



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

भारत सरकार / Govt. of India

गृह मंत्रालय / Ministry of Home Affairs

उमसाव / Umsaw, मेघालय / Meghalaya/ 793 123

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No. NEPA/Estt/Apptt/PS/77/2014/ 8854,

Dated 27 /12/ 2024.

To,

1. The Director General, BSF, Block 10, CGO Complex, Lodhi Road, New Delhi-110003.
2. The Director General, CRPF, Block No. 1, C.G.O. 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 Inspector General, North Eastern Sector, CRPF, Shillong.
9. Inspector General, CISF, Pers Block No.13, CGO Complex, Lodhi Road, New Delhi-110003
10. 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/
11. 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
12. The Section Officer, PC Section, MHA, New Delhi - for uploading on MHA's website
13. The Department of personnel & Training, Ministry of Personnel, PG and Pensions, Govt. of India, North Block, New Delhi, 110001 – for uploading on DOPT website.
14. The Computer Section, NEPA – for uploading on NEPA's website.

Sub: Inviting nominations for filling up the following vacant post in North Eastern Police Academy, Govt of India, P O Umsaw, Ri-Bhoi District, Meghalaya by Composite Method (Promotion plus Deputation).

Sir,

Nominations are invited for filling up the following vacant post in NEPA as per details below-

SN	Name & Particulars of Post	Number of vacancies	Pay Level	The eligibility criteria (E.Q., Experience, etc)
	Private Secretary General Central Service, Group 'B', Gazetted, Ministerial	1	Level-7	Annexure – I



Contd...

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 attached as **Annexure - II** duly attested / counter signed by the Competent Authority, (b) **Attested copies of APAR / ACR** for the last five years 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 (c) details of major and minor penalties, if any, for the last 10 years and (d) Certificate(s) of Integrity, Vigilance and Cadre Clearance as mentioned in bio-data proforma 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 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 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.



Encl: As stated above

Yours faithfully,

Gogoi
27/12/24

(डॉ. संजीव गोगोई)

(Dr. S. Gogoi)

(मुख्य चिकित्सा अधिकारी) एनएफएसजी/

कार्यालय प्रमुख

CMO (NFSG)/ H.O.O.

Annexure – 1

1. Name of the Post : Private Secretary, General Central Service, Group 'B', Gazetted, Ministerial
2. Eligibility Criteria : **Deputation**
Officers of the Central Government or State Government or Union Territory:
- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years' service in the Stenographers Grade – I in the Pay Band -2 9,300-34,800 with Grade Pay of Rs. 4,200/- Revised Level – 6 or equivalent in the parent cadre or department:-
- Note 1 :** The departmental Stenographer Gade – I in the Pay band – 2 Rs. 9,300 – 34,800 with Grade pay of Rs. 4200/- with five years regular service in the grade shall also be considered alongwith outsiders and in case he/she is selected for appointment to the post the same shall be deemed to have been filled by promotion; otherwise, the post is to be filled up by deputation.
- Note – 2.** The officer who are being considered for promotion shall have to undergo professional training in the any Central Government Institutions or ISTM for one week.
- Note – 3.** The departmental candidates 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 consideration for appointment by promotion.
3. Method of Recruitment: : **By Composite Method (Promotion Plus 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. Pay & Allowances : (i) Special Duty Allowance @10%
(ii) Deputation Duty Allowance as admissible.
(iii) Transport Allowance as per slab.
(iv) Other Allowance as per admissible.
6. 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.

7. Nature of Duties : The duties and responsibility of the post is to assist the Director to perform various official works of the director, Maintenance of APARs of all employees and other duties assigned by the authority from time to time.

8. Period of Deputation : 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 ordinarily **not exceed three years.**



Gogoi
27/12/24

(डॉ. संजीव गोगोई)
(Dr. S. Gogoi)

(मुख्य चिकित्सा अधिकारी) एनएफएसजी/
कार्यालय प्रमुख
CMO (NFSG)/ 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

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.
<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>			
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)

<p>16. B Achievements:</p> <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 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.

Countersigned.

(Employer/Cadre Controlling Authority with Seal)