

**IN LIEU OF MSG FORM**


**PRIORITY** 

DTO:22

FROM : HQ DG BSF

**UNCLAS** 

TO : HQ SPL DG (EAST) & (WEST)  
ALL FTR HQ IN BSF/  
ALL TRG INSTNS IN BSF/BSF ACADEMY/  
IG (HQ) FHQ/DIG (HQ) FHQ

NO.R/32 

INFO : ALL SHQrs/ALL STCs IN BSF

FROM PERS (.) DEPUTATION OF OFFICERS TO NIA (.) NIA HAS INVITED THE NOMINATIONS OF AC(MIN) FOR FILLING UP THE POST OF ADMINSTRATIVE OFFICER IN THE PB:3 RS.15,600-39,100/- PLUS GRADE PAY OF RS.6,600/- ON DEPUTATION BASIS (.) ELIGIBILITY CRITERIA FOR THE POST IS AS UNDER (.) ONE (.) HOLDING ANALOGOUS POSTS ON REGULAR BASIS IN THE PRESENT CADRE DEPARTMENT; (OR) (.) TWO (.) WITH FIVE YEARS SERVICE IN THE GRADE RENDERED AFTER APPOINTMENT THERETO ON REGULAR BASIS IN POSTS IN THE SCALE OF PAY OF RS.15600-39100 WITH GRADE PAY OF RS.5400/- OR EQUIVALENT IN THE PARENT CADRE/DEPARTMENT AND (.) THREE (.) POSSESSING THE FOLLOWING EDUCATION/ QUALIFICATION AND EXPERIENCE (.) **ESSENTIAL**- BACHELOR'S DEGREE FROM A RECOGNIZED UNIVERSITY (.) FIVE YEARS EXPERIENCE IN GENERAL ADMINISTRATIVE MATTERS (.) FORWARD NOMINATIONS OF ELIGIBLE AND WILLING OFFICERS **OF THE RANK OF AC(MIN) ALONGWITH** THEIR UPTO DATE BIO-DATA ON PRESCRIBED PROFORMA(TO BE DOWNLOADED IN BSF WEBSITE) COMMA WILLINGNESS COMMA DISC/VIG CLEARANCE CERTIFICATE ETC SO AS TO REACH THIS HQ **BY 31<sup>ST</sup> OCT' 2012** POSITIVELY IN ONE LOT (.) INCOMPLETE NOMINATIONS WILL NOT BE ENTERTAINED (.) NIL REPORT ALSO REQUIRED //

F.NO.1/52/2012-Pers/BSF

  
(B B SIDHRA)

COMMANDANT (PERS)

22 OCT 2012

Copy to: - 

ADG	DG
OFFICE OF DG BSF NATIONAL INVESTIGATION AGENCY	
Dy. No.	2772
Date:	09/10/12
No. E-84001/NIA Min/Deptn/2010	
To,	

**MINISTRY OF HOME AFFAIRS  
GOVERNMENT OF INDIA  
NEW DELHI-110025**

SA No. 11089  
Dated 5-10-12

Dated, 21<sup>st</sup> September, 2012

24205-355

1. The Secretary General,  
Lok Sabha Secretariat/Rajya Sabha Secretariat, New Delhi
2. The Secretary,  
President's Secretariat/Vice President's Secretariat/Planning Commission/Election  
Commission of India/Union Public Service Commission/Central Vigilance  
Commission
3. The Registrar (Administration) Supreme Court of India.
4. The Chief Secretaries of all State Governments/Union Territories.

Sub : Nomination for filling up the post of Administrative Officer in the National  
Investigation Agency, New Delhi by transfer on deputation : Regarding

Sir,

The post of Administrative Officer in the pay Band-3 Rs. 15,600-39,100/- plus Grade Pay of Rs. 6,600/- (pre-revised pay scale of Rs. 10000-325-15200/-) is vacant in the NIA New Delhi. The post is to be filled by transfer on deputation.

