NATIONAL INVESTIGATION AGENCY
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA
OPP. CGO COMPLEX LODHI ROAD
NEW DELHI – 110 003
TELE NO. 011-24368800 & FAX 24368801

International Year of Cooperatives

No E-78/001/Dep-DEO/NIA/2025/**11880** 11/09/2025

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 CBDT and CBIT.
8. The Secretary, DEIT, Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi.
9. Ministry of Electronics and Information Technology (Meity),
10. Electronics Corporation of India Limited (ECIL), Broadcast Engineering Consultants India Limited (BECIL), Telecommunications Consultants India Limited (TCIL), Railtel, Innovations for Defence Excellence (iDEX), Defence Research and Development Organization (DRDO).

Subject: - **Inviting nomination for the post of Data Entry Operator (DEO) and Lower Division Clerk (LDC) in NIA on deputation basis.**

Sir,

Nominations are invited for the post of Data Entry Operator (DEO) and Lower Division Clerk (LDC) on deputation basis in National Investigation Agency (NIA). Details of posts, pay level and vacancies are as under:-

SNo	Name of posts & 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/-)	**35* posts**	All India based

ii)	Lower Division Clerk (LDC) Pay scale – Pay Matrix Level – 2 (Rs 19,900 – 63,200)	**05* posts**	All India based

*** Subject to variation depending on vacancies.**

2. The eligibility criteria (educational qualification, experience, etc.) are furnished in the enclosed **Annexure-I(A) & I(B) (available at NIA website www.nia.gov.in/recruitment-notice.htm)**. 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 officials alongwith following documents should reach **in hard copies to the SP (Adm), NIA HQ, Opposite CGO Complex, Lodhi Road, New Delhi-110003 through proper channel within 45 days from the date of publication of this item in 'Employment News'.**

i) Bio-data in prescribed proforma **(Annexure-II) (available in NIA website www.nia.gov.in/recruitment-notice.htm)** duly filled and countersigned by the competent authority.

ii) Photo copies of APAR dossier from the year 2020-21 to 2024-25 duly attested.

iii) Departmental Enquiry/ Vigilance Clearance Certificate.

iv) Integrity Certificate.

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

vi) Supporting documents with regards to possessing 'O' or 'A' level certificate for Information Technology from an Institute recognized by the Government for the post of Data Entry Operator Only.

4. Applications received after the last date, or incomplete application, in any respect, or those not accompanied by the documents/ information as per Para 3 above shall not be considered. The Cadre Authorities may ascertain that the particulars sent by the officials 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/recruitment-rules.htm.**

Encl:- **Annexure 'I(A), I (B) & Annexure- II'.**

Yours sincerely

Superintendent of Police (Admin)
NIA HQrs, New Delhi

Copy forwarded for information and needful action to:-

(i) The DIG (IT), NIA HQ, New Delhi for uploading the matter on NIA Website.

(ii) All Branch Offices/ Section and Divisions of NIA– for information and wide publicity.

Annexure-I (A)

ELIGIBILITY CRITERIA FOR THE POST OF DATA ENTRY OPERATOR

1	Name of the post	Data Entry Operator
2	Nos. of post	35* Posts on deputation basis (*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 Level – 5 in Pay Matrix (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	Deputation :- 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. 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 organization or department of the Central Govt. shall ordinarily not exceed three years'. Note 2 : The maximum age limit for appointment by Deputation shall be not exceeding 56 years as on closing date of receipt of applications.

8.	Nature of duties	• Preparation source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data. • Records data by operating data entry equipment; collecting information, resolving processing problems. • Protects organization's value by keeping information confidential. • Accomplishes department and organisation mission by completing related results and needed. • Follow established practices or standards for the input and presentation of information. • Proofread and verify data entered. Ensure accuracy of all information entered and presentation format. Make corrections as needed. • Assist with routine office duties such as typing, filing, record maintenance as workload permits. • Serve as back-up for other clerical positions in Unit. • Perform related work as assigned.
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.

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Annexure-I (B)

ELIGIBILITY CRITERIA FOR THE POST OF LDC ON DEPUTATION BASIS

1	Name of the post	Lower Division Clerk
2	Nos. of post	05* Posts for deputation (*subject to variation depending on vacancies)
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Ministerial
4.	Scale of pay	Pay scale – Pay Matrix Level – 2 (Rs 19,900 – 63,200)
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 to NIA	Deputation: Officers of the Central Government or State Governments or Union territory Administrations ; (a) holding analogous post on regular basis in the parent cadre or department; and (b) 12th class pass from a recognised Board or equivalent. **Note 1.-** The period of deputation including period of the 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 exceed three years. **Note 2.-** The maximum age-limit for appointment by deputation shall not exceed fifty-six years on the closing date of the receipt of applications.

8.	Nature of duties	• He will assist the in-charge of a Section. • Preparation of draft and disposal of routine matters. • Maintain all files and correspondence records and carry out clerical duties. • Draw attention, where necessary to precedents or rules and regulations on the subject. • Put up the file and to bring out clearly the question under consideration. • Suggest a course of action, wherever possible. • Perform any other duties task as assigned by the superiors, such as File Movement, correction of reference books or drafts etc.
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.

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ANNEXURE – II

BIO-DATA/CURRICULUM VITAE PROFORMA
{DOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15}

Post applied for ……..

1. Name and **Permanent Address/Native place** (in Block Letters)	
2. Date of birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications **(with streams & Subject)**	
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 e officer
Essential	**Essential**
A. Qualification	A)
B. Experience	B)
Desirable	**Desirable**
A. Qualification	A)
B. Experience	B)

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qua ons as mentioned in the RRs by the Administrative Ministry/Department/Office at th 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 a sidiary 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 conf the relevant Essential Qualification/Work experience possessed by the Candidate (a ated 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 ail) highlighting e nce required for tl t applied for

***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. Ad-hoc **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 pd pay of the post n substantive cap n the parent orga n
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. **9.2 Note:** Information under column 9(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation			

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 Organisation 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 Centr ernment Pay-scales, the latest salary slip issued by the Organisation showing the fol details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relie f/ other allowances etc., (with break-up details)	Total Emoluments

16.A Additional Information, if any, relevant to the post y ou applied for in support of your suitability for the post.
This among other things may provide information with regar d to

i. Additional academic qualifications
ii. Professional training &
iii. Work experience over and above prescribed in the Va cancy Circular/Advertisement)

(**Note:** Enclose a separate sheet, if the space is insufficie nt)

16.B Achievements:
The candidates are requested to indicate information with re gard to;

i. Research publications and reports and special projects .
ii. Awards/Scholarships/Official Appreciation
iii. Affiliation with the professional bodies/institutions/soci eties and;
iv. Patents registered in own name or achieved for the or ganization
v. Any research/innovative measure involving official rec ognition
vi. Any other information

(**Note:** Enclose a separate sheet, if the space is insufficie nt)

17. Please state whether you are applying for deputation (IS TC)/Absorption/Re-employment Basis.

#(Officers under Central/State Governments are only eligible for “Absorption”. Candidates of non-Government Organisatio ns are eligible only for Short Term Contract)

(The option of ‘STC’/ ‘Absorption’/ ‘Re-employment’ are av ailable only if the vacancy circular specially mentioned recrui tment 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)

Address:

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_____

Date:

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Contact No/Mb. No……

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 CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 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

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(Employer/Cadre Controlling Authority with Seal)