



NATIONAL INVESTIGATION AGENCY

MINISTRY OF HOME AFFAIRS

GOVERNMENT OF INDIA

CGO COMPLEX

LODHI ROAD

NEW DELHI – 110 003

TELE NO. 011-24368800 & FAX NO. 011-24368801

NOTICE

Subject: **Engagement of Retired Head Constable/ASI of Central Police Organization and State Police as Naib Court on contract basis in the NIA.**

National Investigation Agency (NIA) vide circular No E:10705/2026/NIAHQ/10456 Dated 20.08.2026 has invited applications from Retired Head Constable/ASI of Central Police Organization and State Police for '**Walk-In-Interview**' to be held on **8th September, 2026 (Tuesday) at 1100 hrs** at NIA HQ, CGO Complex, Lodhi Road, New Delhi. The requirement is of a specialized nature, **as the duties of Naib Court require** familiarity with police/court procedures, handling and movement of judicial records, production-related duties, coordination with police/court authorities and adherence to prescribed court protocols will be preferred.

2. The complete details of engagement with eligibility and application form are available on NIA website (<https://www.nia.gov.in/recruitment-notice.htm>).

Digitally signed by
Sreejith Thiraviam
Date: 20-08-2026
15:19:06

(Sreejith T, IPS)
DIG(Admin)
NIA HQ, New Delhi



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No E:10705/2026/NIA HQ/10456

20-08-2026

C I R C U L A R

Subject: - **Engagement of Retired Head Constable/ASI of Central Police Organization and State Police as Naib Court on contract basis in the NIA.**

National Investigation Agency (NIA) invites application from Engagement of Retired Head Constable/ASI of Central Police Organization and State Police as Naib Court on contract basis in the NIA. for '**Walk-In-Interview**' for engagement as consultant on contract basis. The details/ eligibility of engagement is as under: -

1	Designation	Naib Court
2	Tentative Number of Engagement	03 (Number may vary)
3	Period of Engagement	01 year with provision of extension maximum upto 05 years or the age of 65 years, whichever is earlier.
4	Place of Posting	NIA HQ, New Delhi
5	Remuneration per month	As per MHA OM dated 09.12.2020 remuneration will be fixed by deducting their basic pension from the last pay drawn at the time of retirement (last pay drawn - basic pension = remuneration). Allowances- a. House Rent Allowances: No HRA shall be admissible. b. No other facility and allowances/assistance like medical assistance, HRA, LTC etc., is applicable. c. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement."

6	Eligibility	Retired Head Constable/ASI of Central Police Organization i.e. CBI, NCB, ED etc. and State Police. Desirable: The requirement is of a specialized nature, as the duties of Naib Court require familiarity with police/court procedures, handling and movement of judicial records, production-related duties, coordination with police/court authorities and adherence to prescribed court protocols.
7	Age Limit	Below 65 years
8	Educational Qualifications	12 th Pass
9	Experience	Minimum 2-3 Years' experience in handling the work of Naib Court
10	Nature of Duties	• Attending court proceedings on behalf of the NIA. • Producing accused persons before the court when required, especially when they are in custody. • Serving and tracking summons/notices and coordinating with concerned NIA Officer/court officials. • Maintaining court-case records, including dates, orders, warrants, bail orders and other proceedings • Keeping track of next dates of hearing and informing the concerned Investigating Officer/officials. • Producing case documents/materials before the court as directed by the Investigating Officer or court. • Coordinating with the Public Prosecutor/APP/Special Public Prosecutor regarding court requirements. • Ensuring compliance with court orders, such as production warrants, summons, warrants, remand orders, etc. • Maintaining registers and daily court reports relating to cases. • Communicating court orders and developments back to the concerned Investigating Officer. • Assisting with custody, escort and production of prisoners, where assigned. • Any other task assigned by the NIA
11	Office Timing and Working Day	The Naib Court would follow working office hours from 09.30 AM to 06.00 PM, including half an hour lunch break in between or as may be directed by the controlling officer, during normal working hours. The Naib Court would usually have to attend office from Monday to Friday but if required, he / she may be called for duty as per requirement on any day such as Saturday, Sunday, holiday including Gazetted Holiday or beyond working hours without any extra remuneration / allowance.

