

No. A/4/2025-AD_ESTT/906.
Government of India
Ministry of Home Affairs
National Intelligence Grid

1-Andheria Mor, Vasant Kunj,
New Delhi – 110074
Dated, the 13th June, 2025

To

1. The Secretary General, Lok Sabha Secretariat/Rajya Sabha Secretariat, New Delhi
2. The Secretary, President's Secretariat/Vice-President's Secretariat/NITI Aayog/Election Commission of India/Union Public Service Commission/Central Vigilance Commission
3. The Registrar (Administration), Supreme Court of India
4. Secretaries of all Central Ministries, Government of India
5. The Chief Secretaries/Administrators of all State Governments/Union Territories
6. All Central Law Enforcement and Intelligence Agencies
7. Resident Commissioners of all State Governments/Union Territories in New Delhi.

Subject: Vacancy Circular for filling up various posts on deputation (including short term contract) in National Intelligence Grid, Ministry of Home Affairs- reg.

Sir / Madam,

It is proposed to fill up various posts on deputation (including short term contract) in National Intelligence Grid, Ministry of Home Affairs.

2. The particulars of the above-mentioned post, pay scale, eligibility conditions etc. are given in the Vacancy Circular **attached** herewith (16 pages).
3. It is requested that wide publicity may be given to the vacancy circular amongst officers under your administrative control.

Yours faithfully,


13/6/2025
(V Srinivasan)

Under Secretary (Estt.)
Tel. No.26757155

Copy to:

1. All Ministries/Departments of the Central Government, with the request that wide publicity may be given to the vacancy circular in their Ministry/ Departments /Attached office(s)/ Subordinate office(s). Applications of the eligible candidates may be forwarded to National Intelligence Grid in the prescribed *pro forma* within a period of **45 days** from the date of publication of the advertisement in Employment News.
2. All sections/Desks in the Ministry of Home Affairs.
3. All sections in National Intelligence Grid.
4. SO (IT), Ministry of Home Affairs, with a request to upload the vacancy circular alongwith application/Biodata *pro forma* as a Word document on the MHA website <https://www.mha.gov.in/en/notifications/vacancies> for wider circulation.


13/6/2025
(V Srinivasan)

Under Secretary (Estt.)

**No. A/4/2025-AD_ESTT
Government of India
Ministry of Home Affairs
National Intelligence Grid**

1, Andheria Mor, Vasant Kunj Road
New Delhi-110070

Dated: 13 June, 2025

VACANCY CIRCULAR-2025

National Intelligence Grid (NATGRID), an attached office of Ministry of Home Affairs, Government of India, invites applications from eligible officers for filling up of various posts on deputation (including short term contract) in National Intelligence Grid, Ministry of Home Affairs in consultation with UPSC. The particulars of the posts, pay scales, eligibility conditions etc. are as given below:

| SI No. | Name of post/No. of posts/ Place of posting/ Pay Scale etc. | Eligibility, Educational qualification and Experience | Duties and Responsibilities |
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| 1. | <p>(a) Name of post: Deputy Director (Relationship Management)</p> <p>(b) No. of posts: 02 (Two)</p> <p>(c) Place of posting: Delhi</p> <p>(d) Classification: General Central Service, Group 'A', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-11 in the pay matrix (Rs.67,700-2,08,700).</p> <p>(f) Mode of Recruitment: By Deputation (including Short-term contract)</p> | <p>Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: -</p> <p>(i) essential, -</p> <p>(A) Bachelor's degree from a recognised University or institute; and</p> | <p>Building & Managing Relationships</p> <p>When dealing with the New POs/UAs</p> <p>1. Oversee that steps are taken to allay the concerns and issues in terms of sharing/usage of information in order to secure their timely cooperation.</p> <p>2. Liaison with Senior Officials for conduct of strategic discussions with key officials at NATGRID, regarding overall consent for information sharing and use.</p> <p>3. Ensure support to the technical team developing the connectors in initiating contact with the appropriate authority; Serve as a point of escalation from the Relationship Managers in case of any issues.</p> <p>When dealing with existing PO's /UAs</p> |

