

By Speed Post

सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी

SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY

(भारत सरकार : गृह मंत्रालय) : (Government of India : Ministry of Home Affairs)

हैदराबाद – 500 052: Hyderabad – 500 052

No.15011/1/2011/Estt/A2
07/2020

Dated 15 /

To,

The DGP of all CAPFs.

All DsGP/IsGP of States.

Sub: Nominations for the post of 'Deputy Superintendent of Police (Lines)' and 'Deputy Superintendent of Police(Quarter Master)' General Central Service Group-B Gazetted, Non-Ministerial in the Pay Level-9, Rs. 53100-167800/- of Pay Matrix, in the SVP National Police Academy, Hyderabad on deputation basis.

Sir,

Nominations are invited for the post of 'Deputy Superintendent of Police (Lines)' and 'Deputy Superintendent of Police(Quarter Master)' General Central Service Group-B Gazetted, Non-Ministerial in the Pay Level-9, Rs. 53100-167800/- of Pay Matrix, in the SVP National Police Academy, Hyderabad on deputation basis.

2) The eligibility criteria (educational qualifications, experience, etc.) are furnished in the enclosed **Annexure-I**. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3) It is requested that the above posts may kindly be circulated among all Institutions / Offices under your charge and also hosted on their websites. The nominations of eligible officers along with,

(a) their bio-data in the prescribed proforma (**Annexure – II**) duly attested,

(b) Original or attested copies of Annual Confidential Reports for the last five years (from 2014-15 to 2018-19),

(c) details of major and minor penalties for the last 10 years and

(d) Certificate (s) of Integrity, Vigilance and Cadre Clearance,

may please be forwarded to this Academy **through proper channel** at the earliest and in any case not later than two months from the date of issue of this letter.

4) Application received after the last date or application incomplete in any respect or those not accompanied by the documents/information mentioned in para 3 above will NOT be considered. The Cadre Authorities may ensure that the particulars of the officers being nominated are correct and as per the service records.

5 This issues with the approval of the Competent Authority.

Yours faithfully,

Annexure I & II

Digitally signed by AJEETHA
BEGUM
Date/Wed Jul 15 16:20:30 IST
2020
Reason: Approved

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

Internal Copy to AD(IT) SVP NPA for hosting the advertisement on the Academy website.

Annexure – I

Details of the post of Deputy Superintendent of Police (Lines) and Deputy Superintendent of Police (Quarter Master) in the SVP National Police Academy, Hyderabad – 500 052.

1	Name of the Post	Deputy Superintendent of Police (Lines) Deputy Superintendent of Police (Quarter Master)
2	Number of post	DySP(Lines) – 01 & DySP(QM) – 01
3	Classification of the post	General Central Service Group 'B' Gazetted-Non-Ministerial
4	Scale of Pay	Pay Level-9, Rs. 53100-167800/- of Pay Matrix
5	DA, HRA & CCA	As admissible under the Central Govt Rules amended from time to time
6	Deputation (Duty) Allowance	Within the same station - 5% of Basic Pay subject to maximum of Rs.4500/-p.m In other cases – 10% of Basic Pay subject to maximum of Rs.9000/- p.m
7	Method of Recruitment	By Deputation
8	Eligibility Criteria	Officers of State Police/ Central Para Military Forces or Central Police Organization (i) holding analogous post in the pay matrix of Level-9 Rs. 53100-167800/-(Revised), Pay Band 2 Rs. 9300-34800 and Grade Pay Rs. 5400/- (Pre Revised) or (ii) Inspectors in the pay matrix of level-7 Rs. 44900-142400/- (Revised), PB-2 Rs.9300-34800 + GP Rs.4600/- (Pre Revised) or equivalent with three (03) years regular service in the grade. Desirable: Two years experience as Dy.S.P Lines/ Quarter Master
9	Deputation Period	Period of deputation including the period of deputation in another 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 (03) years. The maximum age limit for appointment on deputation shall not exceed fifty six (56) years as on the closing date of receipt of application.
10	Nature of duty:	(a) <u>Duties of Dy. Superintendent of Police (QM)</u> i. The Quarter Master is the officer in-charge of the stores of the Academy. ii. He is responsible for timely procurement of Clothing Equipments, Stationary, Arms & Ammunitions, its components and other required items. He will ensure its proper maintenance and timely issue of uniforms to the Academy personnel for smooth

