



उत्तर पूर्वीय पुलिस अकादमी / North Eastern Police Academy
CBC & NABET Accredited "Utkrisht" Organization

भारत सरकार / Govt. of India

गृह मंत्रालय / Ministry of Home Affairs

उमसाव / Umsaw, मेघालय / Meghalaya/ 793 123

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F.No.Estt-AFD0FCS/1/2026-ESTT SECTION/538

Dated 24/4/2026.

To

1. The Comptroller and Auditor General (CAG) of India, HQ, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124,
2. The Director, Intelligence Bureau (IB) of India, MHA, 35 Sardar Patel Marg, Chanakyapuri, New Delhi -110021
3. The Director General, BPR&D, MHA, NH-48, Mahipalpur, New Delhi - 110037.
4. The Director, Central Bureau of Investigation, CGO Complex, Lodhi Road, New Delhi -110003.
5. The Director, National Crime Records Bureau (NCRB), MHA, NH-8, Mahipalpur, New Delhi – 110037.
6. The Director General, National Investigation Agency (NIA) Opposite CGO Complex, Lodhi Road, New Delhi-110003.
7. The Director, LNIN-NICFS, NFSU Delhi Campus, MHA, Sector-3, Outer Ring Road, Rohini, Delhi-110085.
8. The Director General (DG), Directorate General, NDRF, 6th Floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001.
9. The Director General, Narcotics Control Bureau, MHA West Block No-1, Wing No-5, R.K. Puram, New Delhi – 110066.
10. The Director General, Bureau of Civil Aviation Security (BCAS), 2nd Floor, 'A' Block, Udaan Bhawan, Safdarjung Airport, New Delhi - 110003.
11. The Director General (DG) of the Railway Protection Force (RPF), Rail Bhawan, Raisina Road, New Delhi -110001.
12. The Director, Sardar Vallabhbhai Patel National Police Academy, Shivrampally, Hyderabad, Telangana - 500052, India
13. The Director, Directorate of Coordination Police Wireless, (DCPW) Block No. 9, CGO Complex, Lodhi Road, New Delhi-110003.
14. The Director General, Directorate General Fire Services, Civil Defence & Home Guards (DGCD), Ministry of Home Affairs, East Block-7, Level-7, R. K. Puram, New Delhi – 110066.
15. The Director, NEGRIHMS, Mawdiangdiang, Shillong-793018, Meghalaya.
16. The Joint Director, Ganesh Das Government MCH Hospital, Lawmali Road, Polo Hills / Golf Links, Shillong, Meghalaya 793001.
17. The Director of Health Services (Research), Red Hill Compound, Laitumkhrah, Shillong – 793003.
18. The Director of Health Services (Family Welfare), Assam, Swasthaya Bhawan, Hengrabari, Guwahati-781036.
19. The Director, Sports Authority of India, Jawaharlal Nehru Stadium Complex (East Gate), Lodhi Road, New Delhi – 110003.
20. The Director General, National Informatics Centre, A-Block, CGO Complex, Lodhi Road, New Delhi – 110003.
21. The Director General, Software Technology Park of India (STPI) HQ, 1st Floor, Plate B, Office, Block-1, East Kidwai Nagar, New Delhi - 110023
22. The Section Officer, PT Section, MHA, New Delhi - for uploading on MHA's website
23. The Department of Personnel & Training, Ministry of Personnel, PG and Pensions, Govt. of India, North Block, New Delhi, 110001 – for uploading on DOPT website.
24. 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 are as follows: –



SN	Name & Particulars of Post	Number of vacancies	Pay Level	The eligibility criteria (E.Q., Experience, etc)
1.	Assistant Director (Information Technology) General Central Service, Group- "A", Gazetted, Non-Ministerial	1	Level-10	Annexure - I
2.	Superintendent (Training) Group- "B", Non-Gazetted, Ministerial	1	Level-6	Annexure - II
3.	Stenographer-I Group- "B", Non-Gazetted, Ministerial	1	Level-6	Annexure - III
4.	Staff Nurse Group - "B", Non-Gazetted, Non-Ministerial	1	Level-6	Annexure - IV
5.	Swimming Coach, General Central Service, Group- "B" Non-Gazetted, Non-Ministerial	1	Level-6	Annexure - V
6.	Upper Division Clerk, General Central Service, Group- "C" Non-Gazetted, Ministerial	1	Level-4	Annexure - VI

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-A & B (**Annexure -VII**) & Group-C (**Annexure-VIII**) 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/candidate 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 Deputation Allowance @ 6.25% to 12.5% of Basic Pay for Civilian posts, 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.

