

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

1	Name of the post	Deputy Legal Adviser
2	Nos. of post	* 03 Posts for deputation (ISTC) / absorption** (*subject to variation depending on vacancies) <b>(**Absorption will be considered only after induction on deputation basis and the appointing authority has satisfied itself about the skill performance)</b>
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><b><u>Deputation (Including Short Term Contract) / absorption:</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, 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><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	<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 &amp; 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 governed 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.



(✓ K Birdi, 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	* 06 Posts for deputation (ISTC)/absorption (*subject to variation depending on vacancies) <b>(**Absorption will be considered only after induction on deputation basis and the appointing authority has satisfied itself about the skill performance.)</b>
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	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 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  (b) Possessing following educational qualifications and experience:-  (i) Bachelors’ Degree in Law from a recognised University;  (ii) Eight years’ experience in Prosecution of Criminal Cases.  <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

		<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"> <li>➤ 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>➤ He will comment on Final Reports, scrutinize the charge sheets to be filed in Courts and draft sanction orders for prosecution.</li> <li>➤ 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>➤ He will conduct the prosecution in Court of all important cases and will submit Court Diaries in respect of such cases.</li> <li>➤ He will ensure the proper conduct of prosecution by Public Prosecutors of his branch and give them necessary help, guidance and advice.</li> <li>➤ He will prepare and forward conviction, acquittal and discharge reports in the prescribed form.</li> <li>➤ 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>➤ He will ensure and responsible for seeing that the Government Counsels or Special Counsels engaged are fully and properly briefed.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ He will arrange to keep in touch with the progress of cases coming up in the High Courts and Supreme Courts.</li> <li>➤ 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> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ He will be responsible to see that summons to witnesses are issued from Courts in proper time.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ He will inspect the Malkhana periodically and at least once in three months.</li> <li>➤ He will attend the coordination meetings with the SP to review progress of cases under trial and other important matters relating to prosecution.</li> <li>➤ CIO/IO shall assist the Sr PP in the discharge of his above said duties.</li> </ul>
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.

  
**(Y K Birdi, IPS)**

Dy Inspector General (Admin)  
 NIA Hqrs, New Delhi

**BIO-DATA/CURRICULUM VITAE PROFORMA**  
**{DOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15}**

**Post applied for .....**

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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A)
B) Experience	B)
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A)
B) Experience	B)
<b>5.1 Note:</b> 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.	
<b>5.2</b> 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.	
<b>6.1 Note:</b> 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 experience required for the post applied for

**\*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;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

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 the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation

**9.1 Note:** In case of Officers already on deputation, the applications 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) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation

**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 Organisation
- 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

Basic Pay in the PB	Grade Pay	Total Emoluments

**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.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other allowances etc., (with break-up details)	Total Emoluments
<p><b>16.A Additional Information</b>, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>This among other things may provide information with regard to-</p> <ul style="list-style-type: none"> <li>(i) Additional academic qualifications</li> <li>(ii) Professional training &amp;</li> <li>(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)</li> </ul> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects.</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/innovative measure involving official recognition</li> <li>(vi) Any other information</li> </ul> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p><b>17.</b> 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 Organisations are eligible only for Short Term Contract)</p>		
<p># (The option of ‘STC’/ ‘Absorption’/ ‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC”or “Absorption” or “Re-employment”).</p>		
<p><b>18.</b> 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.

(Signature of the candidate)

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Contact No. \_\_\_\_\_

**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 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 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)**