

I/2717/2025



**NATIONAL INVESTIGATION AGENCY**  
 MINISTRY OF HOME AFFAIRS  
 GOVERNMENT OF INDIA  
 OPP. CGO COMPLEX LODHI ROAD  
 NEW DELHI – 110 003  
 TELE NO. 011-24368800 & FAX 24368801



International Year  
of Cooperatives

No E-78/001/Dep-DEO/NIA/2025/11880

11/09/2025

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 (DEO) and Lower Division Clerk (LDC) in NIA on deputation basis.**

Sir,

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

SNo	Name of posts & 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/-)	35* posts	All India based

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ii)	Lower Division Clerk (LDC) Pay scale – Pay Matrix Level – 2 (Rs 19,900 – 63,200)	<b>05* posts</b>	All India based
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**\* Subject to variation depending on vacancies.**

2. The eligibility criteria (educational qualification, experience, etc.) are furnished in the enclosed **Annexure-I(A) & I(B) (available at NIA website [www.nia.gov.in/recruitment-notice.htm](http://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, 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](http://www.nia.gov.in/recruitment-notice.htm))** duly filled and countersigned by the competent authority.
- ii) Photo copies of APAR dossier from the year 2020-21 to 2024-25 duly attested.
- iii) Departmental Enquiry/ Vigilance Clearance Certificate.
- iv) Integrity Certificate.
- v) The details of major/minor penalties imposed on the official during the last 10 years.
- vi) Supporting documents with regards to possessing 'O' or 'A' level certificate for Information Technology from an Institute recognized by the Government for the post of Data Entry Operator Only.

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. The eligibility criteria and application form as well as Recruitment Rules are also available on NIA website **[www.nia.gov.in/recruitment-rules.htm](http://www.nia.gov.in/recruitment-rules.htm)**.

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

Yours sincerely

**Signed by Sreejith T**

**Date: 11-09-2025 18:17:43**

**Reason: Approved**

Superintendent of Police (Admin)  
NIA HQrs, 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.

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Annexure-I (A)

**ELIGIBILITY CRITERIA FOR THE POST OF DATA ENTRY OPERATOR**

1	Name of the post	Data Entry Operator
2	Nos. of post	35* 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>

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8.	Nature of duties	<ul style="list-style-type: none"> <li>• Preparation source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.</li> <li>• Records data by operating data entry equipment; collecting information, resolving processing problems.</li> <li>• Protects organization's value by keeping information confidential.</li> <li>• Accomplishes department and organisation mission by completing related results and needed.</li> <li>• Follow established practices or standards for the input and presentation of information.</li> <li>• Proofread and verify data entered. Ensure accuracy of all information entered and presentation format. Make corrections as needed.</li> <li>• Assist with routine office duties such as typing, filing, record maintenance as workload permits.</li> <li>• Serve as back-up for other clerical positions in Unit.</li> <li>• Perform related work as assigned.</li> </ul>
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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Annexure-I (B)**ELIGIBILITY CRITERIA FOR THE POST OF LDC ON DEPUTATION BASIS**

1	Name of the post	Lower Division Clerk
2	Nos. of post	05* 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 – 2 (Rs 19,900 – 63,200)
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>Deputation: Officers of the Central Government or State Governments or Union territory Administrations ;</p> <p>(a) holding analogous post on regular basis in the parent cadre or department; and</p> <p>(b) 12th class pass from a recognised Board or equivalent.</p> <p><b>Note 1.-</b> The period of deputation including period of the deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note 2.-</b> The maximum age-limit for appointment by deputation shall not exceed fifty-six years on the closing date of the receipt of applications.</p>

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8.	Nature of duties	<ul style="list-style-type: none"><li>• He will assist the in-charge of a Section.</li><li>• Preparation of draft and disposal of routine matters.</li><li>• Maintain all files and correspondence records and carry out clerical duties.</li><li>• Draw attention, where necessary to precedents or rules and regulations on the subject.</li><li>• Put up the file and to bring out clearly the question under consideration.</li><li>• Suggest a course of action, wherever possible.</li><li>• Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc.</li></ul>
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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