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| | | <p>(B) overall seven years of experience.</p> <p>(ii) Desirable: Two years experience of working in or coordinating with law enforcement or intelligence or security agencies or organisations.</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p> | <p>1. Oversee conduct of regular follow-ups (minimum fortnightly) for taking feedback; Ensure effective resolution of the identified issues.</p> <p>2. Ensure tracking of Technology Upgrades/ Roadmaps of POs/UAs; Oversee communication of the same to the technology team for proactive action by NATGRID.</p> <p>Change Management Support</p> <p>1. Provide inputs in terms of the requirement for change management initiatives; Provide inputs on the appropriate timeframe for conduct change management initiatives, design & content of workshops/ trainings etc.</p> |
| 2. | <p>(a) Name of post: Deputy Director (Solution Security).</p> <p>(b) No. of posts: 01 (One)</p> <p>(c) Place of posting: Delhi</p> <p>(d) Classification: General Central Service, Group 'A', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-11 in the pay matrix (Rs.67,700-2,08,700).</p> <p>(f) Mode of Recruitment: By Deputation (including Short-term contract)</p> | <p>Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' regular service in the grade rendered after appointment thereto on a regular basis in posts in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: -</p> <p>(i) essential, -</p> <p>(A) Bachelor of science or engineering or technology in information technology or computer science or electronics or electrical or communication or computer</p> | <p>1. Build the 'Security by Design' construct into the application architecture, design and development process.</p> <p>2. Ensure that all technical aspects of the Security Policy are built into the application and technology architecture and all application specific requirements are addressed a part of security architecture and design.</p> <p>3. Provide technical assistance for evaluation and selection of Hardware and Software Security product standards and design of standard configurations, to ensure a highly secured IT environment.</p> <p>4. Work with development team and provide technical support for implementation of the Enterprise Security design.</p> <p>5. Work with other Enterprise Architects for identification of critical architectural &</p> |

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| | | <p>applications or Bachelor of Computer Applications from a recognised University or institute, or equivalent; and</p> <p>(B) overall experience of seven years out of which three years experience in information technology security management or cyber security.</p> <p>(ii) Desirable: Certified Information Security Auditor (CISA) or Certified Information Security Manager (CISM) or equivalent.</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p> | <p>infrastructural gaps and deficiencies in the security of the IT environment; and to recommend solutions to solve potential security issues.</p> |
| 3. | <p>(a) Name of post: Deputy Director (Project Management).</p> <p>(b) No. of posts: 02 (Two)</p> <p>(c) Place of posting: Delhi</p> <p>(d) Classification: General Central Service, Group 'A', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-11 in the pay matrix (Rs.67,700-2,08,700).</p> <p>(f) Mode of Recruitment: By Deputation (including Short-term contract)</p> | <p>Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-10 (Rs. 56,100 -1,77,500) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: -</p> <p>(i) essential, -</p> | <p>1. Work closely with technical team for realization of NATGRID's IT solution as per specifications and required controls.</p> <p>2. Work closely with other internal teams/Divisions for concurrent implementation of functional as well as nonfunctional aspects viz. IT solution, information security and project management aspects.</p> <p>3. Contribute in identification of emerging technological areas with an aim to build innovative solutions.</p> <p>4. Contribute towards organizational strategy, including in terms of capabilities to be offered through NATGRID's IT solution to enhance its utility for User Agencies (UAs) and for effective</p> |

