

National Investigation Agency
Ministry of Home Affairs
4th Floor, Splendor Forum,
District Centre, Jasola
New Delhi – 110044

Eligibility Criteria for filling up posts on deputation basis in NIA

(1)Name of Post: Administrative Officer

Pay Scale: PB-3, Rs. 15600-39100 with Grade Pay Rs. 6600/-

Eligibility Conditions:

Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.

- Holding analogous posts on regular basis in the parent cadre/ department; or
- With five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 15600-39100 with Grade Pay of Rs. 5400 or equivalent in the parent cadre/ department; and.

Essential:-

- Bachelor's Degree from a recognized University;
- Five years' experience in general administrative matters.

(2)Name of Post: Section Officer/OS

Pay Scale: PB-2, Rs. 9300-34800 with Grade Pay Rs. 4800/-

Eligibility Conditions:

Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.

- Holding analogous posts on regular basis in the parent cadre/ department; or
- With six years service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4200 or equivalent in the parent cadre/ department; and.

Essential:-

- Bachelor's Degree from a recognized University;
- Five years' experience in general administrative matters.

(3)Name of Post: Assistant
Pay Scale: PB-2, Rs. 9300-34800 with Grade Pay Rs. 4200/-
Eligibility Conditions: Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With ten years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 5200-20200 with Grade Pay of Rs. 2400 or equivalent in the parent cadre/department; and
Essential:-
➤ Bachelor's Degree from a recognized University;
➤ Three years' experience in general administrative matters.

(4)Name of Post: Accountant
Pay Scale: PB-2, Rs. 9300-34800 with Grade Pay Rs. 4200/-
Eligibility Conditions: Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With six years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 5200-20200 with Grade Pay of Rs. 2800 or equivalent in the parent cadre/department; and
Essential:-
➤ Bachelor's Degree from a recognized University;
➤ A pass in the Subordinate Accounts Service or equivalent examination conduct by any of the Organised Accounts Department of the Central Government;
OR
Should have undergone training in Cash and Accounts Work in the Institute of Secretariat Training and Management or equivalent and 3 Years' experience in cash, accounts and budget wok.

(5)Name of Post: Personal Assistant/Steno Gd-C
Pay Scale: PB-2, Rs. 9300-34800 with Grade Pay Rs. 4200/-
Eligibility Conditions: Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With ten years': service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 5200-20200 with Grade Pay of Rs. 2400 or equivalent in the parent cadre/ department ; and.
Essential:-
➤ Bachelor's Degree from a recognized University;
➤ Three years' experience in Word Processing on a computer.

(6)Name of Post: Steno Gd. D
Pay Scale: PB-1, Rs. 5200-20200 with Grade Pay Rs. 2400/-
Eligibility Conditions:
Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With eight years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 5200-20200 with Grade Pay of Rs. 1900 or equivalent in the parent cadre/ department ; and.
Essential:-
➤ Matriculation from a recognized Board;
➤ Having typing speed of 80 words per minute in Stenography (English/ Hindi).

(7)Name of Post: UDC
Pay Scale: PB-1, Rs. 5200-20200 with Grade Pay Rs. 2400/-
Eligibility Conditions:
Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With eight years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 5200-20200 with Grade Pay of Rs. 1900 or equivalent in the parent cadre/ department ; and.
Essential:-
➤ Matriculation from a recognized Board;

(8)Name of Post: LDC
Pay Scale: PB-1, Rs. 5200-20200 with Grade Pay Rs. 1900/-
Eligibility Conditions:
Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 5200-20200 with Grade Pay of Rs. 1900 or equivalent in the parent cadre/ department ; and.
Essential:-
➤ Matriculation from a recognized Board,
➤ Having typing speed of 30 words per minute in English or 25 words per minute in Hindi.

- (9)Name of Post:** Senior Private Secretary
Pay Scale: PB-2, Rs. 9300-34800 with Grade Pay Rs. 4800/-
Eligibility Conditions: Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With six years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4200 or equivalent in the parent cadre/ department; and
Essential:-
➤ Bachelor's Degree from a recognized University;
➤ Three years' experience in Word Processing on a computer.
- (10)Name of Post:** Dy. Legal Advisor
Pay Scale: PB-3, Rs. 15600-39100 with Grade Pay Rs. 7600/-
Eligibility Conditions: Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 15600-39100 with Grade Pay of Rs. 6600 or equivalent in the parent cadre/ department; and
Essential:-
➤ Bachelor's Degree in Law from a recognized University;
➤ Ten years experience in prosecution of Criminal Cases.
- (11)Name of Post:** Senior Public Prosecutors
Pay Scale: PB-3, Rs. 15600-39100 with Grade Pay Rs. 6600/-
Eligibility Conditions: Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 15600-39100 with Grade Pay of Rs. 5400 or equivalent in the parent cadre/department; and
Essential:-
➤ Bachelor's Degree in Law from a recognized University;
➤ Eight years experience in prosecution of Criminal Cases.

