



NATIONAL INVESTIGATION AGENCY
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA
OPP. CGO COMPLEX LODHI ROAD
NEW DELHI – 110 003
TELE NO. 011-24368800 & FAX 24368801

No.E-96/001/Depu-ASI&HC(C.F.No.11639)/NIA/2026/**12943** 21-10-2026
To

1. All Ministries/Departments of Government of India.
2. The Chief Secretaries to the Government of all States/UTs.
3. The Directors General of Police of all States/UTs.
4. The Directors General of BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles.
5. The Director of CBI & IB.
6. The Secretary, R&AW.
7. The Chairman of CBDT and CBIT.
8. The Secretary, DEIT, Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi.
9. Ministry of Electronics and Information Technology (Meity),
10. Electronics Corporation of India Limited (ECIL), Broadcast Engineering Consultants India Limited (BECIL), Telecommunications Consultants India Limited (TCIL), Railtel, Innovations for Defence Excellence (iDEX), Defence Research and Development Organization (DRDO).

Sub : Inviting nomination for the post of Assistant Sub-Inspector, Head Constable & Data Entry Operator in NIA on deputation basis.

Sir,

Nominations are invited for the posts of **Assistant Sub-Inspector, Head Constable & Data Entry Operator** on deputation basis in National Investigation Agency. Details of posts and vacancies are as under:-

SN	Post with pay scale	Vacancies	Proposed place of posting depending on vacancies
1	Assistant Sub-Inspector Pay Scale- Pay Matrix Level-5 (PB-2 with GP Rs.2800 pre-revised)	23*	All India based.
2	Head Constable Pay Scale- Pay Matrix Level-4 (PB-2 with GP Rs. 2400 pre-revised)	53*	All India based.
3	Data Entry Operator Pay Scale Pay matrix Level-5 (PB-2 with GP Rs. 2800 pre revised)	35*	All India based.

(*Subject to variation depending on future vacancy positions)

2. The eligibility criteria (educational qualification, experience, etc.) are furnished in the enclosed **Annexure-I(A),I(B)&I(C)** (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 officials along with following documents should reach to **the DIG(Adm), NIA HQ, Opposite CGO Complex, Lodhi Road, New Delhi-110003 through proper channel within 60 days** from the date of publication of this item in 'Employment News'. In meantime, interested officers can send an advance copy of application at e-mail id digadmin.nia@gov.in or by post at above mentioned address.

i) Bio-data in prescribed proforma(**Annexure-II**) (available in **NIA website www.nia.gov.in/recruitment-notice.htm**) **duly filled and countersigned by the competent authority.**

ii) Photo copies of APAR dossier from the year 2021-22 to 2025-26 duly attested.

iii) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.

iv) The details of major/minor penalties imposed on the official during the last 10 years.

v) Photocopies of Education certificates duly attested with rubber stamp.

4. The eligibility criteria and application form as well as Recruitment Rules are also available on NIA website **www.nia.gov.in/recruitment-rules.htm**.

Encl:- **Annexure 'I(A)', I(B)' &I(C)' & Annexure-II**

Yours sincerely
Digitally signed by
Sreejith Thiraviam
Date: 21-10-2026
13:47:40

(**Sreejith T, IPS**)
Dy. Inspector General(Admin)
NIA HQrs, New Delhi

Copy forwarded for information and needful action to:-

(i) The SP (IT), NIA HQ, New Delhi for uploading the matter on NIA Website.

(ii) All BOs and Section/ Divisions of NIA Hqrs— for information and wide publicity.

ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT SUB INSPECTOR

1	Name of the Post	Assistant Sub Inspector
2	Nos of Posts	23* Posts for deputation. (*Subject to variation depending on future vacancy positions)
3	Classification of the post	General Central Service Group 'C', Non-Gazetted Non-Ministerial
4	Scale of pay	Pay Level-5 of pay matrix (Rs.29,200/- to 92,300/-)
5	DA, HRA, TPT & Other allowances	As admissible under the Central Government orders from time to time.
6	Special Security Allowance	20% of basic pay.
7	Eligibility Criteria for deputation/absorption to NIA	(a) The officers of the Central Government or State Government or Union Territories:- i) Holding analogous post on regular basis. or (ii) Head Constable in the level-4 (Rs. 25500-81100/-) in the pay matrix with five years of regular service in that grade in the State or Central Police Organization. And (b) Possessing the following educational qualifications and experience : i) Education – Graduation from a recognized university. and ii) Experience of at least 02 years in the field of investigation of criminal cases, or intelligence work or operations or information technology management. Note 1.- For the purpose of experience in intelligence, only such experience shall qualify which has been acquired through working in Intelligence Agencies or specialized intelligence wing of a police or Enforcement Agency. Note 2.- 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, deputationist shall not be eligible for consideration for appointment by promotion. Note 3.- 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 or department of the Central Government shall ordinarily not exceed three years. Note 4.- The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of application.
8	Nature of duties	• Accompany to CIO (Chief Investigation Officer). • Part of raid/search/seizure team. • Securing crime scene. • Execution of summon and warrant. • Collection of intelligence. • Ground verification of intelligence inputs. • Guarding/security of accused while in custody. • Any other duty assigned by Superior Authority time to time.
9	Deputation	The other terms and conditions of deputation will be governed as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time.