02. The eligibility criteria (educational qualifications, experience etc) are furnished in the enclosed annexure-1. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

03. It is requested that the above post may kindly be circulated among all officers under your charge and the nominations of eligible officers alongwith, (a) their bio-data in the prescribed proforma (Annexure-II) duly attested, (b) Original or attested copies of Annual Confidential Reports (should be attested on each page with rubber stamp of the competent authority not below the rank of Under Secretary or equivalent) for the last five years (i.e. From 2007-2008 to 2011-2012), (c) details of Major and Minor penalties for the last 10 years, and (d) Certificate(s) of Integrity, Vigilance and Cadre Clearance (in separate sheet) may please be forwarded to this Hqrs through proper channel at the earliest and in any case not later than by 20<sup>th</sup> November, 2012.

04. Application received after the last date or application incomplete in any respect or those not accompanied by the documents/ information mentioned in para 3 above will Not be considered. The Cadre Authorities may ascertain that the particulars sent by the officers are correct as per the service records.

Yours faithfully,

(N.N.D Dubey )  
AIG (Adm)

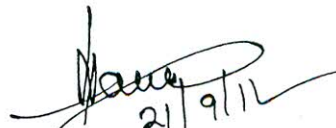
For DG/NIA, New Delhi  
PH: 011-29947382

OFFICE OF DIG (Perb)
Dy No. 7226
Dated 05/10/12



**enclosure to:-**

- 1) All the Ministries/Departments of the Central Government with the request that publicity may be given to the vacancy circular in their Ministries/Departments and in their attached/Subordinate offices. Application of the eligible/willing candidates may be forwarded to NIA.
- 2) The Dy. Secretary (Pers-I) MHA, North Block, New Delhi along with soft copy of advertisement with the request that the same may please be got uploaded in MHA website to give wide coverage of the vacancy.
- 3) The Head of all CAPFs, CBI, IB, R&AW, BPR&D, NCB, NCRB, SVPNPA HYD & LBSNA Mussorie

  
( N.N.D. Dubey )  
AIG (Adm)

For DG/NIA, New Delhi  
PH: 011-29947382

**APPLICATION FORM**  
(To be filled by the applicant)

Annexure II

(54)

1. Name and Official address  
(In Block Letters)
2. Post Applied for
3. Date of Birth (In Christian era)
4. Whether belong to SC/ST/OBC
5. Date of Initial Appointment with Rank/Post
6. Date of Present Appointment with Rank/Post
7. Date of Retirement under State/Central Govt. Rules
8. Present Pay Scale and Present Basic Pay
9. Whether granted MACP, if so, mention MACP Pay Scale
10. Whether Temporary/ Permanent
11. Educational Qualifications
12. Knowledge of Computer Application
13. Other Special Qualification/Experience, if any
14. Investigation/Intelligence experience, if any

Name / Signature of the Applicant with  
Complete Official Postal Address

**Certificate by the Sponsoring Authority**

1. Certified that the information furnished by the applicant has been checked and is in accordance with the official records.
2. It is certified that no court/ departmental proceeding are pending or contemplated against the applicant and he is clear from vigilance angle. Integrity of the applicant is also certified.
3. Certified that \_\_\_\_\_ Major / Minor \_\_\_\_\_ penalties were imposed on the official during the last 10 years (**Details of punishment, if any, may be attached separately**)
4. Latest ACRs/APARs grading for the last 5 years.

Year	Grading	Remarks, if any

Place :

Date :

Signature \_\_\_\_\_  
Name & Designation \_\_\_\_\_  
(Office seal)

**ADMINISTRATIVE OFFICER (One post – PB 3: Rs.15,600 – 39,100 : Grade Pay Rs. 6,600/-**

- (I) **Classification:** General Central Service, Group 'A' Gazetted, Ministerial
- (II) **Method of recruitment:** Deputation (including Short term contract)
- (III) **Field of selection**

Officers of Central Government / State Government / Union Territories/ Public Sector undertakings / Semi Government, Statutory and autonomous organization.

(a) (i) Holding analogous posts on regular basis in the present cadre / department;

OR

(ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs.15,600-39,100 with Grade Pay of Rs.5,400/- or equivalent in the parent cadre /department and

(b) Possessing the following education qualification and experience:

**Essential**

- (i) Bachelor's degree from a recognized University.
- (ii) Five years' experience in general administrative matters

*Note:-* Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years on the closing date of receipt of application.