



उत्तर पूर्वीय पुलिस अकादमी / North Eastern Police Academy  
CBC & NABET Accredited "Utkrisht" 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/Adv.-Proposal/403/2023/Vol-IV/ 3820 Dated Umsaw, the 8/8/2024.

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 vacant posts in North Eastern Police Academy, Govt of India, P O Umsaw, Ri-Bhoi District, Meghalaya by deputation / transfer / absorption basis.**

Sir,

Nominations are invited for filling up the vacant posts in NEPA as per details below –

SN	Name & Particulars of Post	Number of vacancies	Pay Level	The eligibility criteria (E.Q., Experience, etc)
1.	Superintendent (Training) General Central Service, Group 'B', Non-Gazetted, Ministerial	1	Level-6	Annexure – 1



2.	Superintendent (Office) General Central Service, Group- "B" Non-Gazetted Ministerial)	1	Level-6	Annexure – 2
3.	Stenographer Grade – I General Central Service, Group- "B" Non-Gazetted Ministerial)	1	Level-6	Annexure – 3
4.	Swimming Coach General Central Service, Group- "B" Non-Gazetted Non-Ministerial)	1	Level-6	Annexure – 4
5.	Upper Division Clerk General Central Service, Group 'B', Non-Gazetted, Ministerial	1	Level-4	Annexure – 5
6.	Inspector (Training) General Central Service, Group- "B" Non-Gazetted Non-Ministerial)	1	Level-6	Annexure – 6
7.	Inspector (Riding) General Central Service, Group- "B" Non-Gazetted Non-Ministerial)	1	Level-6	Annexure – 7
8.	Inspector (Line) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	1	Level-6	Annexure – 8
9.	Inspector (Trainer of Training) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	1	Level-6	Annexure – 9
10.	Sub Inspector (General Duty) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	5	Level-5	Annexure – 10
11.	Sub Inspector (Band) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	1	Level-5	Annexure – 11
12.	Sub Inspector (Radio Mechanic) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	1	Level-5	Annexure – 12
13.	Sub Inspector (Armourer) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	1	Level-5	Annexure - 13
14.	Assistant Sub Inspector (Wireless) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	1	Level-4	Annexure - 14
15.	Head Constable (General Duty) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	4	Level-2	Annexure – 15
16.	Head Constable (Motor Transport Mechanic) General Central Service, Group- "C" Non-Gazetted, Non-Ministerial	1	Level-2	Annexure - 16

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.



Contd/-

3. The nominations of eligible officers along with, (a) their bio-data in the prescribed proforma for Group 'B' (**Annexure - 17**) & for Group 'C' (**Annexure - 18**) duly attested / counter signed, (b) **Attested copies of APAR / ACR** for the last five years 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23 (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.

Yours faithfully,



(डॉ. संजीव गोगोई)  
(Dr. S. Gogoi)

मुख्य चिकित्सा अधिकारी (एनएफएसजी)/  
कार्यालय प्रमुख  
CMO (NFSG)/ H.O.O.

Encl: Annexure - 1 to 18



**Annexure – 1**

1. Name of the Post : Superintendent (Training)
2. Eligibility Criteria : 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 six years' service in the grade rendered after appointment thereto on regular basis in the pay band-1 Rs. 5200-20200 with grade pay of Rs.2800/- or equivalent in the parent cadre or department; or
- (b) Possessing the following educational qualification and experience:
- (i) Bachelor degree from a recognized University; and
- (ii) having three years' experience in administrative and training matters possessing knowledge of rules such as General Financial Rules, Delegation of Financial Power Rules, Fundamental Rules and Supplementary Rules, establishment and other administration rules, etc.

**Deputation/re-employment of Armed Forces Personnel:**

The Armed Forces Personnel up to the level of Junior Commissioned Officers or equivalent, who are due to retire or who are to be transferred to reserve within a period of one year shall be eligible to be appointed on deputation and thereafter on selection, they may continue on re-employment terms:

Provided that in case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis.

**Note 1 :** The period of deputation including period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organization or department shall not ordinarily exceed three years.



