

NATIONAL INVESTIGATION AGENCY  
MINISTRY OF HOME AFFAIRS,  
GOVERNMENT OF INDIA  
OPPOSITE CGO COMPLEX  
LODHI ROAD  
NEW DELHI

No E-78/001/IT-DA/NIA/2013/132

Dated 01.01.2020

To

1. All Ministries/Departments of Government of India.
2. The Chief Secretaries to the Government of all States/UTs.
3. The Directors General of Police of all States/UTs.
4. The Directors General of BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles.
5. The Director of CBI & IB.
6. The Secretary, R&AW.
7. The Chairman of CBTD. ICADR Building, Plot No 6, Vasant Kunj, Institutional Area, Phase-II, New Delhi
8. The Secretary, DEIT, Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi.

Subject: - Inviting nomination for the post of Data Entry Operator in NIA on deputation/absorption basis.

Sir,

Nominations are invited for the post of Data Entry Operator on deputation/absorption basis in National Investigation Agency (NIA). Detail of post and vacancy is as under:-

Srl No	Post	Pay Scale	Vacancy and filling of method	Proposed place of posting
i)	Data Entry Operator	Pay Matrix Level – 5 (Rs 29,200 – 92,300)  (pre-revised PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-)	<b>15 posts</b> by deputation/ absorption	Delhi, Lucknow, Guwahati, Kolkata, Hyderabad, Mumbai, Kochi, Raipur, Jammu & Chandigarh

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

3. It is requested that the above advertisement may kindly be circulated among all Departments/Institutions/Offices under your charge and also hosted on their websites. The nominations of eligible officers alongwith following documents should reach to **the DIG(Adm), NIA HQ, Opposite CGO Complex, Lodhi Road, New Delhi-110003 through proper channel**

**within 02 months from the date of publication of this item in 'Employment News'.**

i) Bio-data in prescribed proforma (**Annexure-II**) duly countersigned by the competent authority.

ii) Up to date APAR dossiers from the year 2014-15 to 2018-19 (in case photocopies are being sent, it may be ensured that the same are attested on each page with rubber stamp by an officer not below the rank of Under Secretary to the Government of India).

iii) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.

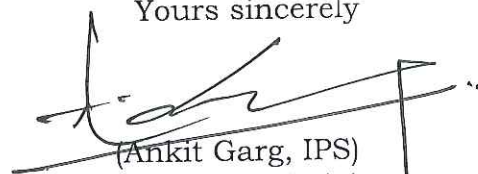
iv) The details of major/minor penalties imposed on the officer during the last 10 years.

4. Applications received after the last date, or application of incomplete in any respect or those not accompanied by the documents/ information as per Para 3 above will not be considered. The Cadre Authorities may ascertain that the particulars sent by the officers are correct as per the records.

5. The eligibility criteria and application form as well as Recruitment Rules are also available on NIA website **www.nia.gov.in**.

Encl:- Annexure I-A & II

Yours sincerely



(Ankit Garg, IPS)  
DIG (Admin)  
NIA Hqrs, New Delhi  
e-mail [ankitgarg.nia@gov.in](mailto:ankitgarg.nia@gov.in)  
011-23438235 (Fax)

Copy forwarded for information and needful action to:-

- (i) The Joint Secretary (Appointment), Union Public Service Commission (UPSC), Dholpur House, Shahjahan Road, New Delhi - 110069
- (ii) The DIG (IT), NIA HQ, New Delhi for uploading the matter on the NIA Website.
- (iii) The NIA Branch Offices, Lucknow, Guwahati, Kolkata, Hyderabad, Mumbai, Kochi, Jammu Raipur and Chandigarh: - for information and wide publicity.

**ELIGIBILITY CRITERIA FOR THE POST OF DATA ENTRY OPERATOR**

1	Name of the post	<b>Data Entry Operator</b>
2	Nos. of post	15* Posts for deputation/absorption (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Non-Ministerial
4.	Scale of pay	Pay Matrix Level – 5 (Rs 29,200 – 92,300)  (pre-revised PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-)
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Security Allowance	20% of basic pay and as amended by the Government from time to time.
7.	Eligibility Criteria for deputation/absorption to the NIA	<p><b>Deputation/Absorption:-</b></p> <p>Officers of the Central Government or State Government or Public Sector Undertakings or Autonomous Government Institutions holding analogous posts on regular basis in the parent cadre or department and possessing 'O' or 'A' level certificate for Information Technology from an Institute recognised by the Government.</p> <p><b>Note 1 :</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Govt. shall ordinarily not exceed three years'.</p> <p><b>Note 2 :</b> The maximum age limit for appointment by Deputation shall be not exceeding 56 years as on closing date of receipt of applications.</p>
8.	Nature of duties	<p>➤ Preparation source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.</p> <p>➤ Records data by operating data entry equipment; collecting information, resolving processing problems.</p>

		<ul style="list-style-type: none"> <li>➤ Protects organization's value by keeping information confidential.</li> <li>➤ Accomplishes department and organisation mission by completing related results and needed.</li> <li>➤ Follow established practices or standards for the input and presentation of information.</li> <li>➤ Proofread and verify data entered. Ensure accuracy of all information entered and presentation format. Make corrections as needed.</li> <li>➤ Assist with routine office duties such as typing, filing, record maintenance as workload permits.</li> <li>➤ Serve as back-up for other clerical positions in Unit.</li> <li>➤ Perform related work as assigned.</li> </ul>
9.	Deputation	The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.