1) All Ministries / Departments of Government of India.
2) The Chief Secretaries to Governments of all States / UTs for wide publicity and also for hosting on the website of the State Govt. / UTs.
3) The Directors General / Inspectors General of Police of all States / UTs for wide publicity and also for hosting on the website of the concerned departments.
4) Director General / Director : BPR&D, BSF, CISF, CRPF, ITBP, IB, NCB, NSG, RPF, 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.
5) The Commissioner of Police, Chennai, Delhi, Kolkata & Mumbai for wide publicity and for hosting on the website of the concerned department.
6) All public sector undertakings / All recognized research institutions / All Universities / All Semi-Government / Statutory / Autonomous organisations.

Sub: Inviting nominations for the post of Administrative Officer Grade-II in the SVP National Police Academy, Hyderabad – 50% by composite method (deputation including short term contract) / promotion.

Sir,

Nominations are invited for one post of Administrative Officer Grade-II in the Pay Band-2 Rs.9300-34800/- with Grade pay of Rs.4800/- in this Academy, 50% by composite method (deputation including short term contract) / promotion.

2. The eligibility criteria (educational qualifications, experience, etc.) are furnished in the enclosed Annexure – I. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. It is requested that the above post may kindly be circulated among all Departments / Institutions / Offices under your charge and also hosting the same on the website and the nominations of eligible officers along with, (a) their bio-data in the prescribed proforma (Annexure – II) duly attested, (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 of Govt. of India or equivalent) for the last five years (from 2010-11 to 2014-15), (c) details of major and
minor penalties for the last 10 years and (d) Certificate(s) of Integrity, Vigilance and Cadre Clearance, may please be forwarded to this Academy through proper channel at the earliest and in any case not later than forty five (45) days from the date of publication of this notice in the Employment News.

Yours faithfully,

( MSLNV Srinivas )
Administrative Officer (Estt)
Ph. 040-24234437

Encl: As stated above.

Copy for favour of information and record to:

1. The Secretary to the Government of India, Ministry of Home Affairs, North Block, New Delhi-110 001.
2. The Secretary, Union Public Service Commission (UPSC), Dholpur House, Shahjahan Road, New Delhi – 110 069.

Copy to Web Administrator, SVP NPA for hosting this vacancy circular on the website of the Academy.
Details of the post of Administrative Officer Grade-II in the
SVP National Police Academy, Hyderabad – 500 052.

1. Name of the post : Administrative Officer Grade-II.
2. Classification of the post : General Central Service
   Group ‘B’ Gazetted, Ministerial.
3. Scale of Pay : PB-2 Rs.9300-34800 + Grade Pay Rs.4800/-
4. DA, HRA & CCA : As admissible under the Central Govt orders
   from time to time.
5. Deputation Allowance : Within the same station - 5% of (Basic Pay +
   DP) subject to maximum of Rs.2000/-p.m.
   In other cases – 10% of (Basic Pay + DP)
   subject to maximum of Rs.4000/- p.m.
6. Method of Recruitment : 50% by Composite method {deputation
   including short term contract} / promotion.
7. Eligibility Criteria :

   Officers of the Central Government or State
   Governments or Union territories or public
   sector undertakings or recognized research
   institutions or Universities or semi-Government
   or Statutory or Autonomous organisations,-
   (a)(i) holding analogous posts on regular basis
   in the parent cadre or department; or
   (ii) with two years' service in the grade
   rendered after appointment thereto on regular
   basis in the pay band-2, Rs.9300 – 34800 with
   grade pay of Rs.4800 or equivalent in the
   parent cadre or department; and
   (b) possessing the following educational
   qualifications and experience:
   (i) Bachelor degree from a recognized
   University; and
   (ii) three years' experience in administration,
   establishment and account matters.

   Note 1: The department Administrative Officer
   Grade III in the pay band-2, Rs.9300-34800
   with grade pay of Rs.4600 with two years'

Contd....P...2
regular service in the grade shall also be considered along with outsiders, and in case such person is selected for appointment, the post shall be deemed to have been filled by promotion.

Note 2: The 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 or department of the Central Government shall ordinarily not to exceed three years.

Note 3: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years on the closing date of receipt of applications.

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission 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 said 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 that grade pay or pay scale is the normal replacement grade without any upgradation.

8. Nature of duties

Functions of a Section Officer, laid down in Paras 9(e) of Chapter III, Manual of Office Procedure, Government of India.

(MSLNV Srinivas)
Administrative Officer (Estt)
Ph. 040-24234437
CURRICULUM VITAE PROFORMA

1. Name of the Candidate :  
   (in Block Letters)

2. Date of Birth :  
   (in Christian era)

3. 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)

<table>
<thead>
<tr>
<th>Qualification/Experience Required</th>
<th>Qualifications/Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td></td>
</tr>
<tr>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>Desired</td>
<td></td>
</tr>
<tr>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td></td>
</tr>
</tbody>
</table>

6. Please State clearly whether in the light of entries made by you above, you meet the requirement 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.

