

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.15011/12/2014/Estt/A2

Dated 19 Sept,2020

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.
7. The Chief Executive and Secretary Council for the Indian School Certificate Examinations, P-35-36, Sector-VI, Pusp Vihar, Saket, New Delhi-110017.
- 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,

Digitally signed by AJEETHA
BEGUM
Date: Sat Sep 19 11:34:32 IST
2020
Reason: Approved

(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)

S No.		
1	Name of the Post	Hindi Instructor
2	Classification of the Post	General Central Service, Group 'B' Gazetted Non-Ministerial.
3	Scale of Pay	Level-7 (Rs.44, 900 – 1,42,400/-) in the pay matrix.
4	DA, HRA & Other allowances	As admissible under the Central Government Orders from time to time.
5	Training Allowance	24% on revised pay as Training Allowance reduced by Special Pay / Deputation Allowance as per Govt. orders issued from time to time.
6	Method of Recruitment	By Deputation including short term contract.
7	Eligibility Criteria:	
		<p>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:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>(i) Master's Degree in Hindi from a Govt. recognised University with English as a subject at the degree level.</p> <p>(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</p>

	<p>University or Recognised Research Institution.</p> <p>Desirable: Experience in Hindi translation work.</p> <p>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.</p> <p>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.</p>
8	<p>Nature of duties</p> <p>(i) To teach Hindi Language to the IPS Probationers.</p> <p>(ii) Implementation of Official Language Act.</p> <p>(iii) To do complicated translation work.</p> <p>(iv) To attend cases of reports and returns regarding Hindi; progressive use of Hindi, Hindi Teaching Scheme etc.</p> <p>(v) To assist the staffs in doing their day to day work in Hindi.</p> <p>(vi) To attend meetings, conference in connection with Hindi.</p> <p>(vii) Any other work assigned by the Senior Officers from time to time.</p>

Digitally signed by AJEETHA
BEGUM
Date: Sat Sep 10 11:36:10 IST
2020
Reason: Approved

(S.Ajeetha Begum)

Assistant Director(Estt)

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)	
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
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.

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.

*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.
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.

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. #(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: _____

Contd...P/4...

::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.**