भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय,
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली-110124

OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA,
9, DEENDAYAL UPADHYAYA MARG, NEW DELHI-110124

संख्या : 239 /स्टाफ नियुक्ति-IV/05-2019(खण्ड- I)
दिनांक: 13.10.2020

सेवा में,
1. भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी विभागाधिकारी,
2. निदेशक (कार्यालय)

विषय: सर्दार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी, भारत सरकार गृह मंत्रालय हैदराबाद में प्रतिनियुक्त आधार पर हिंदी प्रशिक्षक (वेतन मैटिक्स के लेवल-7) के रिक्त पद को भरने हेतु ।

महोदय/महोदया,

मुझे यह सूचित करने का निर्देश हुआ है कि सर्दार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी, भारत सरकार, गृह मंत्रालय, हैदराबाद में नियुक्तिलिखित पद को प्रतिनियुक्ति आधार पर भरने जाने का आदेश है।

<table>
<thead>
<tr>
<th>पदनाम</th>
<th>वेतनमान</th>
<th>पदों की संख्या</th>
</tr>
</thead>
<tbody>
<tr>
<td>हिंदी प्रशिक्षक</td>
<td>स्तर -7 (रू. 44,900-1,42,000)</td>
<td>1 (एक)</td>
</tr>
</tbody>
</table>

इस पद का व्यूह आहिता रहने वाले मानचित्र, जूनीर योग्यता और पद से जुड़े हुए कर्तव्य तथा नियमादर्श अनुलग्न में दर्शाई गई है।

इस संदर्भ में, उन योग्य अधिकारियों के नाम की सिफारिश करने का अनुरोध किया जाता है कि जो इस्तेमाल है और जिन्हें प्रतिनियुक्ति आधार पर हिंदी प्रशिक्षक (वेतन मैटिक्स के लेवल-7) के पद हेतु उनका चयन होने पर तक्षाल पदपुरुषत किया जा सके । निम्नान्तित दस्तावेजों/प्रमाण पत्रों के साथ सिफारिशें को 23.10.2020 तक सरायक नियंत्रक महालेखापरीक्षक (आराजपत्र) को भेजा जाए।

1. निदेशाली प्राफर्म में सत्यापित आवेदन पत्र (अनुलग्न-II)
2. आवेदक की पिछले पांच वर्षों की सत्यापित गोपनीय रिपोर्ट की फोटोकापी
3. पिछले दस वर्षों के दौरान अधिकारी पर काइ छोटी –बड़ी पैनलिटी, उसका विवरण।
4. सत्यापित नियमादर्श, सत्यापित एवं संवर्ग स्वीकृत प्रमाण पत्र।

पद के लिए एक बार चयनित उम्मीदवार को बाद में उनकी उम्मीदवारी वापस लेने की अनुमति नहीं दी जाएगी।

भवदीय,

(पी.पी. एस. राणा)
वरिष्ठ प्रशासन अधिकारी (स्टाफ नियुक्ति-IV)
To

1. All Ministries / Departments of Government of India.
2. The Chief Secretaries to Governments of all States / UTs.
3. The Secretary, Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092.
4. The Directors General / Inspectors General of all States / UTs.
5. The Director General / Director : BPR&D, BSF, CISF, CRPF, ITBP, SSB/ NDRF/NEPA/IB, NCB, NSG, RPF, SPG, NIA, CBI, DCPW, NCRB, Cab. Secretary, New Delhi / Assam Rifles, Shillong, Meghalaya and Principal Director, Director General of Security, New Delhi for wide publicity and also for hosting on the website of the concerned departments.
6. The Director, Central Hindi Training Institute, (Govt. of India, Ministry of Home Affairs, Department of Official Language), 7th Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi – 110 003.
8. All public sector undertakings / All recognized research institutions / All Universities /All Semi-Government / Statutory / Autonomous organisations.

Sub: Nominations for filling up one post of Hindi Instructor in level-7 in the pay matrix (Rs.44900 – 142400/-) in the SVP National Police Academy, Hyderabad by deputation including short term contract- Reg.

Sir,

Nominations are invited for one post of Hindi Instructor, General Central Service Group-B, Gazetted, Non-Ministerial, in this Academy by deputation including short term contract.

2. The eligibility criteria (educational qualifications, experience, etc.) and details of the post 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 post may kindly be circulated among all Departments / 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) Attested copies of Annual Confidential Reports for the last five years (from 2015-16 to 2019-20), (c) details of major and minor penalty 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 by 20.11.2020. The details including Prescribed Proforma and eligibility conditions etc are also available on SVP NPA website: www.svpnpa.gov.in/vacancies.

