

SPEED POST

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

No.15011/01/2021-Estt/SFN/Deptn/A4-P1 - 1528.

Dated: 23.05.2022

To,

All Ministries/Departments of Government of India/
Union Territories/State Governments.

Applications are invited from eligible officers under the Central Government Offices/ Departments/Organisations/PSUs for filling up the following posts on deputation basis in the Sardar Vallabhbhai Patel National Police Academy:

S.No	Name of post	No of vacant posts
1.	Staff Nurse	1
2.	Senior Scientific Assistant	2
3.	Swimming Coach	1
4.	Painter-Cum-Artist	1
5.	Language Instructor	1
6.	Stenographer Grade - I	8
7.	Laboratory Technicians	2
8.	Assistant (Ministerial)	4
9.	Junior Translator	1
10.	Network Administrators	3
11.	Junior Projectionist	1
12.	Cameraman	3

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.

Encl: As above


Assistant Director (Estt-I)
SVP NPA, Hyderabad

S.No		
01.	Name of Post	Staff Nurse
02	Classification of the post	General Central Service, Group-B, Non-Gazetted, Non-Ministerial.
03	Level in the Pay Matrix	Level in the Pay Matrix Level- 7 (Rs. 44,900 - 1,42,400/-)
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 deputation.
07	Eligibility Criteria	<p>Deputation : From amongst central/state government servants. Holding staff nurse post with scale of pay Rs. PB-2, 9300-34,800 and grade pay Rs. 4600/- (pre-revised), level in the pay matrix, level-7, Rs. 44,900-1,42,400/- (revised).</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the central government shall ordinarily not exceed three years.)</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date for receipt of application).</p>
08	Nature of Duties	<ol style="list-style-type: none"> 1. To work in shifts round the clock. 2. Visiting faculty and other patients residences as and when needed to give Medical Aid. 3. Liaison duties with Faculty, Probationers and other Staff for Specialist Consultations to various Super Specialty hospitals in twin cities. 4. All outdoor activities including Games, Cross Country, Firing and Jungle Camp etc for providing First Aid. 5. Assess the needs of the patients in the ward and make nursing care for all in-patients as well as out-patients. 6. Give direct patient care (bed marking, mouth care, back care, bed bathing, hair wash, changing of position etc) and allotted care. 7. To maintain the proper records of injectables. Maintenance of in-patient and out-patient records. 8. To educate the patients for their individual problem. Take care of emergency equipments like oxygen machine, ECG Machine and Ambu bag etc. 9. To ensure and maintain the sterilization of the instruments, cotton, gauge and suturing material etc.


Superintendent(Estt.)

S.No		
01.	Name of Post	Senior Scientific Assistant
02	Classification of the post	General Central Service Group-B, Non-Gazetted, Non-Ministerial.
03	Level in the Pay Matrix	Level-7 in the pay matrix (Rs. 44900-142400).
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	Deputation (including short-term contract)/promotion.
07	Eligibility Criteria	<p>Deputation (including short-term contract)/Promotion:</p> <p>Officers under the Central Government or State Government or Union territories or statutory autonomous organization or public sector undertaking or recognized research institutions or university,</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or department; or (ii) with five year service in the grade rendered after appointment thereto on a regular basis in posts in the level-6 in the pay matrix (Rs. 35400-112400) or equivalent in the parent cadre or department, or (iii) with six years service in the grade rendered after appointment thereto on a regular basis in the level-5 in the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or department, or (iv) with fifteen years service in the grade rendered after appointment thereto on a regular basis in posts in the level-4 of the pay matrix (Rs. 25500-81100) or equivalent in the parent cadre or department, and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>(i) Master Degree in Forensic Science or Physics or Chemistry or Toxicology or Zoology or Botany or Bio-Chemistry or Biology or DNA from recognised University or Institute. (ii) two years of working experience in any Forensic Laboratory or Forensic Science Department in any Government University or Institution or Government recognised University or Institution.</p> <p>Note 1:- The departmental Senior Laboratory Assistant with fifteen years of regular service in Level-4 in the pay matrix (Rs. 25,500 – 81,100) and having the educational qualification and experience prescribed for considering appointment on deputation basis shall also be considered along with the outsiders and in case departmental Senior Laboratory Assistant selected for appointment, the post shall be deemed to have been filled 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 exceed three years.</p>