<table>
<thead>
<tr>
<th>Office / Institution</th>
<th>Post held</th>
<th>From</th>
<th>to</th>
<th>Scale of pay + Grade pay and basic pay</th>
<th>Nature of duties (in détail)</th>
</tr>
</thead>
</table>

8. Nature of present employment i.e. :
   Ad-hoc or Temporary or Quasi-
   Permanent or Permanent.

Contd...2/-
9. In case the present employment is held on deputation/contract basis, please state - 
   d) The date of initial appointment 
   e) Period of appointment on deputation/contract. 
   f) Name of the parent office/Organization to which you belong. 

10. Additional details about present employment 
    Please state whether working under (indicate the name of your employer against the relevant column) 
    f) Central Govt. 
    g) State Govt. 
    h) Government Undertaking 
    i) Universities 
    j) Others 

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. 

12. 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. 

13. Total emoluments per month now drawn. 

14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things 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) (Note: Enclose a separate sheet, if the space is insufficient). 

15. Please state whether you are applying for deputation including short term contract/promotion. (Candidates of non-Government Organisations are eligible only for short term Contract) 

16. Whether belongs to SC/ST 

17. Remarks 
   (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional 

Contd...3/-
Bodies/institutions/societies and (iv) any other information.

NOTE:- Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Station:
Date:

Signature of the Candidate

Address

Mobile No.: e-mail:

Countersigned

(employer with seal)

Certificate to be given by Head of the Office of the Applicant

1. Certified that particulars furnished by Shri/Smt./Kum. have been verified from his/her record and found correct.

2. No vigilance case is either pending or contemplated against Shri/Smt./Kum. His/her integrity is certified.

3. No major/minor penalty was imposed on Shri/ Smt./ Km. for the last 10 years as per records in the Ministry/Department.

Signature of Head of the Office with seal.

Note: Annual Confidential Reports in original or their attested copies by the competent authority not below the rank of Under Secretary of Govt. of India or equivalent with rubber stamp on each page for the preceding five years (i.e. from 2010-11 to 2014-15) along with integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.

***

(SUMITA SINGH)
DEPUTY SECRETARY

No. 44011/1(s)/2016-ESTT (B) DATED: 22nd February, 2016

1. All Secretaries to the Government of India (By name, as per standard list) with the request that names of willing officers who are considered suitable for the said post as per the requirements indicated in the Annexure-I may please be forwarded to this Department, within the prescribed time schedule.

2. Secretary, Department of Public Enterprises, with a request to have the above vacancy circulated in the Central PSUs and also to display the circular on the DPE’s website

3. Secretary, Public Enterprises Selection Board (PESB) with a request to display the circular on the PESB’s web-site.

4. Technical Director, NIC, Department of Personnel and Training, North Block, New Delhi for uploading this circular on the official website of this Department immediately.

(SUMITA SINGH)
DEPUTY SECRETARY
ANNEXURE-I

No. 44011/1(s)/2016-Estt (B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block, New Delhi, 22nd February 2016

Subject: Selection to the post of Member in Public Enterprises Selection Board (PESB).

The Public Enterprises Selection Board (PESB) is a professional body with a large measure of autonomy, constituted by the Government for selection and placement of candidates for board level positions in the Central Public Sector Undertakings. The PESB consists of a Chairperson and three Members. A vacancy in the post of member, PESB is occurring in April, 2016. As per the Government resolution constituting the PESB, the Member shall be:-

(a) A distinguished serving or former Chief Executive of a Public Sector or Private Sector or Joint Sector Enterprise;

(b) A distinguished person with experience in selection of top management personnel;

(c) A distinguished serving or former Civil Servant with experience in management of Public Sector Enterprises or in areas of finance, industry and Economic Affairs;

2. Applications are invited for consideration of selection to the post of Member, PESB from candidates fulfilling the following criteria:-

(i) The applicant should not be less than 55 years of age.

(ii) If working or having worked in the Central or State Government, should have held a post equivalent to the Secretary to the Government of India at least for one year.

(iii) If holding or having held a post in any Central/State Public Sector Undertakings or private sector, the applicant should have occupied a post at the level of Chairman-cum-Managing Director or Managing Director at least for a period of two years on a regular basis.

(iv) Should have experience in selection of top management personnel.

3. The post of Member carries the pay equal to the Secretary to the Government of India in the revised apex pay scale of Rs. 80,000/- (Fixed) per month with the usual allowances as admissible. A Member in PESB holds office for a term of 3 years subject to the age limit of 65 years. The other terms and conditions of appointment shall be as per PESB resolution dated 3rd March, 1987 amended from time to time.

