

SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India : Ministry of Home Affairs)
Hyderabad– 500 052.

No. 15011/01/2021/NA/P1

Dated: 17.06.2021

To

All Ministries/Departments of Government of India/
State Government

**Sub: Inviting nominations for filling up 03 posts of Network Administrator in
the SVP National Police Academy, Hyderabad-on deputation Basic- Reg.**



Sir,

Nominations are invited for 03 posts of **Network Administrator** to be filled on deputation basis in this Academy.

2. The details of pay and allowances and eligibility criteria are given in Annexure-I enclosed herewith.

3. It is requested that the above vacancy may kindly be circulated among all Departments/Institutions/Offices under your charge and also for hosting the same on the website. The nominations of eligible officials along with their bio-data in the prescribed proforma (Annexure-II) duly attested and countersigned by the competent authority may please be forwarded to this Academy **through proper channel** at the earliest and in any case not later than 42 days from the date of publication of this notice in the Employment News.

Yours faithfully,


Administrative Officer (Establishment)


Encl: As above

| | | |
|----|----------------------------|--|
| 01 | Name of the Post | Network Administrator |
| 02 | Classification of the post | General Central Service Group-‘C’ Non-Gazetted Non-Ministerial |
| 03 | Level in the Pay Matrix | Level -5 in the Pay Matrix (Rs. 29,200-92,300) |
| 04 | DA, HRA & other allowances | As admissible under the Central Government orders from time to time. |
| 05 | Training Allowance | Not Applicable |
| 06 | Method of Recruitment | By Promotion failing which deputation (including Short term contract) |
| 07 | Eligibility Criteria | <p><u>Deputation (including short-term contract)</u>– Officer under the Central Government or State Government:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or Department,</p> <p style="text-align: center;">Or</p> <p>(ii) With five years regular service as Data Entry Operator in level-4 in the pay matrix (Rs. 25,500-81,100/-) or equivalent in the parent cadre or Department and possessing the following educational qualification and experience:</p> <p>(a) Essential</p> <p>(i) 12th Standard or equivalent pass with science and Mathematics Subjects from a Government recognised Board with certificate in one year diploma in computer applications or department of electronics and accreditation of computer courses – A level from Government Institution or Government recognised Institution: or</p> <p>(ii) Diploma in Electronics and Communication or Information Technology from a recognised University: or</p> <p>(iii) Bachelor degree in Electronics or Computer Science or Communication or Information Technology from a recognised University: or</p> <p>(iv) Bachelor degree in computer applications from a recognised University.</p> <p>(b) Experience</p> <p>(i) Two years experience in networking from a recognised public Institution.</p> <p>(c) Desirable</p> <p>(i) Cisco certified network associate (CCNA) with two years experience from recognised public institution.</p> <p>Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment/on deputation. Similarly, deputationists shall not be eligible for Consideration for appointment by promotion.</p> <p>Note 2 : The period of deputation including the period of deputation 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.</p> |
| 8 | Nature of Duties | <p>1.He will assist the System Administrator and Web Administrator in all the IT related activities as per requirement.</p> <p>2. He will understand all the functionalities and day-to-day handling of IT network equipment like WiFi Access points and LAN Switches, to Minimise the network downtime.</p> <p>3. Any other duty allotted to him by the competent authority</p> |


Administrative Officer (Establishment)

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)

| | | Qualification/ Experience Required | Qualifications/ Experience possessed by the officer |
|-----------|-------------------|--|--|
| Essential | (1) (2) (3) | | |
| Desired | (1) (2) | | |

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.

| 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) |
|-------------------------|-----------|------|----|--|------------------------------------|
| | | | | | |

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

: 2 :

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
- Please state whether working under (indicate the name of your employer against the relevant column)
- a) Central Govt.
- b) State Govt.
- c) Government Undertaking
- d) Universities
- e) 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

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 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
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(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)

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 along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.