

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

No E-76/01/Legal/Depu/2020/NIA/ 14502-

Dated-30 Dec 2020

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, BPR&D, NCRB.
5. The Director of CBI, IB & ED.
6. The Joint Secretary (Pers), Cabinet Secretary, New Delhi.
7. The Chairman of CBTD.

Subject:-**Deputy Legal Advisor, Senior Public Prosecutor and Public Prosecutor in NIA on deputation (ISTC)/absorption basis.**

Sir,

Nominations are invited for the Legal Posts on deputation (ISTC) / absorption 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)	Senior Public Prosecutor Pay Scale – Pay Matrix Level – 11 (Rs 67,700/- to 2,08,700/-) (PB-3 with GP 6600/- pre-revised)	01 Deputation/ Absorption** basis	Delhi, Lucknow, Guwahati, Kolkata, Mumbai, Hyderabad, Kochi, Jammu, Raipur, Chandigarh, Chennai, Ranchi and Imphal.
ii)	Public Prosecutor Pay Scale – Pay Matrix Level – 10 (Rs 56,100/- to 1,77,500/-) (PB-3 with GP 5400/- pre-revised)	01 Deputation/ Absorption** basis	Delhi, Lucknow, Guwahati, Kolkata, Mumbai, Hyderabad, Kochi, Jammu, Raipur, Chandigarh, Chennai, Ranchi and Imphal.
iii)	Deputy Legal Advisor Pay Scale – Pay Matrix Level – 12 (Rs 78,800/- to 2,09,200/-) (PB-3 with GP 7600/- pre-revised)	01 Deputation/ Absorption** basis	Delhi, Lucknow, Guwahati, Kolkata, Mumbai, Hyderabad, Kochi, Jammu, Raipur, Chandigarh, Chennai, Ranchi and Imphal.

****Absorption will be considered only after induction on deputation basis and the appointing authority has satisfied itself about the skill performance.**

Contd...02/-

2. The eligibility criteria (educational qualification, experience, etc.) are furnished in the **Annexure-I-A, I-B & I-C (available at NIA website www.nia.gov.in/recruitment-notice.htm)**. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. The nominations of eligible and willing officers along with following documents should reach **the SP (Adm), NIA HQ, Opposite CGO Complex, New Delhi-110003 through proper channel within 02 month from the date of publication of this item in 'Employment News'**.

- i) Bio-data in prescribed proforma (**Annexure-II (available in NIA website www.nia.gov.in/recruitment-notice.htm)**) duly countersigned by the competent authority.
- ii) Photo copies of APAR dossier from the year 2014-15 to 2018-19 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.)
- iii) Vigilance Clearance Certificate and Integrity Certificate issued by the respective department.
- iv) The details of major/minor penalties imposed on the officer during the last 10 years.

4. Applications received after the last date, or application 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 officials are correct as per the records.

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

Encl:- Annexure 'I-A, I-B, I-C' & 'II'.

Yours sincerely


(G K Verma, IPS)

Dy. Inspector General (Admin)
NIA Hqrs, New Delhi

Copy forwarded for information and needful action to:-


- i) The Joint Secretary (Appointment), Union Public Service Commission (UPSC), Dholpur House, Shahjahan Road, New Delhi – 110069.
- (ii) The SP (IT), NIA HQ, New Delhi for uploading the matter on the NIA Website.
- (iii) The NIA Branch Offices, Lucknow, Guwahati, Kolkata, Hyderabad, Mumbai, Kochi, Jammu, Raipur, Chandigarh, Chennai, Ranchi and Imphal: - for information and wide publicity.

**DETAILS OF THE POST OF DEPUTY LEGAL ADVISOR IN
NATIONAL INVESTIGATION AGENCY**

1	Name of the post	Deputy Legal Advisor
2	Nos. of post	* 01 Post for deputation (ISTC) / absorption** (*subject to variation depending on vacancies) (**Absorption will be considered only after induction on deputation basis and the appointing authority has satisfied itself about the skill performance)
3.	Classification of the post	General Central Service, Group - 'A', Gazetted, Non-Ministerial.
4.	Scale of pay	Pay Matrix Level - 12 (Rs 78,800/- to 2,09,200/-) (PB-3, Rs. 15600-39100/- with GP of Rs. 7600/- 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><u>Deputation (Including Short Term Contract) / absorption:</u></p> <p>Officers of the Central Government / State Government / Recognized Research Institutions / Universities / Public Sector Undertakings / Semi-Government / Statutory or Autonomous Organisation:-</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 the Pay Band-3, Scale of Pay Rs. 15,600-39,100/- with Grade Pay of Rs. 6600/- or equivalent in the parent cadre/ department, and</p> <p>(b) Possessing following educational qualifications and experience:</p> <p>(i) Bachelors' Degree in Law from a recognised University;</p> <p>(ii) Ten years' experience in Prosecution of Criminal Cases.</p> <p>Note: - The departmental officers in the feeder</p>

