

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

No.19011/1/2020/Estt/A1

Dated, the // Jan, 2021.

**NOTICE INVITING APPLICATIONS (OUTSOURCING)**

Applications are invited from eligible individuals for filling up following posts in Sardar Vallabhbhai Patel National Police Academy, Hyderabad on purely outsourcing basis for an initial period upto the financial year end which is extendable or till the regular vacancy is filled up, whichever is earlier. Pay and other eligibility criteria are given below:

Sl.	Name of the Post	Assistant (Ministerial)
1	No. of vacancies	<b>03</b>
	Pay/Remuneration	Remuneration for the officials retired from Government service will be fixed as per their <b>“Last pay drawn minus monthly pension before commutation plus DA for the residual amount at the prevalent rate.”</b> Remuneration will be calculated as per Pension Payment Order of the personnel according to formula mentioned above. However, the pay will not exceed the maximum of the pay scale proposed for the post [i.e (Level-6: Rs. 35400/- 1,12,400/-)]. The remuneration once fixed will not be changed despite change in the DA rates
	Education Qualifications & Experience.	<b>Essential:</b> (i) Officials retired from Government service hold analogous post on regular basis in Ministerial Cadre in Level-6 in the Pay Matrix and above. (ii) Retired Upper Division Clerk with 10 years regular service in Level-4 in the pay matrix. .
	Nature of Duties	(i)The incumbent will assist the Admn. Officer and Superintendent in General Supervision and Management of the section. (ii)He will work under Superintendent (Ministerial), Administrative Officer and perform the duties as allocated by the competent authority. (iii)Assigning the task to LDCs & UDCs and subsequent follow up to ensure expeditious disposal of work. (iv)Any other work assigned from time to time.

2.	<b>Name of the Post</b>	<b>Network Administrator</b>
	No. of vacancy	<b>03</b>
	Pay/Remuneration.	<p>(i) Pay for personnel retired from Government Service: Pay will be fixed at their last pay drawn minus pension plus admissible rate of DA on the date of engagement.</p> <p>(ii) Pay for other than retired personnel will be Rs. 45,384/- p.m.</p> <p>The remuneration fixed will not be changed despite change in the DA rates.</p>
	Education Qualifications	<p><b>(a)Essential</b></p> <p>(i) 12<sup>th</sup> Standard or equivalent pass with Science and Mathematics subjects from a Government recognised Board with Certificate in one year diploma in computer applications or department of electronics and accreditation of computer course- A level from a Government Institution or Government recognised Institutions'; 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 application from a recognised University.</p> <p><b>(b)Experience</b></p> <p>(i) Two years experience in networking from recognised public institution.</p> <p><b>(c)Desirable:</b></p> <p>(i) Cisco certified network associate (CCNA) with two years experience from recognised public institution.</p>
	Nature of Duties	<p>(1) He will assist the System Administrator and Web Administrator in all the IT related activities as per requirement.</p> <p>(2) 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.</p> <p>(3) Any other duty allotted to him by the competent authority.</p>



3	<b>Name of the post</b>	<b>Library and Information Assistant</b>
	Number of vacancy	<b>03</b>
	Pay/ Remuneration	(i) Pay for personnel retired from Government Service: Pay will be fixed at their last pay drawn minus pension plus admissible rate of DA on the date of engagement. (ii) Pay for other than retired personnel will be Rs. 54,126/- p.m. The remuneration fixed will not be changed despite change in the DA rates.
	Eligibility criteria	(i) Bachelors Degree in Library Science or Library and Information Science from Government/ Government recognized University/ Institute. (ii) Two years professional experience in a Library under Central/ State Government Institution/ University.
	Nature of Duties	(1) He will supervise the arrangement of books & bound journals in the Library. (2) He will update newspaper clipping in the notice board of the Library. (3) He will catalogue (computerize) and update all course material, CDs/DVDs etc. (4) He will classify books/ educational CDs using standard library practice. (5) He will be responsible for circulation of periodicals to all Officers/Sections. (6) He will be responsible for circulation (Issue/Return) of library books, periodicals & CDs/DVDs etc. (7) He will issue reminders to the library users for returning of books/CDs/DVDs etc, if not returned in time. (8) He will be responsible for maintenance of Periodical Section (Journals/ Magazines/ Newspapers etc and all the correspondence relating to it.) (9) He will assist for physical verification of periodicals. (10) He will be responsible for preparation of Library Cards. (11) He will be responsible for collection of soft copies of NPA Publications, précis, courses materials etc to strengthen the digital resources of the library. (12) He will collect digital resources from the internet such as books, articles, commission reports, annual reports, world development report,

