



North Eastern Police Academy  
Govt. of India  
Ministry of Home Affairs  
Umsaw, Meghalaya 793 123  
Tele & Fax – 0364-2572036

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F.No. Estt-AFD0FUP/1/2026-ESTT SECTION-Part(1)/917-26 Dated 17/4/2026.

To

1. The Director General, BSF, Block 10, CGO Complex, Lodhi Road, New Delhi-110003.
2. The Director General, CRPF, Block No.1, CGO Complex, Lodhi Road, New Delhi-110 003.
3. The Director General, ITBP, Block No. 2, CGO Complex, Lodhi Road, New Delhi 110 003.
4. The Director General, SSB, East Block – V, R K Puram, New Delhi 110 066.
5. The Director General, HQ, Assam Rifles, Laitkor, Shillong, Meghalaya – 793002.
6. The Director General, RPF, Ministry of Railways, Rail Bhawan, Raisina Road, New Delhi-110001.
7. The Director General, NDRF, 6th Floor, NDCC-II Building, Jai Singh Road, NEW DELHI-110001.
8. The Director General, NSG, Mehramnagar, Palam, New Delhi-110037.
9. The Directorate General of Military Secretary (MS Branch), South Block, Integrated Headquarters of Ministry of Defence (Army), Sena Bhawan, New Delhi-110011.
10. The Directorate of Manpower Planning & Recruitment (DMPR), NHQ (MoD), Nausena Bhawan, New Delhi - 110011.
11. The Directorate of Personnel Officers (DPO), Air Headquarters (Vayu Bhawan), New Delhi, 110106.
12. The Inspector General, North-Eastern Sector, CRPF, Shillong.
13. Inspector General, CISF, Pers Block No.13, CGO Complex, Lodhi Road, New Delhi-110003
14. The Inspector General, BSF FTR HQ, Umpling, Meghalaya, Shillong, - 793006
15. The Directors General of Police, Andhra Pradesh, Vijayawada/Arunachal Pradesh, Itanagar/Assam Guwahati/Bihar, Patna/Chhattisgarh, Raipur/Goa, Panaji/Gujarat, Gandhinagar/Haryana, Panchkula/Himachal Pradesh, Shimla/Jharkhand, Ranchi/Jammu and Kashmir, Srinagar/Karnataka, Bengaluru/Kerala Thiruvananthapuram/Madhya Pradesh Bhopal/Maharashtra, Mumbai/Manipur, Imphal/Meghalaya, Shillong/Mizoram Aizawl/Nagaland Kohima/Odisha, Cuttack/Punjab, Chandigarh/Rajasthan, Jaipur/Sikkim, Gangtok/Tamil Nadu, Chennai/Telangana, Hyderabad/Tripura, Agartala/Uttar Pradesh, Lucknow/Uttarakhand, Dehradun/West Bengal, Kolkata/
16. The Police Chiefs, Andaman and Nicobar Islands, Port Blair/Chandigarh, Chandigarh/Dadra and Nagar Haveli and Daman and Diu, Daman/Delhi, New Delhi/Ladakh, Leh/Lakshadweep Kavaratti/Puducherry, Pondicherry
17. The Section Officer, PT Section, MHA, New Delhi - for uploading on MHA's website
18. The Department of personnel & Training, Ministry of Personnel, PG and Pensions, Govt. of India, North Block, New Delhi, 110001 – for uploading on DOPT website.
19. The Computer Section, NEPA – for uploading on NEPA's website.

**Sub: Inviting nominations for filling up the vacant posts in North Eastern Police Academy, Govt of India, P. O Umsaw, Ri-Bhoi District, Meghalaya by deputation / transfer / absorption basis.**

Sir,

Nominations are invited for filling up the vacant posts in NEPA as per details below –

SN	Name & Particulars of Post	Number of vacancies	Pay Level	The eligibility criteria (E.Q., Experience, etc)
1.	Deputy Assistant Director (Outdoor) Group- "B", Gazetted, Non-Ministerial	1	Level-7	Annexure – 1
2.	Inspector (Training) General Central Service, Group- "C" Non-Gazetted Non-Ministerial	1	Level-6	Annexure – 2



3.	Inspector (Riding) General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	1	Level-6	Annexure – 3
4.	Inspector (Training of Trainers) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	1	Level-6	Annexure – 4
5.	Sub-Inspector (Band) General Central Service, Group- "C" Non-Gazetted Non-Ministerial)	1	Level-5	Annexure – 5
6.	Sub-Inspector (RM) General Central Service, Group "C", Non-Gazetted, Non-Ministerial	1	Level-5	Annexure – 6
7.	Head Constable (GD) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	4	Level -2	Annexure – 7
8.	Head Constable (Motor Transport Mechanic) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	1	Level-2	Annexure – 8