		<p>category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputations shall not be eligible for consideration for appointment by Promotion.</p> <p>(Period of deputation (including short term contract), including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall not exceed four years. The maximum age limit for appointment by Deputation (including short term contract) shall be not exceeding 56 years as on closing date of receipt of applications).</p>
8.	Nature of duties	<p>i) Comments on final Reports in cases wherein the authority competent to pass final orders.</p> <p>ii) Carry out inspection of all the prosecution Branches of his Region once in a year. Every year in the month of January, DLAs should prepare their inspection Programme of Malkhana of the Branches of their Region which should be intimated to the SP/DIG concerned</p> <p>iii) While the individual Prosecutor/ Law officer is fully responsible and accountable for successful and effective prosecution of cases and all matters pending in various Courts/ tribunals etc. assigned to him, the DLAs at the Regional level shall closely supervise the functioning and performance of the Prosecutors at the Branch level and shall hold monthly meetings on regular basis with the Prosecutors to review the progress, achievement of targets etc. Monthly reports containing the details of deliberations at the Branch level shall be sent to the Regional DIG and SP by the DLA concerned for prompt follow-up and coordination.</p> <p>iv) DLA will be in charge of Legal Division and perform all those duties specifically entrusted to Legal Division.</p> <p>v) DLA should ensure monthly submission of progress report in all the cases pending within his Region in the Courts of Special Judges appointed under NIA Act 2008 in the proforma circulated or any other information required by Directorate of Prosecution/Policy Division pertaining to trial / Court matters.</p>

		<p>vi) Advice in legal matters on general points or specific issues arising during investigation or trial, as may be requested by the DIG.</p> <p>vii) Checking and vetting of SP's Reports, draft sanction orders for prosecution, draft charges, statement of allegations etc. in cases in which comments are given by him on Final Reports.</p> <p>viii) Scrutiny of results of court trials and Departmental Action and scrutiny of Court Diaries in respect of cases.</p> <p>ix) Scrutiny of exoneration cases and those of inadequate punishment.</p> <p>x) Review of judicial decisions relating to Criminal Law and procedure arising from cases and preparation of notes and comments thereon for publication in NIA Bulletin/Periodicals/Reports.</p> <p>xi) Such other subjects relating to legal matters as may be allotted to them by the DIG.</p> <p>xii) Maintaining close liaison with the DIG & SP and to attend periodical meetings to review prosecution cases.</p> <p>xiii) To supervise the work and conduct of the Senior PPs/PPs working under him in the Region/Branches.</p>
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 as amended from time to time.



 (G K Verma, IPS)
 Dy. Inspector General (Admin)
 NIA Hqrs, New Delhi

ELIGIBILITY CRITERIA FOR THE POST OF SENIOR PUBLIC PROSECUTOR ON DEPUTATION (ISTC)/ABSORPTION BASIS

1	Name of the post	Senior Public Prosecutor
2	Nos. of post	* 01 Post for deputation (ISTC)/absorption (*subject to variation depending on vacancies) (**Absorption will be considered only after induction on deputation basis and the appointing authority has satisfied itself about the skill performance.)
3.	Classification of the post	General Central Service, Group – ‘A’, Gazetted, Non-Ministerial
4.	Scale of pay	Pay Scale – Pay Matrix Level – 11 (Rs 67,700/- to 2,08,700/-) (PB-3 with GP 6600/- 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>Officers of the Central Government / State Government / Recognized Research Institutions/ Universities / Public Sector Undertakings / Semi-Government / Statutory or Autonomous Organisation:-</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 the Pay Band-3, Pay Scale of Rs. 15,600-39,100/- with Grade Pay of Rs. 5400/- or equivalent in the parent cadre / department, and</p> <p>(b) Possessing following educational qualifications and experience:-</p> <p>(i) Bachelors’ Degree in Law from a recognised University;</p> <p>(ii) Eight years’ experience in Prosecution of Criminal Cases.</p> <p>Note:- 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, deputations</p>

