



Speed Post

No.15011/28/2017/Estt/A2 - 1202

Dated 14/07/2023

To

1. All Ministries / Departments of Government of India.
2. The Chief Secretaries to the Governments of all States / UTs.
3. The Director Generals / Inspector Generals of Police of all States / UTs.
4. The Director Generals of all CAPFs & CPOs.
5. The Director General, National Informatics Centre, Department of Information Technology, Ministry of Communications and Information Technology, 'A' - Block, CGO Complex, New Delhi-110003.
6. The Commissioner of Police, Chennai, Delhi, Kolkata & Mumbai.
7. Jawaharlal Nehru Technological University, Hyderabad / Anantapur / Kakinada.
8. All public sector undertakings / All recognized Research Institutions / All Universities / All Semi-Government / Statutory / Autonomous organisations.

Sub: Inviting nominations for the post of System Administrator in Level-11 in the pay matrix (Rs. 67,700-2,08,700/-) in the SVP National Police Academy, Hyderabad by deputation (including short-term contract)- Regarding.

Sir,

Nominations are invited for filling one sanctioned post of 'System Administrator' in Level-11 in the Pay Matrix (Rs. 67,700-2,08,700/-) by deputation (including short-term contract).

2. The eligibility criteria (educational qualifications, experience, etc.) is given below:

| | | |
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| a | Name of the post | System Administrator |
| b | Classification of the post | General Central Service, Non-Ministerial Gazetted, Group 'A' |
| c | Scale of Pay | Level-11 (Rs. 67,700-2,08,700/-) in the Pay Matrix. |
| d | DA, HRA & other allowances | As admissible under the Central Government Orders from time to time. |
| e | Deputation (Duty) Allowance/Training allowance | As admissible under the Central Government Orders from time to time. |
| f | Method of Recruitment | Deputation (including short-term contract) |
| g | Eligibility Criteria | By Deputation (including short-term contract): Officers under the Central government or State Government or Union Territories or Autonomous or Statutory Organisation or Public Sector Undertaking or Universities or Recognised Research Institutes: (a)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in Level-10 in Pay Matrix or equivalent in the parent cadre or department; or (b) Possessing the following educational qualifications and experiences, namely: - Essential: (i) Masters degree in computer application or computer science or |

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| | | <p>M.Sc (Computer Science) or Information Technology from recognised University or Institute; or BE or B Tech in Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology from a recognised University or Institute.</p> <p>(ii) Five years post-qualification experience in the areas of System Administration viz configuration and maintenance of servers, storage, database in a Government Office or Public Sector Undertakings or Autonomous Body or Statutory Body or recognised institution.</p> <p>Desirable:-</p> <p>(i) One year experience of the configuration of LAN and WAN technologies.</p> <p>(ii) One year experience of web-based technologies of or similar to web spear, apache, IIS and scripting languages of or similar to pearl, PHP, HTML, python.</p> <p>(iii) One year experience of Network and Information Security, application security auditing, firewall management and vulnerability assessment.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: 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 organization or department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the last date of receipt of applications.</p> <p>Note 3: 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.</p> |
| h | Nature of duties | <p>(1) Responsible for all day-to-day system administration related work of LAN and WiFi infrastructure alongwith all software applications hosted on Academy's servers. (2) Ensure Network and Data security by leveraging best Information Security practices adopted by Indian IT Sector.</p> <p>(3) Monitor all System Logs of NPA servers and Nodes and issue alerts to all concerned to mitigate these threats at the earliest.</p> <p>(4) Supervise the work of web Administrator and Network Administrator.</p> <p>(5) Liaise with all AME and annual support vendors providing annual support services and updates to all hardware and software so that, all latest software updates are implemented by them.</p> <p>(6) Any other duty allotted to him by the Competent Authority from time to time.</p> |

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 duly attested as per format prescribed vide DoPT O.M No.A.B14017/28/2014/Estt.(RR) dated 02.07.2015
- b. Original or attested copies of Annual Confidential Reports **(should be attested on each page with rubber stamp of the competent authority not below the rank of Under Secretary of Govt. of India or equivalent)** for the last five years (from 2017-18 to 2021-2022)
- c. Details of major and minor penalties for the last 10 years
- d. Certificate(s) of Integrity, Vigilance and Cadre Clearance

The complete details including prescribed proforma and eligibility conditions, etc, are also available on the SVP NPA website: <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 websites.

6. This is issued with the approval of the competent authority.

Yours faithfully,

(Hari Prasath S)

Assistant Director (Estt-I & IS-II)

Encl: Proforma for deputation.

Copy for favour of information to:

1. The Secretary to the Government of India, Ministry of Home Affairs, North Block, New Delhi-110 001.
2. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi - 110 069.

Internal Copy to:

DD(IT), SVPNPA: For information and with a request to upload the advertisement in the Academy 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. |
| Essential | Essential |
| A) Qualification | A) Qualification |
| b) Experience | B) Experience |
| Desirable | Desirable |
| A) Qualification | A) Qualification |
| b) Experience | B) Experience |
| 5.1 Note: The 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. | |
| 5.2 In the case of degree and Post Graduate Qualifications Elective / main subjects and subsidiary 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 confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicate 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 (in details) highlighting experience required for the post applied for. |
|--------------------|----------------------------|------|----|--|---|
| | | | | | |

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*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. |
| | | | |
| <p>9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.</p> | | | |
| 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.

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| | | |
|---|--|-------------------|
| Basic Pay in the PB | Dearness Pay/ interim relief. other allowances etc (with break –up details) | Total Emoluments. |
| | | |
| <p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>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).</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p> | | |
| <p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to ;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/ Scholarships/ Official Appreciation</p> <p>(iii) Affiliation with the professional bodies / institutions/ societies and ;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p> | | |
| <p>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).</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> | | |
| 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: _____

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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 2017-18 to 2021-22) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.