(12)Name of Post: Public Prosecutor
Pay Scale: PB-3, Rs. 15600-39100 with Grade Pay Rs. 5400/-
Eligibility Conditions:
Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With two years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4800 or equivalent in the parent cadre/ department; and
Essential:-
➤ Bachelor's Degree in Law from a recognized University;
➤ Five years experience in prosecution of Criminal Cases.

(13)Name of Post: Senior System Analyst
Pay Scale: PB-3, Rs. 15600-39100 with Grade Pay Rs. 7600/-
Eligibility Conditions:
Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre / department; or
➤ With five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 15600-39100 with Grade Pay of Rs. 6600 or equivalent in the parent cadre/ department; and
Essential:-
➤ Bachelor's Degree in Computer Science / Master's Degree in Computer Application/ Bachelor's Degree in Computer Engineering / Bachelor's Degree in Information Technology/ Bachelor's Degree in Computer Applications from a recognized University;
➤ Ten years' experience in the field of Management of IT.

(14)Name of Post: Programmer
Pay Scale: PB-3, Rs. 15600-39100 with Grade Pay Rs. 5400/-
Eligibility Conditions:
Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With two years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4800 or equivalent in the parent cadre/ department; and
Essential:-
➤ Bachelor's Degree in Computer Science / Master's Degree in Computer Application / Bachelor's Degree in Computer Engineering / Bachelor's Degree in Information Technology/ Bachelor's Degree in Computer Applications from a recognized University;
➤ Four years' experience in programming.

(15)Name of Post: Asstt. Programmer

Pay Scale: PB-2, Rs. 9300-34800 with Grade Pay Rs. 4600/-

Eligibility Conditions:

Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.

- Holding analogous posts on regular basis in the parent cadre/ department; or
- With five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4200 or equivalent in the parent cadre/ department; and

Essential:-

- Bachelor's Degree in Computer Science / Master's Degree in Computer Application / Bachelor's Degree in Computer Engineering/ Bachelor's Degree in Information Technology/ Bachelor's Degree in Computer Applications from a recognized;
- Three years' experience in programming.

(16)Name of Post: Network Administrator

Pay Scale: PB-3, Rs. 15600-39100 with Grade Pay Rs. 7600/-

Eligibility Conditions:

Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.

- Holding analogous posts on regular basis in the parent cadre/ department; or
- With five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 15600-39100 with Grade Pay of Rs. 6600 or equivalent ,in the parent cadre/department; and

Essential:-

- Bachelor's Degree in Computer Science / Master's Degree in Computer Application/ Bachelor's Degree in Computer Engineering/ Bachelor's Degree in Information Technology/ Bachelor's Degree in Computer Applications from a recognized University;
- Ten years' experience in Network Administration-cum-Hardware Management.

- (17)Name of Post:** Data Entry Operator
Pay Scale: PB-1, Rs. 5200-20200 with Grade Pay Rs. 2800/-
Eligibility Conditions: Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
- Holding analogous posts on regular basis in the parent cadre/ department.
- Essential:-
- Bachelor's Degree from a recognized University; and
 - Possessing 'O' or 'A' Level certificate for Information Technology from an Institute recognised by the Government.
- (18)Name of Post:** Addl. Supdts. of Police
Pay Scale: PB-3, Rs. 15600-39100 with Grade Pay Rs. 6600/-
Eligibility Conditions: Officers of the Indian Audit & Accounts Service/Indian Revenue Service/Income Tax/Customs / CBI/ IB/ RA&W/Directorate of Revenue Intelligence / Enforcement Directorate /Financial Investigation Unit / Serious Fraud Investigation office / Central Police Organisations / State Police Organisations.
- Holding analogous posts on regular basis in the parent cadre/ department; or
 - with five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 15600-39100 plus Grade Pay Rs.5400 or equivalent in the parent cadre/deptt.; and
- Essential:-
- Bachelor's Degree from a recognized University or equivalent;
 - Five years' experience in Investigation of criminal cases/ intelligence gathering.
- (19)Name of Post:** Deputy Supdts. Of Police
Pay Scale: PB-3, Rs. 15600-39100 with Grade Pay Rs. 5400/-
Eligibility Conditions: Officers of the Indian Audit & Accounts Service/Indian Revenue Service/Income Tax/Customs / CBI/ IB/ RA&W/Directorate of Revenue Intelligence / Enforcement Directorate /Financial Investigation Unit / Serious Fraud Investigation office / Central Police Organisations / State Police Organisations.
- Holding analogous posts on regular basis in the parent cadre/ department; or
 - with three years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs.9300-34800 with Grade Pay Rs.4600 or equivalent in the parent cadre/deptt.; and
- Essential:-
- Bachelor's Degree from a recognized University or equivalent;
 - Three years' experience in Investigation of criminal cases/ intelligence gathering.

