



उत्तर पूर्वीय पुलिस अकादमी / North Eastern Police Academy

भारत सरकार / Govt. of India

गृह मंत्रालय / Ministry of Home Affairs

उमसाव, / Umsaw, मेघालय / Meghalaya - 793123

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Memo No. NEPA/Estt/Adv.-Proposal/2021/Vol-II/0534-38 Dated Umsaw, the 15 / 03 / 2021.

To,

1. The Director/Director General of IB, CBI, BSF, CRPF, CISF, ITBP, BPR&D, NSG, SPG, NIA, NCB, RPF, NCRB, Assam Rifles, DCPW, SSB, NDRF and SVP, NPA.
2. The Director General of Police of all States / UTs.
3. Computer Section, NEPA – for uploading on Academy's website

**Sub: Inviting nominations for filling up 02 posts of "Head Constable (General Duty)", General Central Service Group - "C" Non-Gazetted, Non-Ministerial in level-2 in the pay matrix in North Eastern Police Academy, Umsaw by deputation/absorption basis - reg.**

Sir,

Nominations are invited for filling up of 02 posts of "Head Constable (General Duty)", General Central Service Group- "C" Non-Gazetted, Non-Ministerial in level-2 in the pay matrix in this Academy by deputation/absorption.

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 posts 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) Attested copies of Annual Confidential Reports for the last five years (2015-16 to 2019-20), (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.

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 record. While forwarding the nominations for the post of Head Constable (General Duty), 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-2 in the pay matrix. 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.

Encl: Annexure I & II

Yours faithfully,

  
(Bipin Kumar)  
Addl. Director

Copy to :

The Under Secretary, PT Section, Police I Division, North Block, New Delhi-110 001- with arequest to publish the vacancy in MHA Website.



**Details of the post of “Head Constable (General Duty)” in North Eastern Police Academy,  
Umsaw-793123**

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1. Name of the Post : Head Constable (General Duty)
2. Classification of the post : General Central Service, Group- “C” Non Gazetted, Non-Ministerial.
3. Scale of Pay : Level-2 in the pay matrix.
4. DA, HRA & other allowances: As admissible under Central Govt. Rules amended from time to time.
5. Training Allowance : As admissible under Central Govt. Rules amended from time to time.
6. Method of Recruitment : By deputation / absorption.
7. Eligibility Criteria : From the Central Government or State Governments or Union Territory;  
(a) Holding analogous posts on regular basis; or  
(b) Constable (General Duty) with five years regular service in the grade
8. Deputation period : Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organizations or department of the Central Government shall be three years initially, which can be extendable up-to five years. The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application
9. Nature of Duty : Imparting outdoor training of basic courses and in-Service courses under the supervision of SI(GD) & Inspector (Trg.) and Inspector (ToT).
10. Pay & Allowances : Allowances admissible during the period of Deputation  
(i) Trg. Allowances (inclusive Deputation Duty Allowances) @24% on revised pay matrix.  
(ii) SDA @10% on revised pay matrix.  
(iii) Transport Allowances as per slab & other facilities like Rent free accommodation, Medical, Education, Welfare etc.



  
( Bipin Kumar )  
Addl. Director

**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. 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)

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	Qualification / Experience Required	Qualifications / Experience Possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

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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 including present post held with details in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

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Office / Institution	Post held	From	To	level in the pay matrix (Indicate & basic pay)	Nature of duties

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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/ Organisation 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 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  
Deputation/absorption:
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 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

Date:

Contact Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile No.

\_\_\_\_\_

Email ID

\_\_\_\_\_

Countersigned

\_\_\_\_\_  
\_\_\_\_\_

(Employer with Seal)

**Certificate to be given by Head of the Office of the Applicant**

1. Certified that particulars furnished by Shri / Smt. / Kum. \_\_\_\_\_ have been verified from his / her record and found correct.
2. No vigilance case is either pending or contemplated against Shri / Smt. / Kum. \_\_\_\_\_. His / her integrity is certified.
3. No major / minor penalty was imposed on Shri / Smt. / Kum. \_\_\_\_\_ for the last 10 years as per records in the Ministry / Department.

Signature of head of the Office with seal

**Note: Attested copies of Annual Confidential reports for the preceding five years (from 2015-16 to 2019-20) along with Integrity, Vigilance Certificate and details of Major / Minor penalty for the last 10 years should be enclosed.**