

**NATIONAL INVESTIGATION AGENCY**  
 MINISTRY OF HOME AFFAIRS,  
 GOVERNMENT OF INDIA  
 7<sup>TH</sup> FLOOR, NDCC-II BUILDING  
 JAI SINGH ROAD  
 NEW DELHI

No E-141/01/BO-Raipur/Depu/NIA/2016/

Dated .07.2016

**NOTICE TO FILL UP GROUP 'B' & 'C' POSTS ON DEPUTATION BASIS AT  
 NIA BRANCH OFFICE RAIPUR**

The following posts of NIA are proposed to be filled up on deputation basis at NIA Branch Office Raipur-

| Srl No                  | Posts                   | Pay scale         | Vacancy |
|-------------------------|-------------------------|-------------------|---------|
| <b>Executive post</b>   |                         |                   |         |
| 1                       | Inspector               | PB-2 with GP 4600 | 6       |
| 2                       | Sub Inspector           | PB-2 with GP 4200 | 11      |
| 3                       | Assistant Sub Inspector | PB-1 with GP 2800 | 10      |
| 4                       | Head Constable          | PB-1 with GP 2400 | 10      |
| 5                       | Constable               | PB-1 with GP 2000 | 12      |
| <b>Ministerial post</b> |                         |                   |         |
| 6                       | Assistant               | PB-2 with GP 4200 | 1       |
| 7                       | Upper Division Clerk    | PB-1 with GP 2400 | 2       |
| 8                       | Stenographer Grade-I    | PB-2 with GP 4200 | 1       |
| <b>IT post</b>          |                         |                   |         |
| 9                       | Data Entry Operator     | PB-1 with GP 2800 | 2       |

2. The eligibility criteria (Annexure I to I-H), application form (Annexure-II) and the Recruitment Rules of above posts are available on NIA website [www.nia.gov.in](http://www.nia.gov.in) (on recruitment topics).

3. There is also provision for "one rank up" on deputation in some of the ranks which may be seen in NIA website.

4. The nominations are invited from willing and eligible officials along with following documents so as to reach to the DIG(Adm), NIA HQ, 7<sup>th</sup> Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001 through proper channel by 05 August, 2016.

- i) Bio-data in prescribed proforma (Annexure-II) duly countersigned by the competent authority.
- ii) Attested copies of the APAR/ACR from the year 2011-12 to 2015-16.
- iii) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.
- iv) The details of major/minor penalties imposed on the official during the last 10 years (if any).

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

  
 (N N D Dubey, KC)  
 DIG(Adm)  
 NIA HQ New Delhi

**ELIGIBILITY CRITERIA FOR THE POST OF INSPECTOR ON DEPUTATION BASIS**

|   |  |  |
|---|--|--|
| 1 | Name of the Post                           | Inspector  |
| 2 | Nos of Posts                               | 06* Posts for NIA Branch Office, Jammu (on deputation basis)<br>06* Post for NIA Branch Office, Raipur (on deputation basis)<br>(*subject to variation depending on vacancies)   |
| 3 | Classification of the post                 | General Central Service Group 'B',<br>Non-Gazetted Non-Ministerial   |
| 4 | Scale of pay                               | PB-2 (Rs 9300-34800/-) with Grade Pay Rs 4600/-  |
| 5 | DA, HRA, TPT & Other allowances            | As admissible under the Central Government orders from time to time.   |
| 6 | Special Incentive Allowance                | 25% of basic pay and DA thereon.   |
| 7 | Eligibility Criteria for deputation to NIA | <p>(a) The officers of the Central Government or State Government or Union Territories:-</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With 5 years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-2 of Rs 9300-34800 with Grade Pay Rs 4200/- in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experiences:-</p> <p>(i) Bachelor's degree in any discipline from a recognized university; and</p> <p>(ii) Two years' experience in handling of cases of investigation of criminal cases, or intelligence work or operations or Information Technology cases or Training in counter terrorism.</p> <p><b>Note 1:-</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on</p> |

21/7/16

|   |                  |  |
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|   |                  | <p>deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(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 Government shall ordinarily not to exceed 03 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application)</p>   |
|   |                  | <p><b>Note 2:-</b> For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2006, 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 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 shall extend only for the post for which that 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>➤ Accompany to CIO (Chief Investigation Officer).</li> <li>➤ Part of raid/search/seizure team.</li> <li>➤ Part of witness examination team.</li> <li>➤ Securing crime scene.</li> <li>➤ Execution of summon and warrant.</li> <li>➤ Deal with court matter time to time.</li> <li>➤ Collection of intelligence.</li> <li>➤ Ground verification of intelligence inputs.</li> <li>➤ Analysis of intelligence.</li> <li>➤ Deal with court matter time to time</li> <li>➤ Any other duty assigned by Superior Authority time to time.</li> </ul>  |
| 9 | Deputation       | <p>The other terms and conditions of deputation will be governed 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>  |

