NATIONAL INVESTIGATION AGENCY MINISTRY OF HOME AFFAIRS, GOVERNMENT OF INDIA OPPOSITE CGO COMPLEX LODHI ROAD NEW DELHI

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No E-78/001/Dep-DEO/NIA/2023/ 9/07

Dated- 67 July, 2023

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 CBDT and CBIT.
- 8. The Secretary, DEIT, Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi.
- 9. Ministry of Electronics and Information Technology (Meity),
- 10. Electronics Corporation of India Limited (ECIL), Broadcast Engineering Consultants India Limited (BECIL), Telecommunications Consultants India Limited (TCIL), Railtel, Innovations for Defence Excellence (iDEX), Defence Research and Development Organization (DRDO).

Subject: - Inviting nomination for the post of Data Entry Operator (IT post) in NIA on deputation basis.

Sir,

Nominations are invited for the post of Data Entry Operator (IT posts) on deputation basis in National Investigation Agency (NIA). Details of posts, pay level and vacancies are as under:-

Srl No	Post	Pay Scale	Vacancy and filling of method	Proposed place of posting
i)	Data Entry	Pay Matrix Level – 5	34 posts	All India based
'	Operator	(Rs 29,200 – 92,300)	by deputation.	2
D. P. C.	**************************************	(pre-revised PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-)		

The eligibility criteria (educational qualification, experience, etc.) are furnished in the enclosed Annexure-I (A) (available at NIA website www.nia.gov.in/recruitment-notice.htm). 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 officials alongwith following documents should reach in hard copies to the SP (Adm), NIA HQ, Opposite CGO Complex, Lodhi Road,

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SHANKAR BRATA RAIMEDHI, IPS Superintendent of Police National Investigation Agency Ministry of Home Affairs Govt. of India, New Delhi

New Delhi-110003 through proper channel within 45 days from the date publication of this item in 'Employment News'.

- Bio-data in prescribed proforma (Annexure-II) (available in NIA website www.nia.gov.in/recruitment-notice.htm) duly filled and countersigned by the competent authority.
- ii) Photo copies of APAR dossier from the year 2017-18 to 2021-22 duly attested (it may be ensured that the same are attested on each pages with rubber stamp by an officer not below the rank of Under Secretary to the Government of India.)
- 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.
- v) Supporting documents with regards to possessing 'O' or 'A' level certificate for Information Technology from an Institute recognized by the Government.
- Applications received after the last date, or incomplete application, in any respect, or those not accompanied by the documents/ information as per Para 3 above shall not be considered. The Cadre Authorities may ascertain that the particulars sent by the officials are correct as per the records.
- Since, the applications are invited purely on deputation basis, therefore the applications received for Absorption/Direct Recruitment/ Re-employment shall not be entertained.
- The eligibility criteria and application form as well as Recruitment Rules are 6. also available on NIA website www.nia.gov.in/recruitment-rules.htm.

Encl:- Annexure 'I(A) & 'II'.

Yours sincerely

(S.B. Raimedhi, IPS)

Superintendent of Police (Adm)

NIA HOrs, New Delhi SHANKAR BRATA RAIMEDHI, IPS Superintendent of Police National Investigation Agency

Copy forwarded for information and needful action to:-

Ministry of Home Affairs The DIG (IT), NIA HQ, New Delhi for uploading the matter cont wild were the limit of the last of the l (i)

All Branch Offices/ Section and Divisions of NIA- for information and wide (ii) publicity.

ELIGIBILITY CRITERIA FOR THE POST OF DATA ENTRY OPERATOR

1	Name of the post	Data Entry Operator
2	Nos. of post	34* Posts on deputation basis (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Non-Ministerial
4.	Scale of pay	Pay Level – 5 in Pay Matrix (Rs 29,200 – 92,300)
		(pre-revised 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 Security Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility Criteria for deputation/ absorption to the NIA	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. Note 1: 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
8.	Nature of duties	 Note 2: The maximum age limit for appointment by Deputation shall be not exceeding 56 years as on closing date of receipt of applications. Preparation source data for entry by opening
0.	ivature of dudes	 and sorting mail; verifying and logging receipt of data; obtaining missing data. Records data by operating data entry equipment; collecting information, resolving processing problems. Protects organization's value by keeping information confidential.

