

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

No E-13(3)/006/2012/NIA (Pt-VI)- 11,219

Dated the 12th September, 2014

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 Assistant and Stenographer Grade-I in NIA on deputation/ absorption basis.

Sir,

Nominations are invited for the post of Assistant and Stenographer Grade-I 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 AIJ (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'.

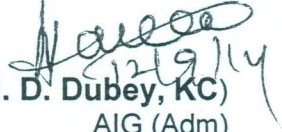
- (i) Their bio-data in the prescribed proforma (Annexure-II) duly countersigned by the competent authority.
- (ii) Up to date APAR dossier from the year 2009-10 to 2013-14 (in case photocopies are being sent, it may kindly be ensured that these are attested on each page with rubber stamp by an officer 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.

Nawab
12/9/14

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)
AIG (Adm)
For DG, NIA

Copy forwarded for information to :-

1. Shri N. C. Gaur, Joint Secretary (Appointment), Union Public Service Commission (UPSC), Dholpur House, Shahjahan Road, New Delhi
2. Shri Harish Chander, Deputy Secretary (Pers-I), 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,
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NEW DELHI**

No E-13(3)/006/2012/NIA (Pt-VI)-

Dated the 12th September, 2014

NOTICE FOR DEPUTATION/ ABSORPTION TO NIA

“Applications are invited from employees of Central Government, State Government and Union territories for the posts of Assistant and Stenographer Grade-I on deputation/ absorption basis in the pay scale of PB-2 (Rs. 9300-34800) and grade pay of Rs. 4200 in National Investigation Agency at New Delhi, Lucknow, Guwahati, Kolkata, Mumbai, Hyderabad and Kochi .

2. Details of vacancies and are as under:

| S. No. | Name of post & Pay Scale | Eligibility criteria | Number of vacancies |
|--------|---|--|---------------------|
| 1 | Assistant, PB-2 (Rs. 9300-34800) and grade pay of Rs. 4200 | Officers of the Central Government or State Governments or Union territories (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in ministerial post in the Pay Band-1, (Rs. 5200-20200) and Grade Pay of Rs. 2800/- or equivalent in the parent cadre or department; or (iii) with ten years' service in the grade rendered after appointment thereto on regular basis in ministerial post in the Pay Band-1, (Rs. 5200-20200) and Grade Pay of Rs. 2400/- or equivalent in the parent cadre or department; and (b) Possessing the following educational qualification and experience:- (i) Bachelor's Degree from a recognized university; (ii) Computer proficiency. | 07 |
| 2 | Stenographer Grade-I, PB-2 (Rs. 9300-34800) and grade pay of Rs. 4200 <i>[Signature]</i> 12/9/14 | Officers of the Stenographer's cadre under the Central Government or State Governments or Union territories : (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in ministerial post in the Pay Band-1, Rs. 5200-20200 plus Grade Pay of Rs. 2800/- or equivalent in the parent cadre or department; or (iii) with ten years' service in the grade rendered after appointment thereto on regular basis in the post in the Pay Band-1, (Rs. 5200- | 13 |

| | | | |
|--|--|---|--|
| | | <p>20200) plus Grade Pay of Rs. 2400/- or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualification and experience:-</p> <p>A Essential:</p> <p>(i) Graduate Degree from a recognized University ; and</p> <p>(ii) Possessing computer proficiency</p> <p>B. Skill test :</p> <p>(i) Stenography speed: 10 mts @ 80 words per minute.</p> <p>(ii) Transcription 50 minutes (English), 65 minutes (Hindi) on computer.</p> | |
|--|--|---|--|

Note : The vacancies are subject to increase or decrease.


3. The eligibility criteria (educational qualifications, experience, etc.) for respective posts are furnished separately as **Annexure-I** in NIA website "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 AIG(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** (available in NIA website www.nia.gov.in) duly countersigned by the competent authority.
- (b) Up to date APAR dossier from the year 2008-09 to 2013-14 (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 ^{are} complete in all respects.