20116

**ELIGIBILITY CRITERIA FOR THE POST OF SUB INSPECTOR ON DEPUTATION BASIS**

|   |  |   |
|---|--|---|
| 1 | Name of the Post                           | Sub Inspector   |
| 2 | Nos of Posts                               | 11* Posts for NIA Branch Office, Jammu (on deputation basis)<br>11* Posts for NIA Branch Office, Raipur (on deputation basis)<br>(*subject to variation depending on vacancies)   |
| 3 | Classification of the post                 | General Central Service Group 'B', Non-Gazetted, Non-Ministerial  |
| 4 | Scale of pay                               | PB-2 (Rs 9300-34800/-) with Grade Pay Rs 4200/-   |
| 5 | DA, HRA, TPT & Other allowances            | As admissible under the Central Government orders from time to time.  |
| 6 | Special Incentive Allowance                | 25% of basic pay and DA thereon.  |
| 7 | Eligibility Criteria for deputation to NIA | <p>(a) The officers of the Central Government or State Government or Union Territories:-</p> <p>(i) Holding analogous posts in regular basis in the parent cadre or department; or</p> <p>(ii) With 6 years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-1 of Rs 5200-20200 with Grade Pay Rs 2800/- in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experiences:-</p> <p>(i) Bachelor's degree in any discipline from a recognized university; and</p> <p>(ii) Experience of two years in handling of cases of investigation of criminal cases, or intelligence work or operations or Information Technology cases or Training in counter terrorism.</p> <p style="text-align: right;"><i>21/2/16</i></p> |

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|   |                  | <p><b>Note 1:-</b> 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>(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 Government shall ordinarily not to exceed 03 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications)</p>  |
|   |                  | <p><b>Note 2:-</b> For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2006, 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 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 shall extend only for the post for which that 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>➢ Accompany to CIO (Chief Investigation Officer).</li> <li>➢ Part of raid/search/seizure team.</li> <li>➢ Part of witness examination team.</li> <li>➢ Securing crime scene.</li> <li>➢ Execution of summon and warrant.</li> <li>➢ Deal with court matter time to time.</li> <li>➢ Collection of intelligence.</li> <li>➢ Ground verification of intelligence inputs.</li> <li>➢ Analysis of intelligence.</li> <li>➢ Guarding/security of accused while in custody.</li> <li>➢ Any other duty assigned by Superior Authority time to time.</li> </ul>   |
| 9 | Deputation       | The other terms and conditions of deputation will be governed 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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**ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT SUB INSPECTOR  
ON DEPUTATION BASIS**

|   |  |   |
|---|--|---|
| 1 | Name of the Post                           | Assistant Sub Inspector   |
| 2 | Nos of Posts                               | 10* Posts for NIA Branch Office, Jammu (on deputation basis)<br>10* Posts for NIA Branch Office, Raipur (on deputation basis)<br>(*subject to variation depending on vacancies)   |
| 3 | Classification of the post                 | General Central Service Group 'C', Non-Gazetted, Non-Ministerial  |
| 4 | Scale of pay                               | PB-1 (Rs 5200-20200/-) with Grade Pay Rs 2800/-   |
| 5 | DA, HRA, TPT & Other allowances            | As admissible under the Central Government orders from time to time.  |
| 6 | Special Incentive Allowance                | 25% of basic pay and DA thereon.  |
| 7 | Eligibility Criteria for deputation to NIA | <p>(a) The officers of the Central Police Organization or State Police Organizations or Government Intelligence or other investigation bodies:-</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) Head Constable in scale of pay of Rs 5200-20200 plus Grade Pay of Rs 2400 with 5 years of service, in that grade in the State or Central police organizations; and</p> <p>(b) Possessing the following educational qualifications and experiences:-</p> <p>(i) Bachelor's degree from a recognized university or equivalent; and</p> <p>(ii) Experience of at least two years in the field of investigation of criminal cases, or intelligence work or operations or Information Technology management.</p> <p><b>Note 1:-</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on</p> <p>21/7/16</p> |