		Note 3:- The maximum age-limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the last date of receipt of application.
08	Nature of Duties	<ul style="list-style-type: none"> ➤ He will be responsible for laying out different simulation exercises for various levels of course participants. ➤ He will brief the characters for the role-play in simulation exercise. ➤ He will be responsible for preparation of crime exhibits for the IPS Probationers which will help them in practical training like packing, labeling, sealing and forwarding of crime exhibits to FSL and also giving practical demonstrations for learning the techniques. ➤ He will assist in practical demonstrations for blood test (Preliminary test) trap cases, gunpowder residual test and drug test etc. ➤ He will assist in preparation of slides needed for microscopic examination of hairs, fibers and give practical demonstrations on the same. ➤ He will assist in demonstrations on usage of various laboratory equipment in crime investigation. ➤ He will maintain the committee register, other stock registers of equipment and Misc. consumable items etc of the section. ➤ He will prepare annual indent and procure the items required for the section. ➤ He will assist AD (F.Sc) & JSO in conducting the visits of dignitaries to the section. ➤ Any other work assigned by superior officers from time to time.



Superintendent (Estt.)

S.No		
01	Name of the Post	Swimming Coach
02	Classification of the post	General Central Service Group-‘B’ Non-Gazetted Non-Ministerial
03	Level in the Pay Matrix	Level - 6 in the Pay Matrix (Rs.35400-112400)
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 Deputation failing which by direct recruitment
07	Eligibility Criteria	<p><u>Deputation</u> Officers of the Central Government or State Government or Union Territories. (i) Holding analogous post on regular basis; or (ii) With six years regular service in the level-5 of pay matrix (Rs. 29200-92300),</p> <p><u>Educational Qualification:</u> (i) Bachelor Degree from a recognised University or Institution. (ii) Coaching diploma or certificate in swimming from a recognised Institute; and (iii) Possessing certificate of participation in Olympic or Asian games or world championship or Common Wealth games or National games.</p> <p>Note 1:- 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 exceed three years.</p> <p>Note 2:- The maximum age-limit for appointment by deputation or Absorption shall not be exceeding fifty six years as on the last date of receipt of applications.</p>
08	Nature of Duties	<ol style="list-style-type: none"> 1. He will be in-charge of Academy Swimming Pool. 2. He will ensure proper functioning of Swimming Pool and SPA along with maintenance and cleanliness. 3. He will train IPS Probationers in basic swimming and life saving Techniques. 4. He will maintain proper discipline in and around swimming pool. 5. He will supervise the swimming sessions and extend his help and Expertise if required. 6. He will do any other work given by his superior officers from time To time.



Superintendent (Estt.)

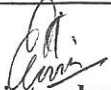
S.No		
01	Name of the Post	Painter-Cum-Artist
02	Classification of the post	General Central Service Group-'B' Non-Gazetted Non-Ministerial
03	Level in the Pay Matrix	Level - 6 in the Pay Matrix (Rs.35,400-112400)
04	DA, HRA & other allowances	As admissible under the Central Government orders from time to time.
05	Training Allowance	Not Applicable
06	Method of Recruitment	By Deputation failing which by direct recruitment
07	Eligibility Criteria	<p>Deputation:</p> <p>Official under the Central Government or State Government or Union Territories</p> <p>(a) (i) Holding analogous post on regular basis; or (ii) With six years regular service in the grade rendered after appointment in level-5 of the pay matrix (Rs. 29,200- 92300); and</p> <p>(b) Educational Qualifications, (i) Bachelors Degree in Commercial Arts or Fine Arts or Applied Arts from a recognised University or Institution. (ii) Two years of practical experience as an Artist in an Advertisement or Corporate Firm or with documented proof as a freelance in respect of preparation of design or layout of pamphlets, posters, maps charts, free hand lettering work in English and Hindi.</p> <p>Desirable:</p> <p>Experience in printing techniques or photography and its application to Designing or Computer software for graphics, designs, illustration, etc.</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 other organisation or department of the Central Government shall ordinarily not exceed three years and further extendable as per Government of India orders.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years' as on the last date of receipt of applications.</p>
08	Nature of Duties	<ol style="list-style-type: none"> 1. Preparing various kinds of Banners for all occasions. 2. Preparing Name Plates, Name Boards, Sign Boards etc 3. Canvas Painting. 4. Certificate Writing. 5. Drawing. 6. Any other works assigned by higher officers.


