

**MOST IMMEDIATE/  
ACTIONABLE**

**By FAX or WAN**

Government of India  
Ministry of Home Affairs  
Directorate General, Sashastra Seema Bal  
R. K. Puram, New Delhi - 110 066.

No. I/Pers-V/Dep-SVPNPA/14 **170-75**

Dated **25/08/17**

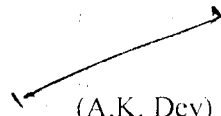
**CIRCULAR**

**Sub: - Filling up of 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 dated 21/07/2017 has invited nominations for filling up the post of "Chief Drill Instructor" General Central Service Group-'A' Gazetted Non-Ministerial with the pay scale in Level-10 in Pay Matrix (pre-revised PB-3 with Grade Pay of Rs.5400/-) 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 that applications of eligible and willing **AC(GD) & Insp(GD)** along with curriculum Vitae in prescribed format, DE/Vigilance clearance certificate, Integrity certificate, major/minor penalties statement for the last of 10 years and attested copies of APARs for the last 05 years (i.e 2011-12 to 2015-16) may be sent to this office by **05/09/2017**.

3. Interested officers / officials may download the circular and application Form from SSB website/SSB portal.

  
(A.K. Dey)

Assistant Director (Pers-IV)

To

1. IsG Frontier Hqrs. Patna, Lucknow, Silliguri, Guwahati, Ranikhet, Tezpur & Director, SSB, Academy Bhopal.

2. DisG SHQs Almora, Lakhimpur Kheri, Gorakhpur, Purnia, Muzaffarpur, Ranidanga, Gangtok, New Jalpaiguri, Kokrajhar, Bezparar, Bomdila, Rangia, Betiah, Pilibhit, Spl Ops SHQ Bhilai & Srinagar(J&K), DisG TCs, SSB Salonibari & MTC Shimla, RTCs - Alwar, Gorakhpur, Bhopal & CI & JW Gwaldam.

Copy to: -

1. PS to DIG (Trg), FHQ., New Delhi with the request to forward nominations of above mentioned rank in respect of the Training Centres located in H. P. & Alwar please.

2. The Assistant Director (CC) FHQ. SSB alongwith circular with the request to upload the same in SSB website and SSB portal in the WAN.

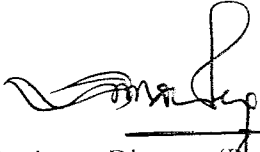
3. The Assistant Directors(Estt), FHQ for information please.

4. The Incharge, EDP Cell - with the request to send the following message to all AC(GD) & Insp(GD). " For deputation to SVP National Police Academy Hyderabad, please

visit SSB website- Human Resource -- Employees Deputation. Facilities for applying deputation is also available in 'MySSB' Mobile App. Interested officers / officials may apply through it".

5. Shri Gautam Basak, Insp(Min), PIMS Cell, FHQ alongwith a copy of circular dated- 21/07/2017 to upload the same in mobile App "MySSB" & e-DAS.

6. Notice Board

  
Assistant Director (Pers-IV)  
24/8/17



Sh. Anand  
10/6/17  
10/6/17

सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी

SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY

(भारत सरकार : गृह मंत्रालय) (Government of India : Ministry of Home Affairs)

हैदराबाद - 500 052 : Hyderabad - 500 052

By Fax / Speed Post

SV26

No.15011/21/2017-Estt.

Dated 21 July, 2017.

To

1. The Director / Director General of IB, CBI, BSF, CRPF, CISF, ITBP, BPR&D, NSG, SPG, NIA, NCB, RPF, NCRB, Assam Rifles, DCPW, SSB, NDRF and NEPA.
2. The Director General of Police of all States / UTs.

**Sub: Inviting Nominations for the post of "Chief Drill Instructor", General Central Service Group - 'A' Gazetted Non-Ministerial in level-10 in the pay matrix in the SVP National Police Academy, Hyderabad on deputation basis.**

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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 in this Academy, on deputation basis.

2. 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.

3. It is requested that the above posts 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**) duly attested, (b) Attested copies of Annual Confidential Reports for the last five years (from 2011-12 to 2015-16), (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 issue of this letter.

4. 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,

(S. Praveen Kumar)  
Deputy Director (Estt.)

Encl : Annexure I & II.

