> <p>(b) Possessing following educational qualifications and experience:-</p> <p>(i) Master's degree in Statistics/ Mathematics/ Operations Research/ Physics or Economics/ Commerce or degree in Engineering/ Computer Science</p> <p><i>Deputy</i></p>

of a recognized University.

(ii) 10 years' experience in Network Administration-cum-Hardware Management.

(iii) **For information system** - 10 years' experience of electronic data processing work, out of which at least 5 years' experience should be in a Supervisory capacity in design, development or organizing computerized information storage and retrieval system.

Note-I : Qualifications are relaxable at the discretion of UPSC in case of candidates otherwise well qualified.

Note-II : The qualifications regarding experience are relaxable at the discretion of the UPSC in the case of candidates belonging to SC and ST if, at any stage or selection, the UPSC are of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable

- (i) Master's Degree in Engineering/Computer Science or Doctorate in any of these subjects in (i) above under the 'Essential Qualification'.
- (ii) Training in System Analysis or Advanced Computer System.
- (iii) Experience of one or more of the following field:-
 - (a) Development of Data-base management information system.
 - (b) Computer solutions of optimization problems, e.g. liner programming, mixed integer programming.
 - (c) Computer solutions of operational planning models.

NOTE- 1 : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization/department in the Central Govt. shall ordinarily not exceed four years'. The maximum age limit for appointment by Deputation shall be not exceeding 56 years' as on closing date of receipt of application.

NOTE- 2 : For the purpose of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on

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		the recommendations of the pay commission except where has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.
8.	Nature of duties	<ul style="list-style-type: none"> ➤ Establishes network specifications by conferring with users, analyzing workflow, access, information and security requirements; router administration including interface configuration and routing protocols. ➤ Establishes network by evaluating network performance issues including availability, utilization, throughput, good put and latency; planning and executing the selection, installation, configuration and testing of equipment; defining network policies and procedures; establishing connections and firewalls. ➤ Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems and vendor. ➤ Secure network by developing network access, monitoring, control and evaluation; maintaining documentation. ➤ Prepares users by designing and conducting training programs; providing references and support. ➤ Upgrades network by conferring with vendors; developing, testing, evaluating and installing enhancements. ➤ Updates job knowledge by participating in educational opportunities, reading professional publication; maintaining personal networks; participating in professional organizations. ➤ Accomplishes organization goals by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments. ➤ Monitoring network traffic and testing the network for weaknesses or bottlenecks.
9.	Deputation/Absorption <i>Spurka</i>	<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 as amended from time to time.</p>

1	Name of the post	Programmer
2	Nos. of post	2
3.	Classification of the post	General Central Service, Group – 'A', Gazetted, Non-Ministerial
4.	Scale of pay	Pay Band-3, Rs. 15,600-39,100/- with Grade Pay of Rs. 5400/-.
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Incentive Allowance	15% of basic pay and as amended by the Government from time to time.

7.	<p>Eligibility Criteria for deputation/ absorption to NIA</p> <p><i>Neenu</i></p>	<p>Deputation (ISTC)</p> <p>Officers under the Central Government or State Government or Union territories or Semi Government or Statutory Bodies or Public Sector Undertakings or Autonomous Bodies or recognised research Institutions or Universities:</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 the posts in the pay band-2, of Rs. 9300- 34,800 with grade pay of Rs. 4800 or equivalent in the parent cadre or department; or</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on regular basis in the posts in the pay band, of Rs. 9300-34,800 with grade pay of Rs. 4600 or equivalent in the parent cadre or department; and</p> <p>(B) Possessing following educational qualification :</p> <p>(a) (i) Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Master's degree in Computer Application or Computer Science or Master of Technology with specialization in Computer Application from a recognized University;</p> <p>(ii) two years' experience of electronic data processing work, including experience of actual programming.</p> <p>or</p> <p>(b) (i) Degree in Computer application or Computer Science or degree in Electronics or Electronics and Communication Engineering from a recognized University;</p> <p>(ii) three years' experience in electronics data processing work, including experience of actual programming.</p> <p>or</p> <p>(c) (i) Master's degree from a recognized University or degree in engineering of a recognized University.</p> <p>(ii) three years' experience of electronics data processing work, including experience of actual programming.</p> <p>or</p> <p>(d) (i) 'A' Level Diploma under the Department of Electronics and Accreditation of Computer Classes (DOEACC) programme or post graduate Diploma in Computer Application offered under University</p>
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		<p>Programme or post polytechnic diploma in Computer Application awarded by the State Council of Technology Education;</p> <p>(ii) four years' experience of electronics data processing work, including experience of actual programming.</p> <p>Note- 1 : 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. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2 : Period of deputation (including short term contact) including period of deputation (including short term contact) in another ex-cadre post held immediately preceding this appointment in same or some other organization or department in the Central Govt. shall ordinarily not to exceed three years'.</p> <p>Note 3 : The maximum age limit for appointment by Deputation (including short term contact) shall be not exceeding 56 years as on closing date of receipt of application.</p> <p>Note- 4 : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendation of 6th Central Pay Commission 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 said 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 that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
8.	Nature of duties <i>Details</i>	<ul style="list-style-type: none"> ➤ Develop, analyse, review software programs, using workflow chart and diagram, and applying knowledge of computer capabilities, programming language, subject matter and symbolic logic. ➤ Prepare detailed workflow charts and diagrams that describe input, output and logical operation and convert them into a series of instructions coded in a computer language. ➤ Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program. ➤ Write or contribute to instructions or manuals to guide end users. ➤ Consult with managerial, engineering and technical personal personnel to clarify program intent, identify

		<p>problems and suggest changes.</p> <ul style="list-style-type: none"> ➤ Perform or direct revision, repair or expansion of existing programs to increase operating efficiency or adapt to new requirements. ➤ Write, update and maintain computer programs or software packages to handle specific jobs such as tracking inventory, storing or retrieving data or controlling other equipment. ➤ Train subordinates in programming and program coding.
9.	Deputation/Absorption	<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 as amended from time to time.</p>

1	Name of the post	Data Entry Operator
2	Nos. of post	26
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Non-Ministerial
4.	Scale of pay	Pay Band-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 Incentive Allowance	15% of basic pay and as amended by the Government from time to time.
7.	Eligibility Criteria for deputation/ absorption to NIA	<p>Deputation or 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 fifty-six years as on closing date of receipt of applications.</p>
8.	Nature of duties	<p><i>Janme</i></p> <ul style="list-style-type: none"> ➤ Preparation source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data. ➤ Records data by operating data entry equipment; collecting information, resolving processing problems. ➤ Protects organization's value by keeping information confidential. ➤ Accomplishes department and organisation mission by

		<p>completing related results and needed.</p> <ul style="list-style-type: none"> ➤ 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/Absorption	<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 as amended from time to time.</p>

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