3. Method of Recruitment: : **By Deputation**
4. Age limit deputation : The maximum age limit for appointment on 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 in : The duties and responsibilities of the post is to work the training section and maintaining the file works/training schedules/maintaining records of trainees etc. He/She has to assist the Deputy Director/Faculties in dealing all the training matters and other administrative works assigned by the authority.

*[Handwritten Signature]*  
24/03/24

(डॉ. संजीव गोगोई)  
(Dr. S. Gogoi)



मुख्य चिकित्सा अधिकारी (एनएफएसजी)/  
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1. Name of the Post : Superintendent (Office)
2. Eligibility Criteria : Officers under the Central Government:-  
 (i) Holding analogous post on regular basis;  
 or  
 (ii) With five years' regular service in the scale of pay of PB-1 Rs.5,200-20,200/- with Grade Pay of Rs.2800/- (Level-5) or equivalent.  
 (iii) With ten years' regular service in the scale of pay of PB-1 Rs.5,200-20,200/- with Grade Pay of Rs.2400/-(Level-4) or equivalent; and  
 (c) Possessing three years' experience in administration & establishment matter.  
 (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not be exceeding three years).
3. Method of Recruitment: : **By transfer on deputation**
4. Age limit : Not Applicable
5. Pay & Allowances basic : (i) Deputation Duty Allowance @10% on revised pay of pay matrix (as per rule).  
 (ii) SDA @10% on revised basic pay matrix.
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 Office Superintendent is the in-charge of Establishment Section. He will supervise the works of Establishment section viz. Recruitment Rules, RTI, MACP, Service Matters, Court Cases, Leaves, CVC, Pension cases, Pay Fixation, Increment etc. He is responsible to the Head of Office and other duties assigned by the higher authority from time to time.



*2/8/24*  
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**Annexure – 3**

1. Name of the Post : Stenographer Grade - I
2. Eligibility Criteria : Officers under the Central Government:-  
(i) Holding analogous post on regular basis in the parent cadre or department; or  
(ii) with ten years' regular service in the pay PB-1 Rs.5,200-20,200/- with Grade Pay of Rs.2400/- or equivalent.
3. Method of Recruitment: : **By deputation**
4. Age limit deputation : The maximum age limit for appointment by shall be not exceeding fifty-six years' as on the closing date of receipt of applications.
5. Pay & Allowances basic : (i) Deputation Duty Allowance @10% on revised pay of pay matrix (as per rule).  
(ii) SDA @10% on revised basic pay matrix.
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 responsibilities of Stenographer – I is 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.



*S. Gogoi*  
7/8/24

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1. Name of the Post : Swimming Coach
2. Eligibility Criteria : Officers under the Central Government or State Governments or Union Territory Administration or recognized research Institutions or Public Sector undertakings or Semi-Government or autonomous bodies or Statutory organizations.
- (a) (i) holding analogous post on regular basis in the parent cadre or department; or  
(ii) with six years' service in the grade rendered after appointment thereto on regular basis in the grade in level 5 in the pay matrix or equivalent in the parent cadre or department; and
3. Method of Recruitment: : **By deputation (including short term contract)**
4. Age limit : The maximum age limit for appointment by deputation shall be not exceeding fifty-six years' as on the closing date of receipt of applications.
5. Pay & Allowances : (i) Deputation Duty Allowance @10% on revised basic pay of pay matrix (as per rule).  
(ii) SDA @10% on revised basic pay matrix.
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 : (i) Imparting theoretical as well as practical training to the trainees, staff and children in swimming.  
(ii) Training the trainers, so that they can be developed as swimming coach.  
(iii) Ensuring safety/security of the swimmers so that they are safe.  
(iv) Ensuring that swimming pool is hygienically maintained.  
(v) Organizing swimming competitions.