	<p>functioning of Academy Administration.</p> <p>iii. He is responsible for updating and safe keeping of its ledgers. He will also ensure timely periodic inspections are carried out as per orders.</p> <p>iv. He shall bring into the notice of AD (Admn)/DD(Admn), if any discrepancy is observed, in the stores.</p> <p>v. He shall ensure to take care of preservation of stores and ensure protective steps to prevent damages, loss, shortages of any items in the stores of the Academy.</p> <p>vi. He is responsible for timely preparation of annual demand of all stores according to the requirement and ensure its timely purchase.</p> <p>vii. He will ensure the availability of furniture and other items, which are required for IPS Probationers and officers, who are attending course/ training.</p> <p>viii. He shall supervise the preparation of Water and Electricity Bills for all buildings, including Guest Houses/IPS Mess/SOs Mess and Family Quarters.</p> <p>ix. Any other duties assigned to him by the competent authority from time to time.</p> <p>(b) Duties of Dy. Superintendent of Police (Lines)</p> <p>i. He will be responsible for proper discipline of men & management of Lines, supervise and control all personnel under his command.</p> <p>ii. He is responsible to ensure implementation of all orders/ directives issued in the Academy from time to time.</p> <p>iii. He will ensure Reserve Inspector (Lines) for timely detailment and deployment of manpower wherever required in the Academy Administration.</p> <p>iv. He will ensure Reserve Inspector (Lines) for timely detailment of Liaison Officers, Reception Team at Airport/ Railway Station or where ever is necessary. He will also ensure proper functioning of Office of Reserve Inspector (Lines) without causing any difficulty to invited Guest Speakers/ VIPs/ Participants coming to the Academy.</p> <p>v. He will supervise the maintenance of all Govt. buildings including Govt. Accommodation under R.I. (Lines), and ensure appropriate maintenance in and around the buildings.</p> <p>vi. He will ensure proper functioning of Constabulary Mess, stores and maintenance of all registers/ files, besides maintaining the hygienic condition in and around the Mess.</p> <p>vii. Any other duties assigned to him by the competent authority from time to time.</p>
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Digitally signed by AJEETHA
BEGUM
Date: Wed Jul 15 18:26:13 IST
2020
Reason: Approved

(S.Ajeetha Begum)
Assistant Director (Estt)

Annexure – II

Application for the post of Deputy Superintendent of Police (Lines) and Deputy Superintendent of Police (Quarter Master) in the S.V.P. National Police Academy, Hyderabad on deputation basis.

1. Name and Address (in Block Letters)					
2. Date of Birth (in Christian era)					
3. i) Date of entry into service					
3. ii) 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)					
Qualifications / Experience required as mentioned in the advertisement / vacancy circular		Qualifications / experience possessed by the officer.			
Essential		Essential			
A) Qualification		A) Qualification			
b) Experience		B) Experience			
Desirable		Desirable			
A) Qualification		A) Qualification			
b) Experience		B) Experience			
5.1 Note: The column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department / Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2 In the case of degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated by the candidate.					
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1 Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicate in the BIO-data) with reference to the post applied.					
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 on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for.

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*Important: Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay / Pay scale of the post held on regular basis to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:

Office / Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or 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/ organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
<p>9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others.			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. 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.			
14. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total emoluments	

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Contd..P/3...

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Basic Pay in the PB	Dearness Pay/ interim relief. other allowances etc (with break –up etails)	Total Emoluments.
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other thing 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)</p>		
<p>16.B Achievements: The candidates are requested to indicate information with regard to ; (i)Research publications and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii)Affiliation with the professional bodies / institutions/ societies and ; (iv)Patents registered in own name or achieved for the organization (v)Any research/ innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>		
<p>17. Please state whether you are applying for deputation (IST)/Absorption/Re-employment Basis. # (Officers under Central /State Governments are only eligible for “Absorption”. Candidates of non Government Organizations are eligible only for short term Contract). # (The option of ‘STC’/ ‘Absorption’/ Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”).</p>		
18. Whether belongs to SC / ST		

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 the documents in respect of Essential Qualification / Work Experience 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.

Signature of the Candidate

Date :

Contact Address

Mobile No.

e-mail ID:

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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 Dossier in original is enclosed/ photocopies of the ACRs for the last 05 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 : Attested copies of Annual Confidential Reports for the preceding five years (from 2014-15 to 2018-19) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.

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