

**सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी**  
**SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY**  
**(भारत सरकार : गृह मंत्रालय) (Government of India : Ministry of Home Affairs)**  
**हैदराबाद : Hyderabad- 500 052**

No.15011/01/2021-Estt/SFN/Deptn/A4-P1/-434

Dated: 11.03.2024

To,

1. The Director General of all CAPFs & CPOs.
2. All Ministries/Departments of Government of India/  
Union Territories/State Governments.

**Sub. Inviting Nominations for the following posts in SVP National Police Academy, Hyderabad on deputation Basis.**

Sir,

Nominations are invited from eligible officers under the Central Government Offices/ Departments/Organisations/State Governments/PSUs for filling up the following posts on deputation basis in the Sardar Vallabhbhai Patel National Police Academy:

S.No	Name of post	No of vacant posts
1.	Senior Scientific Assistant	02
2.	Laboratory Technician	02
3.	Network Administrators	02
4.	Cameraman	03
5.	Laboratory Attendant	01
6.	Language Instructor	02
7.	Stenographer Grade - I	04
8.	Staff Nurse	01

2. The details of pay and allowances and eligibility criteria are given in Annexure - I enclosed herewith.

3. It is requested that the above vacancy may kindly be circulated among all Departments/Institutions/Offices under your charge and also for hosting the same on the website (<http://www.svpnpa.gov.in/vacancies>). 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.

Encl: As above



*[Signature]*  
I/c Administrative officer (Estt.)  
SVP NPA, Hyderabad

S.No		
01.	Name of Post	<b>Senior Scientific Assistant</b>
02	Classification of the post	General Central Service Group-B, Non-Gazetted, Non-Ministerial.
03	Level in the Pay Matrix	Level-7 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	Deputation (including short-term contract)/promotion.
07	Eligibility Criteria	<p><b>Deputation (including short-term contract)/Promotion:</b>  Officers under the Central Government or State Government or Union territories or statutory autonomous organization or public sector undertaking or recognized research institutions or university;</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or department; or  (ii) with five year service in the grade rendered after appointment thereto on a regular basis in posts in the level-6 in the pay matrix (Rs. 35400-112400) or equivalent in the parent cadre or department, or  (iii) with six years service in the grade rendered after appointment thereto on a regular basis in the level-5 in the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or department, or  (iv) with fifteen years service in the grade rendered after appointment thereto on a regular basis in posts in the level-4 of the pay matrix (Rs. 25500-81100) or equivalent in the parent cadre or department, and</p> <p>(b) possessing the following educational qualifications and experience:  (i) Master Degree in Forensic Science or Physics or Chemistry or Toxicology or Zoology or Botany or Bio-Chemistry or Biology or DNA from recognised University or Institute.  (ii) Two years of working experience in any Forensic Laboratory or Forensic Science Department in any Government University or Institution or Government recognised University or Institution.</p> <p>Note 1:- The departmental Senior Laboratory Assistant with fifteen years of regular service in Level-4 in the pay matrix (Rs. 25,500 – 81,100) and having the educational qualification and experience prescribed for considering appointment on deputation basis shall also be considered along with the outsiders and in case departmental Senior Laboratory Assistant selected for appointment, the post shall be deemed to have been filled by promotion.</p> <p>Note 2:- 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 three years.</p> <p>Note 3:- The maximum age-limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the last date of receipt of application.</p>
08	Nature of Duties	<ul style="list-style-type: none"> <li>• He will be responsible for laying out different simulation exercises for various levels of course participants.</li> <li>• He will brief the characters for the role-play in simulation exercise.</li> <li>• He will be responsible for preparation of crime exhibits for the IPS Probationers which will help them in practical training like packing, labeling, sealing and forwarding of crime exhibits to FSL and also giving practical demonstrations for learning the techniques.</li> <li>• He will assist in practical demonstrations for blood test (Preliminary test) trap cases, gunpowder residual test and drug test etc.</li> </ul>

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		<ul style="list-style-type: none"><li>• He will assist in preparation of slides needed for microscopic examination of hairs, fibers and give practical demonstrations on the same.</li><li>• He will assist in demonstrations on usage of various laboratory equipment in crime investigation.</li><li>• He will maintain the committee register, other stock registers of equipment and Misc. consumable items etc of the section.</li><li>• He will prepare annual indent and procure the items required for the section.</li><li>• He will assist AD (F.Sc) &amp; JSO in conducting the visits of dignitaries to the section.</li><li>• Any other work assigned by superior officers from time to time.</li></ul>
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I/c Administrative officer(Estt.)

