

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

No.11011/1/2022/Estt/A1(E-18097)

Dated: 27 April, 2026


**NOTICE INVITING APPLICATIONS (OUTSOURCING)**

Applications are invited from eligible individuals for filling up following vacant posts in Sardar Vallabhbhai Patel National Police Academy, Hyderabad-500052, Telangana, **purely on outsourcing basis for a period upto 30.09.2026** or till filling up the post on regular basis, whichever is earlier.

Sl. No.	Name of the post	Number of vacancies
1.	System Administrator	01
2.	Language Instructor	01
3.	Assistant (Ministerial)	01
4.	Network Administrator	01
5.	Stenographer Grade-II	02

2. Pay and other eligibility criteria of these posts are mentioned in **Annexure-I**.
3. Fixed monthly remuneration and leave of personnel retired from Government Service shall be as per Govt of India, Ministry of Finance, Department of Expenditure OM No.3-25/2020-E.III.A dated 09.12.2020.
4. Maximum age should not exceed 64 years as on 01.04.2026.
5. **The terms and conditions for appointment are as under:**
  - (i) The appointee will not be entitled for any kind of regular leave except 8 (eight) days Casual Leave on pro-rata basis i.e. one for every 45 days in the calendar year. The leave of the retired Govt employee shall be regulated as per DoPT instructions.
  - (ii) The contractual appointee shall not be entitled for residential accommodation, transport facility, CGHS, Medical reimbursement etc.
  - (iii) Medical facilities to the appointee and his/her spouse including minor children will be provided in the SVPNPA Hospital only. No referral facility will be extended to appointee and his/her applicable family members.
  - (iv) The contract appointment will not bestow on him/her any right for claiming regular appointment in the Academy.
  - (v) The Academy reserves the right to cancel the entire selection, without assigning any reasons and without incurring any liability thereof.
  - (vi) The employer (SVP NPA) can modify, add, delete and amend/change about terms and conditions.
6. The prescribed application format is enclosed. The filled-in application of only eligible candidates should be sent by post to the **Deputy Director (Estt), SVP National Police Academy, Shivarampally, Hyderabad –500 052 (Telangana)**, so as to reach **on or before 25.05.2026**, along with self-attested copies of the following documents:
  - i. Certificates of Educational, Technical Qualifications, Date of birth etc.
  - ii. Experience Certificate(s)
  - iii. **For retired govt servants** - Pension Payment Order, Copy of Identity Card issued by the employer at the time of retirement and Last Pay Certificate as on date of retirement etc.

**Note: - Incomplete/incorrect/unsigned applications and applications sent without the copies of required documents/photo shall be rejected.**

  
Administrative Officer (Estt)

Copy to the Programmer for uploading in Academy's website.

**Annexure-I**

**Notice inviting applications in Sardar Vallabhbhai Patel National Police Academy Hyderabad for filling up following posts on outsourcing basis.**

Sl	Name of the post	Total vacancy	Pay/ Remuneration	Education qualification & experience.	Nature of duty
1.	System Administrator	01	Pay of other than retired Government servants will be <b>Rs, 1,27,633/- per month</b> The remuneration fixed will not be changed.	<b>Essential:</b>  (i) Masters degree in computer application or computer science or M.Sc (Computer Science) or Information Technology from a recognised University or Institute; or BE or B Tech in Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology from a recognised University or Institute.  (ii) Five years post-qualification experience in the areas of System Administration viz. configuration and maintenance of servers, storage, database in a Government Office or Public Sector Undertakings or Autonomous Body or Statutory Body or recognised institution.  <b>Desirable: -</b>  (i) One year experience of the configuration of LAN and WAN technologies. (ii) One year experience of web-based technologies of or similar to web spear, apache, IIS and scripting languages of or similar to pearl, PHP, HTML, python. (iii) One year experience of Network and Information Security, application security auditing, firewall management and vulnerability assessment	i) He/She will be responsible for all day-to-day system administration related work of LAN and Wifi infrastructure along with all software applications hosted on Academy's servers. ii) He/She will ensure Network and Data security by leveraging best information security practices adopted by Indian IT Sector. iii) He/She will monitor all System Logs of NPA Servers and Nodes and issue alerts to all concerned to mitigate these threats at the earliest. iv) He/she will supervise the work of Web Administrator and Network Administrator. v) He/she will liaise with all AMC and annual support vendors providing annual support services and updates to all hardware and software so that, all latest software updates are implemented by them. vi) Any other duty assigned to him/her by the competent authority.