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|   |                  | <p>deputation. 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 the same or some other organization or department of the Central Government shall ordinarily not exceed 03 years.</p> <p><b>Note 3:-</b> The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.</p> |
| 8 | Nature of duties | <ul style="list-style-type: none"> <li>➤ Accompany to Chief Investigation Officer (CIO).</li> <li>➤ Part of raid/search/seizure team.</li> <li>➤ Securing crime scene.</li> <li>➤ Execution of summon and warrant.</li> <li>➤ Collection of intelligence.</li> <li>➤ Ground verification of intelligence inputs.</li> <li>➤ Guarding/security of accused while in custody.</li> <li>➤ Any other duty assigned by Superior Authority time to time.</li> </ul>   |
| 9 | Deputation       | The other terms and conditions of deputation will be governed 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.   |

21/216

**ELIGIBILITY CRITERIA FOR THE POST OF HEAD CONSTABLE ON DEPUTATION BASIS**

|   |  |   |
|---|--|---|
| 1 | Name of the Post                           | Head Constable  |
| 2 | Nos of Posts                               | 10* Posts for NIA Branch Office, Jammu (on deputation basis)<br>10* Posts for NIA Branch Office, Raipur (on deputation basis)<br>(*subject to variation depending on vacancies)   |
| 3 | Classification of the post                 | General Central Service Group 'C', Non-Gazetted Non-Ministerial   |
| 4 | Scale of pay                               | PB-1 (Rs 5200-20200/-) with Grade Pay Rs 2400/-   |
| 5 | DA, HRA, TPT & Other allowances            | As admissible under the Central Government orders from time to time.  |
| 6 | Special Incentive Allowance                | 25% of basic pay and DA thereon.  |
| 7 | Eligibility Criteria for deputation to NIA | The officers of the Central or State Police Organization or Investigation or Intelligence agency holding analogous post on regular basis in the parent cadre or department.   |
| 8 | Nature of duties                           | <ul style="list-style-type: none"> <li>➤ Accompany to investigation teams</li> <li>➤ Securing crime scene</li> <li>➤ Execution of summon and warrant</li> <li>➤ Collection of intelligence</li> <li>➤ Ground verification of intelligence inputs</li> <li>➤ Guarding/security of accused while in custody</li> <li>➤ Any other duty assigned by Superior Authority time to time.</li> </ul> |
| 9 | Deputation                                 | The other terms and conditions of deputation will be governed 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.  |

26/7/16

**ELIGIBILITY CRITERIA FOR THE POST OF CONSTABLE ON DEPUTATION BASIS**

|   |  |  |
|---|--|--|
| 1 | Name of the Post                           | Constable  |
| 2 | Nos of Posts                               | 12* Posts for NIA Branch Office, Jammu (on deputation basis)<br>12* Posts for NIA Branch Office, Raipur (on deputation basis)<br>(*subject to variation depending on vacancies)  |
| 3 | Classification of the post                 | General Central Service Group 'C', Non-Gazetted, Non-Ministerial   |
| 4 | Scale of pay                               | PB-1 (Rs 5200-20200/-) with Grade Pay Rs 2000/-  |
| 5 | DA, HRA, TPT & Other allowances            | As admissible under the Central Government orders from time to time.   |
| 6 | Special Incentive Allowance                | 25% of basic pay and DA thereon.   |
| 7 | Eligibility Criteria for deputation to NIA | <p>From amongst officials of the Central Government or State Government or Union Territories holding analogous post on regular basis in the parent cadre or department having 5 years' experience in the field of investigation or intelligence or computer or driving.</p> <p><b>Note 1:-</b> The 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 Government shall ordinarily not to exceed 03 years.</p> <p><b>Note 2:-</b> The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p><b>Note 3:-</b> For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2006, 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 said Pay Commission except where there has been merger of more than one</p> <p style="text-align: center;"><i>24/2/16</i></p> |

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|   |                  | pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit shall extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.  |
| 8 | Nature of duties | <ul style="list-style-type: none"> <li>➤ Accompany to investigation teams</li> <li>➤ Securing crime scene</li> <li>➤ Execution of summon and warrant</li> <li>➤ Collection of intelligence</li> <li>➤ Guarding/security of accused while in custody</li> <li>➤ Any other duty assigned by Superior Authority time to time.</li> </ul> |
| 9 | Deputation       | The other terms and conditions of deputation will be governed 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.  |