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| | | <p>(A) Bachelor's degree from a recognised University or institute; and</p> <p>(B) overall experience of seven years out of which three years experience in project management.</p> <p>(ii) Desirable:</p> <p>(A) Certificate in Project Management Professional (PMP) or PRINCE-2 or equivalent.</p> <p>(B) Master's degree in Business Administration from a recognised University or institute.</p> <p>(C) Experience in information technology related project management.</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications</p> | <p>utilization of data provided by Providing Organizations (POs).</p> <p>5. Study global benchmark organizations to identify learnings for NATGRID in terms of possible roles in the future, technological capabilities, trends etc.</p> <p>6. Assist in undertaking planning and strategic reviews to monitor & analyze the impact of NATGRID's offerings.</p> |
| 4. | <p>(a) Name of post: Assistant Director (IT Infra and Security).</p> <p>(b) No. of posts: 01 (One)</p> <p>(c) Place of posting: Delhi</p> <p>(d) Classification: General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> | <p><u>Deputation (including short -term contract):</u></p> <p>Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years service in the grade rendered after appointment thereto on a regular basis in posts in level-</p> | <p>1. Assist in ensuring that government administrative procedures are followed in the information security team at DRC.</p> <p>2. Undertake due diligence and security measures of the Information Security Officer (ISO) as per standard norms and procedures.</p> <p>3. Plan, organize, and implement inventory operations.</p> <p>4. To check the quality and quantity of receivables as per T&C of the Contract/Agreement.</p> |

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| <p>(f) Mode of Recruitment: 1. By deputation (including short-term contract). 2. For Armed Forces Personnel: Deputation/re-employment.</p> | <p>7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: -</p> <p>(i) essential, -</p> <p>(A) Bachelor of science or engineering or technology in information technology or computer science or electronics or communication or electrical or computer applications or Bachelor in Computer Applications from a recognised University or institute; and</p> <p>(B) two years overall experience out of which at least one-year experience in information security or cyber security.</p> <p><u>Deputation/re-employment (for Armed Forces Personnel):</u></p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms upto the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment upto the age of superannuation with reference to civil posts).</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> | <p>5. To take into Stock Register all receivables properly.</p> <p>6. To store the items in safe and easily accessible way.</p> <p>7. Maintenance of all Receipts/Issue Vouchers files/folders and all relevant documents duly numbered.</p> <p>8. To complete all related codal formalities relating to inventory management as per GFR.</p> <p>9. To issue the items as per duly authorised requisitions.</p> <p>10. To maintain proper records of In and Out items.</p> <p>11. Send alerts to respective Divisions. when stocked items go down from the desired levels.</p> <p>12. Storage of condemned items and its disposal as per existing rules.</p> <p>13. To ensure monthly summary and yearly stock verifications etc.</p> |
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| | | Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications. | |
| 5. | <p>(a) Name of post: Assistant Director (BMS-Data Centre).</p> <p>(b) No. of posts: 04 (Four)</p> <p>(c) Place of posting: Delhi</p> <p>(d) Classification: General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment: 1. By deputation (including short-term contract). 2. For Armed Forces Personnel: Deputation/re-employment.</p> | <p><u>Deputation (including short -term contract):</u></p> <p>Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: -</p> <p>(i) essential, -</p> <p>(A) Bachelor of science or engineering or technology in electrical or electronics or mechanical or computer applications or information technology from a recognised University or institute or equivalent; and</p> <p>(B) two years overall experience out of which at least one year experience in operations or maintenance of power or air conditioning systems.</p> <p>(ii) Desirable:</p> <p>(A) Experience of operating or monitoring a Data Infrastructure Management System (DCIM) or similar systems like Building or Platform Management Systems.</p> | <ol style="list-style-type: none"> 1. Assist in coordination with government agencies engaged in operations and maintenance activities and to ensure compliance for a Tier-III Data Centre. 2. Support in implementation of operations of all physical security and facility management aspects of the Data Centre (DC)/Data Recovery Centre (DR) Facility including availability of facilities and support systems such Fire protection systems, Electricity Services, on site Battery backup, HVAC Systems, Temperature Control Devices, Cooling Towers and maintenance & housekeeping services to ensure smooth operations at the DC/DR facility. 3. Assist in ensuring the installation of Safety & Security Systems including surveillance equipment, automatic authentication devices to ensure the security and integrity of data. 4. Support in equipment maintenance in the DC/DR such as managing & installing custom upgrades, replacing cables, components & accessories to enhance operational efficiency. 5. Assist in ensuring 24X7 availability of all DC and DR hardware / software and database resources to facilitate in order to provide uninterrupted service to all the relevant stakeholders 6. Maintain current and develop new tracking systems required to manage and maintain the integrity of Data Center which includes creating documentation of floor layout diagrams, rack |