2.	Language Instructor	01	<p>Pay of other than retired Government servants will be <b>Rs. 70,290/- per month.</b></p> <p>The remuneration fixed will not be changed.</p>	<p><b>A. <u>Essential:</u> -</b></p> <p>(i) Bachelor 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.</p> <p><b>B. <u>Experience:</u> -</b> One year experience of teaching in the languages specified above.</p> <p><b>C. <u>Desirable:</u> -</b> Degree of Bachelor of Education from a recognised university/institution.</p>	<p>(i) He should teach the IPS Probationers, how to read and write the regional language of the cadre/state allotted to them.</p> <p>(ii) He should develop probationer's understanding in the respective regional language.</p> <p>(iii) He should prepare notes, work books etc. in the concerned regional language and distribute the same to the probationers.</p> <p>(iv) He should prepare lesson plans in the regional language concerned.</p> <p>(v) He should prepare the question paper for the final exam to be conducted for the probationers after completion of all the classes.</p> <p>(vi) Any other duties assigned by the Competent Authority from time to time.</p>
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3.	<b>Assistant (Ministerial)</b>	01	Fixed monthly remuneration/leave etc shall be admissible as per Govt of India, Ministry of Finance, Department of Expenditure OM No.3-25/2020-E.III.A dated 09.12.2020	<p><b>Essential:</b></p> <p>(i) Officials retired from Government service holding analogous post on regular basis in Ministerial Cadre in Level-6 in the Pay Matrix and above. OR</p> <p>(ii) Retired Government Upper Division Clerk with 10 years regular service in Level-4 in the pay matrix.</p>	<p>(i) The incumbent will assist Administrative Officer and Superintendents in General Supervision and Management of the section.</p> <p>(ii) He will work under Superintendent (Ministerial), Adm Officer and perform the duties as allocated by the competent authority.</p> <p>(iii) Assigning task to LDCs &amp; UDCs and subsequent follow up to ensure expeditious disposal of work.</p> <p>(iv) Any other work assigned from time to time.</p>
4.	<b>Network Administrator</b>	01	Pay of other than retired Government servants will be <b>Rs. 45,384/- per month.</b> The remuneration fixed will not be changed.	<p><b>A. Essential: -</b></p> <p>(i) 12<sup>th</sup> standard or equivalent pass with Science and Mathematics subjects from Government recognised Board with certificate in one year diploma in computer applications or department of electronics and accreditation of computer courses-A level from a Government Institution or Government 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 certified network associate (CCNA) with two years' experience from a recognised public institution.</p>	<p>(i) He will assist the System Administrator and Web Administrator in all the IT related activities as per requirement.</p> <p>(ii) 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.</p> <p>(iii) Any other duties allotted to him by the competent authority.</p>

5.	<b>Stenographer Grade-II</b>	<b>02</b>	Pay of other than retired Government servants will be <b>Rs. 45,186/- per month.</b> The remuneration fixed will not be changed.	<p><b>A. <u>Essential:</u> -</b></p> <p>(i) 12th class pass or equivalent from a Government recognised Board or university; and</p> <p>(ii) Skill test norms: Dictation: 10 Minutes. @ 80 w.p.m; Transcription: 50 minutes (English), 65 minutes (Hindi) (on computer).</p> <p><b>B. <u>Desirable:</u> One year working experience as Stenographer in any Government Office or Public Sector Undertakings or Autonomous Body.</b></p>	<p>(i) He/She will take dictation in shorthand and transcribe it.</p> <p>(ii) He/She will be responsible for typing of essential or confidential /secret documents including other typing work as considered necessary.</p> <p>(iii) He/She will attend telephone calls and receive visitors who come to meet the officer.</p> <p>(iv) He/She will keep a list of engagements, meetings, tours, etc. and remind the Officer well in advance about them.</p> <p>(v) He/She will keep a note of the movement of files.</p> <p>(vi) He/She will assist the officer in training related activities.</p> <p>(vii) He/She will do any other work assigned by the officer from time to time.</p>
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27.4.26

Administrative Officer (Estt)

**APPLICATION FOR POST OF \_\_\_\_\_  
IN SVPNPA, HYDERABAD ON OUTSOURCING BASIS**

1.	Full Name (in BLOCK letters) :	Latest Passport size photograph
2.	Father's Name :	
3.	Date of birth & Age :	
4.	Nationality :	
5.	Religion , Caste	
6.	Educational Qualifications :	
	a) Academic (copy of documents be attached)	
	b) Technical (copy of documents be attached) :	
7	Speed in Shorthand and Typewriting (copy of documents to be attached) :	Shorthand : English:_____wpm Typewriting : Lower /Higher
8.	Address:	
9.	Experience : Serving / Retired (Give details and also attach connected documents with copy of PPO of retired personnel)	
10.	Date of retirement under Central/ State department :	
11.	Whether Educational and other qualification 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 possessed by the officer. :	
12.	Nature of present employment, i.e adhoc or temporary or permanent :	
13.	Phone / Mobile Number :	
14.	E-mail address :	
15.	Extra-Curricular activities :	
16.	Language(s) known :	
17.	Any other information :	

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after test/interview, my candidature will stand cancelled and all my claim for recruitment forfeited. I also understand that if at any stage I am found to have used unfair means in the written examination/test or to have violated any of the rule/regulation governing the conduct of selection process, my candidature can be cancelled or be declared to have been failed by the selection board at its sole discretion.

Place:

Date:

**Signature of Candidate**