2. It is requested that the above posts may kindly be circulated among all Departments/ Institutions / Offices / Branches / Battalions under your charge and also requested to host on your website. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

3. The nominations of eligible officers along with, (a) their bio-data in the prescribed proforma for Group-B (**Annexure -9**) & Group-C (**Annexure-10**) duly attested / counter signed, (b) Attested copies of APAR / ACR for the last five years (c) details of major and minor penalties, if any, for the last 10 years and (d) Certificate of Integrity, Vigilance and Cadre Clearance as mentioned in bio-data proforma may please be forwarded to this Academy through proper channel. **The advertisement for the aforementioned post shall be treated as rolling advertisement and shall remain valid until all vacancies are filled or up to the end of FY 2026-27, whichever is earlier.**

4. Incomplete application 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 ascertain that the particulars sent by the officers are correct as per the service records. While forwarding the nominations for the above posts, it may kindly be ensured that the nominated officers **should not be in the pay scale higher on regular basis than the pay scale of the deputation post** mentioned against each. However, selected personnel may elect to draw either the pay in the scale of pay of deputation post or his basic pay in the parent cadre as per rule.

5. **The Candidate if selected, will be eligible to draw Training Allowance @24% of Basic Pay for Uniform Personnel, 10% S.D.A on Basic Pay, SCRLA, in addition to other allowance/facilities as admissible time to time as per rule.**

6. Leave shall be regulated in accordance with the rules applicable to the parent Department/Cadre.

Encl: Annexure – 1 to 9



Yours faithfully,

*(Signature)*  
11/11/26  
(Dr. S. Gogoi)  
Sr. CMO/ H.O.O.

1.	Name of the Post	<b>Deputy Assistant Director (Outdoor)</b>
2.	Eligibility Criteria	<p>Officers of the Central Government or State Governments or Union territories or recognized research institutions or Universities or public sector undertakings or semi-government or statutory or autonomous organizations:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department;</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the pay band-2 Rs.9300-34800 with grade pay of Rs.4200 or equivalent in parent cadre or department; and</p> <p>(b) having three years' experience in teaching outdoor subjects such as physical training, firing, horse riding etc. and conducting or organizing training schedules or programmes etc;</p> <p>(c) has undergone in-service course(s) individually or collectively for six months in one or more training programmes in a recognized training institution namely, physical training, drill, weapons and tactics, map reading, counter insurgency and jungle warfare, commando course, platoon weapons course, course on Un Armed Combat (UAC), areas weapons course, pre-induction course on National Security Guard or police commando course of National Security Guard.</p> <p><b>Deputation/ Re-employment (for ex-servicemen):</b> The Armed Forces personnel up to the level of Junior Commissioned Officers or equivalent in the Army, Navy or Air Force who are due to retire or who are to be transferred to reserve within a period of one year, shall also be considered and such officers, if selected, will be given deputation terms up-to the date on which they are due for release from the Armed Forces; thereafter, they may be continued on re-employment terms, but in case such officers have retired or have been transferred to reserve before the actual selection to the post is made, then, their appointment will be on re-employment basis.</p> <p><i>Note: The period of deputation (ISTC) including period of deputation (ISTC) in another Ex-Cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years.</i></p>
3.	Method of Recruitment	By deputation (ISTC) / re-employment of Armed Forces personnel.



4.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5.	Deputation period	Initially for a period of (03) <b>three years</b> and subsequent extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @ 10%. (ii) Training Allowance 24%. (iii) Other allowances as admissible.
7.	Facilities	Rent free accommodation, medical assistance, educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8.	Nature of Duty	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.



*Gogoi*  
16/4/26  
(Dr. S. Gogoi)  
Sr. CMO / HOO


1.	Name of the Post	<b>Inspector (Training)</b>
2.	Eligibility Criteria	<p>i) Officers of the Central Government or State Government or Union Territories holding analogous post on regular basis with grade pay of Rs.4200/- or</p> <p>(ii) Sub-Inspector of Central Armed Forces or State Police or Union Territories with five years regular service in the grade pay of Rs.2800/- having experience in teaching outdoor subjects.</p> <p><i>Note: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which is extendable as per extant rules.</i></p>
3.	Method of recruitment	<b>By deputation</b>
4.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5.	Deputation period	Initially for a period of (03) <b>three years</b> and subsequent extendable as per extant rules/instructions.
5.	Pay & Allowances	<p>(i) Special Duty Allowance @ 10%.</p> <p>(ii) Training Allowance @24%.</p> <p>(iii) Other allowances as admissible.</p>
6.	Facilities	Rent free accommodation, medical assistance, educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
7.	Nature of Duties	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). He will also perform all duties, including outdoor training, as assigned by the competent authority



*S. Gogoi*  
16/4/26  
(Dr. S. Gogoi)  
Sr. CMO /H.O.O.

