

567/C

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

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

Dated- 07 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 Operator	Pay Matrix Level – 5 (Rs 29,200 – 92,300) (pre-revised PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-)	34 posts by deputation.	All India based

2. 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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Superintendent of Police
National Investigation Agency
Ministry of Home Affairs
Govt. of India, New Delhi

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

- i) 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.
4. 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.
5. Since, the applications are invited purely on deputation basis, therefore the applications received for Absorption/Direct Recruitment/ Re-employment shall not be entertained.
6. The eligibility criteria and application form as well as Recruitment Rules are also available on NIA website www.nia.gov.in/recruitment-rules.htm.

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

Yours sincerely

(S.B. Raimeedhi, IPS)
Superintendent of Police (Adm)
NIA HQs, New Delhi
SHANKAR BRATA RAIMEEDHI, IPS
Superintendent of Police
National Investigation Agency
Ministry of Home Affairs
New Delhi

Copy forwarded for information and needful action to:-

- (i) The DIG (IT), NIA HQ, New Delhi for uploading the matter on NIA Website.
- (ii) All Branch Offices/ Section and Divisions of NIA- for information and wide 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	<p>Deputation :-</p> <p>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.</p> <p>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 years'.</p> <p>Note 2 : The maximum age limit for appointment by Deputation shall be not exceeding 56 years as on closing date of receipt of applications.</p>
8.	Nature of duties	<p>➤ Preparation source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.</p> <p>➤ Records data by operating data entry equipment; collecting information, resolving processing problems.</p> <p>➤ Protects organization's value by keeping information confidential.</p>

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564/5

		<ul style="list-style-type: none">➤ 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.➤ Serve as back-up for other clerical positions in Unit.➤ 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.


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BIO-DATA/CURRICULUM VITAE PROFORMA
{DOP&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 entry	
ii) 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) <u>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</u>	A)
B) <u>Possessing 'O' or 'A' level certificate for Information Technology from an Institute recognised by the Government</u>	B)
Desirable	Desirable
A) Qualification	A)
B) Experience	B)
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and	



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 Ministry of Home Affairs
 Govt. of India, New Delhi

522/c subsidiary subjects may be indicated by the candidate.

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.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***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	To



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 the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>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</p>			
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) <ul style="list-style-type: none"> 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 yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	

3
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<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other allowances etc., (with break-up details)	Total Emoluments
<p>16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>This among other things may provide information with regard to</p> <ul style="list-style-type: none"> (i) Additional academic qualifications (ii) Professional training & (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement) <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.</p> <p>#(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)</p> <p># (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC"or "Absorption" or "Re-employment").</p>		
<p>18. Whether belongs to SC/ST</p>		

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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.
- 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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