

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

No.15011/28/2023/Estt/A2- 430

Dated, 2nd March, 2023.

NOTICE INVITING APPLICATIONS (OUTSOURCING)

Applications are invited from eligible candidates for filling up **two vacant posts of 'Data Entry Operators'** in Sardar Vallabhbhai Patel National Police Academy, Hyderabad – 500 052, **purely on outsourcing basis for a period of one year** or till filling up the post on regular basis, whichever is earlier.

2. Pay and other eligibility criteria of these posts are as mentioned below:

Name of the post	Pay/ Remuneration	Education qualification & experience.	Nature of duty
Data Entry Operators two vacant posts	i) Pay for personnel retired from Government Service: Pay will be fixed at their last pay drawn minus pension before commutation, plus Transport allowance shall be allowed not exceeding the rate of applicable to the appointee at the time of retirement. No dearness allowance shall be allowed during the term of the contract. (ii) Pay for other than retired personnel will be Rs.47043 /- per month The remuneration fixed will not be changed.	Essential: (1) 12th Standard Pass with Mathematics and Science or equivalent from a Govt recognised board; (2) A speed test of not less than 40 words per minute for data entry work to be ascertained through speed test on computer. (3) Knowledge of Popular Office Management software like MS-office etc. Desirable: Knowledge of any other Data Processing Application similar to Microsoft Office like Open Office.	i. He /she will assist the teaching faculty in all their training related activities. ii. He /she will undertake all IT data entry related work of the Academy as required from time to time during implementation of various software applications under use in the Academy. iii. He /she would be responsible for maintenance of Academy digital applications / services. iv. Any other duty allotted by the competent authority.

3. **The terms and conditions for appointment are as under:**

- (i) The appointee will not be entitled for any kind of regular leave except 8 (eight) days Casual Leave on pro-rata basis i.e. one for every 45 days in the calendar year. The leave of the retired Govt employee shall be regulated as per DoPT instructions.
- (ii) The contractual appointee shall not be entitled for residential accommodation, transport facility, CGHS, Medical reimbursement etc
- (iii) Medical facilities to the appointee and his/her spouse including minor children will be provided in the SVPNPA Hospital only. No referral facility will be extended to appointee and his/her applicable family members.
- (iv) The contract appointment will not bestow on him/her any right for claiming regular appointment in the Academy.
- (v) The Academy reserves the right to cancel the entire selection, without assigning any reasons and without incurring any liability thereof.
- (vi) The employer (SVP NPA) can modify, add, delete and amend/change about terms and conditions.

3. The format of application is enclosed. Filled-in application of eligible candidates should be addressed to the **Assistant Director (Estt.I), SVP National Police Academy, Shivarampalli, Hyderabad – 500 052 (Telangana)** to reach there **by post on or before 24/03/2023** along with requisite copies of certificates below:

- i. Certificates of Educational, Technical Qualification(s), date of birth.
 - ii. Experience Certificate(s)
 - iii. **For retired govt servants** - Pension Payment Order, Copy of Identity Card issued by the employer at the time of retirement and Last Pay Certificates as on date of retirement.
4. Maximum age limit should not exceed 64 years as on 1.4.2023.

Note: Incomplete/incorrect/unsigned applications and applications sent without the copies of required documents/photo shall be rejected.


(K.Sainath Goud)
Administrative Officer (Estt.)

Copy to the Programmer for uploading in Academy's website.

**APPLICATION FOR POST OF DATA ENTRY OPERATOR IN SVPNPA,
HYDERABAD ON OUTSOURCING BASIS**

1.	Full Name (in BLOCK letters) :	Latest Passport size photograph
2.	Father's Name :	
3.	Date of birth & Age :	
4.	Nationality :	
5.	Religion , Caste	
6.	Educational Qualifications :	
	a) Academic (copy of documents be attached)	
	b) Technical (copy of documents be attached) :	
7.	Speed in Shorthand and Typewriting (copy of documents to be attached) :	Shorthand : English: _____ wpm Typewriting : Lower /Higher
8.	Address:	
9.	Experience : Serving / Retired (Give details and also attach connected documents with copy of PPO of retired personnel)	
10.	Date of retirement under Central/ State department :	
11.	Whether Educational and other qualification 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 possessed by the officer. :	
12.	Nature of present employment, i.e adhoc or temporary or permanent :	
13.	Phone / Mobile Number :	
14.	E-mail address :	
15.	Extra Curricular activities :	
16.	Language(s) known :	
17.	Any other information :	

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after test/interview, my candidature will stand cancelled and all my claim for recruitment forfeited. I also understand that if at any stage I am found to have used unfair means in the written examination/test or to have violated any of the rule/regulation governing the conduct of selection process, my candidature can be cancelled or be declared to have been failed by the selection board at its sole discretion.

Place:

Date:

Signature of Candidate