21/7/16

**ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT ON DEPUTATION BASIS**

|   |  |  |
|---|--|--|
| 1 | Name of the Post                           | Assistant  |
| 2 | Nos of Posts                               | 1* Posts for NIA Branch Office, Jammu (on deputation basis)<br>1* Posts for NIA Branch Office, Raipur (on deputation basis)<br>(*subject to variation depending on vacancies)  |
| 3 | Classification of the post                 | General Central Service Group 'B', Non-Gazetted, Ministerial   |
| 4 | Scale of pay                               | PB-2 (Rs 9300-34800/-) with Grade Pay Rs 4200/-  |
| 5 | DA, HRA, TPT & Other allowances            | As admissible under the Central Government orders from time to time.   |
| 6 | Special Incentive Allowance                | 15% of basic pay.  |
| 7 | Eligibility Criteria for deputation to NIA | <p>(a) Officers of the Central Government or the State Government or the Union Territories:-</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department: or</p> <p>(ii) with 6 years' service in the grade rendered after appointment thereto on regular basis in ministerial posts the Pay Band - 1 with GP Rs 2800 or equivalent in the parent cadre or department; or</p> <p>(iii) with 10 years' service in the grade rendered after appointment thereto on regular basis in ministerial posts the Pay Band - 1 with GP Rs 2400 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experiences:-</p> <p>(i) Bachelor's degree from a recognized university:<br/>(ii) Computer proficiency.</p> <p><b>Note 1:-</b> 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</p> <p><i>21/4/2016</i></p> |

|   |                  |  |
|---|------------------|--|
|   |                  | <p>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 the same or some other organization or department of the Central Government shall ordinarily not to exceed 03 years.</p> <p><b>Note 3:-</b> The maximum age limit for appointment by deputation shall be not 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 or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2006, 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 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 shall extend only for the post for which that 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>➤ Assisting the Section 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 governed 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>  |

214/2116

**ELIGIBILITY CRITERIA FOR THE POST OF UPPER DIVISION CLERK ON DEPUTATION BASIS**

|   |  |   |
|---|--|---|
| 1 | Name of the Post                           | Upper Division Clerk  |
| 2 | Nos of Posts                               | 2* Posts for NIA Branch Office, Jammu (on deputation basis)<br>2* Posts for NIA Branch Office, Raipur (on deputation basis)<br>(*subject to variation depending on vacancies)   |
| 3 | Classification of the post                 | General Central Service Group 'C', Non-Gazetted, Ministerial  |
| 4 | Scale of pay                               | PB-1 (Rs 5200-20200/-) with Grade Pay Rs 2400/-   |
| 5 | DA, HRA, TPT & Other allowances            | As admissible under the Central Government orders from time to time.  |
| 6 | Special Incentive Allowance                | 15% of basic pay.   |
| 7 | Eligibility Criteria for deputation to NIA | <p>The officers of the Central or State Governments or statutory autonomous body holding analogous post on regular basis in parent cadre or department.</p> <p><b>Note 1:-</b> 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><b>Note 2:-</b> 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 Government shall ordinarily not to exceed 03 years.</p> <p><b>Note 3:-</b> The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> |
| 8 | Nature of duties                           | <ul style="list-style-type: none"> <li>➤ He will assist the 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 of</li> </ul>  |

2/10/2016

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|   |            | <p>Rules and Regulations on the subject.</p> <ul style="list-style-type: none"> <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>➤ Perform any other duties task as assigned by the superiors, such as file movement, correction of reference books or draft etc.</li> </ul> |
| 9 | Deputation | <p>The other terms and conditions of deputation will be governed 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>  |

Jan/2016

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

|   |  |  |
|---|--|--|
| 1 | Name of the Post                           | Stenographer Grade-I   |
| 2 | Nos of Posts                               | 1* Posts for NIA Branch Office, Jammu (on deputation basis)<br>1* Posts for NIA Branch Office, Raipur (on deputation basis)<br>(*subject to variation depending on vacancies)  |
| 3 | Classification of the post                 | General Central Service Group 'B', Non-Gazetted, Ministerial   |
| 4 | Scale of pay                               | PB-2 (Rs 9300-34800/-) with Grade Pay Rs 4200/-  |
| 5 | DA, HRA, TPT & Other allowances            | As admissible under the Central Government orders from time to time.   |
| 6 | Special Incentive Allowance                | 15% of basic pay.  |
| 7 | Eligibility Criteria for deputation to NIA | <p>(a) Officers of the Stenographer's cadre under the Central Government or the State Government or the Union Territories:-</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department: or</p> <p>(ii) with 6 years' service in the grade rendered after appointment thereto on regular basis in Pay Band – 1 with GP Rs 2800 or equivalent in the parent cadre or department; or</p> <p>(iii) with 10 years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band – 1 with GP Rs 2400 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experiences:-</p> <p>(i) Graduate degree from a recognized university: and</p> <p>(ii) Possessing computer proficiency. Skill test:-</p> <p>(a) Stenography speed: 10 minutes @ 80 words per minute.</p> <p>(b) Transcription: 50 minutes (English, 65 minutes (Hindi) on computer.</p> |