 Superintendent (Estt.)

S.No		
01.	Name of Post	Language Instructors
02	Classification of the post	General Central Service, Group-'B' Non-Gazetted Non-Ministerial
03	Level in the Pay Matrix	Level-6 in the pay matrix
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 Deputation failing which Direct Recruitment
07	Eligibility Criteria	<p>Deputation:</p> <p>(i) Holding analogous post or</p> <p>(ii) Holding posts in Level-5 in the Pay Matrix with 6 years experience of teaching Regional Languages in Government Departments or Government recognised University/Institutions.</p> <p>Essential</p> <p>(iii) Educational qualification:</p> <p>(a) Bachelor's Degree from any University/ Institution recognised by State/Central Government.</p> <p>(b) Ability to teach any 01 of the following regional languages:-</p> <p>(i) Telugu (ii) Assamese (iii) Urdu (iv) Kannada (v) Bengali (vi) Marathi (vii) Manipuri (viii) Nagamese (ix) Oriya (x) Tamil (xi) Gujarathi (xii) Punjabi (xiii) Nepali (xiv) Malayalam (xv) English</p> <p>(c) Proficiency in Hindi and English</p> <p>(d) Two years of working experience in teaching regional languages, being taught in this Academy.</p> <p>(e) Ability to use the latest Technology and teaching techniques.</p> <p>Desirable</p> <p>(a) Possessing a degree of Bachelor of Education from a Government recognised University/Institution.</p> <p>(b) Working knowledge of Computers.</p> <p>Note-1: 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 shall ordinarily not exceed three years .</p> <p>Note-2: The upper age limit for appointment by deputation shall not be exceeding 56 years as on the closing date for the receipt of application.</p>
08	Nature of Duties	<ol style="list-style-type: none"> 1. He should teach the IPS Probationers, how to read and write the regional language of the cadre/state allotted to them. 2. He should develop probationer's understanding in the respective regional language. 3. He should prepare notes, work books etc in the concerned regional language and distribute the same to the probationers. 4. He should prepare lesson plans in the regional language concerned. 5. He should prepare the question paper for the final exam to be conducted for the probationers after completion of all the classes. 6. Any other duties assigned by the Competent Authority from time to time.


 Superintendent (Estt.)

S.No		
01	Name of the Post	Stenographer Grade. I
02	Classification of the post	General Central Service Group- 'B' Non-Gazetted Ministerial
03	Level in the Pay Matrix	Level - 6 in the Pay Matrix
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	Promotion, failing which by deputation.
07	Eligibility Criteria	<p><u>Deputation:</u></p> <p>(a) (i) Officers working under the Central Government Organisation/Departments holding analogous post on regular basis in Level-6 in the Pay Matrix in the parent cadre or department; or</p> <p>(ii) Stenographer Grade.II with 10 years regular service in level-4 in the pay matrix working under the Central Government Organisation/departments.</p> <p>Note 1: The Department officer in the feeder category who are in the direct line of promotion shall not be eligible of consideration for appointment on Deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation or department of the Central Government shall ordinarily not exceed 3 years and further extendable as per Government of India orders</p> <p>Note 3: The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of the receipt of applications.</p>
08	Nature of Duties	<ol style="list-style-type: none"> 1. He will take dictation in shorthand and transcribe it. 2. He will be responsible for typing of essential or confidential / secret documents including other typing work as considered necessary. 3. He will attend telephone calls and receive visitors who come to meet the officer. 4. He will fix the appointments and cancel them, if necessary. 5. He will keep a list of engagements, meetings, tours, etc and remind the Officer well in advance about them. 6. He will keep a note of the movement of files. 7. He will collect information and files, and compile data if necessary. 8. He will send routine reminders. 9. He will assist the officer in training related activities. 10. He will do any other work assigned by the officers from time to time.


 Superintendent (Estt.)