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| | | <p>(B) Experience of operating or monitoring an automated firefighting system.</p> <p><u>Deputation/re-employment (for Armed Forces Personnel):</u></p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms upto the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment upto the age of superannuation with reference to civil posts).</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p> | <p>elevations, power infrastructure diagrams and storeroom/spare parts inventories</p> <p>7. Assist in ensuring the physical maintenance of the DC/DR facility for safety and security of intelligence data.</p> <p>8. Assist in the providing inputs on the performance evaluation of contracted vendor for the maintenance of the Physical DC/DR Infrastructure to ensure compliance to service level agreements in line with the adopted organizational policies.</p> <p>9. Support in ensuring removal of bottlenecks and hurdles faced by the vendors to ensure smooth advancement of activities.</p> <p>10. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion.</p> <p>11. Report to Deputy Director (BMS) and perform any assigned work.</p> |
| 6. | <p>(a) Name of post: Assistant Director (BMS-Disaster Recovery Centre).</p> <p>(b) No. of posts: 02 (Two)</p> <p>(c) Place of posting: Bengaluru</p> <p>(d) Classification: General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> | <p><u>Deputation (including short-term contract):</u></p> <p>Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> | <p>1. Assist in coordination with government agencies engaged in operations and maintenance activities and to ensure compliance for a Tier-III Data Centre.</p> <p>2. Support in implementation of operations of all physical security and facility management aspects of the Data Centre (DC)/Data Recovery Centre (DR) Facility including availability of facilities and support systems such Fire protection systems, Electricity Services, on site</p> |

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| <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment: 1. By deputation (including short-term contract). 2. For Armed Forces Personnel: Deputation/re-employment.</p> | <p>(ii) with two years service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: -</p> <p>(i) essential, -</p> <p>(A) Bachelor of science or engineering or technology in electrical or electronics or mechanical or computer applications or information technology from a recognised University or institute; and</p> <p>(B) two years overall experience out of which at least one year experience in operations or maintenance of power or air conditioning systems.</p> <p>(ii) Desirable:</p> <p>(A) Experience of operating or monitoring a Data Infrastructure Management System (DCIM) or similar systems like Building or Platform Management Systems.</p> <p>(B) Experience of operating or monitoring an automated firefighting system.</p> <p><u>Deputation/re-employment (for Armed Forces Personnel):</u></p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms upto the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment</p> | <p>Battery backup, HVAC Systems, Temperature Control Devices, Cooling Towers and maintenance & housekeeping services to ensure smooth operations at the DC/DR facility.</p> <p>3. Assist in ensuring the installation of Safety & Security Systems including surveillance equipment, automatic authentication devices to ensure the security and integrity of data.</p> <p>4. Support in equipment maintenance in the DC/DR such as managing & installing custom upgrades, replacing cables, components & accessories to enhance operational efficiency.</p> <p>5. Assist in ensuring 24X7 availability of all DC and DR hardware / software and database resources to facilitate in order to provide uninterrupted service to all the relevant stakeholders</p> <p>6. Maintain current and develop new tracking systems required to manage and maintain the integrity of Data Center which includes creating documentation of floor layout diagrams, rack elevations, power infrastructure diagrams and storeroom/spare parts inventories</p> <p>7. Assist in ensuring the physical maintenance of the DC/DR facility for safety and security of intelligence data.</p> <p>8. Assist in the providing inputs on the performance evaluation of contracted vendor for the maintenance of the Physical DC/DR Infrastructure to ensure compliance to service level agreements in line with the adopted organizational policies.</p> |
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| | | <p>basis (re-employment upto the age of superannuation with reference to civil posts).</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p> | <p>9. Support in ensuring removal of bottlenecks and hurdles faced by the vendors to ensure smooth advancement of activities.</p> <p>10. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status Updates/ Presentations to be made to various stakeholders in a timely fashion.</p> <p>11. Report to Deputy Director (BMS) and perform any assigned work.</p> |
| 7. | <p>(a) Name of post: Assistant Director (Solution Security).</p> <p>(b) No. of posts: 01 (One)</p> <p>(c) Place of posting: Delhi</p> <p>(d) Classification: General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment: 1. By deputation (including short-term contract). 2. For Armed Forces Personnel: Deputation/re-employment.</p> | <p><u>Deputation (including short-term contract):</u></p> <p>Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: -</p> <p>(i) essential, -</p> <p>(A) Bachelor of science or engineering or technology in information technology or computer science or electronics or electrical or communication or computer applications or Bachelor of Computer Applications from a recognised University or institute, or equivalent; and</p> | <p>1. Help in building 'Security by Design' construct into the application architecture, design and development process.</p> <p>2. Ensure that all technical aspects of the Security Policy are built into the application and technology architecture and all application specific requirements are addressed a part of security architecture and design.</p> <p>3. Provide technical assistance for evaluation and selection of Hardware and Software Security product standards and design of standard configurations, to ensure a highly secured IT environment.</p> <p>4. Assist development team and provide technical support for implementation of the Enterprise Security design.</p> <p>5. Assist with other Enterprise Architects for identification of critical architectural & infrastructural gaps and deficiencies in the security of the IT environment; and to recommend solutions to solve potential security issues.</p> |