2/4/2016

|   |                  |  |
|---|------------------|--|
|   |                  | <p><b>Note 1:-</b> 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><b>Note 2:-</b> 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 Government shall ordinarily not to exceed 03 years.</p>  |
|   |                  | <p><b>Note 3:-</b> The maximum age limit for appointment by deputation shall be not 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 or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2006, 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 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 shall extend only for the post for which that 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 Personal Assistant to the officers.</li> <li>➤ Preparation of draft of all nature and disposal of routine matters pertains to the officers.</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 governed 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.   |

21/4/2016

**ELIGIBILITY CRITERIA FOR THE POST OF DATA ENTRY OPERATOR ON DEPUTATION BASIS**

|    |  |   |
|----|--|---|
| 1  | Name of the post                           | Data Entry Operator   |
| 2  | Nos. of post                               | 2* Posts for NIA Branch Office, Jammu (on deputation basis)<br>2* Posts for NIA Branch Office, Raipur (on deputation basis)<br>(*subject to variation depending on vacancies)   |
| 3. | Classification of the post                 | General Central Service, Group – ‘C’, Non-Gazetted, Non-Ministerial   |
| 4. | Scale of pay                               | 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 Incentive Allowance                | 15% of basic pay.   |
| 7. | Eligibility Criteria for deputation to NIA | <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><b>Note 1 :</b> 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><b>Note 2 :</b> 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                           | <ul style="list-style-type: none"> <li>➤ Preparation source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.</li> <li>➤ Records data by operating data entry equipment; collecting information, resolving processing problems.</li> <li>➤ Protects organization’s value by keeping information confidential.</li> <li>➤ Accomplishes department and organisation mission by completing related results and needed.</li> </ul>   |

d/4/2016

|    |            |  |
|----|------------|--|
|    |            | <ul style="list-style-type: none"> <li>➤ Follow established practices or standards for the input and presentation of information.</li> <li>➤ Proofread and verify data entered. Ensure accuracy of all information entered and presentation format. Make corrections as needed.</li> <li>➤ Assist with routine office duties such as typing, filing, record maintenance as workload permits.</li> <li>➤ Serve as back-up for other clerical positions in Unit.</li> <li>➤ Perform related work as assigned.</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>   |

24/01/16

**CURRICULUM VITAE PRO FORMA****Applied for the post of \_\_\_\_\_**

|   |  |           |  |    |                                  |
|---|--|-----------|--|----|----------------------------------|
| 1 | Name and Address<br>(in block letter)  |           |  |    |                                  |
| 2 | Date of Birth (in Christian era)   |           |  |    |                                  |
| 3 | Date of retirement under<br>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<br>required   |           | Qualifications/ Experience<br>possessed by the officer |    |                                  |
|   | Essential  |           |  |    |                                  |
|   | Desired  |           |  |    |                                  |
| 6 | Please state clearly whether in<br>the light of entries made by you<br>above, you meet the requirement<br>of the post  |           |  |    |                                  |
| 7 | Details of Employment, in chronological order. Enclose a separate sheet,<br>duly authenticated by your signature, if the space below is insufficient   |           |  |    |                                  |
|   | Office/<br>Institution   | Post held | From   | To | Scale of<br>pay and<br>basic pay |
|   |  |           |  |    |                                  |
|   |  |           |  |    |                                  |
|   |  |           |  |    |                                  |
| 8 | Nature of present employment,<br>i.e. ad hoc or Temporary or<br>Quasi-Permanent or Permanent   |           |  |    |                                  |
| 9 | In case the present employment<br>is held on deputation/contract<br>basis, please state  |           |  |    |                                  |
|   | (a) The date of initial<br>appointment   |           |  |    |                                  |
|   | (b) Period of appointment on<br>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<br/>         (b) State Government<br/>         (c) Autonomous Organization<br/>         (d) Government Undertaking<br/>         (e) Universities<br/>         (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<br/>           (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.<br/>           (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 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