

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

No E-13(5)/Steno Gr-I/2016/NIA/ 1922

Dated 15.02.2017

To

1. All Ministries/Departments of Government of India.
2. The Chief Secretaries to the Government of all States/UTs.
3. The Directors General of Police of all States/UTs.
4. The Directors General of BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles.
5. The Director of CBI & IB.
6. The Secretary, R&AW.
7. The Chairman of CBTD.

Subject:- Inviting nomination for the post of Stenographer Grade-I in the NIA on deputation basis.

Sir,

Nominations are invited for the posts of Stenographer Grade-I on deputation basis in the National Investigation Agency (NIA). Details of the post and vacancies are as under:-

Post with pay scale	Vacancy	Proposed place of posting depending on vacancies
Stenographer Grade-I Pay scale – Pay Matrix Level – 06 (Rs 35,400 – 1,12,400) (Pre-revised Pay Band-2, Rs. 9300- 34,800/- with Grade Pay Rs. 4200/-.	12 posts for deputation basis	Delhi, Lucknow, Guwahati, Kolkata, Mumbai, Hyderabad, Kochi, Raipur and Jammu.

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 advertisement may kindly be circulated among all Departments/Institutions/Offices under your charge and also hosted on their websites. The nominations of eligible officers alongwith following documents should reach to **the DIG(Adm), NIA HQ, 7th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001 through proper channel within 02 months from the date of publication of this item in 'Employment News'**:

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

Contd..02/-

(b) Up to date APAR dossier from the years 2011-12 to 2015-16 (in case photocopies are being sent, it may be ensured that the same are attested on each page with rubber stamp by an officer not below the rank of Under Secretary to the Government of India).

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

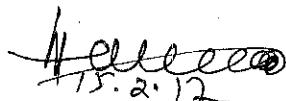
(d) The details of major/minor penalties imposed on the officer during the last 10 years.

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

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

Encl:- Annexure I & II

Yours sincerely,


15.2.12

(N N D Dubey, KC)
DIG (Admin)
NIA Hqrs, New Delhi
e-mail dig1.delhi.nia@gov.in
011-23438211(O)
011-23438235 (Fax)

Copy forwarded for information and needful action to:-

(i) The SP (IT), NIA HQ, New Delhi for uploading the matter on NIA Website.

(ii) NIA Branch Offices, Lucknow, Guwahati, Kolkata, Hyderabad, Mumbai, Kochi, Jammu and Raipur.

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

1	Name of the post	Stenographer Grade I
2	Nos. of post	12* 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 scale - Pay Matrix Level - 06 (Rs 35,400 - 1,12,400) (Pre-revised Pay Band-2, Rs. 9300-34,800/- Grade Pay 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 to NIA	<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>A. Essential:</p> <p>(i) Graduate Degree from a recognized University; and</p> <p>(ii) Possessing computer proficiency.</p>

*10/02/2017
15.2.17*

B. Skill Test:

(i) Stenography speed: 10 mts @ 80 words per minute.

(ii) Transcription: 50 minutes (English), 65 minutes (Hindi) on computer.

Note-1: 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.

Note-2 : 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.

NOTE- 3: 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.

NOTE- 4: 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'.

NOTE- 5: The maximum age limit for appointment by deputation shall not be exceeding 56 years' as on the closing date of receipt of applications.

NOTE- 6: 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 6th 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

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		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.
8.	Nature of duties	<ul style="list-style-type: none"> ➤ He will perform the duties as Personal Assistant to the Officers. ➤ Preparation of draft of all nature and disposal of routine matters pertains to the officer. ➤ Maintain files and correspondence records and carry out Stenographer duties. ➤ Draw attention, where necessary to precedents or Rules and Regulations on the subject.
9.	Deputation	<p>Deputation :</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> <p style="text-align: right;"><i>[Signature]</i> 15.2.12</p>



CURRICULUM VITAE PRO FORMA**Post applied for the post of Stenographer Grade-I**

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
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> <ul style="list-style-type: none"> (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others 	
11	<p>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>	
12	<p>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>	
13	<p>Total emoluments per month now drawn</p>	
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 (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government organizations are eligible only for short term contract)</p>	
16	<p>Whether belongs to SC/ST</p>	
17	<p>Remarks (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</p>	

	<p>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

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