S.No		
01	Name of the Post	Laboratory Technician
02	Classification of the post	General Central Service, Group-B, Non-Gazetted, Non-Ministerial
03	Level in the Pay Matrix	Level - 6 in the pay matrix, (Rs. 44,900 - 1,42,400/-)
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 deputation, failing which by direct recruitment.
07	Eligibility Criteria	<p>Deputation : Persons holding analogous (Lab Technician) posts under the Central /State Government in Level-6 in the Pay Matrix, (Rs. 44,900 - 1,42,400/-)</p> <p>(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/department shall ordinarily not exceed three years).</p>
08	Nature of Duties	<ol style="list-style-type: none"> 1. Working under the supervision of Doctors. 2. Collection of blood samples and other specimens for analysis. 3. Analyzing and preparing blood reports and reports of other collected specimens. 4. Maintaining the records of the patients who come to the Laboratory. 5. Operating and calibrating equipments. 6. Documents information by maintaining daily logs and equipment record books. 7. Delivering test results to Physicians.



Superintendent (Estt.)

S. No		
01	Name of the Post	Assistant (Ministerial)
02	Classification of the post	General Central Service, Group-B, Non-Gazetted, Ministerial.
03	Level in the Pay Matrix	Level-6 (Rs. 35,400 - 1,12,400/-).
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 (senior most person in UDC) failing which by deputation.
07	Eligibility Criteria	<p>Deputation :- Officer under the Central Government – (i) Holding analogous post on regular basis in the Parent Cadre /Department (or) (ii) Upper Division Clerk with 10 years regular service in Level - 4 in the pay matrix in the parent cadre/department.</p> <p>Note.1 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>Note.2 Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years. (The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date for receipt of applications)</p>
08	Nature of Duties	<ol style="list-style-type: none"> 1. The incumbent will assist the Admn. Officer and Superintendent in General Supervision and Management of the section. 2. He will work under Superintendent (Ministerial), Administrative Officer and perform the duties as allocated by the competent authority. 3. Assigning the tasks to LDCs & UDCs and subsequent follow-up to ensure expeditious disposal of work. 4. Any other work assigned from time to time.



Superintendent (Estt.)

S.No		
01.	Name of Post	Junior Translator
02	Classification of the post	General Central Service, Group-‘B’ Non-Gazetted Non-Ministerial
03	Level in the Pay Matrix	Level-6 in the pay matrix
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 deputation failing which by direct recruitment
07	Eligibility Criteria	<p>Deputation: Officers of Central/State Governments: (a) (i) Holding analogous posts on regular basis in the parent cadre or department: or (ii) With three years regular service in the grade rendered after appointment in level-6 of the pay matrix. (iii) With six years regular service in the grade rendered after appointment in level-5 of the Pay Matrix. (iv) With ten years regular service in the grade rendered after appointment in level-4 of the pay matrix.</p> <p>(b) Educational Qualification: (i) Master’s degree of a Govt. University or Govt. Recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level or (ii) Master’s degree of a Govt. University or Govt. Recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level or (iii) Master’s degree of a Govt. University or Govt. Recognised University in any subject other than Hindi or English with Hindi Medium and English as a compulsory or elective subject or as the medium of a examination at the degree level or (iv) Master’s degree of a Govt. University or Govt. Recognised University in any subject other than Hindi or English with English medium and Hindi as compulsory or elective subject as the medium of examination at degree level or (v) Master degree of a Govt University or Govt recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level and Recognised diploma or certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in any central or state govt including Govt of India undertakings.</p> <p>Note 1: 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 exceed three years.</p> <p>Note 2: The maximum age-limit for appointment by deputation or Absorption shall not be exceeding fifty six years as on the closing date of receipt of applications.</p>

08	Nature of Duties	<ol style="list-style-type: none">1. He/She will translate/type various publications of officials journals, books, form, circulars, manual, articles, office/departmental orders, officials letters etc, from English to Hindi and vice versa.2. He/She will ensure use/promotion of Hindi language.3. He/She will assist Hindi Officer/Instructor in implementation of work in official language policy and in organizing Hindi Meeting and Hindi Workshops.4. He/She will act as Liaison Officer for Hindi teaching Scheme.5. He/She will maintain files and records relating to Hindi Section.6. He/She will perform such other duties in his/her respective functional sphere as may be assigned to him/her from time to time by his/her superior officers.
----	------------------	--


Superintendent (Estt.)


