

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

INTER OFFICE NOTE
[MCTP & SC Section]

Subject : **Walk-in-Interview for the post of Daily Wager (Office Assistant) - regarding**

A copy of the “**Walk-in-Interview**” notice to be held on 10/07/2021 (Saturday) at 10:00 hrs at MCTP Building, Site B Campus, SVP NPA, Hyderabad to engage services on daily wage basis @ Rs.558/- per day for “**Office Assistant**” along with its enclosures, is attached for uploading the same on SVP NPA website/portal.

Encl : As above.

(*Bhushan Gulabrao Borase*)

Assistant Director (MCTP & SC)

File No. 20011/01/2021-Trg

Dated : 02nd July, 2021.

Assistant Director (IT), SVP NPA.

Copy for information to :

- i) Assistant Director (Estt), SVP NPA, Hyderabad.
- ii) Inspector (Security) CISF, Main Gate, Site B Campus, SVP NPA.

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Walk-in-Interview

The SVP National Police Academy, Hyderabad intends to engage services on daily wage basis @ Rs.558/- per day for "**Office Assistant**". As such, interested candidates may attend a "Walk-in-interview" alongwith their educational certificates, subject to the following terms and conditions :

- Age should be between 19 years to 45 years,
- Education of any Degree (including Degree in Technical/Professional courses) or equivalent (Preference will be given to English medium & higher qualifications),
- Candidate must have Computer & Internet skills,
- Should be able to speak Hindi/English fluently,
- Should be in possession of valid ID proof (Aadhar Card or any Govt. issued ID proof),
- Bank Account details (copy of bank book front page),
- Medical fitness certificate,
- Preference will be given to candidates who have experience in office work, Typing speed (minimum 30 WPM), computer working knowledge, Internet skills and submit experience certificate in support of the same,
- Candidate failed to produce any of the above documents or filled in "Application Form" (sample format attached) will not be entertained for appearing Test/Interview.

2. The walk-in-interview will be held on **10/07/2021** (Saturday) at **10:00 hrs** at **MCTP Building, Site B Campus, SVP National Police Academy**, Shivarampally, Hyderabad, Telangana-500052. For more details please visit <https://www.svpnpa.gov.in/vacancies>

Encl : Sample application form.

(Bhushan Gulabrao Borase, IPS)
Assistant Director (MCTP&SC)

APPLICATION FORM

01.	Candidates Full Name (in Block letters)	:		<i>Paste recent passport size colour photograph</i>
02.	Father's Name	:		
03.	Date of Birth & age as on 30.06.2021	:		
04.	Marital Status (Single/Married)	:		
05.	Nationality	:		
06.	Native Place	:		
07.	Educational Qualifications			
	a) Academic	:		
	b) Technical Qualification/Certificate	:		
	c) Possessing Typing skill (Yes / No)			
08.	Experience (Give details and also attach connected copies)	:		
09.	Address			
	a) Permanent Address	:		
	b) Address for Communication	:		
10.	Phone / Mobile Number	:		
11.	E-Mail Address	:		
12.	Extra curricular Activities	:		
13.	Language (s) known	:		
14.	Any other information	:		

It is certified that the information given above is true and correct to my knowledge. I am also aware that if it is found, at any stage, that any of the above information is false and tampered, my candidature will be summarily rejected and I am liable for suitable action.

Date :

Place :

Signature of Candidate