

Sardar Vallabhbhai Patel National Police Academy

(Government of India : Ministry of Home Affairs)
Hyderabad- 500052

No.15011/5/2015-Estt

Dated 14 Dec, 2017

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 (ISTC)) promotion; and 50% by deputation/ absorption".

Nominations are invited for two posts of Administrative Officer Grade-II in the Pay Band-2 Rs. 9300-34800/- with Grade Pay of Rs. 4800/- [Revised: Level-8 in pay matrix] Group 'B' Gazetted, Ministerial, in this Academy, 50% by composite method (deputation including short-term contract (ISTC))/promotion; and 50% by deputation/ absorption".

2. The eligibility criteria (educational qualifications, experience, etc.) are furnished in the given **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 alongwith, (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 2012-13 to 2016-17), (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 **six weeks [forty two (42) days]** from the date of publication of this notice in the Employment News.

(Dr. K. Madhukar Shetty)
Deputy Director (Estt)
Annexure-I

Details of the post of Administrative Officer Grade-II in the SVP National Police Academy, Hyderabad-500052

1. **Name of the post: Administrative Officer Grade-II**
2. **Number of posts: 02**
3. **Classification of the post:** General Central Service Group 'B' Gazetted, Ministerial.
4. **Scale of Pay:** PB-2 Rs. 9300-34800 + Grade Pay Rs. 4800/- (Revised: Level-8 in pay matrix)
5. **DA, HRA & CCA:** As admissible under the Central Govt. orders from time to time.
6. **Deputation Allowance:** Within the same station - 5% of (Basic Pay + DP) subject to maximum of Rs. 4500/-p.m. In other cases - 10% of (Basic Pay + DP) subject to maximum of Rs. 9000/- p.m.
7. **Method of Recruitment:** 50% by composite method (deputation including short-term contract (ISTC))/ promotion; and 50% by deputation/ absorption".

7. **Eligibility Criteria: A.** Deputation including short-term contract (ISTC)/ promotion. 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 Organizations:-
(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. 4600 [Revised: Level-7 in pay matrix] 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 [Revised: Level-7 in pay matrix] with two years' regular service in the grade shall also be considered alongwith 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 as 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.

B. Deputation/absorption
Officers of the Central Government or State Government

(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. 4600 [Revised: Level-7 in pay matrix] 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 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 2: 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.

Note 3: For the purpose of appointment on deputation/absorption 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.

Annexure- II

CURRICULUM VITAE PROFORMA

- Name of the Candidate (in Block Letters)
 - Date of Birth (in Christian era):
 - Date of retirement under Central/State Government Rules.
 - Educational Qualifications :
 - 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)
- Qualification/Experience Required Qualification/Experience possessed by the officer**
- Essential (1) (2) (3)
Desired (1) (2)**
- Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
 - Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of Pay + Grade Pay and Basic Pay (Revised: Level in the Pay matrix)	Nature of duties (in detail)
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- Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.
- 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.
- Additional details about present employment
Please state whether working under (indicate the name of your employer against the relevant column)
a) Central Government b) State Government c) Government Undertaking
d) Universities e) Others
- Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
- 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.
- Total emoluments per month now drawn.
- 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).
- 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)
- Whether belongs to SC/ST
- 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 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 information furnished in 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. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Station: _____

Date: _____

Signature of the Candidate

Address _____

Contact Mobile No. _____

E-mail ID: _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the Advt. If selected, he/she will be relieved immediately.

2. **Also certified that;**

- There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt _____.
- His/Her integrity is certified.
- His/Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

**Countersigned
(Employer/Cadre Controlling Authority with seal)**

Note: 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 2012-13 to 2016-17) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.

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