4. For a background note on PESB, the website http://persmin.gov.in/pesb may be perused.

5. Interested persons may send applications addressed to Shri Mukesh Kumar, Under Secretary to the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training), Room.No. 215, North Block, New Delhi-110001 strictly in the format given in the Annexure-II so as to reach him on or before 14th March, 2016. The candidates working in Central Government/State Governments/Public Sector Enterprises shall send their applications through proper channel.
FORMAT OF APPLICATION FOR THE POST OF MEMBER, PUBLIC ENTERPRISES SELECTION BOARD (PESB), NEW DELHI

1. Name
2. Father’s Name
3. Date of Birth & Age
4. Nationality
5. Address for correspondence
6. Permanent Address
   (a) Telephone No. (Office)
   Fax No. (Office)
   Telephone No. (Res.)
   Mobile
   (b) E-Mail ID
7. Whether belonging to SC/ST/OBC/ Minority Community
8. Educational Qualifications (in reverse chronological order up to the level of Graduation)

<table>
<thead>
<tr>
<th>Name of University /institutions</th>
<th>Degree</th>
<th>Course/duration / year of passing</th>
<th>Division / % of marks obtained</th>
<th>Academic Distinction (if any)</th>
<th>Subject / Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

9. Employment Record for the last ten years (in chronological order starting with present post, list in reverse)

<table>
<thead>
<tr>
<th>Name &amp; address of Employer</th>
<th>Designation, scale of Pay and whether Regular/deputation/ad-hoc basis</th>
<th>Period of Service</th>
<th>Nature of work / experience</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
10. Information related to experience in respect of Selection of Top Management posts

11. Relevant publications, if any, in journals of National / International repute with citation and index

12. Any other relevant information

13. Whether any punishment was awarded to the applicant during the last 10 years in any disciplinary case or otherwise and also whether any action or enquiry is going on against him.

14. Declaration:
I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted.

Signature of the Candidate

Date

Place

Note:-

1. In respect of candidates serving in Central Government / State Government / PSUs applications should be accompanied with the ACRs, at least for the preceding 5 years. The Ministry/Department concerned should certify that the particulars furnished by the applicant have been checked from available records and found correct. The vigilance clearance as per records in the Ministry/Department in respect of the officer may also be stated.

2. The applicants from private sector may enclose a copy of their appointment letter as Managing Director and also the copies of degree certificates, duly self attested, along with their applications.

3. Incomplete applications or applications forwarded without complying with the requirements stated in this note or applications received after due date will be rejected.

* * * * *
No. 3/2/2016-FA (UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated the 10th March, 2016

To

1. The Chief Secretaries,
   All State Governments

2. The Secretaries of the Cadre Controlling Ministries/Departments of Gp. ‘A’ Services of the Govt. of India, participating in the Central Staffing Scheme (As per list attached).

Subject:- Filling up the post of Consul (Education), Embassy of India, Washington, D.C. under the Department of Higher Education, Ministry of Human Resource Development.

Sir/Madam,

It is proposed to fill up the post of Consul (Education), Embassy of India, Washington, D.C. under the Department of Higher Education, Ministry of Human Resource Development for a period of three years. The post is at DS/Director level.

2. The mandatory and desirable qualifications for the post are as under:-

A. Mandatory Qualifications
   i. DS/Director level officers from Indian Administrative Service/Central Services.
   ii. Possessing two years experience in educational administration.
   iii. The officer must have worked for at least two years at the Centre under the Central Staffing Scheme.
   iv. The officer should be clear from vigilance angle.
   v. The officer should not have been debarred from central deputation.
   vi. The officer should have at least ‘Very Good’ Service record. However, preference will be given to officers who have ‘Outstanding’ service record with a grading of 9 and above.
   vii. The officer should not be over 54 years of age.
   viii. The officer should not have been posted on an assignment in a foreign/captive post of the GOI, earlier.
   ix. The officer should not have been nominated for foreign training or should not be on training or foreign assignment, currently.
   x. The officer should not be on study leave or long leave.
   xi. The officer should be at least one batch below the batch currently empanelled as Joint Secretary.

B. Desirable Qualifications
   Exposure to multilateral and international organizations.
3. The post may be circulated amongst officers in the Government of India and State Governments eligible to be appointed at Deputy Secretary/Director level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/faxed to this Department along with Cadre clearance, Vigilance clearance, detailed Bio-data and ACR Dossier/certified ACR grading for the last five years. It may also be ensured that the “Cooling Off”, after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation.

4. Officers of the Advisory cadre of the Ministry of Human Resource Development are eligible under suitably modified criteria. However, they need not apply in response to this vacancy circular.

5. It is requested that the applications of the eligible candidates may please be forwarded so as to reach this Department by 11th April, 2016.

Yours faithfully,

(Jagannath Srinivasan)
Deputy Secretary (MM)

Copy to:

1. Department of Higher Education, Ministry of Human Resource Development (Shri Rakesh Ranjan, Joint Secretary), Shastri Bhawan, New Delhi – with the request to provide the names of eligible officers of Advisory cadre of the Ministry under the modified criteria.

