

NATIONAL INVESTIGATION AGENCY
MINISTRY OF HOME AFFAIRS,
GOVERNMENT OF INDIA
NEW DELHI-03

No. E-74/ 002/ Depn-MS/NIA/ 2020/- 14498 Date: 30 Dec 2020

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, BPR&D, NCRB
5. The Director CBI, IB and ED.
6. The Joint Secretary (Pers), Cabinet Secretariat, New Delhi
7. The Chairman, CBTD.
8. Director, ISTM, New Delhi

Sub: Filling up the posts of ministerial staff in NIA on deputation basis.

Sir

Nominations are invited for the posts of ministerial staff on deputation basis in National Investigation Agency (NIA). Details of posts and vacancies are as under:-

SN.	Name of post	Nos of post	Place of posting
1	Accountant Level-6 in PAY MATRIX (Rs. 35,400 – 1,12,400) (pre-revised PB-2 Rs. 9300-34800/- with Grade pay of Rs. 4200/-)	01 post for deputation basis.	Guwahati.
2	Assistant Level-6 in PAY MATRIX (Rs 35,400 – 1,12,400) (pre-revised PB-2 Rs. 9300-34800/- with Grade pay of Rs. 4200/-)	04 posts for deputation basis.	Delhi, Lucknow, Guwahati, Kolkata, Mumbai, Hyderabad Kochi, Jammu, Raipur, Chandigarh, Chennai, Ranchi & Imphal.
3	Stenographer Grade-I Pay scale – Pay Matrix Level– 6 (Rs 35,400 – 1,12,400) (Pre-revised Pay Band-2, Rs. 9300-34,800/- with Grade Pay Rs. 4200/-.	13 posts for deputation basis.	Delhi, Lucknow, Guwahati, Kolkata, Mumbai, Hyderabad Kochi, Jammu, Raipur, Chandigarh, Chennai, Ranchi & Imphal.
4	Upper Division Clerk (UDC) Pay scale – Pay Matrix Level – 4 (Rs 25-500 – 81,100) (Pre-revised Pay Band-1, Rs. 5200-20,200/- with Grade Pay Rs. 2400/-.	04 posts for deputation basis.	Delhi, Lucknow, Guwahati, Kolkata, Mumbai, Hyderabad Kochi, Jammu, Raipur, Chandigarh, Chennai, Ranchi & Imphal.

2. The eligibility criteria (educational qualification, experience etc.) are furnished in the enclosed **Annexure-I-A, I-B, I-C, I-D (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 requirement may kindly be circulated among all Departments/ Institutions/ Offices under your charge and also host on their website. The nominations of eligible officers along with following documents may be forwarded to the SP (Adm), NIA Hqrs, CGO Complex, Lodhi Road, New Delhi - 110003 through proper channel at the earliest and in any case not later than 01 (one) month from the date of publications of this advertisement in the 'Employment News'.


- (i) Bio-data in the prescribed proforma (Annexure-II) (**available at NIA website www.nia.gov.in/recruitment-notice.htm**) duly countersigned by the competent authority.
- (ii) Photocopies of APAR dossier from the year 2014-15 to 2018-19 duly attested (It may be ensured that the same 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.

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 officer are correct as per the records.

5. The eligibility criteria and application form as well as Recruitment Rules are also available on the NIA website (**available at NIA website www.nia.gov.in/recruitment-notice.htm**).

Encl : Annexure 'I-A, I-B, I-C, I-D & 'II'

Yours sincerely


(Dr. Jaya Roy, IPS)
Supdt of Police (Adm)
NIA HQ New Delhi

Copy forwarded for information to:-

1. The SP (IT), NIA Hqrs New Delhi for uploading the matter on NIA website.
2. NIA Branch Offices, Lucknow, Guwahati, Kolkata, Hyderabad, Mumbai, Kochi, Jammu, Raipur, Chandigarh, Ranchi, Chennai and Imphal- for information and wide publicity.

ELIGIBILITY CRITERIA FOR THE POST OF ACCOUNTANT ON DEPUTATION BASIS

1	Name of the post	Accountant
2	Nos. of post	* 01 posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'B', non-Gazetted, Ministerial
4.	Scale of pay	Level-6 in PAY MATRIX (Rs 35,400 – 1,12,400) (pre-revised PB-2, Rs. 9300-34800/- with Grade pay of Rs. 4200/-).
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 to NIA	<p><u>Deputation:</u></p> <p>Officers under the Central Government/ State Government/ Union Territories:-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) With six years' service in the grade on regular basis in posts in the Pay Band-1, Scale of Pay Rs. 5200-20200/- with Grade Pay of Rs. 2800/- (revised Level-5 in pay matrix) or equivalent in the parent cadre/ department; and</p> <p>(b) Possessing following educational qualifications and experience as prescribed for direct recruits:</p> <p><u>Essential:</u></p> <p>(i) Bachelors' Degree from a recognized University;</p> <p>(ii) A pass I the subordinate Accounts Service (SAS) examination conducted by organized Accounts Department or the Central Government; OR Should have been undergone training in cash and Accounts work in the Institute of Secretarial Training and Management (ISTM) or equivalent and three years' experience in cash, accounts and budget work.</p> <p>Note: - (Period of deputation (including short term contract), including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall not exceed three years. The maximum age limit for appointment by Deputation shall ordinarily not exceeding 56 years' as on closing date of receipt of applications).</p>

8.	Nature of duties	<ul style="list-style-type: none"> ➤ He will function as Accountant. ➤ Maintain Budget and proper record of expenditure. ➤ Prepare the BE/RE estimate well in time and submission to competent authority. ➤ Preparation of draft of all nature and disposal of routine matters pertaining to Accounts Branch. ➤ Maintain all accounts related 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	<p>Deputation (ISTC): 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>

ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT ON DEPUTATION BASIS

1	Name of the post	Assistant
2	Nos. of post	4* Posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'B', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 6 (Rs 35,400 – 1,12,400) (Pre-revised Pay Band-2, Rs. 9300-34,800/- Grade Pay Rs. 4200/-)
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 to NIA	<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 posts 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>A. Essential:</p> <p>(i) Bachelors' degree from a recognised University; and (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 or 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 preceding this appointment in same or some other organization or department of the Central Government shall ordinarily not to 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 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	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.

ELIGIBILITY CRITERIA FOR THE POST OF STENOGRAPHER GRADE-I ON DEPUTATION BASIS

1	Name of the post	Stenographer Grade I
2	Nos. of post	13* Posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'B', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 6 (Rs 35,400 – 1,12,400) (Pre-revised Pay Band-2, Rs. 9300-34,800/- Grade Pay Rs. 4200/-)
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 to NIA	<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 ten 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</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> <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 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 to 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	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.

ELIGIBILITY CRITERIA FOR THE POST OF UDC ON DEPUTATION BASIS

1	Name of the post	Upper Division Clerk
2	Nos. of post	04* Posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 4 (Rs 25-500 – 81,100) (Pre-revised Pay Band-1, Rs. 5200-20,200/- with Grade Pay Rs. 2400/-.
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 to NIA	<p>Officers of the Central Government or State Government or Union territories:-</p> <p>(a) Holding analogous posts on regular basis in the parent cadre or department.</p> <p>(b) Possessing following educational qualifications and experience:-</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 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 to 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</p>

		scale is the normal replacement grade without any upgradation.
8.	Nature of duties	<ul style="list-style-type: none"> ➤ He will assist the 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. ➤ Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc.
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.