

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

No E-78/001/IT-DA/NIA/2013/

Dated .03.2018

**NOTICE FOR FILLING UP POST DEO ON DEPUTATION BASIS IN THE NIA**

Nominations are invited for the post of DEO on deputation basis in National Investigation Agency (NIA). Details of post and vacancies are as under:-

| Srl No | Post                | Pay Scale   | Vacancy and filling of method       | Proposed place of posting   |
|--------|---------------------|---|-------------------------------------|---|
| ii)    | Data Entry Operator | Pay Matrix Level - 5<br>(Rs 29,200/- to 92,300/-)<br><br>(pre-revised PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-) | <b>16 posts</b><br>by<br>deputation | Delhi, Lucknow,<br>Guwahati, Kolkata,<br>Hyderabad,<br>Mumbai, Kochi,<br>Raipur and Jammu |

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. The nominations of eligible and willing officers alongwith following documents should reach to **the SP(Adm), NIA HQ, Opposite CGO Complex, Lodhi Road, New Delhi-110003 through proper channel within 01 month from the date of publication of this item in 'Employment News'**.

- i) Bio-data in prescribed proforma (**Annexure-II**) duly countersigned by the competent authority.
- ii) Attested (each page) photocopies of the APARs dossier from the year 2012-13 to 2016-17.
- iii) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.
- iv) The details of major/minor penalties imposed on the officer during the last 10 years.

Contd...02/-

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4. Applications received after the last date, or application of incomplete in any respect or those not accompanied by the documents/ information as per Para 3 above will not be considered. The Cadre Authorities may ascertain that the particulars sent by the officers 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](http://www.nia.gov.in).

**(S N Pandey)**  
Superintendent of Police (Adm)  
NIA Hqs, New Delhi  
011- 24368837(O)  
011-24368801 (Fax)

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

|    |                                     |  |
|----|-------------------------------------|--|
| 1  | Name of the post                    | <b>Data Entry Operator</b>   |
| 2  | Nos. of post                        | 16* Posts for deputation<br>(*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 Matrix Level - 5 (Rs 29,200 - 92,300)<br><br>(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.  |
| 7. | Eligibility Criteria for deputation | 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.<br><br><b>Note 1</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 Govt. shall ordinarily not exceed three years'.<br><br><b>Note 2</b> : The maximum age limit for appointment by Deputation shall be not exceeding 56 years as on closing date of receipt of applications. |
| 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</li> </ul>  |