

उत्तर पूर्वीय पुलिस अकादमी North Eastern Police Academy
भारत सरकार /Govt. of India
गृह मंत्रालय / Ministry of Home Affairs
उमसाव /Umsaw], मेघालय / Meghalaya - 793 123
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No.11012/1/96/Estt/Vol-II/14-728.

Dtd. Umsaw, the 20 Jan. 2018.

To,

1. The Director/Director General of
IB,CBI,BSF,CISF,ITBP,BPR&D,NSG,SPG,NIA,NCB,NCRB, Assam
Rifles,DCPW,SSB,NDRF and SVP,NPA.
2. The Computer section for uploading in the NEPA website.

Sub:- Inviting Nominations for one post of Manager, Grade-II, Group 'B' Non-Gazatted, Non-Ministerial in level-06 and one post of Halwai-cum-Cook, Group 'C', Non-Gazatted, Non-Ministerial in the Pay Matrix in the Departmental Canteen of North Eastern Police Academy, Umsaw, Meghalaya on deputation basis.

Sir/Madam,

One post of Manager, Grade-II and one post of Halwai-cum-Cook will be filled up on deputation as per details/eligibility conditions given below: -

Deputation of manager, Grade-II:

Officers of the Central Government-

- (a) (i) Holding analogous posts on regular basis, or
(ii) Assistant manager-cum-Storekeeper with at least ten (10) years' regular service the Level-04 in the Pay Matrix and
- (b) Possessing the qualification and experience as below: -
 - (i) B.Com.
 - (ii) Three (3) years' experience in Accounts from a Government Department/Undertaking.

Deputation of Halwai-cum-Cook

Officers of the Central Government-

- (a) (i) Holding analogous posts on regular basis, or
(ii) Assistant Halwai-cum-Cook with at least three (3) years' regular service in the Level-02 in the Pay matrix and
- (b) Possessing the following qualifications and experience:



- (i) It is certified that no vigilance case is pending/contemplated against the applicant and he is clear from vigilance angle.
- (ii) Integrity of the applicant is certified.
- (iii) It is certified no minor/major penalty has been imposed upon the officer during the last 10 years/ a list of major/minor penalties imposed upon the officer during the last 10 years is enclosed herewith.
- (iv) ACR dossier, original/attested photocopies of the ACRs of the applicant for the last 5 years are enclosed herewith.
- (iv) It is certified that the particulars furnished by the officer are correct.

(Head of the Department)



- (i) 10th Class Pass with a certificate/diploma in catering, etc.
- (ii) Experience- Two years' in a Government department/Undertaking preferred and possessing the qualification.

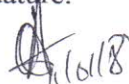
Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed 3years. The maximum age limit for deputation is 56 years as on the closing date of receipt of applications

Selected candidate will have the option to draw their basic pay in the scale of pay of their parent department plus following Allowances admissible during the period of deputation.

- (i) Deputation Duty Allowance @ 10% on revised pay matrix as per rule.
- (ii) SDA @ 10% on revised pay matrix.
- (viii) Transport Allowance as per slab & other facilities like Rent free accommodation, Medical, Education, Welfare etc.

It is requested that the application with full Bio-data and service particulars along with complete confidential reports for last 5 years of the incumbent who can be spared in the event of selection may kindly be sent to this Academy within 60 days from the date of publication. While forwarding the applications it may kindly be verified and certified that the particulars furnished by the officers are correct and that no disciplinary case is pending or contemplated against the incumbent (Bio data proforma/Format enclosed).

The incumbent who applies for the post will not be allowed to withdraw his candidature.


 (Limatemjen)
 Jt. Director

BIO-DATA PROFORMA

1. Name and address in block letter :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/State Govt. 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

Qualification/Experience
possessed by the officer

- Essential
- (1)
 - (2)
 - (3)
 - (4)



6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment, in chronological order, enclosed a separate sheet, duly authenticated by your signature, if the space be is insufficient.

Office	Instit.	Orgn.	Post held	From	To	Scale of pay and pre-revised basic pay, revised Pay Matrix	Nature of duties.

8. Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent.
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

- Central Govt.
 - State Govt.
 - Training/Institutions recognized by State/Central
 - Recognized Universities
 - Autonomous Organization/Public Sector Undertaking
11. Are you in revised scale of pay. If yes, give the date from which the revision took place also indicate the pre-revised scale.
12. Total emoluments per month now draw.
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Whether belongs to SC/ST/OBC
15. Remarks

Date

Signature of the candidate

