By FAX or WAN
Government of India
Ministry of Home Affairs
Directorate General, Sashastra Seema Bal

No. I/SSB/P-IV/Dep-SVPNPA (GOs)/2018(25) /3339-45 Dated 25-9-18

CIRCULAR

Sub: - Filling up the post of “Chief Drill Instructor” in Sardar Vallabhbhai Patel National Police Academy (SVPNPA) on deputation basis.

Sardar Vallabhbhai Patel National Police Academy vide their circular No.15011/21/2017-Estt/CDI/A2 dated 14/08/2018 (Copy enclosed) has invited nominations for filling up the post of “Chief Drill Instructor” in the pay scale in Level-10 of Pay Matrix on deputation basis. Copy of circular has been uploaded in SSB website as well as SSB portal in the WAN.

2. Competent Authority has approved to invite willingness from eligible Assistant Commandant(GD) for deputation to SVPNPA, Hyderabad for the said post.

3. In this regard, willing ACs(GD) are requested to send their willingness to this office through “MySSB” App or e-DAS Software on or before 30/09/2018.

4. Bio Data/ Curriculum Vitae of the officer in prescribed format, training profile/experience as Drill Instructor, DE/Vigilance clearance & Integrity certificate, major/minor penalties statement for the last of 10 years and attested copies of APARs for the last 05 years i.e. from 2013-14 to 2017-18 will be sought after scrutiny as per eligibility criteria.

5. PIMS data of all AC(GD) should be updated.

(A.K. Dey)
Assistant Director (Pers-IV)

To
1. All FTRs/Academy Bhopal/SHQs/TCs/BNs of SSB.

Copy to:
1. PS to DIG (Trg), FHQ, New Delhi for kind information of DIG(Trg).
2. The Assistant Director (Pers-I), FHQ for information please.
3. The Assistant Director (CC) FHQ. SSB alongwith circular with the request to upload the same in SSB website and SSB portal in the WAN.
4. The Incharge, EDP Cell – with the request to send the following message to all AC(GD), “For deputation to SVP National Police Academy Hyderabad, please visit SSB website– Human Resource – Employees Deputation. Facilities for applying deputation are available in ‘MySSB’ Mobile App.
5. The I/C PIMS Cell, FHQ alongwith a copy of circular dated-14/08/2018 to upload the same in “MySSB” mobile App & e-DAS.
6. Notice Board

Assistant Director (Pers-IV) 25/9/18
Sub: Inviting nomination for the post of ‘Chief Drill Instructor’ in the SVP National Police Academy, Hyderabad by deputation (including short-term contract) Reg.

Sir,

Nominations are invited for the post of “Chief Drill Instructor”, General Central Service Group ‘A’ Gazetted-Non-Ministerial in level-10 in the pay matrix (Rs. 56100-177500) in this Academy, by deputation (including short-term contract).

1. The eligibility criteria (educational qualifications, experience, etc.) are furnished in the enclosed Annexure-I. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

2. It is requested that the above post may kindly be circulated among all Departments/Institutions/Offices under your charge and also hosted on their websites. The nominations of eligible officers along with, (a) their bio-data in the prescribed proforma (Annexure-II), (b) attested copies of Annual Confidential Reports for the last five years (from 2013-2014 to 2017-18), (c) details of major and minor penalties for the last 10 years and (d) Certificate(s) of 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 60 days from the date of publication of this notice in the Employment News.

3. Application received incomplete in any respect or those not accompanied by the documents/information mentioned in para 3 above will NOT be considered. The cadre authorities may ascertain that the particulars sent by the officers are correct as per the service records. While forwarding the nominations for the post of Chief Drill Instructor, it may kindly be ensured that the nominated officers should not be in the pay scale higher than the pay scale of the deputation post i.e. level-10 in the pay matrix.

Yours faithfully,

[Signature]

Deputy Director (Estt.)

Encl: Annexure I & II.

Contd...P...2
Copy for favour of information and record 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 (UPSC), Dholpur House, Shahjahan Road, New Delhi – 110 069.