		<p>shall not be eligible for consideration for appointment by Promotion.</p> <p>(Period of deputation (including short term contract), including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications).</p>
8.	Nature of duties	<ul style="list-style-type: none"> ➤ He will ensure that the records relating to his section are correctly and properly maintained and that statements, returns and reports are submitted in proper time and without delay. ➤ He will comment on Final Reports, scrutinize the charge sheets to be filed in Courts and draft sanction orders for prosecution. ➤ He will ensure preparation of paper books containing statement of witnesses and copies of documents, as necessary under the law, are supplied to the accused persons in good time. ➤ He will conduct the prosecution in Court of all important cases and will submit Court Diaries in respect of such cases. ➤ He will ensure the proper conduct of prosecution by Public Prosecutors of his branch and give them necessary help, guidance and advice. ➤ He will prepare and forward conviction, acquittal and discharge reports in the prescribed form. ➤ He will take steps to obtain certified copies of the judgements, as may be necessary without delay, in cases in which appeal or revision is recommended and prepare a self-contained note giving the reasons for acquittal or discharge and the grounds on which Appeal or Revision is considered necessary. ➤ He will ensure and responsible for seeing that the Government Counsels or Special Counsels engaged are fully and properly briefed.

		<ul style="list-style-type: none"> ➤ He will arrange to keep in touch with the progress of cases coming up in the High Courts and Supreme Courts. ➤ In cases which are to be sent up for Regular Departmental Action he will be responsible for the preparation of draft charges, statement of allegations and list of witnesses, list of documents relied upon etc. ➤ In cases which are to be sent up for the Court trial, he will record detailed notes in the prescribed register regarding disposal of case property. He will be responsible for obtaining orders from courts as soon as possible about disposal of the case property. ➤ He will ensure that warrants are obtained for the arrest of absconding accused persons and that necessary action is taken under section 82 and 83 Cr.P.C. ➤ He will be responsible to see that summons to witnesses are issued from Courts in proper time. ➤ He should be available to discuss cases with investigating officers and give them guidance and advice on legal points arising during the course of investigation. ➤ He will keep the Superintendents of Police, DLA informed of all important matters concerning the work of his Section or concerning the proceedings in Courts or in Departmental Action. ➤ He will inspect the Malkhana periodically and at least once in three months. ➤ He will attend the coordination meetings with the SP to review progress of cases under trial and other important matters relating to prosecution. ➤ CIO/IO shall assist the Sr PP in the discharge of his above said duties.
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 as amended from time to time.

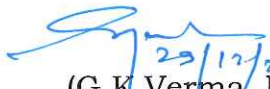

 (G K Verma, IPS)
 Dy. Inspector General (Admin)
 NIA Hqrs, New Delhi

**ELIGIBILITY CRITERIA FOR THE POST OF PUBLIC PROSECUTOR ON
DEPUTATION (ISTC)/ABSORPTION BASIS**

1	Name of the post	Public Prosecutor
2	Nos. of post	* 01 Post for deputation (ISTC)/absorption (*subject to variation depending on vacancies) (**Absorption will be considered only after induction on deputation basis and the appointing authority has satisfied itself about the skill performance.)
3.	Classification of the post	General Central Service, Group – ‘A’, Gazetted, Non-Ministerial
4.	Scale of pay	Pay Scale – Pay Matrix Level – 10 (Rs 56,100/- to 1,77,500/-) (PB-3 with GP 5400/- 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	Officers of the Central Government / State Government / Recognized Research Institutions/ Universities / Public Sector Undertakings / Semi-Government / Statutory or Autonomous Organisation:- (a) (i) Holding analogous posts on regular basis in the parent cadre/ department, or (ii) With two years’ service in the grade on regular basis in post in Pay Band-2, Pay Scale of RS. 9300/- - 34,800/- with Grade Pay of Rs. 4800/- or equivalent in the parent cadre/ department, and (b) Possessing following educational qualifications and experience:- (i) Bachelors’ Degree in Law from a recognised University; (ii) Five years’ experience in Prosecution of Criminal Cases. Note:- Period of deputation (Including short term contract) including period of deputation (including

