

DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN
NORTH EASTERN POLICE ACADEMY, MINISTRY OF HOME AFFAIRS,
UMSAW, MEGHALAYA

SN	Name of Post	Duties & Responsibilities
01	Director	<p>(i) To Function as Director and Head of the Department of North Eastern Police Academy. To conduct Basic training for the directly recruited DySsP and Sub-Inspectors of Police from all the eight North Eastern States. To plan, design and organized in-service courses for all ranks of Police Officers up to the IG level from all over the country.</p> <p>(ii) To Review training courses, syllabi, study materials and training aids, etc. To constantly liaise with various agencies to arrange proficient and experienced faculties. To Assess and identify police training needs and upgrade training infrastructure, etc.</p> <p>(iii) To organize study tour for basic course trainees both inland as well as overseas, in addition to army attachment.</p> <p>(iv) To ensure smooth functioning of office administration, management of the accounts/ budget matters, monitoring of the construction activities etc. To ensure various policies of Government are implemented. Suitable action to be taken for the welfare of the staff and trainees. To do any additional work as directed by MHA.</p>
02	Additional Director	<p>Second in command in the Academy and as such will assist Director, NEPA in following functions-</p> <p>(a)Ensuring smooth functioning of administration and maintenance of discipline.</p> <p>(b)Planning, coordinating and organizing various training activities in the Academy.</p> <p>(c)Developing administrative and training infrastructure in the Academy.</p> <p>(d)Ensuring morale and welfare of staff and trainees in the Academy & will discharge duties as Head of Office.</p>
03	Joint Director	<p>He/she will assist the Director and Addl. Director in all matters pertaining to the Academy. He/she will be especially responsible for the Academic content of training courses and general administration, including supervision of the Academy office. He/she will be responsible for the all the training activities undertaken in the Academy – both indoor and outdoor. He/she will look</p>



		after the function of Additional Director and Director in their absence.
04	Dy. Director (Adjutant)	He is responsible for outdoor training and management of uniform personnel of the Academy. He is also responsible for smooth running of establishment office, provisioning and communication etc. & responsible to carry-out other duties related to outdoor training assigned to him by the Director from time to time.
05	Dy. Director (Indoor)	To assist in planning and execution of indoor content of various courses run in the Academy. To supervise and conduct all indoor training activities of the Academy and to carry-out other duties related to training assigned to him by the Director, NEPA from time to time.
06	Sr. Medical Officer	i) Provide specialized treatment for trainees, staff and their family members in NEPA. ii) Supervise efficient functioning of ten bedded hospitals in NEPA. iii) Organizing training programme on the subject like Forensic Medicine, First Aid etc. for NEPA trainees. iv) Besides, to take classes to the trainees on the subject of Forensic Science.
07	Medical Officer	To perform all the duties of authorized medical attendant to the trainees and all the staff and its family members and nearby villages. Besides, to take classes to the trainees on the subject of Forensic Science.
08	Asst. Director (O/L)	The Assistant Director (Official language) will be responsible to teach Hindi to the Police Officers attending various courses at NEPA from Non-Hindi speaking region. He will be responsible for translating official documents to Hindi and also responsible to organize training programmes for the Academy staff to promote use of Hindi in line with the Government's policy. Besides that, officer will be required to perform any other task assigned to him by the authority.
09	Asst. Director (Law)	Officer to teach Law subjects to the DySPs and Sub-Inspectors of the basic trainees including various short-term courses. Also, to carry out other duties related to training assigned to him by the Director from time to time.



10	Asst. Director (Sc. Aids)	To teach Forensic Science covering subjects like finger prints, foot prints, hand writing, document verification and investigation, evidence ballistic explosive, chemical analysis, toxicology etc. to the Basic courses and in-service courses. Also, to carry out other duties related to training assigned to him by the Director from time to time.
11	Asst. Director (Lect.)	To teach Social Science covering subjects like Human Behavior police attitude along with Modern India and Role of Police Criminology etc. to the Basic Course and in-service courses. Also carry-out other duties related to training assigned to him by the Director from time to time.
12	Asst. Director (Mgmt.)	To take classes of various training courses run by the Academy. He will specifically be responsible to take classes on subject like Human Resource Management, leadership, Morale Motivation, Stress Management/Ethics/Management . Function Behavior/Social Process in Behavioral issues/Human Resource Planning/Organizational Dynamics/Employment relations/Managing change in organization. He will also assist the Dy. Directors to execute all the training programmes pertaining to basic training and in-service training courses and manage the training schedules undertaking in the Academy and other works assigned by the authority.
13	Asst. Director (IT)	To take classes of various training courses run by the Academy. He is to assist the Dy. Directors to execute all the training programmes pertaining to basic training and other in-service training courses related to computer subjects undertaken by the Academy like CIPA/CCTNS/Cyber Crime etc. and other administrative works assigned by the authority.
14	Dy. Asst. Director (Outdoor)	The duties and responsibilities of the post is to take classes on outdoor subjects like physical training, Drill, Weapon Training etc. of the trainees of Basic Course as well as the short term in-service courses and assist the seniors to execute all the training programmes undertaken by the Academy and other administrative works assigned by the authority from time to time.