2. NIC Cell, DOP&T, for placing the circular on Departmental Website under “What’s New?” Category.

3. PS to DS (MM) with the request to upload this circular through bulk e-mail system.
Dear Jiji Thomson,

The National Investigation Agency has been created under the National Investigation Agency Act, 2008. NIA is the Central Law Enforcement Agency mandated to handle the serious terrorism related criminality in its myriad forms in our country. The NIA, at the national level, has to investigate and prosecute the offences affecting sovereignty, security and integrity of India, security of states, friendly relations with foreign states etc. (offences contained in the schedule of the NIA act, 2008). NIA has jurisdictions of all over the country. The cases being investigated by NIA are complex in nature and have a bearing on national security.

2. In order to fast track the trials, the NIA has 28 Special Courts all over the country. Total 120 cases are presently under investigation by the NIA for which strong back up of Law Officers is required to represent the NIA cases in various NIA Special Courts, High Courts and Supreme Court. The NIA is primarily a deputation organization where the officers are drawn from Central government departments, various state governments & Union Territories. Presently, the NIA is suffering from critical vacancies in the ranks of Law Officers which are to be filled up with cooperation of the Central / State government departments. The details of vacancies location wise are given as under:-

<table>
<thead>
<tr>
<th>Posts</th>
<th>Grade</th>
<th>Delhi</th>
<th>Guwahati</th>
<th>Hyderabad</th>
<th>Mumbai</th>
<th>Lucknow</th>
<th>Kolkata</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dy Legal Advisor</td>
<td>7600</td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Sr Public Prosecutor</td>
<td>6600</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

3. The copies of Recruitment Rules, notice inviting applications, eligibility criteria and extra incentives admissible to the deputationists in NIA are enclosed.
4. I shall be extremely grateful if the details of vacancies are given wide publicity in the State to attract the willing and experienced officers in each of the above categories for deputation to NIA. Their details may be sent in the proforma attached with this letter.

With warm regards.

Yours sincerely,

[Signature]

18/2/2016
(Sharad Kumar)

Shri Jiji Thomson
Chief Secretary
Govt of Kerala
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
5. The Director CBI, IB and R&AW

Sub: Filling up of posts of Deputy Legal Advisor and Senior Public Prosecutor on deputation (ISTC) basis in National Investigation Agency

Sir,

Nominations are invited for the post of Deputy Legal Advisor and Senior Public Prosecutor on deputation (ISTC) basis in National Investigation Agency.

2. The eligibility criteria (educational qualification, experience etc.) are furnished in the enclosed annexure-I. 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 DIG (Adm), NIA Hqrs, 7th Floor, Jai Singh Road, New Delhi- 110001 through proper channel at the earliest and in any case not later than 02 months from the date of publications of this advertisement in the 'Employment News'.

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

(ii) Up to date APAR dossier from the year 2010-11 to 2014-15 (in case photocopies are being sent, it may kindly be ensured that these 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.

Dated 18th February, 2016
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 official are correct as per the records.

Yours sincerely

Encl: Annexure 'I' & 'II'

(N N D Dubey, KC)
DIG (Adm)
For DG, NIA

Copy forwarded for information to:-

1. The Joint Secretary (Appointment), Union Public Service Commission (UPSC), Dhopur House, Shahjahan Road, New Delhi

2. Shri Rajesh Kumar Gupta, Director (IS-III), MHA, North Block, New Delhi

3. The Supdt. of Police (IT), NIA Hqrs New Delhi for uploading the matter in NIA website.

4. The DIG/SP, NIA Branch offices Hyderabad, Guwahati, Lucknow, Kolkata, Mumbai and Kochi
NATIONAL INVESTIGATION AGENCY
MINISTRY OF HOME AFFAIRS,
GOVERNMENT OF INDIA
NEW DELHI

No E-76/001/Legal/Depu/2015/NIA/

Dated 18th February, 2016

NOTICE INVITING APPLICATIONS FOR DEPUTATION (ISTC) TO NIA

"Applications are invited for the post of Deputy Legal Advisor and Senior Public Prosecutor on deputation (ISTC) basis in National Investigation Agency for its Headquarters at New Delhi and branches at Hyderabad, Guwahati, Lucknow, Mumbai and Kolkata.

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name of post</th>
<th>Nos of post</th>
<th>Revised Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deputy Legal Advisor</td>
<td>4</td>
<td>PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600/-</td>
</tr>
<tr>
<td>2</td>
<td>Senior Public Prosecutor</td>
<td>Public</td>
<td>PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 6600/-</td>
</tr>
</tbody>
</table>

2. The eligibility criteria (educational qualifications, experience, etc.) for respective posts are furnished separately in Annexure-I. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. The application form of eligible and willing officials along with following documents may be forwarded to the DIG(Adm), NIA HQ, 7th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001 through proper channel so as to reach this office within 02 months from the date of publication of this advertisement.

   (a) Bio-data in the prescribed proforma as per Annexure-II duly countersigned by the competent authority.

   (b) Up to date APAR dossier from the year 2010-11 to 2014-15 (in case photocopies are being sent, it may be ensured that these documents are attested on each page with rubber stamp by an officer not below the rank of Under Secretary to the Government of India).

   (c) Vigilance Clearance and Integrity Certificate issued by the concerned authority.

