



उत्तर पूर्वीय पुलिस अकादमी / North Eastern Police Academy
भारत सरकार / Govt. of India
गृह मंत्रालय / Ministry of Home Affairs
उमसाव / Umsaw, मेघालय / Meghalaya/ 793 123
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No. NEPA/Estt/Adv.-Proposal/2022/Vol-III/ 493-03 . Dated 28/7 / 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, LNIN 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 “Stenographer Grade – I”, General Central Service Group- “B” Non-Gazetted, Ministerial in Level-6 of the Pay Matrix in North Eastern Police Academy, Umsaw by deputation.

Sir,

Nominations are invited for 01 post of “Stenographer Grade – I”, General Central Service Group- “B” Non-Gazetted, Ministerial in Level-6 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

S. Gogoi
25/7/23

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

Copy to:

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



Details of the post of "Stenographer Grade – I" in North Eastern Police Academy, Umsaw-793123

1. Name of the Post : Stenographer Grade – I
2. Classification of the post : General Central Service, Group- "B" Non-Gazetted, Ministerial.
3. Scale of Pay : Level 6 (Rs.35400-112400) 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
7. Eligibility Criteria

Officers holding the post of Stenographers under the Central Government.

- (i) Holding analogous post on regular basis in the parent cadre or Department.
Or
- (ii) With six years' regular service in level 5 of the pay matrix (Rs.29200-92300) or equivalent;
- (iii) With ten years' regular service in level 4 of the pay matrix (Rs.25500-811000) or equivalent.

Note: The Department 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 consideration for appointment by promotion.

8. Deputation period : The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or department of the Central Government shall ordinarily not exceed three years.

The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the last date of receipt of application.

9. Nature of Duty : 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.

10. Selected candidate will have the option to draw his/her basic pay in the scale of pay of his/her parent department plus following Allowances admissible during the period of deputation or pay and allowances of deputation post.

- (a) Deputation Duty Allowance @ 10% on revised basic pay of pay matrix.
- (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
25/7/23
(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 |
| 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. | | |
| <p>(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.</p> <p>(Note: Enclose a separate sheet, if the space is in sufficient)</p> | | |
| 16. B Achievements: | | |
| <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> | | |
| 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) | | |



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|---|--|
| # (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)