S.No		
01	Name of the Post	<b>Laboratory Technician</b>
02	Classification of the post	General Central Service Group-‘B’ Non-Gazetted, Non-Ministerial
03	Level in the Pay Matrix	Level - 6 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 Deputation failing which by direct recruitment.
07	Eligibility Criteria	<p><b><u>Deputation</u></b> Officers of the Central Government or State Government or Union Territory Administrations;</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) With six years of regular service in the grade rendered after appointment thereto on a regular basis in level-5 in the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or department; and</p> <p><b><u>Educational Qualification:</u></b></p> <p>(i) B.Sc (Medical Lab Technology) from a recognised Institution or University or.</p> <p>(ii) B.Sc (Physics or Chemistry or Mathematics or Biology) with diploma (Medical lab Technology) from a recognised Institution or University; or</p> <p>(iii) B.Tech (Bio Technology) from a recognised University or Institution.</p> <p><b>Note 1 :</b> The Period of deputation including 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 three years.</p> <p><b>Note 2 :</b> The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the last date of receipt of applications.</p>
08	Nature of Duties	<p>i. Working under the supervision of Doctors.</p> <p>ii. Collection of blood samples and other specimens for analysis.</p> <p>iii. Analyzing and preparing blood reports and reports of other collected specimens.</p> <p>iv. Maintaining the records of the patients who come to the Laboratory.</p> <p>v. Operating and calibrating equipments.</p> <p>vi. Documents information by maintaining daily logs and equipment record books.</p> <p>vii. Delivering test results to Physicians.</p>

I/c Administrative officer(Estt.)

S. No		
01	Name of the Post	<b>Network Administrator</b>
02	Classification of the post	General Central Service Group-C, Non-Gazetted, Non-Ministerial
03	Level in the Pay Matrix	Level 5 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 (including short-term contract).
07	Eligibility Criteria	<p><b>Deputation (including short-term contract) :</b></p> <p>Officer under the Central or State Governments :-</p> <p>i. holding analogous post on a regular basis in the parent cadre or Department,</p> <p style="text-align: center;"><b>or</b></p> <p>ii. with five years regular service as Data Entry Operator in level-4 in the pay matrix (Rs.25,500 – Rs.81,100/-) or equivalent in the parent cadre or</p> <p>Department and processing the following educational qualifications and experience:-</p> <p><b>(a) Essential :</b></p> <p>(i) 12<sup>th</sup> Standard or equivalent pass with Science and Mathematics subjects from a Government recognized Board with certificate in one year diploma in computer applications or department of electronics and accreditation of computer courses-A level from Government Institution or Govt recognized Institution; or</p> <p>(ii) Diploma in Electronics and Communication or Information Technology from a recognised University; or</p> <p>(iii) Bachelor Degree in Electronics or Computer Science or Communication or Information Technology from a recognised university; or</p> <p>(iv) Bachelor Degree in Computer Applications from a recognised University.</p> <p><b>(b) Experience :</b></p> <p>(i) two years experience in networking from recognised public institution.</p> <p><b>(c) Desirable :</b></p> <p>Cisco certificated network associate (CCNA) with two years experience from recognised public institution.</p> <p><b>Note 1:</b> The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> 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 organization or department of the Central Government shall ordinarily not to exceed three years.</p>

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		<b>Note 3:</b> The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the last date of receipt of applications.
08	Nature of Duties	<ul style="list-style-type: none"><li>• He will assist the System Administrator and Web Administrator in all the IT related activities as per requirement.</li><li>• He will understand all the functionalities and day-to-day handling of IT network equipments like WiFi Access Points and LAN Switches, to minimise the network downtime.</li><li>• Any other duty allotted to him by the competent authority.</li></ul>

I/c Administrative officer(Estt.)

S. No		
01	Name of the Post	<b>Cameraman</b>
02	Classification of the post	General Central Service, Group-‘C’ Non-Gazetted, Non-Ministerial
03	Level in the Pay Matrix	Level - 5 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 Deputation/Promotion
07	Eligibility Criteria	<p><b>Deputation:</b> Officers under the Central Government :</p> <p>a. (i) holding analogous posts, or, (ii) With five years regular service in posts in level 4 in the pay matrix.</p> <p>b. Possessing Intermediate (12<sup>th</sup> Standard pass from the recognised board) with diploma in photography from a recognised institute and two year’s experience as photography.</p> <p><b>Desirable:</b></p> <p>1. having diploma in cinematography 2. Two years experience in handling Still, Video and Movie Cameras.</p> <p><b>Note 1:</b> Departmental Studio Attendant with minimum sixteen years regular service in level-1, in the pay matrix and having the qualification and experience prescribed for considering appointment on deputation basis shall be considered along with outsiders. If the departmental candidate is selected for appointment to the post is shall be treated as having been filled by promotion.</p> <p><b>Note 2 :</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note 3 :</b> The upper age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>
08	Nature of Duties	<p>1. To effectively cover the activities entrusted to him/her by the Photographic Officer or any other superior officer through Photography and Videography.</p> <p>2. To perform the editing work of photos and videos that have been taken as per requirement.</p> <p>3. To promptly save the photos and videos which are taken by him/her on to the computer system available in the photography unit and on the server as per the instructions.</p> <p>4. To look after the stores and stock of the equipment related to photography section as per the instructions of the Unit In-charge.</p> <p>5. Assist and help photographic officer in completing the tasks assigned to him.</p>

  
I/c Administrative officer(Estt.)



