

By Speed Post

SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India: Ministry of Home Affairs)
Hyderabad– 500 052

No.15011/01/2021-Estt/SFN/Deptn/A4-P1/177

Dated: 05 March, 2026

To,

1. All Ministries / Departments of Government of India.
2. The Chief Secretaries to the Governments of all States / UTs.
3. The Directors General of all CAPFs & CPOs.
4. The Directors General/Inspectors General of Police of all States / UTs

Sub: - Inviting Nominations for the post of 'Assistant Manager cum Store Keeper' in SVP National Police Academy, Hyderabad on deputation Basis.

Sir,

Nominations are invited from eligible officials under the Central Government Offices/Departments/ Organisations / State Governments /PSUs for filling up **one (01) post of Assistant Manager cum Store Keeper** in the Sardar Vallabhbhai Patel National Police Academy, Hyderabad on deputation basis.

2. The details of pay and allowances, as well as the eligibility criteria, are given in Annexure-I enclosed herewith. The same are also available on the SVP NPA website: <http://www.svpnpa.gov.in> under 'Vacancies' tab.
3. It is requested that the above vacancy may kindly be circulated among all Departments /Institutions/Offices under your charge and also be hosted on their respective website. The nominations of eligible officials, along with their bio-data in the prescribed proforma (Annexure-II), duly attested and countersigned by the competent authority, may please be forwarded to this Academy **through proper channel** at the earliest and, in any case, not later than 42 days from the date of publication of this notice in the Employment News.
4. This is issued with the approval of the Director.

Encl: As above


Administrative officer (Estt)
SVP NPA, Hyderabad.

S.No		
01	Name of the Post	Assistant Manager cum Store Keeper
02	Classification of the post	General Central Service Group- 'C' Non-Gazetted, Non-Ministerial
03	Level in the Pay Matrix	Level - 4 in the Pay Matrix.
04	DA, HRA & other allowances	As admissible under the Central Government orders from time to time.
05	Training Allowance	Not Applicable.
06	Method of Recruitment	By promotion failing which by deputation.
07	Eligibility Criteria	<u>Deputation</u> (i) Official holding analogous post on regular basis; or (ii) Clerks with eight years regular service in pay level-2 (Rs. 19,900-63,200/-) of the pay matrix. Note 1: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization shall ordinarily not exceed three years. Note 2: The upper age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.
08	Nature of Duties	1. He will be responsible for ensuring smooth and proper functioning of the canteen. 2. He will be responsible for procure and receive of all raw materials related to the canteen. 3. He will ensure that all operations in the canteen are carried out uninterruptedly. 4. He will supervise the work of subordinates. 5. He ensures that entries in all records/accounts including Cash Book, Ledger Stock Register, dead stock register are made timely and accurately as well as to maintain Annual Account and Balance Sheet. 6. He will responsible for keeping accurate holding of stocks as per ground balance of accounting records. 7. He will responsible for loss/damage of government property. 8. He will ensure catering to all delegates, VIPs/VVIPs/Foreigners and others as per protocol. 9. Any other additional duty entrusted to him by the competent authority from time to time.

Handwritten signature
5.3.26

Administrative officer (Estt.)

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	
3. ii) Date of retirement under Central/ State Government Rules.	
4. Educational Qualifications	
5. Whether Educational and other qualifications : required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications / Experience required as mentioned in the advertisement / vacancy circular	Qualifications / experience possessed by the officer.
Essential	Essential
A) Qualification	A) Qualification
b) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
b) Experience	B) Experience
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.	

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 details) 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. 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.
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others.			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14. Total emoluments per month now drawn			
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 in the PB	Dearness Pay/ interim relief. other allowances etc (with break –up details)	Total Emoluments.
16.A Additional information , if any, relevant to the post you applied for in support of your suitability for the post. This among other thing may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement). (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to ; (i) Research publications and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies /		

institutions/ societies and ; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central /State Governments are only eligible for "Absorption". Candidates of non Government Organizations are eligible only for short term Contract). #(The option of 'STC'/ 'Absorption'/ Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC / ST	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the Candidate

Date :

Contact Address _____

Mobile No. _____
e-mail ID: _____

Certification by the Employer/ Cadre Controlling Authority.

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri /Smt _____
- ii) His/ Her integrity is certified.
- iii) His/ Her Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Note : Attested copies of Annual Confidential Reports for the preceding five years (from 2020-21 to 2024-25) along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.