1.	Name of the Post	<b>Inspector (Riding)</b>
2.	Eligibility Criteria	The officers of the Central Government or State Government or Union Territory:  (i) Holding analogous post on regular basis; or  (ii) Sub-Inspector with five years regular service in the pay scale of Rs.1350-2200  <b><u>Experience: -</u></b>  Having experience of Stable Management and Knowledge of horse Riding.  <i>Note: Period of deputation including deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years.</i>
3.	Method of recruitment	Transfer on deputation/transfer.
4.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5.	Deputation period	Initially for a period of (03) <b>three years</b> and subsequent extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @ 10%. (ii) Training Allowance @24%. (iii) Other allowances as admissible.
7.	Facilities	Rent free accommodation, medical assistance, educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8.	Nature of Duties	To impart riding training to the trainees and overall, in-charge of riding section.



  
 (Dr. S. Gogoi)  
 Sr. CMO / H.O.O.

1.	Name of the Post	<b>Inspector (Training of Trainer)</b>
2.	Eligibility Criteria	Officers of the Central / State Governments or Union Territories  (i) Holding analogous posts on regular basis with grade pay of Rs. 4200/-; or  (ii) Holding the post of Sub Inspector in CAPFs, State Police or Union Territories with five years regular service in the grade pay 2800/- having experience in teaching outdoor subjects.  <i>Note: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government or State Government or Union Territory shall be three years initially, which can be extendable upto five years.</i>
3.	Method of recruitment	By Deputation
	Age limit	The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
4.	Deputation period	Initially for a period of (03) <b>three years</b> and subsequent extendable as per extant rules/instructions.
5.	Pay & Allowances	(i) Special Duty Allowance @ 10%. (ii) Training Allowance @24%. (iii) Other allowances as admissible.
6.	Facilities	Rent free accommodation, medical assistance, educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
7.	Nature of Duties	To conduct outdoor classes in PT/Weapons/ Drill/Police Operations & Tactics to the trainees of various Courses. He will assist the Outdoor Officer In-charge in planning and conducting In-service Courses in the day-to-day functions. He will be under command and control of Dy. Director (Adjutant)



*Dr. S. Gogoi*  
(Dr. S. Gogoi)  
Sr. CMO / H.O.O.

1.	Name of the Post	<b>Sub Inspector (Band)</b>
2.	Eligibility Criteria	<p>Officers of the Central / State Governments or Union Territory:</p> <ol style="list-style-type: none"> <li>1. Holding analogous posts on regular basis; or</li> <li>2. Holding the post of Assistant Sub Inspector (Band) with three years regular service in the grade, or</li> <li>3. Holding the post of Head Constable (Band) with five years regular service.</li> </ol> <p>The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><i>Note: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which is extendable as per extant rules.</i></p>
3.	Method of recruitment	By Deputation
4.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5.	Deputation period	Initially for a period of (03) <b>three years</b> and subsequent extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @ 10%. (ii) Training Allowance @24%. (iii) Other allowances as admissible.
7.	Facilities	Rent free accommodation, medical assistance, educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8.	Nature of Duties	To supervise and command the NEPA Band and also to train new recruits of the constable (Band).



*(Signature)*  
16/11/26  
(Dr. S. Gogoi)  
Sr. CMO / H.O.O.

1.	Name of the Post	<b>Sub Inspector (Radio Mechanic)</b>
2.	Eligibility Criteria	<p>Officers of the Central / State Governments or Union Territory:</p> <ol style="list-style-type: none"> <li>1. Holding analogous posts on regular basis; or</li> <li>2. Holding the post of Assistant Sub Inspector (Wireless) with three years regular service in the grade.</li> <li>3. Holding the post of Head Constable (Wireless) and Head Constable (Radio Mechanic) with five years regular service.</li> <li>4. Holding the post of Head Constable (General Duty) with eight years regular service and having Diploma in Radio Mechanic from recognized Institution.</li> </ol> <p><i>Note-I: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</i></p> <p><i>Note-II: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which is extendable as per extant rules</i></p>
3.	Method of recruitment	By Deputation
4.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5.	Deputation period	Initially for a period of (03) <b>three years</b> and subsequent extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @ 10%. (ii) Training Allowance @24%. (iii) Other allowances as admissible.
7.	Facilities	Rent free accommodation, medical assistance, educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8.	Nature of Duties	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.