S.No.		
01	Name of the Post	<b>Laboratory Attendant</b>
02	Classification of the post	General Central Service, Group-'C' Non-Gazetted.
03	Level in the Pay Matrix	Level - 1 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 Deputation failing which by direct recruitment.
07	Eligibility Criteria	<p><b><u>Deputation:</u></b></p> <p>Officials from amongst Central Forensic Science Laboratories or State Forensic Science Laboratories;</p> <p>(a) holding analogous post on a regular basis in the present cadre or department; and</p> <p>(b) Possessing Intermediate or 10+2 with science as one of the subjects from a recognised Board or University.</p> <p><b><u>Desirable:</u></b></p> <p>(i) Experience of working in a Science Laboratory preferably attached with a Government Institution or Government recognized Institution</p> <p>(ii) Working knowledge of computers.</p> <p><b>Note 1 :</b> The period of deputation including 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 three years.</p> <p><b>Note 2 :</b> The upper age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of recruitment.</p>
08	Nature of Duties	<p>a. To maintain general cleanliness and upkeep of lab, rooms, equipment, stores etc. under the supervision of Junior Lab Assistant.</p> <p>b. To clean benches/tables, reagent bottles, bags, chemicals.</p> <p>c. To wash and clean glassware.</p> <p>d. To prepare foot print casting bed for practical's along with Junior Lab Assistant.</p> <p>e. To shift the requisite equipment etc. from place to place for classroom demonstrations.</p> <p>f. To clean and fill the fingerprint and footprint kits with required powders under the supervision of Senior Lab Assistant and Junior Lab Assistant.</p> <p>g. To clean the fingerprint articles, fingerprint recording slabs etc.</p> <p>h. To attend other miscellaneous duties of the section viz., collecting and handing over of files/circulars to the officials concerned.</p> <p>i. To do such other work of the section as would be entrusted to him from time to time by the senior officers.</p>

  
I/c Administrative officer(Estt.)



S.No		
01.	Name of Post	<b>Language Instructors</b>
02	Classification of the post	General Central Service, Group-‘B’ Non-Gazetted, Non-Ministerial
03	Level in the Pay Matrix	Level-6 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 Deputation including short term contract.
07	Eligibility Criteria	<p><b><u>Deputation (Including short term contract):</u></b>  Officer of Central Government or State Government or Union Territory or Public Sector Undertaking or Statutory or Autonomous Organisation or recognised university/Institution/ Research Institute;  (a) (i) Holding analogous post or regular basis in the parent cadre or department, or  (ii) with six years regular service rendered after appointment in Level-5 in the pay matrix or equivalent, and  (b) Possessing the following qualification and experience:-  <b>(1) Essential Qualification:</b>  (i) Bachelor’s Degree in Telugu or Assamese or Urdu or Kannada or Bengali or Marathi or Manipuri or Nagamese or Oriya or Tamil or Gujarati or Punjabi or Nepali or Malayalam or English from a recognised university/institution.  <b>(2) Experience:</b>  One year experience of teaching in the languages of specified above.  <b>(3) Desirable Qualification:</b>  Degree of bachelor education from a recognised university institution.  <b>Note-1:</b> The period of deputation (including short term contracts) including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed three years.  <b>Note-2:</b> The maximum age limit for appointment by deputation including short term contracts shall be not exceeding fifty-six years as on the last date of receipt of application.</p>
08	Nature of Duties	<ol style="list-style-type: none"> <li>1. He should teach the IPS Probationers, how to read and write the regional language of the cadre/state allotted to them.</li> <li>2. He should develop probationer’s understanding in the respective regional language.</li> <li>3. He should prepare notes, work books etc in the concerned regional language and distribute the same to the probationers.</li> <li>4. He should prepare lesson plans in the regional language concerned.</li> <li>5. He should prepare the question paper for the final exam to be conducted for the probationers after completion of all the classes.</li> <li>6. Any other duties assigned by the Competent Authority from time to time.</li> </ol>

  
I/c Administrative officer(Estt.)

