

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

No E-13(5)/Steno Gr-I/2016/NIA/ 3997

Dated the 23<sup>rd</sup> March, 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

**Sub:- Advertisement for filling up the posts of Stenographer Grade-I in  
NIA on deputation basis.**

Sir,

Nominations are invited for the post of Stenographer Grade-I on deputation 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, 7<sup>th</sup> 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.
- (ii) Up to date APAR dossier from the year 2010-11 to 2014-15 (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'

  
(S N Pandey)  
AIG (Adm)  
1FORDG, NIA

Copy forwarded for information to :-

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

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MINISTRY OF HOME AFFAIRS,  
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No E-13(5)/Steno Gr-I/2016/NIA/

Dated the 23<sup>rd</sup> March, 2016

**NOTICE FOR DEPUTATION TO NIA AS STENOGRAPHER GRADE-I**

Applications are invited from employees of Central Government, State Government and Union territories for the post of Stenographer Grade-I for deputation to NIA. Details of posts are as under:-

Srl. No.	Post with pay scale	Vacancies	Proposed place of posting depending on vacancies
1.	<b>Stenographer Grade-I</b> Pay Band-2 (Rs. 9,300-34,800/-) with Grade Pay Rs. 4200/-	14	Delhi, Guwahati, Hyderabad and Kolkata, Mumbai

Note : The vacancies are subject to increase or decrease.

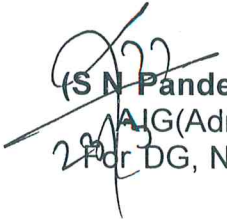
3. The eligibility criteria (educational qualifications, field of eligibility, experience, etc.) for respective posts are furnished separately as **Annexure-I** in NIA website "[www.nia.gov.in](http://www.nia.gov.in)". The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

4. The application form of eligible and willing officials along with following documents may be forwarded to the DIG(Adm), NIA HQ, 7<sup>th</sup> 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 in 'Employment News'.

- (a) Bio-data in the prescribed proforma as per **Annexure-II** (available in NIA website [www.nia.gov.in](http://www.nia.gov.in)) duly countersigned by the competent authority.
- (b) Up to date APAR dossier from the year 2009-10 to 2014-15 (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.

5. Applications received after the last date or incomplete applications in any respect or those not accompanied by the documents/information as per Para 4 above shall not be considered. The sponsoring authority may ascertain that the application submitted by the officials complete in all respects.

6. The complete information and Annexure-I & II are available in NIA websites [www.nia.gov.in](http://www.nia.gov.in)".

  
(S N Pandey)  
AIG(Adm)  
For DG, NIA



**Details of the post of Stenographer Grade I in the National Investigation Agency**

1	Name of the post	Stenographer Grade I
2	Nos. of post	14* 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 Band-2, Rs. 9300-34,800/- grade pay of Rs. 4200/-.
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><b>Deputation:</b></p> <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 then 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> Qualifications are relaxable at the discretion of the Staff Section Commission or competent authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p>

		<p><b>Note-2 :</b> The qualification regarding experience is relaxable at the discretion of the Staff Selection Commission of competent authority, for reason to be recorded in writing, if case of candidates belonging to Schedules Castes or Scheduled Tribes, if at any stage of selection the Staff Section Commission is 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 posts reserved for them.</p> <p><b>NOTE- 3 :</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- 4 :</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- 5 :</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- 6 :</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> <li>➤</li> </ul>

9.	Deputation	<b>Deputation :</b> 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.
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**CURRICULUM VITAE PRO FORMA****Post applied for :**

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 (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</p>	

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)	
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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