		<p>short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall not exceed three years. The maximum age limit for appointment by deputation (including short rearm contract) Shall be not exceeding 56 years as on the closing dated of received of applications.</p>
8.	Nature of duties	<ul style="list-style-type: none"> ➤ He will ensure that the records relating to his section are correctly and properly maintained and that statements, returns and reports are submitted in proper time and without delay. ➤ He will prepare the Final Reports, scrutinize the charge sheets to be filed in Courts and draft sanction orders for prosecution. ➤ He will ensure preparation of paper books containing statement of witnesses and copies of documents, as necessary under the law, are supplied to the accused persons in good time. ➤ He will conduct the prosecution in Court of all important cases and will submit Court Diaries in respect of such cases. ➤ He will prepare and forward conviction, acquittal and discharge reports in the prescribed form. ➤ He will take steps to obtain certified copies of the judgements, as may be necessary without delay, in cases in which appeal or revision is recommended and prepare a self-contained note giving the reasons for acquittal or discharge and the grounds on which Appeal or Revision is considered necessary. ➤ He will ensure and responsible for seeing that the Government Counsels or Special Counsels engaged are fully and properly briefed. ➤ He will arrange to keep in touch with the progress of cases coming up in the High Courts and Supreme Courts. ➤ In cases which are to be sent up for Regular Departmental Action he will be responsible for the preparation of draft charges, statement of allegations and list of witnesses, list of documents relied upon etc. ➤ In cases which are to be sent up for the Court

		<p>trial, he will record detailed notes in the prescribed register regarding disposal of case property. He will be responsible for obtaining orders from courts as soon as possible about disposal of the case property.</p> <ul style="list-style-type: none"> ➤ He will ensure that warrants are obtained for the arrest of absconding accused persons and that necessary action is taken under section 82 and 83 Cr.P.C. ➤ He will be responsible to see that summons to witnesses are issued from Courts in proper time. ➤ He should be available to discuss cases with investigating officers and give them guidance and advice on legal points arising during the course of investigation. ➤ He will keep the Superintendents of Police, Sr. PP and DLA informed of all important matters concerning the work of his Section or concerning the proceedings in Courts or in Departmental Action. ➤ He will inspect the Malkhana periodically and at least once in three months. ➤ He will attend the coordination meetings with the SP to review progress of cases under trial and other important matters relating to prosecution. ➤ CIO/IO shall assist the PP in the discharge of his above said duties.
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 as amended from time to time.


 (G K Verma, IPS)
 Dy. Inspector General (Admin)
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CURRICULUM VITAE PROFORMAAPPLICATION FOR THE POST OF

1	Name and Address (in block letter)																						
2	Date of Birth (in Christian era)																						
3	Date of retirement under Central/State Government rules																						
4	Education Qualification																						
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)																						
	<table border="1"> <thead> <tr> <th></th> <th>Qualifications/ required</th> <th>Experience</th> <th>Qualifications/ possessed by the officer</th> <th>Experience</th> </tr> </thead> <tbody> <tr> <td>Essential</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Desired</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Qualifications/ required	Experience	Qualifications/ possessed by the officer	Experience	Essential					Desired										
	Qualifications/ required	Experience	Qualifications/ possessed by the officer	Experience																			
Essential																							
Desired																							
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																						
	<table border="1"> <thead> <tr> <th>Office/ Institution</th> <th>Post held</th> <th>From</th> <th>To</th> <th>Scale of pay and basic pay</th> <th>Nature of duties detail</th> <th>of (in</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Office/ Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties detail	of (in														
Office/ Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties detail	of (in																	
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 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 Government	
	(b) State Government	
	(c) Autonomous Organization	
	(d) Government Undertaking	
	(e) Universities	
	(f) 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 which 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 (ISTC)/absorption/re-employment basis (Officers under Central/State Governments are only eligible for Deputation/Absorption. Candidates of non-Government organizations 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/Officials Appreciation (iii) Affiliation with the professional bodies/ institution/ 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 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.

Signature of the Candidate
Address
Contact No

Date:-

Countersigned

(Employer with Seal)

Certificate to be given by the Head of the Office of the Applicant

- I. Certified that particulars furnished by Shri/Smt/Km _____ have been verified from his/her record and found correct.
- II. No vigilance case is either pending/contemplated against Shri/Smt/Km _____. His/her integrity is certified.
- III. No major/minor penalty was imposed on Shri/Smt/Km _____ for the last 10 years as per records of the Ministry/Department.

Signature of the Head of Office with Seal