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 ascertain that the particulars of the nominated officers are correct as per the service records and meeting the eligibility criteria. While forwarding the nominations, the present post, pay scale of the post held by the officer and basic pay, of the nominated officers may please be indicated without fail.

5. This is issued with the approval of the Director.

Yours faithfully,

(S.Ajeetha Begum)
Assistant Director(Estt)

Encl: Annexure- I & II.

Copy for favour of information to:

1. The Secretary to the Government of India, Ministry of Home Affairs, North Block, New Delhi – 110 001.
Eligibility criteria for the post of 'Hindi Instructor' in the SVP National Police Academy, Hyderabad – 500 052 (by deputation including short term contract)

<table>
<thead>
<tr>
<th>S No.</th>
<th>Name of the Post</th>
<th>Classification of the Post</th>
<th>Scale of Pay</th>
<th>DA, HRA &amp; Other allowances</th>
<th>Training Allowance</th>
<th>Method of Recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hindi Instructor</td>
<td>General Central Service, Group 'B' Gazetted Non-Ministerial.</td>
<td>Level-7 (Rs.44,900 – 1,42,400/-) in the pay matrix.</td>
<td>As admissible under the Central Government Orders from time to time.</td>
<td>24% on revised pay as Training Allowance reduced by Special Pay / Deputation Allowance as per Govt. orders issued from time to time.</td>
<td>By Deputation including short term contract.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Eligibility Criteria:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Officers of the Central or State Government or Union Territories or Autonomous or Statutory Organization or Public Sector Undertakings or University or Recognized Research Institution:

(a)(i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with 05 years regular service in Level-6 in the Pay Matrix ( Rs.35,400 – 1,12,400/- or equivalent in the parent cadre or department; and

(b) possessing the following educational qualifications and experience:

(i) Master's Degree in Hindi from a Govt. recognised University with English as a subject at the degree level.

(ii) Five years teaching experience in Hindi at senior secondary level in a School / College / Department Institution of Central Government or State Government or Union Territories or Autonomous or Statutory Organisation or Public Sector Undertakings or
University or Recognised Research Institution.

Desirable: Experience in Hindi translation work.

Note 1. - Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.

Note 2. - The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the last date of receipt of application.

<table>
<thead>
<tr>
<th>8</th>
<th>Nature of duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>To teach Hindi Language to the IPS Probationers.</td>
</tr>
<tr>
<td>(iii)</td>
<td>To do complicated translation work.</td>
</tr>
<tr>
<td>(iv)</td>
<td>To attend cases of reports and returns regarding Hindi; progressive use of Hindi, Hindi Teaching Scheme etc.</td>
</tr>
<tr>
<td>(v)</td>
<td>To assist the staffs in doing their day to day work in Hindi.</td>
</tr>
<tr>
<td>(vi)</td>
<td>To attend meetings, conference in connection with Hindi.</td>
</tr>
<tr>
<td>(vii)</td>
<td>Any other work assigned by the Senior Officers from time to time.</td>
</tr>
</tbody>
</table>
**BIO-DATA/ CURRICULUM VITAE PROFORMA**

| 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) |  |

<table>
<thead>
<tr>
<th>Qualifications / Experience required as mentioned in the advertisement / vacancy circular</th>
<th>Qualifications / experience possessed by the officer.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential</strong></td>
<td><strong>Essential</strong></td>
</tr>
<tr>
<td>A) Qualification</td>
<td>A) Qualification</td>
</tr>
<tr>
<td>b) Experience</td>
<td>B) Experience</td>
</tr>
<tr>
<td><strong>Desirable</strong></td>
<td><strong>Desirable</strong></td>
</tr>
<tr>
<td>A) Qualification</td>
<td>A) Qualification</td>
</tr>
<tr>
<td>b) Experience</td>
<td>B) Experience</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Office Institution / Post held on regular basis</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Pay Band and Grade Pay/ Pay Scale of the post held on regular basis</em></td>
<td>Nature of duties (in details) highlighting experience required for the post applied for.</td>
<td></td>
</tr>
</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>Office Institution / Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>
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.

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

<table>
<thead>
<tr>
<th>Basic Pay in the PB</th>
<th>Grade Pay</th>
<th>Total Emoluments</th>
</tr>
</thead>
</table>

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.

| Basic Pay in the PB | Dearness Pay/ interim relief, other
                     | allowances etc (with break-up
                     | details) | Total Emoluments |
|--------------------|---------------------------|-----------|

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)

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)

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. #Of 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”).

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: ____________________________

::4::

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 2015-16 to 2019-20) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.