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1. Name of the Post : Upper Division Clerk
2. Eligibility Criteria : From amongst the officers of the Central Government or State Governments or Union territory Administration.  
 (i) Holding analogous post on regular basis;  
 or  
 (ii) Lower Division Clerk of the Central Government with ten years regular service in the pay band-1 (Rs.5200-20200) and Grade Pay of Rs.1900/-  
 (d) Possessing three years' experience in administration & establishment matter.  
 (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years).
3. Method of Recruitment: : **Deputation absorption**
4. Age limit : The maximum age limit for appointment by deputation shall be 'not exceeding fifty-six years' as on the date of receipt of applications.
5. Pay & Allowances : (i) Deputation Duty Allowance @10% on revised basic pay of pay matrix (as per rule).  
 (ii) SDA @10% on revised basic pay matrix.
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 responsibilities of Upper Division Clerk is to deal with the cases and giving disposal of the correspondence. Also, to deal with accounts / establishment matters etc.

8/8/24

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**Annexure – 6**

1. Name of the Post : Inspector (Training)
2. Eligibility Criteria : (i) Officers of the Central Government or State Government or Union Territories holding analogous post on regular basis with grade pay of Rs.4200/- or  
(ii) Sub-Inspector of Central Armed Forces or State Police or Union Territories with five years regular service in the grade pay of Rs.2800/- having experience in teaching outdoor subjects.
3. Method of recruitment : **By deputation**
4. Age limit : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5. 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 organization or department of the Central Government shall be three years initially, which can be extended up-to five years.
6. Pay & Allowances : (i) Special Duty Allowance @ 10%.  
(ii) Transport Allowance as per slab.  
(iii) Other allowances as admissible.
7. Facilities : Rent free accommodation, Medical assistance, Educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8. Nature of Duties : To supervise all the instructors and trainees of basic courses in the day to day functions. He will be under command and control of Dy. Director (Adjutant). He will also perform all duties, including outdoor training, as assigned by the competent authority.



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1. Name of the Post : Inspector (Riding)
2. Eligibility Criteria : Transfer on deputation/Transfer  
The officers of the Central Government or State Government or Union Territory  
  
(i) holding analogous post on regular basis  
or  
(ii) Sub-Inspector with five years regular service in the pay scale of Rs.1350-2200
3. Method of recruitment : By promotion failing which by transfer on deputation/transfer
4. Age limit : Not Applicable
5. Deputation period : Period of deputation including deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years.
6. Pay & Allowances : (i) Special Duty Allowance @ 10%.  
(ii) Transport Allowance as per slab.  
(iii) Other allowances as admissible.
7. Facilities : Rent free accommodation, Medical assistance, Educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8. Nature of Duties : To supervise all the instructors and trainees of basic courses in the day to day functions. He will be under command and control of Dy. Director (Adjutant).He will also perform all duties, including outdoor training, as assigned by the competent authority.



*(Signature)*  
7/8/24

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मुख्य चिकित्सा अधिकारी (एनएफएसजी)/  
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**Annexure – 8**

1. Name of the Post : Inspector (Line)
2. Eligibility Criteria : Officers of the Central / State Governments or Union Territory -
  1. Holding analogous posts on regular basis ; or
  2. Holding the post of Sub Inspector with five years regular service.
3. Method of recruitment : By Transfer on Deputation/Transfer
4. Age limit : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5. 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 organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which is extendable as per extant rules.
6. Pay & Allowances :
  - (i) Special Duty Allowance @ 10%.
  - (ii) Transport Allowance as per slab.
  - (iii) Other allowances as admissible.
7. Facilities : Rent free accommodation, Medical assistance, Educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8. Nature of Duties : To supervise the Lines Branch, to distributes daily job to line staff and to execute orders of superior officers. He will also perform all duties, including outdoor training, as assigned by the competent authority.