S.No.		
01	Name of the Post	<b>Stenographer Grade. I</b>
02	Classification of the post	General Central Service Group-‘B’ Non-Gazetted, Ministerial
03	Level in the Pay Matrix	Level - 6 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	<p><b>Deputation:</b>  Officer holding the post of Stenographer under the Central Government:  (i) Holding analogous post on regular basis in the parent cadre or department; or  (ii) with six years of regular service in level-5 (Rs. 29200-92300) in the pay matrix or equivalent rendered after appointment thereto on regular basis in the parent cadre or department; or  (iii) with ten years of regular service in level-4 (Rs. 25500-92300) in the pay matrix or equivalent rendered after appointment thereto on regular basis in the parent cadre or department;</p> <p><b>Note 1:</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, the deputationist shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> The period of deputation including 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 three years</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the last date of receipt of applications.</p>
08	Nature of Duties	<ol style="list-style-type: none"> <li>1. He will take dictation in shorthand and transcribe it.</li> <li>2. He will be responsible for typing of essential or confidential / secret documents including other typing work as considered necessary.</li> <li>3. He will attend telephone calls and receive visitors who come to meet the officer.</li> <li>4. He will fix the appointments and cancel them, if necessary.</li> <li>5. He will keep a list of engagements, meetings, tours, etc and remind the Officer well in advance about them.</li> <li>6. He will keep a note of the movement of files.</li> <li>7. He will collect information and files, and compile data if necessary.</li> <li>8. He will send routine reminders.</li> <li>9. He will assist the officer in training related activities.</li> <li>10. He will do any other work assigned by the officers from time to time.</li> </ol>

I/c Administrative officer(Estt.)

S.No		
01.	Name of Post	<b>Staff Nurse</b>
02	Classification of the post	General Central Service, Group-B, Non-Gazetted, Non-Ministerial.
03	Level in the Pay Matrix	Level in the Pay Matrix Level- 7
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 deputation.
07	Eligibility Criteria	<p><b>Deputation :</b></p> <p>Officers holding the post of Staff Nurse or Nursing officer under the Central Government, State Governments or Union territory Administration:</p> <p>(a) holding analogous post on regular basis in the parent cadre or Department; or</p> <p>(b) with five years regular service in the post rendered after appointment thereto on regular basis in level-6 (Rs. 35400-112400) in the pay matrix or equivalent in the parent cadre or Department.</p> <p>Note 1: The period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date for receipt of applications.</p>
08	Nature of Duties	<ol style="list-style-type: none"> <li>1. To work in shifts round the clock.</li> <li>2. Visiting faculty and other patients residences as and when needed to give Medical Aid.</li> <li>3. Liaison duties with Faculty, Probationers and other Staff for Specialist Consultations to various Super Specialty hospitals in twin cities.</li> <li>4. All outdoor activities including Games, Cross Country, Firing and Jungle Camp etc for providing First Aid.</li> <li>5. Assess the needs of the patients in the ward and make nursing care for all in-patients as well as out-patients.</li> <li>6. Give direct patient care (bed marking, mouth care, back care, bed bathing, hair wash, changing of position etc) and allotted care.</li> <li>7. To maintain the proper records of injectables. Maintenance of in-patient and out-patient records.</li> <li>8. To educate the patients for their individual problem. Take care of emergency equipments like oxygen machine, ECG Machine and Ambu bag etc.</li> <li>9. To ensure and maintain the sterilization of the instruments, cotton, gauge and suturing material etc.</li> </ol>

  
I/c Administrative officer(Estt.)

**CURRICULUM VITAE PROFORMA**

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, 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 + Grade pay and basic pay (Revised : Level in the Pay matrix)	Nature of duties (in detail)

8. Nature of present employment i.e. :  
*Ad-hoc* or Temporary or Quasi-  
Permanent or Permanent.

: 2 :

9. In case the present employment is held on deputation/contract basis, please state - :
- The date of initial appointment :
  - Period of appointment on deputation/contract. :
  - 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)
- Central Govt.
  - State Govt.
  - Government Undertaking
  - Universities
  - 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 including short term contract / promotion. (Candidates of non-Government Organisations are eligible only for short term Contract) :
16. Whether belongs to SC / ST :
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 information furnished in 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. 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.

Station :  
Date :

Signature of the Candidate

Address \_\_\_\_\_

\_\_\_\_\_

Contact 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  
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(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**

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**(Employer / Cadre Controlling Authority with seal)**

Note : Annual Confidential Reports in original or their attested copies by the competent authority not below the rank of Under Secretary of Govt. of India or equivalent with rubber stamp on each page for the preceding five years along with Integrity, Vigilance Certificate and details of Major/Minor penalty for the last 10 years should be enclosed.