**ELIGIBILITY CRITERIA FOR THE POST OF HEAD CONSTABLES ON
DEPUTATION BASIS**

1	Name of the post	Head Constable
2	Nos. of post	53* Posts for deputation (*Subject to variation depending on future vacancy positions)
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Non-Ministerial
4.	Scale of pay	Level-4 in Pay Matrix (Rs 25,500 – 81,700) (pre-revised PB-1 5200-20,200 with Grade pay of Rs. 2400/-)
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 and as amended by the Government from time to time.
7.	Eligibility criteria for deputation to NIA	Officers of the Central or State Police Organization or State Police organizations or Government' Intelligence agency or other investigation bodies ; a) Holding analogous post on regular basis in the parent cadre or department. And b) Processing the minimum educational qualification of 12th class pass or equivalent from any recognized Board of University. NOTE- 1: For the purpose of experience in intelligence, only such experience would qualify which has been acquired through working in Intelligence Agencies or specialized intelligence wing of as police or Enforcement Agency. NOTE- 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization or department of the Central Government shall ordinarily not to exceed three years'. NOTE- 3: The maximum age limit for appointment by deputation shall not be exceeding 56 years' as on the closing date of receipt of applications.
8.	Nature of duties	• Accompany to Investigation teams. • Securing crime scene.

		• Execution of summon and warrant. • Collection of intelligence. • Ground verification of intelligence inputs. • Guarding/security of accused while in custody. • Any other duty assigned by Superior Authority time to time.
9.	Deputation	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 as amended from time to time.

Annexure-I (C)

ELIGIBILITY CRITERIA FOR THE POST OF DATA ENTRY OPERATOR

1	Name of the post	Data Entry Operator
2	Nos. of post	35* Posts for deputation (*Subject to variation depending on future vacancy positions)
3.	Classification of the post	General Central Service, Group – 'C', Non-Gazetted, Non-Ministerial
4.	Scale of pay	Pay Level – 5 in Pay Matrix (Rs 29,200 – 92,300) (pre-revised PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-)
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 and as amended by the Government from time to time.
7.	Eligibility Criteria for deputation/ absorption to the NIA	Deputation :- Officers of the Central Government or State Government or Public Sector Undertakings or Autonomous Government Institutions holding analogous posts on regular basis in the parent cadre or department and possessing 'O' or 'A' level certificate for Information Technology from an Institute recognised by the Government. 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 organization or department of the Central Govt. shall ordinarily not exceed three years'. Note 2 : The maximum age limit for appointment by Deputation shall be not exceeding 56 years as on closing date of receipt of applications.
8.	Nature of duties	• Preparation source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data. • Records data by operating data entry equipment; collecting information, resolving processing problems. • Protects organization's value by keeping information confidential. • Accomplishes department and organisation mission by completing related results and needed. • Follow established practices or standards for the

		input and presentation of information. • Proofread and verify data entered. Ensure accuracy of all information entered and presentation format. Make corrections as needed. • Assist with routine office duties such as typing, filing, record maintenance as workload permits. • Serve as back-up for other clerical positions in Unit. • Perform related work as assigned.
9.	Deputation	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 as amended from time to time.

ANNEXURE – II

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
Essential	Essential
A. Qualification	A)
B. Experience	B)
Desirable	Desirable
A. Qualification	A)
B. Experience	B)
5.1 Note: 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. 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 indicated 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 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-			
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
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/organization but still maintaining a lien in his parent cadre/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 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 Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	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 things may provide information with regard to i. Additional academic qualifications ii. Professional training & 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)

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.

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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)