

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.15011/7/2014/Estt/A2 - 1110

Dated 11 July, 2025

To,

- 1) All Ministries / Departments of Government of India.
- 2) The Chief Secretaries to Governments of all States/UTs
- 3) The Director Generals/Inspector Generals of Police of all States / UTs
- 4) The Director General/Director: BPR&D, BSF, CISF, CRPF, ITBP, IB, NCB, NSG, RPF, CBI, DCPW, NCRB, Assam Rifles and Principal Director, Director General of Security, New Delhi.
- 5) The Commissioner of Police, Chennai, Delhi, Kolkata & Mumbai.

**Sub: Inviting nominations for one post of Administrative Officer Grade-II in Level-8 in the pay matrix, in the SVP National Police Academy Hyderabad by deputation - Reg.**

\* \* \*

Sir,

Nominations are invited for one post of Administrative Officer Grade-II in Level-8 in the pay matrix (Rs. 47,600-151100), General Central Service, Group 'B' Gazetted, Ministerial, in this Academy, by deputation for a period of 03 years.

2. The eligibility criteria (educational qualifications & experience etc.) for the above post is as under:

a	Name of the post	Administrative Officer Grade II
b	Classification of the post	General Central Service Group 'B' Gazetted, Ministerial
c	Scale of Pay	Level-8 in the pay matrix (Rs. 47,600-151100/-)
d	DA, HRA & other allowances	As admissible under the Central Government Orders from time to time.
e	Deputation (Duty) Allowance	As admissible under the Central Government Orders from time to time.
f	Method of Recruitment	<b>By Deputation / Promotion</b>
g	Eligibility Criteria	<b>Deputation / Promotion:</b> Officers under the Central Government or State Government or Union Territories: (a) (i) Holding analogous post on a regular basis in the parent cadre or department; or (ii) with two years regular service in the grade rendered after appointment thereto on regular basis in level-7 in the pay matrix (Rs. 44900-142400) or equivalent in the parent cadre or department; and (b) possessing the following educational qualification and experience; (i) Bachelor Degree from recognized university or Institution; and (ii) three years experience in administration, establishment work in a Government Office or Public Sector Undertaking or autonomous body or statutory body or recognised university or research institute.



		<p><b>Note 1:</b> The department Administrative Officer Grade III in Level-7 of the pay matrix ( Rs. 44900-142400) with two years of regular service in the Grade and having the educational qualification and experience prescribed for deputationists shall also be considered along with the outsiders and in case departmental Administrative Officer Grade-III selected for appointment, the post shall be deemed to have been filled by promotion.</p> <p><b>Note 2:</b> The period of deputation including the 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 exceed three years.</p> <p><b>Note 3:</b> The maximum age- limit for deputation (including short term contract) shall not be exceeding fifty-six years as on the last date of receipt of application.</p>
h	<b>Nature of duties</b>	Functions of a Section Officer, laid down in Paras 9(e) of Chapter III, Manual of Office Procedure, Government of India.

3. The nominations of eligible officers along with the following documents 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 publication of this notice in the Employment News:

- a) Bio-data in the prescribed proforma (**Annexure-II**) duly attested
- b) Attested copies of Annual Confidential Reports for the last five years (from 2019-2020 to 2023-2024)
- c) Details of Major and Minor penalties for the last 10 years
- d) Certificate(s) of Integrity, Vigilance and Cadre Clearance

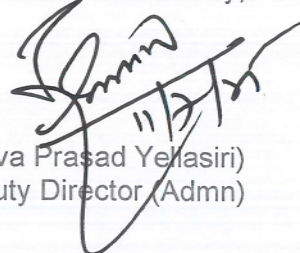
The details including prescribed proforma and eligibility conditions, etc are also available on the SVP NPA website: [http:// www.svpnpa.gov.in](http://www.svpnpa.gov.in) under 'Vacancies' tab.

4. The cadre controlling authorities may ascertain that the particulars of the nominated officers are correct as per their service records and meet the eligibility criteria.

5. It is requested that the above vacancy may kindly be circulated among all Departments / Institutions / Offices under your charge and also to host on their website.

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

Yours faithfully,

  
(Dr. Siva Prasad Yellagiri)  
Deputy Director (Admn)

Encl: Annexure -II

Copy to: The DD (IT), SVP NPA, Hyderabad for hosting the advertisement on the Academy's website.

**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.
<b>Essential</b>		<b>Essential</b>
A)Qualification		A) Qualification
b)Experience		B)Experience
<b>Desirable</b>		<b>Desirable</b>
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 <b>Additional information</b> , 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 <b>Achievements</b> : 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: <b>Enclose a separate sheet if the space is insufficient</b> )	
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: \_\_\_\_\_

**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 2019-20 to 2023-24) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.**