



उत्तर पूर्वीय पुलिस अकादमी / North Eastern Police Academy  
भारत सरकार / Govt. of India  
गृह मंत्रालय / Ministry of Home Affairs  
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No. NEPA/Estt/Adv.-Proposal/2022/Vol-III/ 7525-26

Dated 23 / 08 / 2023

To,

1. The Director/Director General of IB, CBI, BSF, CISF, ITBP, BPR&D, NSG, SPG, NIA, NCB, NCRB, Assam Rifles, DCPW, SSB, NDRF and SVP NPA, LNJNI NICFS, FSLs, CRPF, Re-Settlement, Ministry of Defence
2. The Director General of Police of all States/UTs.
3. The Section Officer, PC Section, MHA, New Delhi – for uploading on MHA's website.
4. The Department of personnel & Training, Ministry of Personnel, PG and Pensions, Govt. of India, North Block, New Delhi, 110001 – for uploading on DOPT website.


**Sub: Inviting nomination for filling the post of “Assistant Director (Information & Technology)”, General Central Service Group- “A” Gazetted, Non-Ministerial in Level-10 (Rs.56,100-1,77,500) of the Pay Matrix in North Eastern Police Academy, Umsaw by deputation.**

Sir,

Nominations are invited for 01 post of “Assistant Director (Information & Technology)”, General Central Service Group- “A” Gazetted, Non-Ministerial in Level-10 (Rs.56,100-1,77,500) of the Pay Matrix in North Eastern Police Academy, Umsaw by deputation.

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 post may kindly be circulated among all Departments / Institutions / Offices under your charge and also hosted on websites. The nominations of eligible officers along with, (a) their bio-data in the prescribed proforma (**Annexure-II**) duly attested, (b) Copies of Annual Confidential Reports for the last five years (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22) duly attested by an officer not below the rank of Deputy Secretary, (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 last day of the date of publication of the advertisement in the Employment News.
4. Application received incomplete 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 kindly ascertain that the particulars sent by the officers are correct as per the service record. Officer 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

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

Copy to:

Computer Section, NEPA – for uploading on Academy's website.



**Details of the post of “Assistant Director (Information & Technology)” in North Eastern Police Academy, Umsaw-793123**

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1. Name of the Post : Assistant Director (Information & Technology)
2. Classification of the post : General Central Service Group- “A” Gazetted, Non-Ministerial
3. Scale of Pay : Level 10 (Rs.56,100-1,77,500) in the pay matrix
4. DA, HRA & other allowances : As admissible under Central Govt. Rules amended from time to time.
5. Deputation - Duty Allowance : As admissible under Central Govt. Rules amended from time to time.
6. Method of Recruitment : By deputation (ISTC)
7. Eligibility Criteria

**Deputation (Including short-term contract)**

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;

(A) (i) holding analogous posts on regular basis in the parent cadre or department ;  
or

(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

(ii) 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

(B) Possessing the educational and other qualifications as follows:

**Essential:**

(i) Master’s Degree in Computer Application or Master of Science (Computer Science or Information Technology) from a recognized University or Institute;  
or

(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

(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.



8. Deputation period : 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.

The maximum age lit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of application.

9. Nature of Duty : The duties and responsibilities of the post is to take classes in various courses run by this Academy. 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.

10. Selected candidate will have the option to draw their basic pay in the scale of pay of their parent department plus following Allowances admissible during the period of deputation: -

- (a) Trg. Allowances (inclusive Deputation Duty Allowances) @24% on revised pay matrix as per rule.
- (b) SDA @ 10% on revised basic pay matrix
- (c) Transport Allowance as per slab & other facilities like Rent free accommodation, Medical, Education, Welfare etc.



*S. Gogoi*  
23/8/23

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

**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
<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
<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.	



<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.	
<b>6.</b> 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
<b>8.</b> Nature of present employment i.e Adhoc or Temporary or Quasi permanent or Permanent			
<b>9.</b> 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>			
<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> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>			
<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 will 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 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)