		<p>civil list, Crime in India, Indian Police Journal, Core Committee Report, and National Police Commission from time to time.</p> <p>(13)He will place supply orders for the books/ CDs/DVDs etc for purchase in the Library.</p> <p>(14)He will be responsible for scrutiny and processing of bills relating to the library for payment.</p> <p>(15)He will be responsible for formulation of Library Budget and also maintain the monthly expenditure register.</p> <p>(16)He will be responsible for handling and maintenance of files pertaining to Library administration.</p> <p>(17)He will be responsible for preparation of bibliographies.</p> <p>(18) He will be responsible for the maintenance of bank account (library membership), library bill book, safe précis, member ship deposit.</p> <p>(19) Any other duties assigned by competent authority from time to time.</p>
4.	<b>Name of the post</b>	<b>Stenographer Grade-II</b>
	Number of vacancies	<b>06</b>
	Pay/Remuneration.	<p>(i)Pay for personnel retired from Government Service: Pay will be fixed at their last pay drawn minus pension plus admissible rate of DA on the date of engagement.</p> <p>(ii) Pay for other than retired personnel will be Rs. 40,167/- p.m.</p> <p>The remuneration fixed will not be changed despite change in the DA rates.</p>
	Eligibility criteria	<p><b><u>Essential :</u></b></p> <p>i. 12<sup>th</sup>/Intermediate pass from a Government Board or Government recognized Board.</p> <p>(ii) Skill test norms:  Dictation: 10 minutes @ 80wpm  Transcription:  50 minutes (English) on computer.</p> <p><b><u>Desirable:</u></b></p> <p>ii. One year working experience as Stenographer</p>



	Nature of Duties	<ol style="list-style-type: none"> <li>1. He/She will take dictation in shorthand and transcribe it.</li> <li>2. He/She will be responsible for typing of essential or confidential /secret documents including other typing work as considered necessary.</li> <li>3. He/She will attend telephone calls and receive visitors who come to meet the officer.</li> <li>4. He/She will keep a list of engagements, meetings, tours, etc. and remind the Officer well in advance about them.</li> <li>5. He/She will keep a note of the movement of files.</li> <li>6. He/She will assist the officer in training related activities.</li> <li>7. He/She will do any other work assigned by the officer from time to time.</li> </ol>
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\*The maximum age limit for all the above posts is 65 years. Crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.

2. **Terms & conditions :**


- 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.
- 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 wife including minor children will be provided in the NPA Hospital only. No referral facility will be extended to appointee and his 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.

4. The employer (SVP NPA) can modify, add, delete and amend/change about terms and conditions.

5. The format of application is enclosed. Filled-in application of eligible candidates should be addressed to the **Assistant Director (Estt), SVP National Police Academy, Shivarampalli, Hyderabad – 500 052 (Telangana)** to reach there **by post/email on or before 01/02/2021** along with the following documents:

- i) Copies of certificates as proof of educational/technical qualification etc and experience.
- ii) Pension Payment Order(for retired govt servants)
- iii) filled-in application form duly affixing passport size photo.

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



**Administrative Officer (Estt)**

Copy to: Web Administrator, SVPNPA for uploading the advertisement on the Academy's website. After the closing date, the above vacancy circular may please be removed from the Academy website.

**APPLICATION FOR THE POST OF STENOGRAPHER GRADE.II  
ON OUTSOURCING / CONTRACT BASIS IN SVPNPA, HYDERABAD**

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 :	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) (copies of certificates to be attached)	
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**

**APPLICATION FORM FOR THE POST OF \_\_\_\_\_  
ON OUTSOURCING/CONTRACT BASIS IN SVP NPA, HYDERABAD.**

SPACE FOR OFFICE USE ONLY

ROLL NO. \_\_\_\_\_

Paste recent  
passport size  
photograph duly  
attested by a  
Gazetted Officer

1. Name of the applicant (in block letters) :
2. Name of Father/Husband :
3. Date of Birth and age (DD/MM/YYYY) :
4. Sex (Male/Female) :
5. Nationality :
6. Religion :
7. Whether belongs to GEN/OBC/SC/ST :
8. Residential address :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
09. Mobile phone No. :
10. E-mail id :
11. State/UT to which you belong :
12. Educational Qualification :
13. Technical/Professional Qualification :
14. Experience of work if any (in years) :  
(copies of certificates to be attached)
15. Indicate language which you know (✓) :

Language	Read	Write	Speak
Telugu			
Hindi			
English			



16. Whether employed or not?  
If employed give details :
17. Have you ever been arrested/prosecuted/  
kept under detention/bound down/convicted  
or fined by the Court of Law? :  
If so give details
18. Have you ever been dismissed/removed  
from Govt. Service or Public sector service :

### DECLARATION

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.

Date :

Place :

Signature of the Candidate

### Note :

1. The form should be filled in by the candidate in own hand writing neatly and legibly in BLOCK LETTERS. It should be completed in all respects and **attached with one set of attested copies of testimonials.**
2. If anyone who does not fulfil the minimum educational and other qualifications chooses to apply, he runs the risk of incurring wasteful expenditure for which this Department accepts no responsibility.