

**NATIONAL INVESTIGATION AGENCY**  
**MINISTRY OF HOME AFFAIRS,**  
**GOVERNMENT OF INDIA**  
**NEW DELHI**

No E-76/001/Legal/Depu/2015/NIA/8261

Date: the 21<sup>st</sup> June, 2017

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 BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles
5. The Director CBI, IB and R&AW

Sub : Filling up of posts of Deputy Legal Advisor and Senior Public Prosecutor on deputation (ISTC) basis in National Investigation Agency

Sir

Nominations are invited for the post of Deputy Legal Advisor and Senior Public Prosecutor on deputation (ISTC) basis in National Investigation Agency.

2. The eligibility criteria (educational qualification, 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.

3. It is requested that the above requirement may kindly be circulated among all Departments/ Institutions/ Offices under your charge and also host on their website. The nominations of eligible officers along with following documents may be forwarded to the DIG (Adm), NIA Hqrs, 7<sup>th</sup> Floor, Jai Singh Road, New Delhi- 110001 through proper channel at the earliest and in any case not later than 02 months from the date of publications of this advertisement in the 'Employment News'.

- (i) Their bio-data in the prescribed proforma (Annexure-II) duly countersigned by the competent authority.
- (ii) Up to date APAR dossier from the year 2010-11 to 2014-15 (in case photocopies are being sent, it may kindly be ensured that these are attested on each page with rubber stamp by an officer not below the rank of Under Secretary to the Government of India).
- (iii) Department Enquiry/ Vigilance clearance certificate.
- (iv) Integrity certificate,

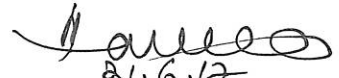
21/6/17

- (v) The details of Major/ Minor penalties imposed on the official during the last 10 years.

4. Applications received after the last date of receipt or incomplete applications in any respect or those not accompanied by the documents/ information in para 3 above will not be considered. The Cadre Authority may ascertain that the particulars sent by the official are correct as per the records.

Yours sincerely

Encl : Annexure 'I' & 'II'

  
21.6.17

(N N D Dubey, KC)  
DIG (Adm)  
For DG, NIA

Copy forwarded for information to :-

1. The Joint Secretary (Appointment), Union Public Service Commission (UPSC), Dholpur House, Shahjahan Road, New Delhi
2. Shri Rajesh Kumar Gupta, Director (IS-III), MHA, North Block, New Delhi
3. ✓ The Supdt. of Police (IT), NIA Hqrs New Delhi for uploading the matter in NIA website.
4. The DIG/SP, NIA Branch offices Hyderabad, Guwahati, Lucknow, Kolkata, Mumbai and Kochi

## Details of the post of Deputy Legal Advisor in the National Investigation Agency

1	Name of the post	Deputy Legal Advisor
2	Nos. of post	03 posts
3.	Classification of the post	General Central Service, Group – 'A', Gazetted, Non-Ministerial
4.	Scale of pay	Pay Band-3, Rs. 15600-39100/- with Grade pay of Rs. 7600/- (revised Level-12 in PAY MATRIX).
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Incentive Allowance	15% of basic pay and as amended by the Government from time to time.
7.	Eligibility Criteria for deputation to NIA	<p><u>Deputation (Including Short Term Contract):</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 as prescribed for direct recruits:</p> <p>Essential:</p> <p>(i) Bachelors' Degree in Law from a recognised University;</p> <p>(ii) Ten years' experience in Prosecution of Criminal Cases.</p> <p><b>Note:</b> - 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 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	<ul style="list-style-type: none"> <li>i) Comments on final Reports in cases wherein the authority competent to pass final orders of the rank of DIG and above.</li> <li>ii) Conduct of important cases of the Branch in the court as taken by himself.</li> <li>iii) DLA shall 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.</li> <li>iv) 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.</li> <li>v) The DLA attached to the NIA Hqrs/ Directorate of Prosecution will be in addition, in charge of Legal Division and perform all those duties specifically entrusted to Legal Division.</li> <li>vi) 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.</li> <li>vii) Advice in legal matters on general points or specific issues arising during investigation or trial, as may be requested by the DIG.</li> <li>viii) 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.</li> <li>ix) Scrutiny of results of court trials and Departmental Action and scrutiny of Court Diaries in respect of cases.</li> <li>x) Scrutiny of exoneration cases and those of inadequate punishment.</li> <li>xi) Review of judicial decisions relating to Criminal Law and procedure arising from cases and preparation of notes and comments thereon for publication in the NIA</li> </ul>
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		<p>Bulleting/Periodicals/Reports.</p> <p>xii) Such other subjects relating to legal matters as may be allotted to them by the DIG.</p> <p>xiii) Maintaining close liaison with the DIG &amp; SP and to attend periodical meetings to review prosecution cases.</p> <p>xiv) To supervise the work and conduct of the Senior PPs/PPs working under him in the Region/Branches.</p>
9.	Deputation	<p><b>Deputation (ISTC):</b></p> <p>The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&amp;T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.</p>