SHANKAR BRATA RAIMEDHI, IPS

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National histographic Agency

Bratis of India New Delhi

		> Accomplishes department and organisation mission by completing related results and needed.		
		> Follow established practices or standards for the input and presentation of information.		
		Proofread and verify data entered. Ensure accuracy of all information entered and presentation format. Make corrections as needed.		
		Assist with routine office duties such as typing, filing, record maintenance as workload permits.		
8		> Serve as back-up for other clerical positions in Unit.		
	-35	> Perform related work as assigned.		
9.	Deputation	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.		
	9.	9. Deputation		

SHANKAD SRATA RAIMEDHI, IPS

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National Investigation Agency

Ministry of Home Affairs

Govt. of India, New Delhi

SDOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15} Post applied for

1. Name and Permanent Address (in Block Letters)	
2. Date of birth (in Christian era)3. i) Date of entry into service & rank of entryii) Date of retirement under Central/State	
Government Rules 4. Educational Qualifications (with streams & Subjects	
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 as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential (To be filled by the candidates)
A) 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	A)
B) Possessing 'O' or 'A' level certificate for Information Technology from an Institute recognised by the Government	B)
Desirable	Desirable
A) Qualification	A)
D) E .	
B) Experience 5.1 Note: This column needs to be ample	B)

SHANKAR BRATA RA!MEDHI,IPS Superintendent of Police National Investigation Agency Ministry of Home Affairs Govt. of India, New Delhi

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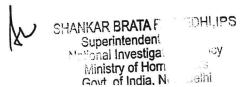
subsidiary	subjects	may b	e indicated	.bv	the	candidate.
Buosidia	Bubjeck	Jilluy C	o maroacoa		W.L.	O COLL COLO COLO

- **6.** Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.
- **6.1 Note:** Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.
- 7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Post held on regular basis	From	То	and Grade Pay/Pay	Nature of Duties (in detail) highlighting experience required for the post applied for
,				
	on regular	on regular	on regular	on regular basis and Grade Pay/Pay scale of the post held on regular

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	То

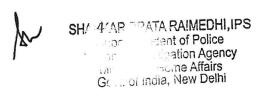


8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent 9. In case the present employment is held on deputation/contract basis, please state- a) The date of initial appointment on deputation/contract 9.1 Note: In case of Officers already on deputation to which the applicant belongs 9.1 Note: In case of Officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. 9.2 Note: Information under column 9(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details 11. 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 Organisation d) Government Undertaking e) Universities f) Others 12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade 13. Are you in Revised Scale of Pay? If		1. 18 ¹ \$ 1.00 \$ 1.00 \$2	3 (4), 3, (4)		
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13. Are you in Revised Scale of Pay? If	in the same Depart	tment and are in the	~		
yes, give the date from which the revision took place and also indicate the pre-revised scale	yes, give the date fro took place and als	om which the revision			
14. Total emoluments per month now drawn				1.77	
Basic Pay in the PB Grade Pay Total Emoluments	Basic Pay in the PB	Grade Pay	Tota	l Emoluments	



SHANKAR BRATA RAIMEDHI, IPS
Superintandent of Police
National Investigation Agency
Ministry of Home Affairs
Govt. of India, New Delhi

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15. In case the applicate Government Pay-scales following details may be	nt belongs to an Organisation whi the latest salary slip issued by e enclosed.	ich is not following the Central the Organisation showing the
Basic Pay with Scale of and rate of increment	Pay Dearness Pay/interim reliother allowances etc., (whereak-up details)	ef/ Total Emoluments ith
	rmation, if any, relevant to the port of your suitability for the post.	ost
	ngs may provide information w	ith
(i) Additional ac (ii) Professional t (iii) Work experie	ndemic qualifications raining & raince over and above prescribed in talar/Advertisement)	the
(Note: Enclose a insufficient)	separate sheet, if the space	is
regard to; (i) Research pulprojects. (ii) Awards/School (iii) Affiliation bodies/institute (iv) Patents registed organization (v) Any research official recognition (vi) Any other information (vi) Any other information (vi) Any other information (vii) Any other information (viii) Research pulprojects.	nition	nal the ng
17. Please state wheth (ISTC)/Absorption/Re-el/(Officers under Centra for "Absorption". Organisations are eligible	er you are applying for deputation mployment Basis. /State Governments are only eligible Candidates of non-Governments only for Short Term Contract) ('Absorption'/ 'Re-employment' and the contract')	ole ent
available only if the v recruitment by "STC" or	"Absorption" or "Re-employment	ned
18. Whether belongs to	00/01	



I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)
Address:
Date:
Contact No.

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii) His/ Her integrity is certified.

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- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

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SHANKAR BRATA RAIMEDHI, IPS
Superintendent of Police
National Investigation Agency
Ministry of Home Affairs
Govt. of India, New Delhi