S.V.P. National Police Academy, Hyderabad (040) 24015151 to 58 (8 Lines) Fax (040) 24015179 & 24017650

e-mail [info@mail.svpnpa.gov.in](mailto:info@mail.svpnpa.gov.in)

pers-II

soft

SOC(Dep)

10/7/17

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**Details of the post of "Chief Drill Instructor",  
in the SVP National Police Academy, Hyderabad – 500 052**

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1. Name of the post : **Chief Drill Instructor**
2. Classification of the post : General Central Service Group 'A' Gazetted, Non-Ministerial.
3. Scale of Pay : **Level-10 in the pay matrix.**
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 : **Deputation**
7. Eligibility Criteria :  
(a) (i) Officers of Central Armed Police Forces / State Police holding analogous post on regular basis (DySP/AC) **in level-10 in the pay matrix**  
**OR**  
(ii) Inspectors with three years regular service in level-7 in the pay matrix in CAPFs / State Police; **and**  
(b) Possessing the following education qualification and experience:  
(i) Degree from a recognised University.  
(ii) **Three years experience as Drill Instructor** including experience of planning, co-ordination and conducting outdoor training activities.
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.  
(2) He/She will assist Assistant Director(Tactics) in planning, coordinating and conducting of Tactics Courses for the senior police officers in the Academy.  
(3) He/She will supervise the work of Drill Instructors, Assistant Drill Instructors and other supporting staff in the Outdoor Training Wing.  
(4) He/She will act as master trainer for the DIs and ADIs and guide them in various aspects of outdoor

Contd...P/2...



training. For this purpose, he/she must be qualified in the field of Drill, Weapon Training, Field Craft and Tactics, Map Reading with a very good grading.

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

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

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

9. Deputation Period :

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organisation or department of the Central Government shall ordinarily not exceed three (03) years. The maximum age limit for appointment by deputation shall not exceed fifty six (56) years as on the closing date of receipt of application.



( S. Praveen Kumar )  
Deputy Director (Estt.)



**CURRICULUM VITAE PROFORMA (For the post of Chief Drill Instructor)**

1. Name of the Candidate :  
(in Block Letters)
2. Date of Birth :  
(in Christian era)
3. Date of retirement under :  
Central/State Government Rules.
4. Educational Qualifications :
5. Whether Educational and other qualifications :  
required for the post are satisfied. (If any  
qualification has been treated as equivalent to  
the one prescribed in the Rules, state the  
authority for the same)

	Qualification/ Experience Required	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

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 including present post held with pay details in chronological order.  
Enclose a separate sheet duly authenticated by your signature, if the space below is  
insufficient.

Office / Institution	Post held	From	to	level in the pay matrix (Indicate & basic pay)	Nature of duties



: 2 :

8. Nature of present employment i.e. :  
*Ad-hoc* or Temporary or Quasi-  
Permanent or Permanent.
9. In case the present employment :  
is held on deputation/contract basis,  
please state -  
a) The date of initial appointment :  
b) Period of appointment on deputation/  
contract. :  
c) Name of the parent office/ :  
Organization to which you belong.
10. Additional details about present employment  
  
Please state whether working under  
(indicate the name of your employer  
against the relevant column)  
a) Central Govt.  
b) State Govt.  
c) Others
11. Please state whether you are working :  
in the same Department and are in the  
feeder grade or feeder to feeder grade.
12. Are you in Revised Scale of Pay? 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. Additional information, if any, :  
which you would like to mention in  
support of your suitability for the post.  
(This among other things may provide  
information with regard to (i) additional  
academic 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).
15. Please state whether you are applying for :  
Deputation:
16. Whether belongs to SC / ST :

Contd...3/-



17. Remarks  
 (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional Bodies/institutions/societies and (iv) any other Information.  
 (NOTE:-Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/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

Date :

Contact Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

e-mail ID: \_\_\_\_\_

Countersigned

\_\_\_\_\_  
 \_\_\_\_\_

(Employer with Seal)

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

1. Certified that particulars furnished by Shri/Smt./Kum. \_\_\_\_\_ have been verified from his/her record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt./Kum. \_\_\_\_\_. His/her integrity is certified.
3. No major/minor penalty was imposed on Shri/Smt./Kum. \_\_\_\_\_ for the last 10 years as per records in the Ministry/Department.

Signature of Head of the Office with seal.

Note : Attested copies of Annual Confidential Reports for the preceding five years (from 2011-12 to 2015-16) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.