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


 (N N D Dubey)
 AIG(Adm)
 For DG, NIA

CURRICULUM VITAE PROFORMA

| | | | | | | |
|-----|---|-----------|---|--|----------------------------------|------------------------------------|
| 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 Adhoc 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 | | | | | |

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| | 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 Tern Contact) | |
| 16. | Whether belongs to SC/ST | |
| 17. | 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>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)

Details of the post of Assistant in the National Investigation Agency

| 1 | Name of the post | Assistant | | | | | | | | | | | |
|-----------------------------|--|--|--|----------|----------------|------------------|----|---------------------------|---|-----------------------------|----|-------------------------|----|
| 2 | Nos. of post | <table border="1"> <thead> <tr> <th>Location</th> <th>Number of post</th> </tr> </thead> <tbody> <tr> <td>NIA HQ New Delhi</td> <td>4*</td> </tr> <tr> <td>NIA Branch Office Kolkata</td> <td>1</td> </tr> <tr> <td>NIA Branch Office Hyderabad</td> <td>1*</td> </tr> <tr> <td>NIA Branch Office Kochi</td> <td>1*</td> </tr> </tbody> </table> <p>* Anticipated vacancies</p> | | Location | Number of post | NIA HQ New Delhi | 4* | NIA Branch Office Kolkata | 1 | NIA Branch Office Hyderabad | 1* | NIA Branch Office Kochi | 1* |
| Location | Number of post | | | | | | | | | | | | |
| NIA HQ New Delhi | 4* | | | | | | | | | | | | |
| NIA Branch Office Kolkata | 1 | | | | | | | | | | | | |
| NIA Branch Office Hyderabad | 1* | | | | | | | | | | | | |
| NIA Branch Office Kochi | 1* | | | | | | | | | | | | |
| 3. | Classification of the post | General Central Service, Group – 'B', Non-Gazetted, Ministerial | | | | | | | | | | | |
| 4. | Scale of pay | Pay Band-2, (Rs. 9300-34,800/-) and 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>Deputation /Absorption :</p> <p>Officers of 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 ministerial posts in the Pay Band-1, (Rs. 5200-20200/-) and Grade Pay of Rs. 2800/- or equivalent in the parent cadre or department; or</p> <p>(iii) with ten years' service in the grade rendered after appointment thereto on regular basis in ministerial post in the Pay Band-1, (Rs. 5200-20200/-) and 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>(i) Bachelors' Degree from a recognized University;</p> <p>(ii) computer proficiency.</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/ absorption. 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</p> | | | | | | | | | | | |

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| | | <p>preceding this appointment in same or some other organization/department of the Central Government shall ordinarily not exceed three years’.</p> <p>NOTE- 3 : The maximum age limit for appointment by Deputation shall not be exceeding fifty six 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 the 1st January, 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/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 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"> ➤ He will function as in-charge of a Section. ➤ Preparation of draft of all nature and disposal of routine matters. ➤ Maintain all files and correspondence records and carry out clerical duties. ➤ Draw attention, where necessary to precedents or Rules and Regulations on the subject. ➤ Put up the file and to bring out clearly the question under consideration. ➤ Suggest a course of action, wherever possible. ➤ Assistant the Section Officer and Administrative officer in all his matters. ➤ Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc. |
| 9. | Deputation/Absorption | <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> |

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 | <table border="1"> <thead> <tr> <th>Location</th> <th>Number of post</th> </tr> </thead> <tbody> <tr> <td>NIA HQ New Delhi</td> <td>6</td> </tr> <tr> <td>NIA Branch Office Mumbai</td> <td>3</td> </tr> <tr> <td>NIA Branch Office Guwahati</td> <td>2</td> </tr> <tr> <td>NIA Branch Office Kolkata</td> <td>2</td> </tr> </tbody> </table> | Location | Number of post | NIA HQ New Delhi | 6 | NIA Branch Office Mumbai | 3 | NIA Branch Office Guwahati | 2 | NIA Branch Office Kolkata | 2 |
| Location | Number of post | | | | | | | | | | | |
| NIA HQ New Delhi | 6 | | | | | | | | | | | |
| NIA Branch Office Mumbai | 3 | | | | | | | | | | | |
| NIA Branch Office Guwahati | 2 | | | | | | | | | | | |
| NIA Branch Office Kolkata | 2 | | | | | | | | | | | |
| 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>Deputation /Absorption :</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>A. Essential:</p> <p>(i) Graduate Degree from a recognized University; and (ii) Possessing computer proficiency.</p> <p>B. Skill Test:</p> <p>(i) Stenography speed: 10 mts @ 80 words per minute. (ii) Transcription: 50 minutes (English), 65 minutes (Hindi) on computer.</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 or absorption. Similarly, deputationists shall</p> | | | | | | | | | | |

| | | |
|----|-----------------------|---|
| | | <p>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 same or some other organization or department of the Central Government shall ordinarily not exceed three years’.</p> <p>NOTE- 3 : 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>NOTE- 4 : 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 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"> ➤ 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/Absorption | <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> |