

**NATIONAL INVESTIGATION AGENCY**  
**MINISTRY OF HOME AFFAIRS,**  
**GOVERNMENT OF INDIA**  
**OPPOSITE CGO COMPLEX**  
**LODHI ROAD, NEW DELHI**

No E-35018/01/NIA/Dep-PIO/2022/11486

Dated- 21 Aug, 2023

To,

1. All Ministries/Departments of Government of India.
2. The Ministry of Information and Broadcasting.
3. The Chief Secretaries to the Government of all States/UTs.
4. The Directors General of Police of all States/UTs.
5. The Directors General of BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles, BPR&D, NCRB.
6. The Director of CBI, IB & ED.
7. The Joint Secretary (Pers), Cabinet Secretary, New Delhi.
8. The Chairman of CDBT/ CBIT.

Subject:- **Principal Information officer (PIO) in NIA on deputation basis.**


Sir,

Nominations are invited for the post of Principal Information Officer on deputation basis in NIA. Details of posts and vacancies are as under:-

SN	Post with pay scale	Vacancies	Proposed place of posting depending on vacancies
i)	Principal Information officer  Pay Scale – Pay Matrix Level – 13 (Rs. 1,23,100/- to 2,15,900/-)  (PB-4 with GP 8700/- pre-revised)	01 (One)  On Deputation basis	Delhi

2. The eligibility criteria (educational qualification, experience, etc.) are furnished in the **Annexure-I (available at NIA website [www.nia.gov.in/recruitment-notice.htm](http://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 officers alongwith following documents in **Hard Copy should reach to the SP(Adm), NIA HQ, Opposite CGO Complex, Lodhi Road, New Delhi 110003 through proper channel within 02 months from the date of publication of this item in 'Employment News'**. Applications/Documents received through mail will not be entertained.

  
**SHANKAR BRATA RAIMEDHI, IPS**  
 Superintendent of Police  
 National Investigation Agency  
 Ministry of Home Affairs  
 Govt. of India, New Delhi

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- i) Bio-data in prescribed proforma (**Annexure-II**) (**Available in NIA website ([www.nia.gov.in/recruitment-notice.htm](http://www.nia.gov.in/recruitment-notice.htm))**) duly countersigned by the competent authority.
  - ii) Supporting certificate/ documents in respect of claimed educational qualification including essential qualification of Bachelor Degree.
  - iii) **Cadre clearance certificate stating that 'in event of selection, he will be relieved immediately' issued by cadre controlling authority.**
  - iv) **Photo copies of APAR dossier from the year 2017-18 to 2021-22 duly attested (it may be ensured that the same are attested on each pages with rubber stamp by an officer not below the rank of Under Secretary to the Government of India.)**
  - v) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.
  - vi) The details of major/minor penalties imposed on the officer during the last 10 years.
4. Applications received after the last date, or application of incomplete in any respect or those not accompanied by the documents/ information as per Para-3 above will not be considered. The Cadre Authorities may ascertain that the particulars sent by the officers 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-notice.htm](http://www.nia.gov.in/recruitment-notice.htm).
6. The eligibility criteria and application form as well as Recruitment Rules are also available on NIA website [www.nia.gov.in/recruitment-notice.htm](http://www.nia.gov.in/recruitment-notice.htm).

**Encl:- Annexure- I, & II.**

Yours sincerely

  
**(S.B. Raimedhi, IPS)**  
 SP (Admin)  
 NIA Hqrs, New Delhi  
**SHANKAR BRATA RAIMEDHI, IPS**  
 Superintendent of Police  
 National Investigation Agency  
 Ministry of Home Affairs  
 Govt. of India, New Delhi

Copy forwarded for information and needful action to:-

- i) Sr. PS to DG, NIA.
- ii) Sr. PS to SDG, NIA.
- iii) The IsG, NIA.
- iv) The SP (IT), NIA HQ, New Delhi for uploading the matter on the NIA Website.
- v) The all BOs of NIA- for information and wide publicity.
- vi) The all Section/ Divisions of NIA Hqtr.



**DETAILS OF THE POST OF PRINCIPAL INFORMATION OFFICER IN  
NATIONAL INVESTIGATION AGENCY**

1	Name of the post	Principal Information Officer
2	Nos. of post	01 (One) Post for deputation
3.	Classification of the post	General Central Service, Group – ‘A’, Gazetted, Non-Ministerial.
4.	Scale of pay	Pay Matrix Level – 13 (Rs. 1,23,100/- to 2,15,900/-) (PB-4 with GP 8700/- pre-revised)
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.
7.	Eligibility Criteria for deputation (ISTC) / absorption to NIA	<p><b><u>Deputation :-</u></b></p> <p>Officers under the Central Government or State Government or Union territories :-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/ department, or</p> <p>(ii) With five years’ service in the grade on regular basis in posts in Level-12 in the pay matrix or equivalent in the parent cadre/ department, and</p> <p>(b) Possessing following educational qualifications and experience:</p> <p><b><u>Essentials :-</u></b></p> <p>(i) Bachelor Degree from a recognized University or institute ; and</p> <p>ii) Ten years’ experience in publicity or journalistic work in a Central Government or State Government or Union territories Organization.</p> <p><b><u>Note 1 :-</u></b> - Period of deputation including period of deputation in n another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed five years.</p>



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		<b>Note 2:</b> – The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of received of applications.
8.	Nature of duties	<ol style="list-style-type: none"> <li>1. Planning and hosting press conferences to announce major news or address crises.</li> <li>2. Preparing press releases, speeches, articles, social media posts, and other materials for public consumption.</li> <li>3. Developing strategies and procedures for working effectively with the media.</li> <li>4. Maintaining good working relationships with media organizations.</li> <li>5. Collaborating with executive management and the marketing team to ensure a cohesive public image.</li> <li>6. Working with various teams to organize and host public events and promotions.</li> <li>7. Speaking directly to the public or media to address questions and represent the organization.</li> <li>8. She/he shall perform any other duties as assigned to him/her from time by his/her supervisory officer.</li> </ol>
9.	Deputation (ISTC)	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 and as amended from time to time.

*S.B. Raimedhi*

**(S.B.Raimedhi, IPS)**

SP (Admin)

NIA Hqrs, New Delhi

SHANKAR BRATA RAIMEDHI, IPS

Superintendent of Police

National Investigation Agency

Ministry of Home Affairs

Govt. of India, New Delhi



**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 Address (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	
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)
B) Experience	B)
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A)
B) Experience	B)
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

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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 detail) 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. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9. In case the present employment is held on deputation/contract basis, please state-	

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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 organisation

**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 Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

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Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other allowances etc., (with break-up details)	Total Emoluments
<p><b>16.A Additional Information</b>, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>This among other things may provide information with regard to-</p> <ul style="list-style-type: none"> <li>(i) Additional academic qualifications</li> <li>(ii) Professional training &amp;</li> <li>(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)</li> </ul> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects.</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/innovative measure involving official recognition</li> <li>(vi) Any other information</li> </ul> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p><b>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.</b></p> <p> #(Officers under Central/State Governments are only eligible for “Absorption”. Candidates of non-Government Organisations are eligible only for Short Term Contract)</p>		
<p># (The option of ‘STC’/ ‘Absorption’/ ‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC”or “Absorption” or “Re-employment”).</p>		

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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: \_\_\_\_\_

Date: \_\_\_\_\_

Contact 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**

\_\_\_\_\_  
**(Employer/Cadre Controlling Authority  
with Seal)**

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