Yours faithfully,

[Signature]
24/4/20

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

Encl: Annexure I - VIII



Annexure-I

1.	Name of the Post	Assistant Director (Information & Technology)
2.	Eligibility Criteria	<p>Deputation (Including short-term contract) Officers of the Central Government or State Governments or Union territories administration or recognized research institutions or Universities or public sector undertakings or semi-government or statutory or autonomous organizations;</p> <p>(A) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on regular basis in posts in level-8 in the pay matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on regular basis in posts in level 7 in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(B) Possessing the educational and other qualifications as follows: Essential:</p> <p>(i) Master's Degree in Computer Application or Master of Science (Computer Science or Information Technology) from a recognized University or Institute; or</p> <p>(ii) Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology from a recognized University or Institute; and</p> <p>(iii) three years' post qualification experience in Electronic Data Processing work including experience in actual Programming or Information System in a Government Office or Public Sector Undertaking or Autonomous Body or Statutory Body or in a recognized Institution.</p> <p>Note: 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)</p>
3.	Method of Recruitment	By deputation (ISTC)



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) three years , extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @ 10%. (ii) Deputation Allowance as admissible. (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 in various courses run by this Academy. To assist the Deputy Director in executing all the training programmes pertaining to basic training and other in-service training courses related to computer subjects conducted by the Academy like CIPA/CCTNS/Cyber Crime etc. and other administrative work assigned by the authority

Gogoi
24/4/26

(Dr. S. Gogoi)
Sr. CMO / HOO



1.	Name of the Post	Superintendent (Training)
2.	Eligibility Criteria	<p>Officers of the Central Government or State Government or Union Territory:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with six years' service in the grade rendered after appointment thereto on regular basis in the pay band-1 Rs. 5200-20200 with grade pay of Rs.2800/- or equivalent in the parent cadre or department; or</p> <p>(b) Possessing the following educational qualification and experience:</p> <p>(i) Bachelor degree from a recognized University; and</p> <p>(ii) having three years' experience in administrative and training matters possessing knowledge of rules such as General Financial Rules, Delegation of Financial Power Rules, Fundamental Rules and Supplementary Rules, establishment and other administration rules, etc.</p> <p>Deputation / re-employment of Armed Forces Personnel / Ex-Servicemen</p> <p>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 including 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 ordinarily not to exceed three years.</i></p>
3.	Method of Recruitment	By Deputation
4.	Age limit	The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
5.	Deputation period	Initially for a period of (03) three years, extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @ 10%. (ii) Deputation Allowance as admissible. (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	Duties and responsibilities of the post is to supervise all the work in Training Section and maintain the file works/training schedule/maintaining records of trainees etc. He has to assist the Dy. Directors/faculties in dealing all matter and performed other administrative works assigned by the authority from time to time.



S. Gogoi
24/4/26
(Dr. S. Gogoi)
Sr. CMO / HOO

Annexure – III

1.	Name of the Post	Stenographer Grade - I
2.	Eligibility Criteria	Officers under the Central Government: - (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with ten years' regular service in the pay PB-1 Rs.5,200-20,200/- with Grade Pay of Rs.2400/- or equivalent. <i>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for by promotion.</i> <i>Note 2: Period of deputation including 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 ordinarily not exceed three 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 applications.
5.	Deputation period	Initially for a period of (03) three years , extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @10% (ii) Deputation Allowance as admissible. (iii) Other Allowance as per admissible.
7.	Facilities	Rent free accommodation, Medical Assistance, Educational Assistance, For Welfare – CPC, Cooperative Store, Wet Canteen, Diary, Library besides facilities of Swimming Pool, Gym, Sports etc.
8.	Nature of Duty	The duties and responsibilities of Stenographer – I is 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.