15	Dy. Asst. Director (Pol. Sc)	Officer to teach IPC, CrPC, Evidence Act. And other subjects on Police Science and Crime Investigation etc. to the basic course and in-service courses. He is related to indoor training activity of the Academy and to carry-out other duties related to training assigned to him from time to time.
16	Dy. Asst. Director (Lect.)	The duties and responsibilities for this post is to take classes of the trainees of Basic Courses as well as in-service course of police officers on the topics like Modern India & Role of Police/Human & Police Attitude/Understanding Critical Social Groups & Conflict Situations/Personality of the Police Officers/Police Community Relations/Criminology & Penology etc. in addition to other administrative responsibilities assigned to the officer.
17	Dy. Asst. Director (F. Sc.)	(i) Impart theoretical training in Forensic Science subjects to trainees. (ii) Organize practical classes in Forensic Science training for the benefit of the trainees. (iii) Organize practical demonstrations/simulation exercises in Forensic Science. (iv) Maintain and update the Forensic Science Laboratory of the Academy.
18	Private Secretary	To assist the Director to perform various official works of the director and other duties assigned by the authority from time to time
19	Superintendent	The Supdt. is the in-charge of office establishment comprising of various sections. He is responsible to Adm. Officer/Dy. Director (Adj) and other duties assigned by the higher authority from time to time.
20	Superintendent (Training)	Duties and responsibilities of the post is to work in Trg. Section and maintained the file works/training schedule/maintaining records of trainees etc. He has to assist the Dy. Directors/ faculties in dealing all matter and all administrative works assigned by the authority.
21	Accountant	Accountant is the in-charge of Accounts section and is to responsible to DDO so far as Accounts matter is concerned.



22	Stenographer Grade-I	To provide stenographic assistance to the Addl. Director/Jt. Director and to perform various official works of the said officers besides other duties assigned by the authority from time to time.
23	Computer Programmer	Programmer is responsible to design application programmes to meet user requirements that optimize the use of available resources and documentation of the software/module to be developed. He implements and maintains database systems to optimize data access and security. The computer programmer is also responsible for providing technical support/ assistance to those who use the computer programs developed.
24	Senior Lib.& Info. Asst.	To perform the duties of Librarian in the Academy Library.
25	Swimming Coach	(i) Imparting theoretical as well as practical training to the trainees, staff and children in swimming. (ii) Training the trainers, so that they can be developed as swimming coach. (iii) Ensuring safety/security of the swimmers so that they are safe. (iv) Ensuring that swimming pool is hygienically maintained. (v) Organizing swimming competitions.
26	Library Information Asst.	To perform duties as Lib. Info. Asstt. In the Academy Library.
27	Stenographer Grade-II	To provide stenographic assistance to the Sr. level officers and to perform various official works of the said officers besides other duties assigned by the authority from time to time.
28	Assistant	Dealing with the cases and giving disposal of complicated correspondences of the sections. Preparation of scheme programme, budget and establishment matters
29	UDC	Dealing with the cases and giving disposal of the correspondence. Also, to deal with accounts / establishment matters etc.
30	LDC	Incoming/outgoing mail, maintenance of file register. Indexing and recording. Typing of letters & others as required by the authorities.



31	Staff Nurse	To perform the duty of staff nurse in the NEPA hospital.
32	Pharmacist	To perform the duty of pharmacist in the NEPA hospital.
33	Electrician	In order to maintain the electric works as well as look after the maintenance of entire campus of electric works.
34	Carpenter	In order to maintain doors, windows, furniture and other items of residential and non-residential buildings etc.
35	Multi-graph Operator	To prepare training materials and operate all duplicate machines and projectors, audio visual related to indoor and outdoor training.
36	Nursing Orderly	For assistance in the Nursing of patients in the Academy hospital.
37	Life Guard	In order to assist the Swimming Coach for training the new learners as well as to keep a watch at the time of training classes of the trainees and rescue the new learner's life etc.
38	Pump Operator	Duties and responsibilities of the post in question is to water supply in all the Messes, residential quarters and other non-residential buildings like Administrative buildings/quarter guard/dispensary/departmental canteen etc.
39	Plumber	In order to supply of water in entire area of Academy and its repair as well as fitting/connect the new lines for water supply properly to all the trainee's messes, residential quarters and other non-residential buildings like Administrative building/Quarter Guard/Dispensary/Ors. Mess/Departmental Canteen etc. along with other new buildings like Trg. Block, Auditorium, Shopping Complex, Community Hall etc.
40	Inspector (Riding)	To impart riding training to the trainees and overall in-charge of riding section.
41	Inspector (Line)	To supervise the entire NEPA campus and all family lines and to distribute daily job to line staff. He will be under the command and control of Dy. Director (Adj.) NEPA.