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1	Name of the post	Senior Public Prosecutor
2	Nos. of post	8 posts
3.	Classification of the post	General Central Service, Group – 'A', Gazetted, Non-Ministerial
4.	Scale of pay	Pay Band-3, Rs. 15600-39100/- with Grade pay of Rs. 6600/- (revised Level-11 in PAY MATRIX)
5.	DA, HRA, TPT & other allowance	As admissible under the Central Government orders from time to time.
6.	Special Incentive Allowance	15% of basic pay and as amended by the Government from time to time.
7.	Eligibility Criteria for deputation to NIA	<p><b><u>Deputation (Including short term contract):</u></b></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, 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 as prescribed for direct recruits:</p> <p>Essential:</p> <p>(i) Degree in Law of a recognised University;</p> <p>(ii) 08 years' practice as an advocate in conducting criminal cases or 08 years experience of State judicial Service or Legal Department of State or Central Government.</p> <p>(iii) Basic knowledge of word processing on computer and internet.</p> <p>Note-I: Qualifications are relaxable at the discretion of the UPSC in case of candidates otherwise well qualified.</p> <p>Note-II: The qualifications regarding experience are relaxable at the discretion of the UPSC in the case of candidates belonging to SC and ST if, at any stage or selection, the UPSC are of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>



		<p>NOTE-III: 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 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"> <li>i) 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.</li> <li>ii) He will comment on Final Reports, scrutinize the charge sheets to be filed in Courts and draft sanction orders for prosecution.</li> <li>iii) 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.</li> <li>iv) He will conduct the prosecution in Court of all important cases and will submit Court Diaries in respect of such cases.</li> <li>v) He will ensure the proper conduct of prosecution by Public Prosecutors of his branch and give them necessary help, guidance and advice.</li> <li>vi) He will prepare and forward conviction, acquittal and discharge reports in the prescribed form.</li> <li>vii) 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.</li> <li>viii) He will ensure and responsible for seeing that the Government Counsels or Special Counsels engaged are fully and properly briefed.</li> <li>ix) He will arrange to keep in touch with the progress of cases coming up in the High Courts and Supreme Courts.</li> <li>x) 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.</li> </ul>



		<p>xi) 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.</p> <p>xii) 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.</p> <p>xiii) He will be responsible to see that summons to witnesses are issued from Courts in proper time.</p> <p>xiv) 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.</p> <p>xv) 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.</p> <p>xvi) He will inspect the Malkhana periodically and at least once in three months.</p> <p>xvii) He will attend the coordination meetings with the SP to review progress of cases under trial and other important matters relating to prosecution.</p> <p>xviii) CIO/IO shall assist the Sr.P.P. in the discharge of his above said duties.</p>
9.	Deputation	<p><b>Deputation (ISTC):</b></p> <p>The other terms and conditions of deputation will be government as laid down in the Govt. of India, DoP&amp;T OM No. 6/08/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time.</p>

21.6.17



**CURRICULUM VITAE PROFORMA****APPLICATION 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)					
		Qualifications/ Experience required	Qualifications/ Experience possessed by the officer			
	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					
	Office/ Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties (in detail)
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					
	(d) The date of initial appointment					
	(e) Period of appointment on deputation/ contract					
	(f) Name of the parent office/organization to which you belong					

10	<p>Additional details about present employment:-</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(g) Central Government</p> <p>(h) State Government</p> <p>(i) Autonomous Organization</p> <p>(j) Government Undertaking</p> <p>(k) Universities</p> <p>(l) Others</p>	
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	<p>Additional information, if any, which you would like to mention in support of your suitability for the post</p> <p>(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).</p> <p>(Note-enclose a separate sheet, if the space is insufficient).</p>	
15	<p>Please state whether you are applying for deputation (ISTC)/absorption/re-employment basis</p> <p>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government organizations are eligible only for short term contract)</p>	
16	Whether belongs to SC/ST	
17	<p>Remarks</p> <p>(The candidates may indicate information with regard to (i)</p>	

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)	
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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**

- IV. Certified that particulars furnished by Shri/Smt/Km \_\_\_\_\_ have been verified from his/her record and found correct.
- V. No vigilance case is either pending/contemplated against Shri/Smt/Km \_\_\_\_\_. His/her integrity is certified.
- VI. No major/minor penalties 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

SP / IT