

**ELIGIBILITY CRITERIA FOR DEPUTATION/ABSORPTION TO  
NIA AS ADDITIONAL SUPERINTENDENT OF POLICE**

1	Name of the Post	Additional Superintendent of Police (Addl SP)
2	Nos of Posts	05* Post for Deputation/absorption**. <b>And</b> 06* Post for deputation (*subject to variation depending on vacancies)  <b>**Absorption will be considered only after induction on deputation basis and the appointing authority has satisfied itself about the skill and performance.</b>
3	Classification of the post	General Central Service Group 'A', Gazetted, Non-Ministerial
4	Scale of pay	Pay Matrix Level – 11 (Rs 67,700 – 2,08,700)  (Pre-revised PB-3 (Rs 15,600-39,100/-) with Grade Pay Rs 6600/-)
5	DA, HRA, TPT & Other allowances	As admissible under the Central Government orders from time to time.
6	Special Security Allowance	20% of basic pay.
7	Eligibility Criteria for deputation to the NIA	(a) Officers of the Central Government or the State Government or the Union Territories:-  (i) Holding analogous posts on regular basis in the parent cadre or department: or  (ii) with 5 years' service in the grade rendered after appointment thereto on regular basis in posts in the PB-3 (Rs 15,600-39,100) with GP Rs 5400 or equivalent in the parent cadre department: and  (b) Possessing the following educational qualifications and experiences:-  (i) Bachelor's degree in any discipline from

		<p>(ii) 5 years' experience in handling of cases of investigation of criminal cases, or intelligence work including counter terrorism operations or imparting training in counter terrorism.</p> <p><b>Note 1:-</b> The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:-</b> 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 Government shall ordinarily not to exceed 03 years.</p> <p><b>Note 3:-</b> The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p><b>Note 4:-</b> For the purpose of appointment on deputation / absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2006 or the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendation 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 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 for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
8	Nature of duties	<p>➤ The Addl SP shall be responsible for carry out day to day investigation of related cases/ P.E assigned to him/her. S/he will be responsible to collect intelligence related to cases within his/her area of</p>

- S/he shall be required to move across the country for investigation of the cases/ P.E. and to collect intelligence.
- S/he shall be required to carry out operations related to NIA cases as and when required.
- S/he shall prepare different reports i.e. progress reports, final reports, investigation reports and charge sheet from time to time and submission of the same to supervisory officers.
- S/he shall ensure collection of IRs of terrorists involved in various incidents in his/her jurisdiction and also interview the terrorists lodged in various jails to elicit further information.
- S/he shall monitor all national security related developments and activities of extremists/militant groups/fundamentalist outfits/left wing extremists within his/her jurisdiction as per orders.
- S/he shall interrogate or get interrogated a terrorists/LWE/fundamentalist pertaining to his/her jurisdiction and prepare dossiers on them as per requirements.
- S/he shall prepare up to date notes on various militants' outfits giving background, ideology, incidents, area of influence, modus operandi, cadre strength, weapon holding, supporters, sympathizers etc. as per requirement of the organisations.
- S/he shall visit the various states in his/her area of responsibility and liaise with state ATS and security agencies to establish a good working relationship with them.
- S/he shall raise sources and develop well placed contacts in his/her jurisdiction for collecting intelligence as per the task assigned by the organisation.

		<p>of extremists and fundamentalist outfits in his/her area of responsibility as well as on important scheduled offences.</p> <ul style="list-style-type: none"> <li>➤ S/he shall also make efforts to collect intelligence relating to cases being investigated by the NIA. Besides having overall awareness of the Security situation obtaining in the country and activities of various militant/fundamentalist outfits, each ASP will try to develop domain knowledge in areas relating to which cases are being investigated by him/her.</li> <li>➤ To pursue the cases in the courts after finalization of the charge sheet till its completion. All important witnesses and important bail applications must be attended by the officer.</li> <li>➤ To ensure that all the interrogation reports of the accused in their cases are submitted to all concerned including digitalization.</li> <li>➤ Safety and security of property in the Malkhana in their respective cases and production in the Court as and when required.</li> <li>➤ S/he shall perform any other duties as assigned to him/her from time by his/her supervisory officer.</li> </ul>
9	Deputation	The other terms and conditions of deputation will be governed 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.

*S.B. Raimedhi*

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**BIO-DATA/CURRICULUM VITAE PROFORMA**  
**{DOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15}**

**Post Applied For.....**

1. Name and Address (in Block Letters)	
2. Date of birth (in Christian era)	
3. i) Date of entry into service	
ii) 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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A)
B) Experience	B)
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A)
B) Experience	B)
<b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
<b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

**6.1 Note:** Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.

7. 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 on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis	Nature of Duties (in detail) <b><u>highlighting experience required for the post applied for</u></b>

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

<b>8.</b> Nature of present employment i.e. Ad-hoc <b>or</b> Temporary <b>or</b> Quasi-Permanent <b>or</b> Permanent	
<b>9.</b> 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 the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under column 9(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
<p><b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details</p>			
<p><b>11.</b> Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>			
<p><b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>			
<p><b>13.</b> 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</p>			
<p><b>14.</b> Total emoluments per month now drawn</p>			
Basic Pay in the PB	Grade Pay	Total Emoluments	

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other allowances etc., (with break-up details)	Total Emoluments
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**16.A Additional Information**, if any, relevant to the post you applied for 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 &
- (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

**16.B Achievements:**

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects.
- (ii) Awards/Scholarships/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and;
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research/innovative measure involving official recognition
- (vi) Any other information

(Note: Enclose a separate sheet, if the space is insufficient)

**17.** 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 Organisations are eligible only for Short Term Contract)

# (The option of 'STC'/ 'Absorption'/ 'Re-employment'



are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

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 the documents in respect of Essential Qualification/Work Experience 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.

(Signature of the candidate)

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Contact No. \_\_\_\_\_

**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 vacancy circular. **If selected, he/she will be relieved immediately.**

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. ....
- ii) His/ Her integrity is certified.
- iii) 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.
- iv) 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)