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| | | <p>(B) two years overall experience out of which at least one year experience in information technology or security management or cyber security.</p> <p>(ii) Desirable: Certified Information Security Auditor (CISA) or Certified Information Security Manager (CISM) or equivalent.</p> <p><u>Deputation/re-employment (for Armed Forces Personnel):</u></p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms upto the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment upto the age of superannuation with reference to civil posts).</p> <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p> | |
| 8. | <p>(a) Name of post: Assistant Director (Security).</p> <p>(b) No. of posts: 01 (One)</p> <p>(c) Place of posting: Delhi</p> | <p><u>Deputation (including short -term contract):</u></p> <p>Officers of the Central Government or State Government or Union territories or autonomous or statutory organisations or public sector undertakings or</p> | <p>1. Assist in the implementation of NATGRID's Physical Security Policy, Standards, Guidelines and Procedures.</p> <p>2. Support in maintaining physical security of employees at NATGRID by ensuring Asset</p> |

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| <p>(d) Classification: General Central Service, Group 'B', Gazetted, Non-Ministerial.</p> <p>(e) Pay Scale: Level-8 in the pay matrix (Rs.47,600-1,51,100).</p> <p>(f) Mode of Recruitment: 1. By deputation (including short-term contract). 2. For Armed Forces Personnel: Deputation/re-employment.</p> | <p>recognised Universities or recognised research institutions, -</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualification and experience, namely: -</p> <p>(i) essential, -</p> <p>(A) Bachelor's degree from a recognised university or institute; and</p> <p>(B) overall experience of two years with one-year experience in handling security.</p> <p>(ii) Desirable: One year experience in administration or security management in law enforcement or intelligence or security agencies or organisations or Armed Forces.</p> <p><u>Deputation/re-employment (for Armed Forces Personnel):</u> The Armed Forces Personnel due to retire or who are to be transferred to reserve, within a period of one year and having the requisite experience and qualifications prescribed above shall also be considered. Such persons would be given deputation terms upto the date on which they are due to release from the Armed Forces; thereafter, they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis (re-employment upto the age of superannuation with reference to civil posts).</p> | <p>protection, robust Access control systems, Video surveillance of the premises of NATGRID etc.</p> <p>3. Schedule Security Audit.</p> |
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| | | <p>Note 1: 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 organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-four years as on the last date of receipt of applications.</p> | |
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2. Pay of the selected officer will be regulated in accordance with extant guidelines issued by Government of India, as amended from time to time.
3. Maximum age limit for appointment on deputation shall be 54 years. Accordingly, persons who will be crossing the age of 54 years on the last date of receiving of application as indicated above need not apply. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation or department of the central government shall ordinarily not exceed five years.
4. Applications in **duplicate** in the prescribed *pro forma* (**Annexure-I**) given below, including **cadre clearance** (signed and stamped), **attested copies** of complete and up-to-date APARs of last five years (signed and stamped on each page) and supporting certificates/documents in support of qualification and experience (signed and stamped on each page) of the officers who can be spared if selected may be sent to **Under Secretary (Estt.), NATGRID, Ministry of Home Affairs, 1, Andheria Mor, Vasant Kunj Road, New Delhi-110074**, within a period of **45 days from the date of publication of advertisement for this vacancy circular in the Employment News**.
