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

No E-78/002/Dep-NA/NIA/2020/ 13991   Dated 15 Nov 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 of BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles.
5. The Director of CBI & IB.
6. The Secretary, R&AW.
7. The Chairman of CBTD. ICADR Building, Plot No 6, Vasant Kunj, Institutional Area, Phase-II, New Delhi
8. The Secretary, DEIT, Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi.

Subject: - **Inviting nomination for IT posts in NIA on deputation basis.**

Sir,

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

Srl No	Post	Pay Scale	Vacancy and filling of method	Proposed place of posting
i)	Network Administrator	Pay Matrix Level – 12 (Rs 78,800 – 2,09,200) (pre revised - PB-3 (Rs. 15600-39100) with Grade Pay Rs. 7600/-)	**02 posts** by deputation/ absorption**	Delhi & Hyderabad.
ii)	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/-)	**23 posts** by deputation/ absorption**	Delhi, Lucknow, Guwahati, Kolkata, Hyderabad, Mumbai, Kochi, Raipur, Jammu, Chandigarh, Ranchi, Chennai & Imphal

**Absorption will be considered only after induction on deputation basis and the appointing authority has satisfied itself about the skill performance.

Contd...02/-

2.   The eligibility criteria (educational qualification, experience, etc.) are furnished in the enclosed **Annexure-I-A & I-B**. 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 officers alongwith following documents should reach to **the DIG(Adm), NIA HQ, Opposite CGO Complex, Lodhi Road, New Delhi-110003 through proper channel within 02 months from the date of publication of this item in 'Employment News'.**

i)   Bio-data in prescribed proforma **(Annexure-II)** duly countersigned by the competent authority.

ii)   Photocopies of APAR dossiers 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)   Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.

iv)   The details of major/minor penalties imposed on the officer during the last 10 years.

4.   Applications received after the last date, or application of incomplete in any respect or those not accompanied by the documents/ information as per Para 3 above will not be considered. The Cadre Authorities may ascertain that the particulars sent by the officers are correct as per the records.

5.   The eligibility criteria and application form as well as Recruitment Rules are also available on NIA website **www.nia.gov.in.**

Encl:- Annexure I-A & I-B

Yours sincerely

(G.K.Verma, IPS)
DIG (Admin)
NIA Hqrs, New Delhi

IT (Deepanshu)

17|12|20

Copy forwarded for information and needful action to:-

(i)   The Joint Secretary (Appointment), Union Public Service Commission (UPSC), Dholpur House, Shahjahan Road, New Delhi – 110069

(ii)   The DIG (IT), NIA HQ, New Delhi for uploading the matter on the NIA Website.

(iii)   All Branch Offices of NIA : - for information and wide publicity.

ELIGIBILITY CRITERIA FOR THE POST OF NETWORK ADMINISTRATOR

1	Name of the post	**Network Administrator**
2	Nos of post	02* Posts for deputation/Absorption** (*subject to variation depending on vacancies) **Absorption will be considered only after induction on deputation basis and the appointing authority has satisfied itself about the skill performance.**
3.	Classification of the post	General Central Service, Group – 'A', Gazetted, Non-Ministerial
4.	Scale of pay	Pay Matrix Level – 12 (Rs 78,800 - 2,09,200) (pre revised - PB-3 (Rs. 15600-39100) with Grade Pay Rs. 7600/-)
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 NIA	**Deputation/Absorption:-** Officers under the Central Government/ State Government/ Union territories:- (A) (i) Holding analogous posts on regular basis in the parent cadre / department; or (ii) with five years' service in the grade on regular basis in posts in the Pay Band-3, Pay Scale of Rs. 15600-39100/- with Grade Pay of Rs. 6600/- or equivalent in the parent cadre/department, and (B) Possessing following educational qualifications and experience:- (i) Master's degree in Statistics/ Mathematics/ Operations/ Research/ Physics or Economics/ Commerce or degree in Engineering/ Computer Science of a recognized University. (ii) 10 years' experience in Network Administration cum Hardware Management. (iii) **For information system** - 10 years' experience of electronic data processing work, out of which at least 5 years' experience should be in a Supervisory capacity in design, development or organizing computerized information storage and retrieval system.

Note-I : Qualifications are relaxable at the discretion of UPSC in case of candidates otherwise well qualified.

Note-II : The qualifications regarding experience are relaxable at the discretion of the UPSC in the case of candidates belonging to SC and ST if, at any stage or selection, the UPSC are of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable:-
(i) Master's Degree in Engineering/Computer Science or Doctorate in any of these subjects in (i) above under the 'Essential Qualification'.

(ii) Training in System Analysis or Advanced Computer System.

(iii) Experience of one or more of the following field:-

  (a) Development of Data-base management information system.

  (b) Computer solutions of optimization problems, e.g. liner programming, mixed integer programming.

  (c) Computer solutions of operational planning models.

NOTE- 1 : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization/department in the Central Govt. shall ordinarily not exceed four years'. The maximum age limit for appointment by Deputation shall be not exceeding 56 years' as on closing date of receipt of application.

NOTE- 2 : For the purpose of appointment on deputation, the service rendered on a regular basis by an officer prior to 1st January, 2006 (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/Pay Scale extended based on the recommendations of the pay commission except where has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

8.	Nature of duties	➤ Establishes network specifications by conferring with users, analyzing workflow, access, information and security requirements; router administration including interface configuration and routing protocols.
		➤ Establishes network by evaluating network performance issues including availability, utilization, throughput, good put and latency; planning and executing the selection, installation, configuration and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
		➤ Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems and vendor.
		➤ Secure network by developing network access, monitoring, control and evaluation; maintaining documentation.
		➤ Prepares users by designing and conducting training programs; providing references and support.
		➤ Upgrades network by conferring with vendors; developing, testing, evaluating and installing enhancements.
		➤ Updates job knowledge by participating in educational opportunities, reading professional publication; maintaining personal networks; participating in professional organizations.
		➤ Accomplishes organization goals by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to jo accomplishments.
		➤ Monitoring network traffic and testing the network for weaknesses or bottlenecks.
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 DATA ENTRY OPERATOR

1	Name of the post	**Data Entry Operator**
2	Nos. of post	23* Posts for deputation/absorption** (*subject to variation depending on vacancies) **Absorption will be considered only after induction on deputation basis and the appointing authority has satisfied itself about the skill performance)
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Non-Ministerial
4.	Scale of pay	Pay Matrix Level – 5 (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	**Deputation/Absorption:-** 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 years'. **Note 2 :** The maximum age limit for appointment by Deputation shall be not exceeding 56 years as on closing date of receipt of applications.
8.	Nature of duties	➢ Preparation source data for entry by opening 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.
		➢ 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.