12	Leave	The Naib Court will be eligible for 1.5 days leave for each completed calendar month of service. Accumulation of leave beyond a calendar year may not be allowed. Except the above leave, no any kind of other leave will be admissible. No remuneration for the period of absence in excess of the admissible leave will be paid to consultant. The Naib Court shall not claim of leave as a matter of right.
13	Assignment (s) other than NIA during the period of contract.	The Naib Court shall not take up any other assignment of any nature during period of engagement in NIA.
14	Conduct & Integrity	The Naib Court shall abide by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his / her conduct during the period of his / her engagement in NIA. The Naib Court should maintain confidentiality / absolute secrecy of the work carried out by him / her. The Consultant shall be bound to hand-over the entire set of records of assignment to NIA before the expiry of the contract period and before the final payment is released by NIA. Naib Court shall sign an agreement of confidentiality containing a clause on Ethics and Integrity.
15	Termination of Engagement	The engagement shall automatically stand terminated at the end of the engaged period unless extended by the NIA, on mutual consensus by both the parties i.e. Naib Court & NIA. The contract may be terminated earlier if the regular posts are sanctioned and personnel become available, if the Special Courts cease to require the services, or if the performance/conduct of the contractual personnel is found unsatisfactory. The contract may be terminated by giving fifteen days' notice by either side. In the event of pre mature termination of contract without advance notice of 15 days, an amount of remuneration equivalent to 15 days of Naib Court remuneration shall have to be given by NIA or to NIA by the Consultant as the case may be. In the event of termination of the agreement, the remuneration will be paid on pro-rata basis as per attendance during the notice month. Brief ground of pre-mature termination of contract of consultancy service is as under: - (a) The Naib Court is unable to address the assigned works; (b) Quality of the assigned works is not to the satisfaction of NIA; (c) The Naib Court fails in timely achievement of the target as finally decided by NIA; (d) The Naib Court is found lacking in honesty and integrity; (e) If any declaration / information furnished by the Consultant is

		found false or material facts found to be willfully suppressed, he / she will be liable for termination of contract raising any administrative and / or legal action, as NIA may deem fit. (f) The termination of contract must be got approved by the competent authority of NIA after obtaining proper "No Objection" and "No Dues" Certificate from all officers concerned of NIA. (g) The termination will be without prejudice to either party's rights accrued before termination.
16	How to Apply	All interested applicants may appear for 'Walk-In-Interview' at NIA HQ, CGO Complex, Lodhi Road, New Delhi on 8th September, 2026 (Tuesday) at 1100 hrs along with filled up proforma (available with this advertisement – Annexure-I) and with supportive documents in original and one set of self-attested photocopy of following documents - • For retirement proof- a copy of PPO • Educational certificate in support 12th or higher qualification • Work experience Certificate, if any • Last Pay Certificate issued by concerned department at the time of superannuation.

2. The above said engagement **is purely temporary and on contract basis**. NIA has right to accept or reject in part or in fully any or all the response without assigning any reasons whatsoever.

3. Application proforma for engagement in NIA as **Naib Court** on contract basis in the NIA is attached as Annexure-I.

Digitally signed by
Sreejith Thiraviam
Date: 20-08-2026
15:18:41

(Sreejith T, IPS)
DIG(Admin)
NIA HQ, New Delhi

Distribution: -

- All Central and State Police Organization with request to give wide publicity to the circular among the concerned.
- NIA Branch Offices at Jammu, Chandigarh, Lucknow, Patna, Ranchi, Guwahati, Imphal, Kolkata, Bhubaneshwar, Hyderabad, Bengaluru, Chennai, Kochi, Mumbai, Raipur, Bhopal, Ahmedabad and Jaipur – for wide publicity among Retired Officers of CPO and State Police.
- IT Division of NIA HQ for uploading the same on NIA website and CPP Portal

Annexure-I**Application for engagement in the NIA as Naib Court
on contractual basis**

(i)	Name in full (Block Letters)				
(ii)	Father's / Husband's Name				
(iii)	Date of Birth				
(iv)	Date of Superannuation from Govt. Service				
(v)	Educational Qualifications				
(vi)	Complete Residential Address				
(vii)	Telephone / Mobile No.				
(viii)	E-mail ID				
(ix)	Position held since entry into service				
(x)	Last pay drawn (Copy of LPC and PPO)				
(xi)	Pension drawn				
(xii)	Organization where served and designation	Rank	From	To	Nature of work performed
(xiii)	Additional relevant information, if any, in support of your suitability for the said engagement. Attach a separate sheet, if necessary				
(xiv)	Three choice places for posting				

Declaration

I, solemnly declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection / interview, my candidature is liable to be rejected and I shall be bound by the decision of NIA. I have read the guidelines and ready to accept all the terms and conditions for engagement.

Place:

Date:

(Name & Signature of the candidate)D