

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

No E-84/Sr. PS/Min/Depu/NIA/2018/ 984

Date: the 17th January, 2018

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 : Filling up of posts of Senior Private Secretary on deputation basis in the National Investigation Agency

Sir

Nominations are invited for the post of Senior Private Secretary on deputation basis in the National Investigation Agency.

2. The eligibility criteria (educational qualification, experience etc.) and application format are furnished in the enclosed annexure-I & II. 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 along with following documents may be forwarded to the DIG (Adm), NIA Hqrs, CGO Complex, Lodhi Road, New Delhi – 110003 through proper channel at the earliest and in any case not later than 02 months from the date of publications of this item 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 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.

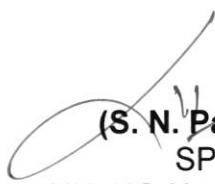
(iv) Integrity certificate.

(v) The details of Major/ Minor penalties imposed on the official during the last 10 years.

4. Applications received after the last date or incomplete applications 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 officials are correct as per the records.

Yours sincerely

Encl : Annexure 'I' & 'II'



(S. N. Pandey)
SP (Adm)
NIA HQ New Delhi

Copy forwarded for information to :-

1. Joint Secretary (Appointment), Union Public Service Commission (UPSC), Dholpur House, Shahjahan Road, New Delhi
2. Shri Deputy Secretary/ US (CTCR), 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-84/Sr. PS/Min/Depu/NIA/2018/

Date: the 17th January, 2018

NOTICE FOR DEPUTATION TO NIA AS SR. PRIVATE SECRETARY

Nominations are invited for 06 posts of Senior Private Secretary on deputation basis in National Investigation Agency. Details of the posts are as under:

Name of post with Pay scale	Vacancy	Proposed place of deployment depending on vacancies
Senior Private Secretary Pay Scale: Level 8 in the Pay Matrix (Rs. 47600-151100) (Pay Band-2, Rs. 9300-34800/- with Grade pay of Rs. 4800/-)	06 posts on deputation basis	Delhi and Hyderabad

2. The eligibility criteria (educational qualifications, experience, etc.) and application form is available on the NIA website www.nia.gov.in as Annexure-I and Annexure-II. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. The nominations of eligible officers along with following documents should reach to the DIG(Adm), NIA Hqrs, CGO Complex, Lodhi Road, New Delhi 110003 through proper channel within 02 months from the date of publication of this item in "Employment News".

- (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 2012-13 to 2016-17 (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.

4. Applications received after the last date or incomplete applications 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 officials are correct as per the records.


(S. N. Pandey)
SP(Adm)
For DG, NIA

CURRICULUM VITAE PROFORMA

APPLICATION FOR THE POST OF

1.	Name and Address (in Block Letters)				
2.	Date of Birth (in Christian era)				
3.	Date of retirement under Central/State Government Rules				
4.	Educational Qualifications				
5.	Whether Education and other qualification required for the post are satisfied (if 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	(1) (2) (3)			
	Desired	(1) (2)			
6.	Please state clearly whether in the light of entries made by you, 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/ contact				

	c) Name of the parent office/organization to which you belong	
10	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column)	
	a) Central Government.	
	b) State Government	
	c) Autonomous Organization	
	d) Government undertaking	
	e) Universities	
	f) Others	
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	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 with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
15	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 Contact)	
16	Whether belongs to SC/ST	

17	<p>Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information (Note: Enclose a separate sheet if the space is insufficient)</p> <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.</p>
----	--

Signature of the candidate

Address _____

Date _____

COUNTERSIGNED

(Employer with Seal)

Certificate to be given by the Head of the Office of the Applicant

1. Certified that particulars furnished by Shri/ Smt/ Km have been verified from his/ her record and found correct.

2. No vigilance case is either pending/ contemplated against Shri/ Smt/Km His/ her integrity is certified.

3. 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 Private Secretary in the National Investigation Agency

1	Name of the post	Senior Private Secretary
2	Nos. of post	06* Posts for deputation (*subject to various depending on vacancies)
3.	Classification of the post	General Central Service, Group – ‘B’, Gazetted, Ministerial
4.	Scale of pay	Pay Scale: Level 8 in the Pay Matrix (Rs. 47600-151100) (Pre-revised Pay Band-2, Rs. 9300-34800/- with Grade pay of Rs. 4800/-)
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/ absorption to NIA	<p>Deputation:</p> <p>Officers of Stenographer’s cadre under the Central Government of State Governments or Union Territories:-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) With two years’ service in the grade rendered after appointment thereto on regular basis in the Pay Band-2, Rs. 9300-34800 plus Grade Pay of Rs. 4600 or equivalent in the parent cadre or department; or</p> <p>(iii) with six years’ service in grade rendered after appointment thereto on regular basis in the Pay Band-2 Rs. 9300-34800 plus Grade Pay of Rs. 4200 or equivalent in the parent cadre or department; and</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 will 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: 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 exceed four years’.</p>

	<p>Note 3: The maximum age limit for appointment by Deputation shall not be exceeding 56 years' as on closing date of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.1.2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations 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 or 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.	<p>Nature of duties</p> <p>He will perform the duties as Senior Private Secretary to the Officers.</p> <p>Preparation of draft of all nature and disposal of routine matters pertains to the officer.</p> <p>Maintain files and correspondence records and carry out Stenographer duties.</p> <p>Draw attention, where necessary to precedents or Rules and Regulations on the subject.</p>
9.	<p>Deputation/Absorption</p> <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>