S. No		
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 05 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 by deputation (including short-term contract)
07	Eligibility Criteria	<p>Deputation (including short-term contract) : Officer under the Central or State Governments :-</p> <p>(i) holding analogous post on a 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 – Rs.81,100/-) or equivalent in the parent cadre or</p> <p>Department and processing the following educational qualifications and experience:-</p> <p>(a) Essential :</p> <p>(i) 12th Standard or equivalent pass with Science and Mathematics subjects from a Government recognized 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 Govt recognized 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 recognised public institution.</p> <p>(c) Desirable :</p> <p>Cisco certificated 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 organization or department of the Central Government shall ordinarily not to exceed three years.</p>

		Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the last date of receipt of applications.
08	Nature of Duties	<ul style="list-style-type: none"> ➤ He will assist the System Administrator and Web Administrator in all the IT related activities as per requirement. ➤ He will understand all the functionalities and day-to-day handling of IT network equipments like WiFi Access Points and LAN Switches, to minimise the network downtime. ➤ Any other duty allotted to him by the competent authority.



Superintendent (Estt.)

S.No		
01.	Name of Post	Junior Projectionist
02	Classification of the post	General Central Service, Group-C Non-Gazetted, Non-Ministerial
03	Level in the Pay Matrix	Level-2 in the Pay Matrix
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 Direct recruitment or short term contract
07	Eligibility Criteria	<p>Essential :</p> <p>(i) HSC/ Intermediate (12th (Std) in Physics, Chemistry and Mathematics / Vocational intermediate in the Electronic / Radio and Television/ Instrumentation /Information Technology from any recognized board, or After regular Matriculation / SSC/ 10th class with 2 years regular ITI in Electronics Mechanic /Radio and Television / information Technology / Electronics System maintenance / Electronic Instrument Mechanic from Any Govt. recognized institute.</p> <p>(ii) Sufficient Knowledge of maintenance and operation of all kinds of LCD & Cinema Projectors, Public Address System, Audio Video Equipments and minimum 2 years experience in the relevant field.</p> <p>Note-1: The Period of short term contract including the period of short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 03 years further extendable as per Government of India orders. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date for the receipt of application.</p>
08	Nature of Duties	<ol style="list-style-type: none"> 1. Operation, installation, maintenance and minor repair of classroom training equipments like LCD Projectors, Audio-visual equipments, Digital & Analog Public address system, 2K/4K Cinema Projector and to assist Wireless Section In-Charge in all his administrative responsibilities. 2. Any other duties assigned by the competent authority from to time.


 Superintendent (Estt.)

S. No		
01	Name of the Post	Cameraman
02	Classification of the post	General Central Service, Group-'C' Non-Gazetted Non-Ministerial
03	Level in the Pay Matrix	Level - 5 (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	Composite Method – Deputation/Promotion
07	Eligibility Criteria	<p>Deputation: Officers under the Central Government : (a) (i) holding analogous posts; or (ii) With five years regular service in posts in level 4 in the pay matrix. (b) Possessing Intermediate (12th Standard pass from the recognised board) with diploma in photography from a recognised institute and two years experience as cameraman; [Or] (c) having diploma in cinematography</p> <p>Desirable: Two years experience in handling Still, Video and Movie Cameras. 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 organisation or department of the Central Government shall ordinarily not exceed three years. Note 2 : The upper age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>
08	Nature of Duties	<ol style="list-style-type: none"> 1. To effectively cover the activities entrusted to him/her by the Photographic Officer or any other superior officer through Photography and Videography. 2. To perform the editing work of photos and videos that have been taken as per requirement. 3. To promptly save the photos and videos which are taken by him/her on to the computer system available in the photography unit and on the server as per the instructions. 4. To look after the stores and stock of the equipment related to photography section as per the instructions of the Unit In-charge. 5. Assist and help photographic officer in completing the tasks assigned to him.


Superintendent (Estt.)

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.

Contd...2/-

- : 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
.....

(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.