(20)Name of Post: Inspector
Pay Scale: PB-2, Rs. 9300-34800 with Grade Pay Rs. 4600/-
Eligibility Conditions:
Officers of the Central Police Organisations/ State Police Organisations/ CBI / IB / RA&W.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ with five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs.9300-34800 with Grade Pay Rs.4200 or equivalent in the parent cadre/deptt.; and
Essential:-
➤ Bachelor's Degree from a recognized University or equivalent;
➤ Three years' experience in Investigation of criminal cases/ intelligence gathering.

(21)Name of Post: Sub-Inspector
Pay Scale: PB-2, Rs. 9300-34800 with Grade Pay Rs. 4200/-
Eligibility Conditions: :
Officers of the Central Govt. / State Govt. / Union Territories including Central Police Organisations/ State Police Organisations.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ with five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs.5200-20200 with Grade Pay Rs. 2800 or equivalent in the parent cadre/deptt.; and
Essential:-
➤ Bachelor's Degree from a recognized University or equivalent;
➤ Two years' experience in Investigation of criminal cases/ intelligence gathering.

(22)Name of Post: Assistant Sub-Inspector
Pay Scale: PB-1, Rs. 5200-20200 with Grade Pay Rs. 2800/-
Eligibility Conditions:
Officers of the Central Police Organisations or State Police Organisations or Govt. Intelligence or other Investigation bodies.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ Head Constable with five years' service in the scale of pay of Rs.5200-20200 with Grade Pay Rs. 2400 in the State or Central Police Forces.
Essential:-
➤ Possessing educational qualification of 10th Class/High school pass or equivalent.
➤ The officials possessing qualifications in computer operations will be given weight age/ preference.

(23)Name of Post: Head Constable /GD
Pay Scale: PB-1, Rs. 5200-20200 with Grade Pay Rs. 2400/-
Eligibility Conditions: Officers of the Central Police Organisations or State Police Organisations or Govt. Intelligence or other Investigation bodies.
➤ Holding analogous posts on regular basis in the parent cadre/ department; and
Essential:-
➤ Possessing educational qualification of 10th Class/High school pass or equivalent.
➤ The officials possessing qualifications in computer operations, driving will be given weight age/ preference.

(24)Name of Post: Constable /GD
Pay Scale: PB-1, Rs. 5200-20200 with Grade Pay Rs. 2000/-
Eligibility Conditions: Officers of the Central Police Organisations or State Police.
➤ Holding analogous posts on regular basis in the parent cadre/ department; and
Essential:-
➤ Possessing educational qualification of 10th Class/High school pass or equivalent.
➤ Five years' experience, preferably in the field of investigation or intelligence or computer or driving.

(25)Name of Post: Staff Car Driver (Constable)
Pay Scale: PB-1, Rs. 5200-20200 with Grade Pay Rs. 2000/-
Eligibility Conditions: Persons working under Central/State Govt./ Union Territories/ Central Police Organisations/State Police Organisations/ Public Sector Undertakings/Semi Govt. and Autonomous body.
➤ Holding analogous posts on regular basis in the parent cadre/ department; or
➤ With three years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 5200-20200 with Grade Pay of Rs. 1900 in the post of Dispatch Riders (group-C); and
Essential:-
➤ Possessing educational qualification of 10th Class/High school pass or equivalent.
➤ Possession of valid driving licence for motorcars or Heavy Vehicles and knowledge of motor mechanism and experience of five years of driving motor car or Heavy Vehicles.
Desirable:-
➤ Three years' service as a member of a designated organisation of Home Guards or Civil Volunteers.

APPLICATION FORM FOR A POST (ON DEPUTATION) IN NIA

1. Post applied for : _____

2. Name and Address : _____
(in Block letter)

3. Date of Birth : _____
(in Christian era)

Date of retirement under Central/State Government Rules: _____

4. Educational Qualification : _____

5. Whether educational/technical/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: _____
(Additional Technical qualification can also be mentioned)

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if space below is insufficient.

Office/Instt./Organ	Post Held	From	To	Scale of Pay and Basic pay	Nature of duties

*(pay scale granted under ACP Scheme should not be mentioned as the same is not counted for the purpose of deputation).

8. Nature of present employment i.e. adhoc or temporary or quasi-permanent.
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/organisation to which you belong.
10. Additional details about present employment. Please state whether working under:-
 - (a) Central Government
 - (b) State Government
 - (c) Universities.
 - (d) Autonomous Organisations
 - (e) Government Undertakings
11. 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 (pay scale granted under ACP Scheme should not be mentioned as the same is not counted for the purpose of deputation).
12. Total emoluments per month now drawn.
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclosed a separate sheet, if the space is insufficient.
14. Whether belong to SC/ST/OBC.
15. Remarks
16. Choice of Posting
17. Name and address of 2 official referees

Signature of Candidate

Date:

Counter signed
(Employer)