

SP IT

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

No E-78/001/Dep-DEO/NIA/2023/ 9/107

Dated- 07 July, 2023

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 (IT post) in NIA on deputation basis.

Sir,

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

Srl No	Post	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/-)	34 posts by deputation.	All India based

2. The eligibility criteria (educational qualification, experience, etc.) are furnished in the enclosed Annexure-I (A) (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 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,

SHANKAR DRATA RAIMEDHI, IPS
Superintendent of Police
National Investigation Agency
Ministry of Home Affairs
Govt. of India, New Delhi

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) duly filled and countersigned by the competent authority.
- ii) Photo copies of APAR dossier from the year 2017-18 to 2021-22 duly attested (it may be ensured that the same are attested on each pages 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 official during the last 10 years.
- v) Supporting documents with regards to possessing 'O' or 'A' level certificate for Information Technology from an Institute recognized by the Government.

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. Since, the applications are invited purely on deputation basis, therefore the applications received for Absorption/Direct Recruitment/ Re-employment shall not be entertained.

6. The eligibility criteria and application form as well as Recruitment Rules are also available on NIA website www.nia.gov.in/recruitment-rules.htm.

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

Yours sincerely

(S.B. Raimedhi, IPS)
Superintendent of Police (Adm)
NIA HQrs, New Delhi
SHANKAR BRATA RAIMEDHI, IPS
Superintendent of Police
National Investigation Agency
Ministry of Home Affairs
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.

ELIGIBILITY CRITERIA FOR THE POST OF DATA ENTRY OPERATOR

1	Name of the post	Data Entry Operator
2	Nos. of post	34* 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>
8.	Nature of duties	<ul style="list-style-type: none"> ➤ 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.

SHANKAR PRATA RAMESH, IPS

Department of Police
National Investigation Agency
Home Affairs

		<ul style="list-style-type: none"> ➤ 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.


 SHRI K. PRATA RAIMEDHI, IPS
 Superintendent of Police
 National Investigation Agency
 Ministry of Home Affairs
 Govt. of India, New Delhi