

सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी  
SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY  
(भारत सरकार : गृह मंत्रालय) (Government of India : Ministry of Home Affairs)  
हैदराबाद : Hyderabad- 500 052.

No.13011/1/98/Estt/DPC/NGOs/P1

Dated: 01 .07.2021

To

All Ministries/Departments of Government of India

**Sub: Inviting nominations for filling up 05 posts of Lower Division Clerk in the SVP National Police Academy, Hyderabad- on deputation - Reg.**

Sir,

Nominations are invited for 05 posts of Lower Division Clerk 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

S. No		
01	Name of the Post	Lower Division Clerk
02	Classification of the post	General Central Service Group- 'C' Non-Gazetted Ministerial
03	Level in the Pay Matrix	Level - 2 of the Pay Matrix Rs.19,900-63,200/- (Revised) Pay Band-1 Rs.5,200-20,200/- and Grade Pay Rs. 1,900/- (Pre-revised)
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	10% by promotion and 90% by deputation failing which by direct recruitment
07	Eligibility Criteria	<p><b>Deputation:</b> Officers under the Central Government :</p> <p>(a) holding analogous posts; and (b) Possessing 12<sup>th</sup> or Intermediate pass from a recognised Board or University; and (c) speed in English typing @ 35 words per minute or speed in Hindi typing @ 30 words per minute only on computer, (time allowed – 10 minutes) (35 words per minute and 30 words per minute correspond to 10500 key depression per hour or 9000 key depression per hour on an average of 5 key depressions for each word</p> <p><b>Note-1 :</b> The period of deputation including 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 exceed three years.</p> <p><b>Note-2 :</b> The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of application.</p>
08	Nature of Duties	<ol style="list-style-type: none"> <li>1. Registration of Dak.</li> <li>2. Maintenance of Section Dairy.</li> <li>3. Maintenance of File Register.</li> <li>4. Maintenance of File Movement Register.</li> <li>5. Indexing and recording.</li> <li>6. Typing.</li> <li>7. Submission of routine and simple drafts.</li> <li>8. Any other official task assigned by higher authorities.</li> </ol>



**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

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(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.