

सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी

SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY

(भारत सरकार : गृह मंत्रालय) : (Government of India : Ministry of Home Affairs)

हैदराबाद - 500 052 : Hyderabad - 500 052

Diary No. 9AD/2022/2591 No. 15011/09/2020/Estt/A2 - 1803

Dated 30/06/2022

To

- 1) All Ministries / Departments of Government of India.
- 2) The Chief Secretaries to Governments of all States / UTs.
- 3) The Secretary, Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092.
- 4) The Directors General / Inspectors General of all States / UTs.
- 5) The Director General / Director : BPR&D, BSF, CISF, CRPF, ITBP, SSB/ NDRF/NEPA/IB, NCB, NSG, RPF, SPG, NIA, CBI, DCPW, NCRB, Cab. Secretary, New Delhi / Assam Rifles, Shillong, Meghalaya and Principal Director, Director General of Security, New Delhi for wide publicity and also for hosting on the website of the concerned departments.
- 6) The Director, Central Hindi Training Institute, (Govt. of India, Ministry of Home Affairs, Department of Official Language), 7th Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi - 110 003.
- 7) The Chief Executive and Secretary Council for the Indian School Certificate Examinations, P-35-36, Sector-VI, Pusp Vihar, Saket, New Delhi-110017.
- 8) All public sector undertakings / All recognized research institutions / All Universities / All Semi-Government / Statutory / Autonomous organisations.

Sub: Inviting nominations for filling up the posts on deputation basis in the SVP National Police Academy, Hyderabad -Regarding

Sir,

Nominations are invited for filling up the following posts in this Academy on deputation basis :

SL	Name of the post	Classification of post	No of vacancy	Pay level
1	Private Secretary	General Central Service, Group 'B' Gazetted, Ministerial	01	Level-07 in Pay Matrix
2	Hindi Instructor	General Central Service Group 'B' Gazetted Non-Ministerial	01	Level-07 in Pay Matrix

2. The eligibility criteria is furnished in the enclosed **Annexure - I**. An employee appointed on deputation, may elect to draw either the pay in the scale of pay of deputation post or his/her basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any.

3. It is requested that the above vacancy may kindly be circulated among all Departments / Institutions / Offices under your charge and also for hosting the vacancy circular on the website. The nominations of eligible officers along with their (a) bio-data

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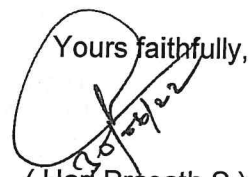
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duly countersigned by the competent authority in the prescribed proforma (**Annexure-II**), (b) Original or attested copies of Annual Confidential Reports (should be attested on each page with rubber stamp of the competent authority not below the rank of Under Secretary to the Govt. of India) for the last five years (from 2016-17 to 2020-2021), (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 through proper channel to this Academy by 16.08.2022. The details including prescribed proforma and eligibility conditions etc are also available in this Academy website :<http://www.svpnpa.gov.in/vacancies>.

Yours faithfully,


(Hari Prasath S)
Assistant Director (Estt-I)

Encl: Annexure I & II

Copy to: The AD(IT), SVPNPA for hosting the advertisement on the Academy's website.

Annexure-I

Eligibility criteria

One	Name of the post	Private Secretary
1	Classification of the post	General Central Service, Group 'B' Gazetted, Ministerial
2	Scale of Pay	Level-07 in Pay Matrix (Revised)
3	Number of posts	One
4	Deputation period	For one year
5	Method of Recruitment	By deputation
6	Eligibility Criteria, (Qualifications, Experience, etc.)	Officers holding the post of Stenographer under the Central Government : (i) holding analogous post on a regular basis in the parent cadre or department in Level-7 in the Pay Matrix; or (ii) Stenographers Grade-I with 5 years regular service in level-6 in the Pay Matrix, rendered after appointment thereto on a regular basis or equivalent in the parent cadre or department; Note: 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 will not be eligible for consideration for appointment by promotion.
7	Nature of duties	(i) Taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as may be directed by the officer. (ii) Managing of appointments/ engagements. (iii) Attending to the telephone calls and receiving visitors. (iv) Maintaining the papers required to be retained by the officer. (v) Destroying by shredding/ burning the stenographic records of the confidential and secret letters. (vi) Assisting the officer in such a manner as she/he may direct. (vii) Assisting the officer in training related activities. (viii) Any other administrative duties as and when assigned by the competent authority.
Two	Name of the post	Hindi Instructor
1	Classification of the post	General Central Service, Group 'B' Gazetted, Non Ministerial
2	Scale of Pay	Level-07 in Pay Matrix (Rs.44,900- 1,42,400/-)
3	Number of posts	One
4	Deputation period	Three years
5	Method of Recruitment	By deputation including short term contract(ISTC)
6	Eligibility Criteria, (Qualifications, Experience, etc.)	Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognised Research Institution: (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with 05 years regular service in Level-6 in the Pay Matrix (Rs.35,400 – 1,12,400/-) or equivalent in the parent cadre or department; and (b) possessing the following educational qualifications and experience:

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		<p>(i) Master's Degree in Hindi from a recognised University with English as a subject at the degree level.</p> <p>(ii) Five years teaching experience in Hindi at senior secondary level in a School / College / Department Institution of Central Government or State Government or Union Territories or Autonomous or Statutory Organisation or Public Sector Undertakings or University or Recognised Research Institution.</p> <p>Desirable: Experience in Hindi translation work.</p>
7	Nature of duties	<p>(i) To teach Hindi Language to the IPS Probationers.</p> <p>(ii) Implementation of Official Language Act.</p> <p>(iii) To do complicated translation work.</p> <p>(iv) To attend cases of reports and returns regarding Hindi; progressive use of Hindi, Hindi Teaching Scheme etc.</p> <p>(v) To assist the staff in doing their day to day work in Hindi.</p> <p>(vi) To attend meetings, conference in connection with Hindi.</p> <p>(vii) Any other work assigned by the Senior Officers from time to time.</p>

2. DA, HRA and other allowances including training allowances will be admissible as per Central Government orders issued from time to time. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organisation or department of the Central Government shall ordinarily not exceed three (03) years. The maximum age limit for appointment by deputation shall not exceed fifty six (56) years as on the closing date of receipt of application.

BIO -DATA/ CURRICULUM VITAE PROFORMA[For the post of]

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3. i) Date of entry into service		
3. ii) Date of retirement under Central/ State Government Rules.		
4. Educational Qualifications		
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
A) Qualification		A) Qualification
b) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
b) Experience		B) Experience
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.		

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 details) 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:

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Office Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
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 / 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 organization.
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 Organization 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	

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.

Basic Pay in the PB	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 thing 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).</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		

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<p>16.B Achievements: The candidates are requested to indicate information with regard to ; (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. (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. # (Officers under Central /State Governments are only eligible for "Absorption". Candidates of non Government Organizations are eligible only for short term Contract). # (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>	

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

Date :

Contact Address _____

Mobile No. _____

e-mail ID: _____

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;

- There is no vigilance or disciplinary case pending/ contemplated against Shri /Smt _____
- His/ Her integrity is certified.
- His/ Her Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.
- 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)

Note : Attested copies of Annual Confidential Reports for the preceding five years (from 2016-17 to 2020-21) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.