Copy to Web Administrator, SVP NPA for uploading this vacancy circular on the website of the Academy.
Details of the post of “Chief Drill Instructor”,
in the SVP National Police Academy, Hyderabad – 500 052

1. Name of the post : Chief Drill Instructor
3. Scale of Pay : Level-10 in the pay matrix.( Rs. 56100-177500)
4. DA, HRA & other allowances : As admissible under the Central Govt. Rules amended from time to time.
5. Training Allowance : As admissible under the Central Govt. Rules amended from time to time.
6. Method of Recruitment : By Deputation (including short-term contract)
7. Eligibility Criteria : Deputation (including short-term contract):
   Officers under the Central Government or State Government or Union Territory Administration or semi-Government or autonomous bodies or statutory organisations or public sector undertakings or Universities or recognised research institution.
   (a)(i) holding analogous post on a regular basis in the parent cadre or department; or
   (ii)with two years regular service in the grade rendered after appointment thereto on a regular basis in level-8 in the pay matrix ( Rs. 47600-151100) or equivalent, in the parent cadre or department; and
   (b) Possessing the following education qualification and experience-
       (i) degree of a recognised University; and
       (ii) three years experience as Drill Instructor imparting training in any Central or State Police Training Centres or Institutions, including experience of planning, co-ordinating and conducting outdoor training activities.

Note:1

Note:2

The maximum age-limit for appointment on deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

8. Nature of duties : (1) The Chief Drill Instructor will assist Assistant Director(Outdoor) in planning, coordinating and conducting the outdoor training activities like physical training, Drill, Firing, Weapon Handling, Field Craft and Tactics, Map Reading, Sand Model Briefing, etc.
   Contd...P/2...
(2) He will assist Assistant Director(Tactics) in planning, coordinating and conducting of Tactics Courses for the senior police officers in the Academy.

(3) He will supervise the work of Drill Instructors, Assistant Drill Instructors and other supporting staff in the Outdoor Training Wing.

(4) He will act as master trainer for the DIs and ADIs and guide them in various aspects of outdoor training. For this purpose, he must be qualified in the field of Drill, Weapon Training, Field Craft and Tactics, Map Reading with a very good grading.

(5) He will be responsible for organising demonstrations on various subjects of Field Craft and Tactics for the Basic Course as well as In-Service Courses.

(6) He will be responsible for upgradation of Outdoor Training Aids and Methodologies and keep himself abreast with the latest in this field. He will assist Assistant Director(Outdoor) in upgradation of Outdoor Training infrastructure.

(7) He will prepare case studies on operations against militants and extremists and brief the trainees on Sand Model. For this purpose, he should use his personal field experience apart from collecting case studies from various sources.

(8) He will carry out periodical inspection and verification of stores and articles related with Outdoor Training.

( Dr.K.Mathukar Shetty )
Deputy Director (Estt.)
BIO -DATA/ CURRICULUM VITAE PROFORMA (For the post of Chief Drill Instructor)

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

A) Qualification

B) Experience

Desirable

A) Qualification

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.

<table>
<thead>
<tr>
<th>Office Institution</th>
<th>Post held on regular basis</th>
<th>From</th>
<th>To</th>
<th>*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis</th>
<th>Nature of duties (in details) highlighting experience required for the post applied for.</th>
</tr>
</thead>
</table>

Contd..P/2..
**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:

<table>
<thead>
<tr>
<th>Office Institution</th>
<th>Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

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.

9.1 Note: In case of Officers already on deputation, the application for 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) & (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 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

<table>
<thead>
<tr>
<th>Basic Pay in the PB</th>
<th>Grade Pay</th>
<th>Total emoluments</th>
</tr>
</thead>
</table>

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.

Contd..P/3...
<table>
<thead>
<tr>
<th>Basic Pay in the PB</th>
<th>Dearness Pay/ interim relief. other allowances etc (with break-up details)</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 and (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 (IST)/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

Date:

Contact Address

Mobile No.

E-mail ID:

Contd...P/4...
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 2013-14 to 2017-18) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.