



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. NEPA/Estt/Adv.-Proposal/2021/Vol-II/10725-86 Dated Umsaw, the 19 March, 2021

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, LNJNI NICFS, FSLs, CRPF, Re-Settlement, Ministry of Defence
2. The Director General of Police of all States/UTs.
3. Computer Section, NEPA – for uploading on Academy's website

Sub: Inviting nomination for filling up the post of “Assistant Director (Official Language)”, General Central Service Group- “A” Gazetted, Non-Ministerial in Level-10 of the Pay Matrix in North Eastern Police Academy, Umsaw by deputation (Including short term contract) / absorption - reg.

Sir,

Nominations are invited for filling up of 01 post of “Assistant Director (Official Language)”, General Central Service Group- “A” Gazetted, Non-Ministerial in Level-10 of the Pay Matrix in this Academy on deputation (Including short term contract) / absorption basis.

2. The eligibility criteria (educational qualifications, experience, etc) are furnished in the enclosed **Annexure-I**. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. It is requested that the above post may kindly be circulated among all Departments / Institutions / Offices under your charge and also hosted on their websites. the nominations of eligible officers along with, (a) their bio-data in the prescribed proforma (**Annexure-II**) duly attested, (b) Copies of Annual Confidential Reports for the last five years (2015-16 to 2019-20) duly attested by an officer not below the rank of Deputy Secretary, (c) details of major and minor penalties for the last 10 years and (d) Certificate(s) of Integrity, Vigilance and Cadre Clearance, may please be forwarded to this Academy **through proper channel** at the earliest and in any case not later than 60 days from the date of issue of this letter. The details including Prescribed Proforma and eligibility conditions etc are also available of North Eastern Police Academy website (<http://nepa.gov.in/permanentpost.html>).

4. Application received incomplete in any respect or those not accompanied by the documents / information mentioned in para 3 above will **NOT** be considered. The cadre controlling authorities may kindly ascertain that the particulars sent by the officers are correct as per the service record. While forwarding the nominations for the post of Assistant Director (Official Language), it may kindly be ensured that the nominated officers should not be in pay scale higher than the pay scale of the deputation post, i.e., level-10 of the Pay Matrix.

Encl: Annexure I & II



Yours faithfully,


18.3.21
(Deepak Kumar, IPS)
Director

Details of the post of "Assistant Director (Official Language)" in North Eastern Police Academy, Umsaw-793123

1. Name of the Post : Assistant Director (Official Language).
2. Classification of the post : General Central Service, Group- "A" Gazetted, Non-Ministerial.
3. Scale of Pay : Level-10 of the Pay Matrix.
4. DA, HRA & other allowances: As admissible under Central Govt. Rules amended from time to time.
5. Trg. Allowance : As admissible under Central Govt. Rules amended from time to time.
6. Method of Recruitment: : By deputation (ISTC) / absorption.
7. Eligibility Criteria :

Officers from the Central Government / State Government / Union Territories / recognized research Institutions / Public Sector Undertakings / Semi Government/ Statutory or autonomous organisations: -

- (a) (i) Holding analogous post on regular basis in the parent cadre or Department; or
(ii) With three years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band-2 ₹9,300-34,800/- with Grade Pay of ₹4,600/-; revised Pay Matrix Level-7 and

- (b) Possessing the following educational qualifications and experiences: -

Essential:

Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level; or

Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level; or

Master's Degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the Degree level; or

Master's Degree of a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as a medium of examination at the Degree level.

Master's Degree of a recognized University in any subject other than Hindi or English with Hindi and English as compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the Degree level; or



(ii) Three years' experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or scientific literature under Central / State Governments / Autonomous body / Statutory / Organisations / Public Sector Undertakings / Universities or recognized research or educational Institutions; or

Three years of experience of teaching in Hindi or English or Research in Hindi or English under Central / State Governments / Autonomous body / Statutory Organisations / Public Sector Undertakings / Semi-Government / Statutory or Autonomous Organisations / Universities or recognized research or educational Institutions.

Desirable:

Studied one of the languages other than Hindi included in the 8th Schedule of the Constitution at 10th level from a recognized Board.

8. Deputation period : Period of deputation Including short term contract including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organizations / department of the Central Government shall not exceed three years. The maximum age limit for appointment by deputation including short term contract shall not be exceeding fifty-six years, as on the closing date of receipt of application

9. Nature of Duty : 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 programs for the Academy staff to promote use of Hindi in line with the Government's Policy. Besides that, the officer will require to perform any other task assigned to him by authority.

10. 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: -

- (a) Trg. Allowances (inclusive Deputation Duty Allowances) @24% on revised pay matrix.
- (b) SDA @ 10% on revised basic pay matrix
- (c) Transport Allowance as per slab & other facilities like Rent free accommodation, Medical, Education, Welfare etc



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18.3.21
(Deepak Kumar, IPS)
Director

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry in to service	
ii) Date of retirement under Central/State Government 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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualification/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of	

issue of circular and issue of Advertisement in the Employment News.

5.2 In the case of degree and Post Graduate Qualification Elective/ main subjects and subsidiary subjects may be indicated by the candidate.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.

6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate {as indicated in the Bio-Data} with reference to the post applied.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/institution	Post held on regular basis	From	To	* Pay Band and Grade pay/ pay scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

* Important: Pay band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP scheme	From	To

8. Nature of present employment i.e Adhoc or Temporary or Quasi permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1 Note: In case of Officers on deputation, the applications of such officers should be forwarded by the parent cadre/ department along with cadre clearance, Vigilance Clearance and Integrity Certificate.			
9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organization.			
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government			

b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness pay/Interim relief/other allowance etc, (with break up details)	Total Emoluments
16.A Additional information, if any relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii)Professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement. (Note: Enclose a separate sheet, if the space is in sufficient)		
16. B Achievements:		

<p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research Publications and reports and special projects</p> <p>(ii) Awards/Scholarships/ official Appreciation</p> <p>(iii)Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/innovative measure involving official recognition vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation(ISTC)/absorption/Re-employment basis. # (officers under Central/State Governments are only eligible for Absorption. Candidates of non-Government organizations are eligible only for short term contract)</p>	
<p># (The option of STC/Absorption/RE-employment are available only if the vacancy circular specially mentioned recruitment by STC or Absorption or Re-employment</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am will aware that the information furnished in the Curriculum vitae duly supported by the documents in respect of essential qualification/work experience submitted by me also be assessed by the Selection Committee at the time of selection for the post. The information /details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Date _____

CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt _____.

ii) His/Her integrity is certified.

iii) His/Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)