

SPEED POST

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

No.27011/02/2018Estt/Steno/Deptn/B1

Dated: .07.2020

To,

All Ministries/Departments of Government of India

**Sub: Inviting nominations for filling up 08 posts of Stenographer Grade-I in the SVP National Police Academy, Hyderabad - on deputation Basic- Reg.**

Sir,

Nominations are invited for 08 posts of **Stenographer Grade.I** 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 alongwith 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,



  
(S. Ajeetha Begum)  
Assistant Director (Estt.)

Encl: As above

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><b>Note 1:</b> 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><b>Note 2:</b> 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><b>Note 3:</b> 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"> <li>1. He will take dictation in shorthand and transcribe it.</li> <li>2. He will be responsible for typing of essential or confidential/ secret documents including other typing work as considered necessary.</li> <li>3. He will attend telephone calls and receive visitors who come to meet the officer.</li> <li>4. He will fix the appointments and cancel them, if necessary.</li> <li>5. He will keep a list of engagements, meetings, tours, etc and remind the Officer well in advance about them.</li> <li>6. He will keep a note of the movement of files.</li> <li>7. He will collect information and files, and compile data if necessary.</li> <li>8. He will send routine reminders.</li> <li>9. He will assist the officer in training related activities.</li> <li>10. He will do any other work assigned by the officers from time to time.</li> </ol>

**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

Contd... 3/-

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 : \_\_\_\_\_ Signature of the Candidate  
 Date : \_\_\_\_\_ 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.