   (d) The details of major/minor penalties imposed on the official during the last 10 years to be furnished by the cadre authority.

4. Applications received after the last date or incomplete applications in any respect or those not accompanied by the documents/informations as per para 3 above shall not be considered. The Cadre Authorities will ascertain that the particulars sent by the officials are correct as per the records.

5. The complete information and Annexure-I & II are available in NIA websites www.nia.gov.in”.

\(\text{Signature}\)

(N N D Dubey)
DIG(Adm)
For DG, NIA
CURRICULUM VITAE PROFORMA

APPLICATION FOR THE POST OF ...........................................................

1 Name and Address  
   (in block letter)  

2 Date of Birth (in Christian era)  

3 Date of retirement under Central/State Government rules  

4 Education Qualification  

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)  

<table>
<thead>
<tr>
<th>Qualifications/ Experience required</th>
<th>Qualifications/ Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td></td>
</tr>
<tr>
<td>Desired</td>
<td></td>
</tr>
</tbody>
</table>

6 Please state clearly whether in the light of entries made by you above, you meet the requirement 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  

<table>
<thead>
<tr>
<th>Office/ Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and basic pay</th>
<th>Nature of duties (in detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 you belong  

10 Additional details about present employment:-  


<table>
<thead>
<tr>
<th><strong>Please state whether working under</strong> (indicate the name of your employer against the relevant column)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Central Government</td>
</tr>
<tr>
<td>(b) State Government</td>
</tr>
<tr>
<td>(c) Autonomous Organization</td>
</tr>
<tr>
<td>(d) Government Undertaking</td>
</tr>
<tr>
<td>(e) Universities</td>
</tr>
<tr>
<td>(f) Others</td>
</tr>
</tbody>
</table>

| **11** Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade |

| **12** 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 |

| **13** Total emoluments per month now drawn |

| **14** Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information which regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement). |

(Nota-enclose a separate sheet, if the space is insufficient).

| **15** 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) |

| **16** Whether belongs to SC/ST |

| **17** Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Officials Appreciation (iii) Affiliation with the professional bodies/ institution/ |
| societies and (iv) any other information.  
(Nota: Enclose a separate sheet if the space is insufficient) |

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate  
Address  
Contact No

Date:-  
Countersigned

(Employer with Seal)

Certificate to be given by the Head of the Office of the Applicant

I. Certified that particulars furnished by Shri/Smt/Km __________________ have been verified from his/her record and found correct.

II. No vigilance case is either pending/contemplated against Shri/Smt/Km _______________. His/her integrity is certified.

III. No major/minor penalties was imposed on Shri/Smt/Km __________________ for the last 10 years as per records of the Ministry/Department.

Signature of the Head of Office with Seal
Details of the post of Deputy Legal Advisor in the National Investigation Agency

1. Name of the post  
   Deputy Legal Advisor

2. Nos. of post  
<table>
<thead>
<tr>
<th>Location</th>
<th>Number of post</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIA Hqrs New Delhi</td>
<td>1</td>
</tr>
<tr>
<td>NIA Branch Office Guwahati</td>
<td>1</td>
</tr>
<tr>
<td>NIA Branch Office Mumbai</td>
<td>1</td>
</tr>
<tr>
<td>NIA Branch Office Kolkata</td>
<td>1</td>
</tr>
</tbody>
</table>

3. Classification of the post  
   General Central Service, Group – ‘A’, Gazetted, Non-Ministerial

4. Scale of pay  
   Pay Band-3, Rs. 15600-39100/- with Grade pay of Rs. 7600/-

5. DA, HRA, TPT & other allowance  
   As admissible under the Central Government orders from time to time.

6. Special Incentive Allowance  
   15% of basic pay and as amended by the Government from time to time.

7. Eligibility Criteria for deputation to NIA  
   Deputation (Including Short Term Contract):
   Officers of the Central Government/ State Government/ Recognized Research Institutions/ Universities/ Public Sector Undertakings/ Semi-Government/ Statutory or Autonomous Organisation:-
   
   (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, Scale of Pay Rs. 15,600-39,100/- with Grade Pay of Rs. 6600/- or equivalent in the parent cadre/ department, and
   
   (b) Possessing following educational qualifications and experience as prescribed for direct recruits:
   
   Essential:
   (i) Bachelors' Degree in Law from a recognised University;
   
   (ii) Ten years' experience in Prosecution of Criminal Cases.
   
   Note: - The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by Promotion.

   (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 four years. The maximum age limit for appointment by Deputation (including short term contract) shall be not exceeding 56 years as on closing date of receipt of applications.

Educational qualification and experience prescribed for direct recruits:
(i) Degree in Law of a recognised University.
(ii) 10 years practice as an advocate in conducting criminal cases or 10 years experience of State Judicial Service or Legal Department of State or Central Government.
(iii) Basic knowledge of work-processing on computer and internet.

Note-1: 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.