Gogoi
2h/1/26
(Dr. S. Gogoi)
Sr. CMO / HOO

Annexure – IV

1.	Name of the Post	Staff Nurse
2.	Eligibility Criteria	Officers under the Central Government or State Governments or Union territory administrations: (i) Holding analogous post on regular basis; or (ii) with five years' regular service in the post in pay PB-2 (Rs. 9300-34800) Grade Pay of Rs.4200/- and (iii)having the educational and other qualification prescribed below: - (a) 10+2 pass from a recognized Board or University. (b) Three years diploma in General Nursing programme from recognized institution. (c) Registration as Nurse and Mid-wife with the Central or State Nursing Council. (d) Three years of working experience in recognized Hospital Desirable: Experience in the field of Tuberculosis, Hospital Administration and Sister tutor, Public Health Pediatrics physically. <i>Note: Period of deputation including 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 ordinarily not exceed three 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 applications.
5.	Deputation period	Initially for a period of (03) three years , extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @10% (ii) Deputation Allowance as admissible. (iii) Other Allowance as per admissible.
7.	Facilities	Rent free accommodation, Medical Assistance, Educational Assistance, For Welfare – CPC, Cooperative Store, Wet Canteen, Diary, Library besides facilities of Swimming Pool, Gym, Sports etc.
8.	Nature of Duty	To perform the duty of staff nurse in the NEPA hospital.



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24/11/26
(Dr. S. Gogoi)
Sr. CMO / HOO

Annexure –V

1.	Name of the Post	Swimming Coach
2.	Eligibility Criteria	<p>Officers under the Central Government or State Governments or Union Territory Administration or recognized research Institutions or Public Sector undertakings or autonomous bodies or Statutory organizations.</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with six years regular service in the Level-5 (Rs. 29200 – 92300) in the pay matrix and</p> <p>(b) Possessing the educational qualifications and experience as prescribed as under:</p> <p>Essential:</p> <p>(i) Diploma in coaching from Sports Authority of India, Netaji Subhas National Institute of Sports or from any other recognized Indian or Foreign University; or</p> <p>(ii) Participation in Asian Games or World Championship with certificate course in coaching; or</p> <p>(iii) qualification and participation in Olympic Games.</p> <p>Desirable:</p> <p>Bachelor's degree in physical education from a recognized university or institute</p> <p><i>(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 (including short term contract)
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 applications.
5.	Deputation period	Initially for a period of (03) three years , extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @10% (ii) Deputation Allowance as admissible. (iii) Other Allowance as per admissible.
7.	Facilities	Rent free accommodation, Medical Assistance, Educational Assistance, For Welfare – CPC, Cooperative Store, Wet Canteen, Diary, Library besides facilities of Swimming Pool, Gym, Sports etc.



8.	Nature of Duty	(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. (iv) Ensuring that swimming pool is hygienically maintained. (v) Organizing swimming competitions.
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S. Gogoi
24/11/26

(Dr. S. Gogoi)
Sr. CMO/ HOO



Annexure-VI

1.	Name of the Post	Upper Division Clerk
2.	Eligibility Criteria	<p>From amongst the officers of the Central Government or State Governments or Union territory Administrations.</p> <p>(i) Holding analogous post on regular basis; or</p> <p>(ii) Lower Division Clerk of the Central Government with ten years regular service in the pay band-1 (Rs.5200-20200) and Grade Pay of Rs.1900/-</p> <p>(iii) Possessing three years' experience in administration & establishment matter.</p> <p><i>Note: 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 three years.</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 applications.
5.	Deputation period	Initially for a period of (03) three years , extendable as per extant rules/instructions.
6.	Pay & Allowances	(i) Special Duty Allowance @10% (ii) Deputation Allowance as admissible. (iii) Other Allowance as per admissible.
7.	Facilities	Rent free accommodation, Medical Assistance, Educational Assistance, For Welfare – CPC, Cooperative Store, Wet Canteen, Diary, Library besides facilities of Swimming Pool, Gym, Sports etc.
8.	Nature of Duty	The duties and responsibilities of Upper Division Clerk is to deal with the cases and giving disposal of the correspondence. Also, to deal with accounts / establishment matters etc.



Gogoi
24/4/26
(Dr. S. Gogoi)
Sr. CMO/ H.O.O.

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
<p>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.</p> <p>5.2 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.	
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.
<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) & (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>			
<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>			
<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>			
<p>12. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.</p>			
<p>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</p>			
<p>14. Total emoluments per month now drawn</p>			
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: 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)

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/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 :



17. Remarks
(The candidates may indicate information with regard to
(i) Research publications and reports and special projects
(ii) Awards / scholarship / Official Appreciation (iii)
Affiliation with the professional bodies / Institutions /
societies and (iv) any other information:
(Note: Enclose a separate sheet, if the space is
insufficient)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Biodata / Curriculum Vitae duly supported by documents submitted by me will 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: _____



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**

