

**Sardar Vallabh Bhai Patel National Police Academy**  
(Government of India Ministry of Home Affairs)  
Hyderabad-500052

**No. 15011/10/2005-Estt.Vol.1**

**Inviting nominations for the post of Hindi Instructor in the SVP National Police Academy, Hyderabad on deputation.**

Nominations are invited for the post of Hindi Instructor in this Academy in the Pay Band-2 Rs. 9300-34800 + Grade Pay of 4600/- (Pre Revised Pay Scale of 6500-200-10500) on deputation basis.

2. The eligibility criteria (qualifications, experience etc.) are furnished in the Annexure-I.  
3. It is requested that the above post may kindly be circulated among all Departments/Institutions/Offices under your charge and the nominations of eligible Officers along with (a) their bio-data duly attested by the competent Authority in the prescribed proforma (Annexure-II), (b) Original or Attested copies of Annual Confidential Reports (should be attested on each page with Rubber Stamp of the Competent Authority) for the last five years (i.e. from 2004-05 to 2008-09), (c) Details of major and minor penalties for the last 10 years and (d) Certificate(s) integrity, vigilance and Cadre Clearance 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 in the Employment News/Rozgar Samachar.

**(Milind Kanaskar)**  
**Deputy Director (Estt.)**

**Annexure-I**

**Details of the post of Hindi Instructor in the SVP National Police Academy,  
Hyderabad-500052.**

- 1. Name of the post :** Hindi Instructor.
- 2. Classification of the post :** General Central Service Group "B" Non Ministerial.
- 3. Scale of Pay :** PB-2 Rs. 9300-34800 + Grade Pay of 4600/- (Pre Revised Pay Scale of 6500-200-10500).
- 4. DA and HRA :** As admissible under the Central Government Orders from time to time
- 5. Training Allowance (admissible only to the persons working in Government Departments) :** 30 % on Band Pay and Grade Pay as Training Allowance reduced by the Special Pay/Deputation Allowance as per rules.
- 6: Method of recruitment :** By Deputation.
- 7. Eligibility Criteria (qualification, experience etc.):**  
**Deputation :** Officers under the Central/State Governments ;  
(a) (i) holding analogous posts on the regular basis in the parent cadre/department; or (ii) with years service in the Grade rendered after appointment thereto on a regular basis in the pre revised pay scale of 5500-175-9000 (revised in the sixth CPC PB-2 Rs. 9300-34800 + Grade Pay of 4200/-) or equivalent in the parent cadre/department; and  
(b) possessing following educational qualifications and experience:

(i) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level: (ii) Five years experience of teaching Hindi at Senior Secondary Level School/College/Department/Institution of Central government or State Government.

**8. Nature of Duties :** The duties of the Hindi Instructor in the Academy include – conducting Hind classes for IPS Probationers & Staff members, convening quarterly meeting of Official Language Implementation Committee, organizing quarterly Hindi workshops attending Town Official Language Implementation Committee (TOLIC) meetings, dealing with the matters pertaining to Hindi teaching scheme, assisting the staff in implementation of Official Language Policy Programme, attending and supervising translation work and any other work entrusted by superiors.

**9. Deputation period and age limit:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government Shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

**Deputy Director (Estt.)  
Annexure II.**

### 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)

	<b>Qualifications/Experience Required</b>			<b>Qualifications/Experience Possessed by the Officer</b>	
<b>Essential</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>		
<b>Desired</b>	<b>(1)</b>	<b>(2)</b>			

6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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 & Basic Pay	Nature of Duties (in details)

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 Organisation
- (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 ? is 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 qualification (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisements).

(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 "Absorption". Candidates of Non-government Organizations are eligible only for short term contract.

16. Whether belong to SC/ST:

17. **Remarks:** (the candidate may indicate information with regard to (i) research Publications and reports and Special Projects (ii) Awards/Scholarships/Official Appreciations (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/advertisements and I am well aware that the Curricular Vitae duly supported by the documents submitted by me will also be assessed by the Selection Committee at the time of selection of the post.

**Signature of the Candidate**

**Address**

**Date :**

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**Contact No.**

**Countersigned**

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**(Employer with Seal)**

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

1. Certified that the particulars submitted by Shri/Smt. Km..... have been verified from his/her record and found correct.

2. No vigilance case is either pending or contemplated against Shri/Smt./Km..... his/her integrity is certified.

3. No major/minor penalty was imposed on Shri/Smt./Km..... for the last 10 years as per records in the Ministry/Deptt.

**Signature of Head of the Office with Seal.**

**Note:** Annual Confidential reports in original or their attested copies for the preceding five years (from 2004-05 to 2008-09) alongwith Integrity, Vigilance Certificate and details of major/minor penalty for the last 10 years should be enclosed.