8. Nature of duties

i) Comments on final Reports in cases wherein the authority competent to pass final orders of the rank of DIG and above.

ii) Conduct of important cases of the Branch in the court as taken by himself.

iii) DLA shall carry out inspection of all the prosecution Branches of his Region once in a year. Every year in the month of January, DLAs should prepare their inspection Programme of Malkhana of the Branches of their Region which should be intimated to the SP/DIG concerned.

iv) While the individual Prosecutor/ Law officer is fully responsible and accountable for successful and effective prosecution of cases and all matters pending in various Courts/ tribunals etc. assigned to him, the DLAs at the Regional level shall closely supervise the functioning and performance of the Prosecutors at the Branch level and shall hold monthly meetings on regular basis with the Prosecutors to review the progress, achievement of targets etc. Monthly reports containing the details of deliberations at the Branch level shall be sent to the Regional DIG and SP by the DLA concerned for prompt follow-up and coordination. The DLA attached to the NIA Hqrs/ Directorate of Prosecution will be in addition, in charge of Legal Division and perform all those duties specifically entrusted to Legal Division.

v) DLA should ensure monthly submission of progress report in all the cases pending within his Region in the Courts of Special Judges appointed under NIA Act 2008 in the proforma circulated or
<table>
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<tr>
<th></th>
<th>any other information required by Directorate of Prosecution/Policy Division pertaining to trial/Court matters.</th>
</tr>
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<tbody>
<tr>
<td>vii)</td>
<td>Advice in legal matters on general points or specific issues arising during investigation or trial, as may be requested by the DIG.</td>
</tr>
<tr>
<td>viii)</td>
<td>Checking and vetting of SP's Reports, draft sanction orders for prosecution, draft charges, statement of allegations etc. in cases in which comments are given by him on Final Reports.</td>
</tr>
<tr>
<td>ix)</td>
<td>Scrutiny of results of court trials and Departmental Action and scrutiny of Court Diaries in respect of cases.</td>
</tr>
<tr>
<td>x)</td>
<td>Scrutiny of exoneration cases and those of inadequate punishment.</td>
</tr>
<tr>
<td>xi)</td>
<td>Review of judicial decisions relating to Criminal Law and procedure arising from cases and preparation of notes and comments thereon for publication in the NIA Bulleting/Periodicals/Reports.</td>
</tr>
<tr>
<td>xii)</td>
<td>Such other subjects relating to legal matters as may be allotted to them by the DIG.</td>
</tr>
<tr>
<td>xiii)</td>
<td>Maintaining close liaison with the DIG &amp; SP and to attend periodical meetings to review prosecution cases.</td>
</tr>
<tr>
<td>xiv)</td>
<td>To supervise the work and conduct of the Senior PPs/PPs working under him in the Region/Branches.</td>
</tr>
</tbody>
</table>

9. Deputation

**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.
<table>
<thead>
<tr>
<th>1</th>
<th>Name of the post</th>
<th>Senior Public Prosecutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Nos. of post</td>
<td>Location</td>
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<tr>
<td></td>
<td></td>
<td>NIA Hqrs New Delhi</td>
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<td></td>
<td></td>
<td>NIA Branch Office Mumbai</td>
</tr>
<tr>
<td>3</td>
<td>Classification of the post</td>
<td>General Central Service, Group – 'A', Gazetted, Non-Ministerial</td>
</tr>
<tr>
<td>4</td>
<td>Scale of pay</td>
<td>Pay Band-3, Rs. 15600-39100/- with Grade pay of Rs. 6600/-</td>
</tr>
<tr>
<td>5</td>
<td>DA, HRA, TPT &amp; other allowance</td>
<td>As admissible under the Central Government orders from time to time.</td>
</tr>
<tr>
<td>6</td>
<td>Special Incentive Allowance</td>
<td>15% of basic pay and as amended by the Government from time to time.</td>
</tr>
<tr>
<td>7</td>
<td>Eligibility Criteria for deputation to NIA</td>
<td><strong>Deputation (Including short term contract):</strong></td>
</tr>
<tr>
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<td></td>
<td>Officers of the Central Government/ State Government/ Recognized Research Institutions/ Universities/ Public Sector Undertakings/ Semi-Government/ Statutory or Autonomous Organisation:-:</td>
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<td></td>
<td>(a) (i) Holding analogous posts on regular basis in the parent cadre/ department, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) With five years' service in the grade on regular basis in posts in the Pay Band-3, Pay Scale of Rs. 15,600-39,100/- with Grade Pay of Rs. 5400/- or equivalent in the parent cadre/ department, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Possessing following educational qualifications and experience as prescribed for direct recruits:</td>
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<td></td>
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<td>Essential:</td>
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<td></td>
<td></td>
<td>(i) Bachelors' Degree in Law from a recognised University;</td>
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<tr>
<td></td>
<td></td>
<td>(ii) Eight years' experience in Prosecution of Criminal Cases.</td>
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<td><strong>Note:</strong> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by Promotion.</td>
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<td>(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</td>
</tr>
</tbody>
</table>
organisation/ department of the Central Government shall not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Educational qualifications and experience prescribed for direct recruits:
Essential: (i) Degree in Law of a recognised University.
(ii) 08 years practice as an Advocate in conducting criminal cases or 08 years experience of State Judicial Service or Legal Department of State or Central Government.
(iii) Basic knowledge of work processing on computer and internet.