5. It may be noted that applications without duly attested cadre clearance/APARs/supporting documents signed and stamped on each page **or** applications received after the last date **or** applications received without copies of cadre clearance/APARs/supporting documents **or** otherwise found incomplete will not be considered. Further, it may be noted that candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
6. While forwarding the applications, the Cadre Controlling Authority may certify all the points provided in the prescribed *pro forma* (last page of **Annexure-I**), including correctness of facts provided by the candidate in the application and that in case candidate gets selected, he/she would be relieved immediately.


 (V Srinivasan)
 Under Secretary (Estt.)
 Tel. No.26757155

ANNEXURE-I

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 | | |
| 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) | | |
| Qualification/Experience required as mentioned in the advertisement/vacancy circular | Qualification/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: 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 subject 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 experiences required for the post applied for |
|--------------------|----------------------------|------|----|---|---|
| | | | | | |

***Important:** Pay Level/ Pay Scale/ Pay Matrix Level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level/ Pay Scale/ Pay Matrix Level 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 Level/ Pay Scale/ Pay Matrix Level 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 |
| | | | |
| 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. | | | |
| 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 (Inc. Union Territory) | | | |
| 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 | | | |
| Pay Level/ Pay Scale/ Pay Matrix | | | 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 | Total Emoluments |

| | | |
|---|-------------------|--|
| | break-up details) | |
| | | |
| <p>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)</p> | | |
| <p>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/innovation measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)</p> | | |
| <p>17. Please state whether you are applying for deputation/Absorption/Re-employment Basis.# (Only officers under Central Government are eligible for "Absorption"/Re-employment).</p> | | |
| <p># (The option of 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "Absorption" or "Re-employment").</p> | | |
| <p>18. Whether belongs to SC/ST</p> | | |

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.

Date

(Signature of the Candidate)

Address

.....

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 possess 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 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 or the Government 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)

BIO-DATA/CURRICULUM VITAE PROFORMA

| | | |
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| 1.Name and Address (in Block Letters) | | |
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| Essential | Essential | |
| A) Qualification | A) Qualification | |
| B) Experience | B) Experience | |
| Desirable | Desirable | |
| A) Qualification | A) Qualification | |
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| | | | | | |

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| Office/Institution | Pay Level/ Pay Scale/ Pay Matrix Level drawn under ACP/MACP Scheme | From | To |
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| | | | |

| | | | |
|---|---|---|---|
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| 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 |
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| 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 (Inc. Union Territory) | | | |
| 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 | | | |
| Pay Level/ Pay Scale/ Pay Matrix | | | Total Emoluments |
| | | | |
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| | | | |

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|--|-------------------|--|
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Date

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Address
.....

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Countersigned

(Employer/Cadre Controlling Authority with Seal)