

सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी
SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(भारत सरकार : गृह मंत्रालय) (Government of India : Ministry of Home Affairs)
हैदराबाद : Hyderabad - 500 052.

No.15011/01/2021-Estt/SFN/Deptn/A4-P1/ 760

Dated: 07.09.2026

To,

1. The Director General of all CAPFs & CPOs.
2. All Ministries/Departments of Government of India/ Union Territories/State Governments.
3. The Chief Secretaries to the Governments of all States / UTs.

Sub. Inviting Nominations for the various posts in SVP National Police Academy, Hyderabad on deputation Basis.

Sir,

Nominations are invited from eligible officers under the Central Government Offices/ Departments/Organisations/State Governments/PSUs for filling up the following posts in the Sardar Vallabhbhai Patel National Police Academy on deputation basis:

S.No	Name of post	No of vacant posts
1.	Stenographer Grade 1	04
2.	Electrician	01

2. The details regarding the pay and allowances, eligibility conditions and other terms and conditions of deputation are given in Annexure-I enclosed herewith. The vacancy details are also available on the official website of SVP NPA, Hyderabad(<http://www.svpnpa.gov.in>) under the 'Vacancies' tab.

3. It is requested that the above vacancies may kindly be circulated among all Departments/Institutions/Offices under your administrative control and also hosted on their respective website, so as to give wide publicity to the vacancies.

4. The nominations of eligible officers/officials, along with their bio-data in the prescribed proforma (Annexure-II), duly attested and countersigned by the competent authority, may kindly be forwarded to this Academy **through proper channel** at the earliest and, in any case, not later than 42 days from the date of publication of this vacancy notice in the Employment News.

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

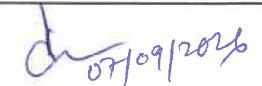
Encl: As above


1/c Administrative officer (Estt.)
SVP NPA, Hyderabad.

01	Name of the Post	Electrician
02	Classification of the post	General Central Service, Group-'C' Non-Gazetted.
03	Level in the Pay Matrix	Level - 2 (Rs.19,900-63,200)
04	DA, HRA & other allowances	As admissible under the Central Government orders from time to time.
05	Training Allowance	Not Applicable
06	Method of Recruitment	By Deputation.
07	Eligibility Criteria	DEPUTATION Officials under the Central Government holding: - (a) Analogous post, and having five years of regular service; and (b) Possessing the educational qualification: Essential: a. Matriculation or equivalent pass from a government recognised Board; and b. Certificate in Electrician Trade from a Government Industrial Training Institute or Government recognised Industrial Training Institute. Desirable: Two years experience in maintenance of electrical installation works or cable work up to 11 Kilo Volt. NOTE-1: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization shall ordinarily not exceed three years. NOTE-2: The upper age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of application.
08	Nature of Duties	1. Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools. 2. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. 3. Connect wires to circuit breakers, transformers, or other components. 4. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair. 5. Advise management on whether continued operation of equipment could be hazardous. 6. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system. 7. Maintain current electrician's license or identification card to meet governmental regulations. 8. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications. 9. Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures. 10. Any other duties assigned by superior officers from time to time.


 07/09/2026
 Administrative officer (Estt.)

01	Name of the Post	Stenographer Grade. I
02	Classification of the post	General Central Service Group-'B' Non-Gazetted, Ministerial
03	Level in the Pay Matrix	Level - 6 in the Pay Matrix
04	DA, HRA & other allowances	As admissible under the Central Government orders from time to time.
05	Training Allowance	Not Applicable
06	Method of Recruitment	By Promotion, failing which by deputation.
07	Eligibility Criteria	Deputation: Officer holding the post of Stenographer under the Central Government: (i) Holding analogous post on regular basis in the parent cadre or department or (ii) with six years of regular service in level-5 (Rs. 2920092300) in the pay matrix or equivalent rendered after appointment there to on regular basis in the parent cadre or department. (or) (iii) with ten years of regular service in level-4 (Rs. 25500 92300) in the pay matrix or equivalent rendered after appointment there to on regular basis in the parent cadre or department; Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on Deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion. Note 2: The 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 exceed three years Note 3: The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the last date of receipt of applications.
08	Nature of Duties	1.He will take dictation in shorthand and transcribe it. 2.He will be responsible for typing of essential or confidential / secret documents including other typing work as considered necessary. 3.He will attend telephone calls and receive visitors who come to meet the officer. 4.He will fix the appointments and cancel them, if necessary. 5.He will keep a list of engagements, meetings, tours, etc and remind the Officer well in advance about them. 6. He will keep a note of the movement of files. 7. He will collect information and files, and compile data if necessary. 8. He will send routine reminders. 9. He will assist the officer in training related activities. 10.He will do any other work assigned by the officers from time to time.


// Administrative officer (Estt.)

CURRICULUM VITAE PROFORMA

1. Name of the Candidate :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. 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)

	Qualification/ Experience Required	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please State clearly whether in the light
of entries made by you above, you meet
the requirement 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	From	to	Scale of pay + Grade pay and basic pay (Revised ; Level in the Pay matrix)	Nature of duties (in detail)

8. Nature of present employment i.e. :
Ad-hoc or Temporary or Quasi-
Permanent or Permanent.

Contd...2/-

- : 2 :
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 you belong.
10. Additional details about present employment
- Please state whether working under (indicate the name of your employer against the relevant column)
- a) Central Govt.
 - b) State Govt.
 - c) Government Undertaking
 - d) Universities
 - e) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post.
(This among other things 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).
15. Please state whether you are applying for deputation including short term contract / promotion. (Candidates of non-Government Organisations are eligible only for short term Contract)
16. Whether belongs to SC / ST
17. Remarks
(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional

Bodies/institutions/societies and (iv) any other information.

NOTE:- Enclose a separate sheet if the space is insufficient)

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 documents 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.

Station :
Date :

Signature of the Candidate

Address _____

Contact 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 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

(Employer / Cadre Controlling Authority with seal)

Note : Annual Confidential Reports in original or their attested copies by the competent authority not below the rank of Under Secretary of Govt. of India or equivalent with rubber stamp on each page for the preceding five years along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.