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.

8. Nature of duties

i) He will ensure that the records relating to his section are correctly and properly maintained and that statements, returns and reports are submitted in proper time and without delay.

ii) He will comment on Final Reports, scrutinize the charge sheets to be filed in Courts and draft sanction orders for prosecution.

iii) He will ensure preparation of paper books containing statement of witnesses and copies of documents, as necessary under the law, are supplied to the accused persons in good time.

iv) He will conduct the prosecution in Court of all important cases and will submit Court Diaries in respect of such cases.

v) He will ensure the proper conduct of prosecution by Public Prosecutors of his branch and give them necessary help, guidance and advice.

vi) He will prepare and forward conviction, acquittal and discharge reports in the prescribed form.

vii) He will take steps to obtain certified copies of the judgements, as may be necessary without delay, in cases in which appeal or revision is recommended and prepare a self-contained note giving the reasons for acquittal or discharge and the grounds on which Appeal or Revision is considered necessary.

viii) He will ensure and responsible for seeing that the Government Counsels or Special Counsels engaged are fully and properly briefed.

ix) He will arrange to keep in touch with the progress of cases coming up in the High Courts and
<p>| | |</p>
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<td></td>
<td>x) In cases which are to be sent up for Regular Departmental Action he will be responsible for the preparation of draft charges, statement of allegations and list of witnesses, list of documents relied upon etc.</td>
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<tr>
<td></td>
<td>xi) In cases which are to be sent up for the Court trial, he will record detailed notes in the prescribed register regarding disposal of case property. He will be responsible for obtaining orders from courts as soon as possible about disposal of the case property.</td>
</tr>
<tr>
<td></td>
<td>xii) He will ensure that warrants are obtained for the arrest of absconding accused persons and that necessary action is taken under section 82 and 83 Cr.P.C.</td>
</tr>
<tr>
<td></td>
<td>xiii) He will be responsible to see that summons to witnesses are issued from Courts in proper time.</td>
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<td></td>
<td>xiv) He should be available to discuss cases with investigating officers and give them guidance and advice on legal points arising during the course of investigation.</td>
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<tr>
<td></td>
<td>xv) He will keep the Superintendents of Police, DLA informed of all important matters concerning the work of his Section or concerning the proceedings in Courts or in Departmental Action.</td>
</tr>
<tr>
<td></td>
<td>xvi) He will inspect the Malkhana periodically and at least once in three months.</td>
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<tr>
<td></td>
<td>xvii) He will attend the coordination meetings with the SP to review progress of cases under trial and other important matters relating to prosecution.</td>
</tr>
<tr>
<td></td>
<td>xviii) CIO/IO shall assist the Sr.P.P. in the discharge of his above said duties.</td>
</tr>
<tr>
<td>9.</td>
<td>Deputation</td>
</tr>
<tr>
<td></td>
<td>Deputation (ISTC): The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&amp;T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.</td>
</tr>
</tbody>
</table>
Office Memorandum

Subject: Filling up the post of Member (Finance) in the Pay Band-4 (Rs. 37,400-67,000)+ Grade Pay of Rs. 10,000 in Inland Waterways Authority of India (IWAI), Noida (UP) by transfer on deputation basis.

It is proposed to fill up one post of Member (Finance) in Inland Waterways Authority (IWAI), Noida (UP) by transfer on deputation basis. The post is in the Pay Band-4 (Rs. 37,400-Rs.67,000)+ Grade Pay of Rs. 10,000/- . The term of deputation is 3 years and can be extended up to 5 years.

2. Member (Finance), Inland Waterways Authority of India will be responsible for: -

(i) Tendering financial advice as per General Financial Rules and other financial procedures/discipline prescribed by the Ministry of Finance and in maintenance of accounts of the Authority;
(ii) His duty and responsibility will include evaluation of the schemes prepared by the Engineering/Technical Wing of IWAI, rendering proper financial advice, enforcing financial discipline in expenditure, formulation of budget, plan provisions, introduction of transparency in accounting system, submitting balance-sheet in time to the Authority and rendering financial advice on matters as are assigned to him from time to time by the Authority.
(iii) The Member (Finance) shall also be attending every meeting of the Authority unless prevented by sickness or another reasonable cause.

3. As a member of Authority, Member (Finance) will be entitled for accommodation as per IWAI policy.

...2.
4. The applicants fulfilling the following eligibility criteria may apply:

(a) Age – Not exceeding 55 years on the closing date of receipt of applications.

(ii) Term: 3 years, extendable up to 5 years.

5. Qualifications and Experience:

(i) All India Service officers and officers of Central Services who are in Grade Pay of Rs. 10,000/-

(ii) Preference will be given to the officers having adequate experience in the Inland Water Transport Sector and related fields;

(iii) Officers already serving under Central Staffing Scheme can also be considered if he/she applies for this post. Such officers, if selected, will be given extended tenure subject to maximum of 7 years including the tenure under Central Staffing Scheme.