42	Inspector (Trg.)	To supervise all the instructors and trainees of basic courses in the day to day functions. He will be under command and control of Dy. Director (Adjutant)
43	Inspector (ToT)	To supervise all the instructors and trainees of in-service courses in the day to day functions. He will be under command and control of Dy. Director (Adjutant)
44	Inspector (Wireless)	To impart wireless training to the trainees and he will be the in-charge of Model Police Station and wireless station of NEPA.
45	Sub-Inspector (GD)	(i) To assist to Inspector (Line) and to perform other assignment like line duties, mess duties, watch and ward, liaison duties and other important administrative works. (ii) Imparting outdoor training basic courses and in-service courses
46	Sub-Inspector (MT)	Responsible for maintenance of all vehicles of NEPA.
47	Sub-Inspector (Band)	To supervise and command the NEPA Band and also to train new recruits of the constable (Band).
48	Sub-Inspector (RM)	He will under direct supervision of Inspector (Wireless) and also will help the Inspector (W) in imparting practical training to the trainees in wireless and other audio visual.
49	Sub-Inspector (Armourer)	(a) Maintenance of all weapons every day. (b) Inspection before and after firing. (c) Periodical/Annual inspection and repair the same. (d) To maintain all records of Arms and Ammunitions. (e) Maintenance and upkeep of all of all equipment / components parts etc. (f) Over and above to take classes for Armourer course etc. (g) Zeroing of weapons during firing.
50	ASI (Wireless)	To assist the Sub-Inspector (Radio Mechanic) under the direct supervision of Inspector (Wireless) and also responsible for received and communicating signals.
51	Head-Constable (GD)	Supervision of Constable (GD) and other administrative works under direct control of Inspector (Line).
52	Head-Constable (Band)	Supervision of Academy's band party and miscellaneous duties.



53	Head-Constable (MT)	Supervise of Constable (MT), driving and maintenance of vehicles. Providing basic driving knowledge to the trainees by way of taking driving classes.
54	Head-Constable (MT Mech.)	To repair and to inspect the conditions of the vehicles and get repair the vehicles and overall supervision of the MT garage.
55	Head-Constable (Armourer)	(i) To assist in maintenance of all weapons every day and to keep ready for next firing (ii) To assist SI (Armourer) in inspection before and after firing (iii) To assist in periodical/annual inspection and repair the weapons and accessories (iv) To maintain all records of arms and ammunitions etc. (v) Maintenance and upkeep of all equipment/components parts etc. (vi) Over and above to take classes for Armourer course etc. (vii) Zeroing of weapons during firing (viii) Collection of Arms and Ammunition from Ordnance Factories
56	Constable (GD)	Broadly the duties and responsibilities of these posts will be – i) Providing watch and ward of various important places in the Academy. ii) Providing sentry duties at various gates of the boundary iii) Providing safety to trainees and staff and security to all Govt. property in the campus. Providing sentry duties at various gates of the boundary.
57	Constable (Band)	To play band instruments during ceremonial parade and other miscellaneous works.
58	Constable (MT)	Broadly the duties and responsibilities of these posts will be – i) To drive all types of vehicles of MT Section for staff/officers/guest faculties. ii) Providing basic driving knowledge to the basic trainees by way of taking driving class.
59	Constable (MT-Mech.)	Repair and maintenance of Govt. vehicles
60	Daftry (MTS)	To assist Accountant and cashier in Accounts section for keeping records of accounts.



61	Cook (MTS)	To cook food in different messes.
62	Mali (MTS)	To work as a gardener in NEPA campus.
63	Sweeper (MTS)	To sweep/clean the buildings/messes etc in the Academy campus.
64	Water Carrier (MTS)	For general assistance in the cook house of the Academy messes.
65	Mess Servant (MTS)	To perform bearer duties at the officer's messes etc.
66	Veterinary Dresser (MTS)	To give first aid to Academy horse and nurse them in time.
67	Farrier (MTS)	To maintain saddlery stores and to nail horse shoes to horses.
68	Tailor (MTS)	Tailoring of uniform of Academy personnel and basic trainees.
69	Dhobi (MTS)	To wash and iron the uniform of the trainees and all curtains etc. of the messes/office.
70	Barber (MTS)	To work as barber to staff and trainees
71	Cobbler (MTS)	To repair shoes of trainees and staff.
72	Masalchi (MTS)	To assist cooks in the kitchens of the Academy messes.
73	Farash (MTS)	To keep the office clean
74	Syces (MTS)	To maintain horses to feed them and exercise and nurse them in time.
75	Canteen Manager	To maintain the daily works of the Departmental Canteen. Daily updates / expense / file works / daily requirement, etc. He is to supervise day to day activities of the canteen and the canteen staff, etc.
76	Halwai	To prepare food items like sweets / namkeen, etc. as per daily requirement. Maintenance of hygiene while preparing the items.



77	Canteen Clerk	To assist the Canteen Manager in maintenance of day to day works of the canteen. In order to keep records of daily expense / profits, etc. Also, he has to sell the canteen items to the employees and other customers at the prescribed rates and any other works as per orders.
78	Canteen Attendant	To prepare and distribute tea/coffee/snacks etc. as per order. Washing the utensils and to assist the Halwai in the Departmental canteen and any other related works as per orders
79	Safaiwala (Sweeper)	To keep the departmental canteen clean and maintain hygiene by sweeping / mopping, etc.