*(Signature)*  
 (Dr. S. Gogoi)  
 Sr. CMO /H.O.O.


1.	Name of the Post	<b>Head Constable (General Duty)</b>
2.	Eligibility Criteria	<p>Officers of the Central / State Governments or Union Territory:</p> <ol style="list-style-type: none"> <li>1. Holding analogous posts on regular basis; or</li> <li>2. Holding the post of Constable (GD) with five years' regular service.</li> </ol> <p><i>Note-I: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</i></p> <p><i>Note-II: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which is extendable as per extant rules.</i></p>
3.	Method of recruitment	By Deputation/Absorption
4.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5.	Deputation period	Initially for a period of (03) <b>three years</b> and subsequent extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @ 10%. (ii) Training Allowance @24%. (iii) Other allowances as admissible.
7.	Facilities	Rent free accommodation, medical assistance, educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8.	Nature of Duties	To conduct outdoor classes in PT/Weapons/Drill/Police Operations & Tactics to the trainees of various Courses. He will assist the Outdoor Officer In-charge in planning and conducting In-service Courses.



*S. Gogoi*  
16/4/26  
(Dr. S. Gogoi)  
Sr. CMO / H.O.O.

1.	Name of the Post	<b>Head Constable (Motor Transport Mechanic)</b>
2.	Eligibility Criteria	Officers of the Central / State Government or Union Territory:  1. Holding analogous posts on regular basis with grade pay of Rs.1900/-; or  2. Holding the post of Constable (Motor Transport Mechanic) with five years' regular service in the grade pay of Rs.1800/- and having knowledge of elementary mechanism relating to different types of vehicles.  <i>Note: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall be three years initially which can be extendable up-to five years.</i>
3.	Method of recruitment	By Deputation
4.	Age limit	The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5.	Deputation period	Initially for a period of (03) <b>three years</b> and subsequent extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @ 10%. (ii) Training Allowance @24%. (iii) Other allowances as admissible.
7.	Facilities	Rent free accommodation, medical assistance, educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8.	Nature of Duties	To conduct motor driving training, to maintain and repair of Govt. vehicles etc.



  
 (Dr. S. Gogoi)  
 Sr. CMO / H.O.O.

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and address (in Block Letters) with Contact Nos.	
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
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> 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.</p> <p><b>5.2</b> In the case of degree and Post Graduate Qualification Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	



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.	
<b>6.1 Note:</b> 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.
<p>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.</p> <p>9.2 Note: Information under Column 9 (c) &amp; (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.</p>			
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
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. 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:  The candidates are requested to indicate information with regard to;  (i) Research Publications and reports and special projects  (ii) Awards/Scholarships/ official Appreciation  (iii)Affiliation with the professional bodies/institutions/societies and;  (iv) Patents registered in own name or achieved for the organization  (v) Any research/innovative measure involving official recognition vi) any other information.  (Note: Enclose a separate sheet if the space is insufficient)		
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)		



# (The option of STC/Absorption/RE-employment are available only if the vacancy circular specially mentioned recruitment by STC or Absorption or Re-employment)	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am 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)

Contact Address: \_\_\_\_\_

Date: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email ID: \_\_\_\_\_



**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/APARs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India or equivalent 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)

**BIO-DATA/CURRICULUM VITAE PROFORMA**

(For the post of \_\_\_\_\_)

1. Name of the Candidate :  
(In block Letters)
2. Date of Birth :  
(In Christian era)
3. Date of retirement under :  
Central / State Govt./UT 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	Qualifications / Experience Possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post. :
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	From	To	Level in the pay matrix (Indicate Basic Pay)	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 –
- (a) The date of initial appointment:
- (b) Period of appointment on deputation/ Contract:
- (c) Name of the parent office/ Organization to which you belong:
10. Additional details about present employment: Please indicate whether working under (indicate the name of your employer against relevant column)
- (a) Central Govt. :
- (b) State Govt. :
- (c) Others :
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. 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.
13. Total Emoluments per month now drawn :
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (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 insufficient)
15. Please state whether you are applying for Transfer on Deputation / Transfer
16. Whether belongs to SC / ST :



**Certificate to be given by Employer / Cadre Controlling Authority of the Applicant**

1. Certified that particulars furnished by Shri / Smt. \_\_\_\_\_ have been verified from his / her record and found correct. He / She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.
2. No vigilance or disciplinary case is either pending or contemplated against Shri / Smt. / Kum. \_\_\_\_\_.
3. His / her integrity is certified.
4. 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 as per records is enclosed.
5. Attested copies of APAR / ACR for the last five years are enclosed.

**Signature of Employer / Cadre Controlling Authority  
Office Seal**