6. It may also be noted that in the event of selection, the concerned officer will not be permitted to withdraw his candidature.

7. It is requested that the vacancy may be circulated and applications (in the enclosed format) from the eligible officers, who could be spared immediately in the event of their selection, may be forwarded along with the following documents:

(i) Cadre/ Administrative clearance;
(ii) Vigilance Clearance;
(iii) Integrity Certificate;
(iv) A certificate to the effect that no major/minor penalty has been imposed upon the applicant during the last 10 years; and
(v) Attested Copies of APARs for the last 5 years.
8. The applications, through proper channel, should reach at following address within 30 days from the date of publication of advertisement in the Employment News/Rozgar Samachar:

Shri Harish Pokhriyal,
Under Secretary (IWT), Ministry of Shipping,
Room No. 525, Transport Bhavan,
1, Parliament Street, New Delhi – 110001.

9. The application received after the closing date will not be entertained and summarily rejected.

(Chandramani Rout)
Director (IWT)
Tel No. 23350647

To

1. All Ministries/Department of Government of India
2. The Chief Secretaries of all the States/UTs Governments.
4. The Sr. Tech. Director, NIC - for uploading on the website of Ministry of Shipping
5. The Department of Personnel and Training, New Delhi - for uploading on their website.
INLAND WATERWAYS AUTHORITY OF INDIA (IWAI)

1. Name : 
2. Designation with Organization : 
3. Office Address : 
4. Date of Birth : 
5. Scale of Pay and Pay : 
6. Service to which belong : 
7. Qualification/ Experience/ Achievement : 
8. Post held in chronological order in last 10 years :

<table>
<thead>
<tr>
<th>Post and Pay Scale</th>
<th>Whether Post held on regular basis or otherwise</th>
<th>Organization</th>
<th>Brief job description</th>
<th>Date from</th>
<th>Date to</th>
<th>Remarks, if any</th>
</tr>
</thead>
<tbody>
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</table>

9. Others matters, if any.

(Signature of Candidate)

CERTIFICATE BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the officer are correct.
2. It is certified that no disciplinary/ vigilance case is either pending or contemplated against the applicant and he/ she is clear from the vigilance angle.
3. His/ her integrity is certified.
4. It is certified that no major/ minor penalties have been imposed to the officer during the last 10 years.
5. Attested copies of APARs for last 05 years are attached.
6. In case of his/ her selection, he/ she will be relieved off from his/ her duty immediately.

SIGNATUER OF THE HEAD OF THE OFFICE ALONG WITH THE OFFICE SEAL
Chanda Pandit, IA&AS
Financial Advisor i/c and
Registrar & Director (Admn.)

To
The Chief Secretary
Government of Kerala
Government Secretariat
THIRUVANANTHAPURAM – 695 001

Sub : Filling up the post of Registrar & Director (Admn.), NIRD&PR on deputation – reg.

Ref : This Office letters of even No. dt.8.6.2015 & 7.10.2015

Sir,

A kind reference is invited to this office letters of even No. dt.8.6.2015 and 7.10.2015 cited above requesting for forwarding of names of interested officials for the post of Registrar & Director (Admn.) in NIRDPR.

2. The Institute intends to do the recruitment for the post of Registrar & Director (Admn.) from among the IAS Officers with atleast 14 years of service, who have held previous assignments in rural development such as Chief Executive Officer, ZP/District Development Officer/ Project Director, DRDA; Collector and District Magistrate, etc., Officers drawing pay in the Selection Grade of the IAS will be eligible. Marginal relaxation to the eligible conditions may be made in case of deserving candidates.

3. Broadly, the duties and responsibilities attached to the post of Registrar & Director (Admn.) in the Institute are given below:

a) The Registrar & Director (Admn.) is in-charge of the Administration Branch of the Institute and responsible for general administration and assistance to the Director General in dealing with administrative matters/ administrative arrangements for seminars, conferences, training programmes, study tour, etc.;

Contd.Pg.2
b) He shall assist the Director General in matters pertaining to the Executive Council, General Council and other Standing Committees;

c) He is responsible for the maintenance and deployment of the Institute's vehicles, procurement of stores, etc.;

d) He is Controlling Officer and Disciplinary Authority for certain categories of staff.

e) He is also Warden of the Guest Houses in the Institute.

f) He is the Welfare Officer of the Campus.

g) He is declared a Faculty Member in terms of DoPT OM No. 12017/2/86-Trg., dt. 31.3.1987. He is required to take part in the academic activities of the Institute. He is entitled to 30% of basic pay as training allowance.

3. I shall be grateful for your circulating this letter to the IAS Officers of your State and forwarding the bio-data of interested officials along with copies of last five years APARs, for further action. Names of only such officials who are clear from the vigilance angle may kindly be forwarded on or before 04.04.2016.

Yours faithfully,

Registrar & Director (Admin.)

[Signature]