



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/2016/ 9800-18 Dated Umsaw, the 29 Aug, 2019

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.

Sub: Inviting nominations for filling up 02 post 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 on deputation basis - reg.

Sir,

Nominations are invited for for 01 post of "Head Constable (General Duty)", General Central Service Group- "C" Non-Gazetted, Non-Ministerial in level-2 in the pay matrix in this Academy on deputation 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 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 (2014-15 to 2018-19), (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 45 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.

Encl: Annexure – I & II



Yours faithfully,

(Limatemjen)
Joint Director

Annexure-I

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

- 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. Deputation (Duty) : 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

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 deputationist shall not be eligible for by promotion

- 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) & Inspectors (Trg.) and (ToT) and any other duties assigned by the higher authority.



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)

	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 including present post held with details 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/ 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:
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)