*S. Gogoi*  
7/8/24

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**Annexure – 9**

1. Name of the Post : Inspector (Trainer of Training)
2. Eligibility Criteria : Officers of the Central / State Governments or Union Territory -
  1. Holding analogous posts on regular basis ; or
  2. Holding the post of Sub Inspector with five years regular service.
  3. Having experience in teaching outdoor subjects.
3. Method of recruitment : **By Deputation**
4. Age limit : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5. 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 organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which can be extendable upto five years.
6. Pay & Allowances :
  - (i) Special Duty Allowance @ 10%.
  - (ii) Training Allowance @ 24 %.
  - (iii) Transport Allowance as per slab.
  - (iv) Other allowances as admissible.
7. Facilities : Rent free accommodation, Medical assistance, Educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8. Nature of Duties : To conduct outdoor classes in PT/Weapons/ Drill/Police Operations & Tactics to the trainees of various Courses. He will assist the Outdoor Officer In-charge in planning and conducting In-service Courses.



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1. Name of the Post : Sub Inspector (General Duty)
2. Eligibility Criteria : Officers of the Central / State Governments or Union Territory -
  1. Holding analogous posts on regular basis; or
  2. Holding the post of Assistant Sub Inspector with three years regular service.
  3. Holding the post of Head Constable with eight years regular service.
3. Method of recruitment : By Deputation/Transfer
4. Age limit : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5. 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 organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which is extendable as per extant rules.
6. Pay & Allowances :
  - (i) Special Duty Allowance @ 10%.
  - (ii) Training Allowance @ 24 %.
  - (iii) Transport Allowance as per slab.
  - (iv) Other allowances as admissible.
7. Facilities : Rent free accommodation, Medical assistance, Educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8. Nature of Duties : To conduct outdoor classes in PT/Weapons/ Drill/Police Operations & Tactics to the trainees of various Courses. He will assist the Outdoor Officer In-charge in planning and conducting In-service Courses.

*Gogoi*  
28/24

(डॉ. संजीव गोगोई)

(Dr. S. Gogoi)

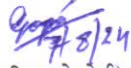
मुख्य चिकित्सा अधिकारी (एनएफएसजी)/

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1. Name of the Post : Sub Inspector (Band)
2. Eligibility Criteria : Officers of the Central / State Governments or Union Territory -
  1. Holding analogous posts on regular basis; or
  2. Holding the post of Assistant Sub Inspector (Band) with three years regular service.
  3. Holding the post of Head Constable (Band) with five years regular service.
3. Method of recruitment : By Deputation
4. Age limit : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5. 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 organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which is extendable as per extant rules.
6. Pay & Allowances :
  - (i) Special Duty Allowance @ 10%.
  - (ii) Training Allowance @ 24 %.
  - (iii) Transport Allowance as per slab.
  - (iv) Other allowances as admissible.
7. Facilities : Rent free accommodation, Medical assistance, Educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8. Nature of Duties : To command and supervise NEPA Band and Conduct outdoor classes in PT / Weapons / Drill / Police Operations & Tactics to the trainees of various Courses. He will assist the Outdoor Officer In-charge in planning and conducting In-service Courses.

  
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(Dr. S. Gogoi)

मुख्य चिकित्सा अधिकारी (एनएफएसजी)/  
कार्यालय प्रमुख  
CMO (NFSG)/ H.O.O.



1. Name of the Post : Sub Inspector (Radio Mechanic)
2. Eligibility Criteria : Officers of the Central / State Governments or Union Territory -
- 1 Holding analogous posts on regular basis; or
  - 2 Holding the post of Assistant Sub Inspector (Wireless) with three years regular service.
  - 3 Holding the post of Head Constable (Wireless) with five years regular service.
  - 4 Holding the post of Head Constable (General Duty) with eight years regular service and having Diploma in Radio Mechanic from recognized Institution.
3. Method of recruitment : **By Deputation**
4. Age limit : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5. 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 organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which is extendable as per extant rules.
6. Pay & Allowances : (i) Special Duty Allowance @ 10%.  
(ii) Training Allowance @ 24 %.  
(iii) Transport Allowance as per slab.  
(iv) Other allowances as admissible.
7. Facilities : Rent free accommodation, Medical assistance, Educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8. Nature of Duties : To conduct outdoor classes in wireless communication / outdoor subjects like PT/Weapons/ Drill/Police Operations & Tactics to the trainees of various Courses. He will assist the Outdoor Officer In-charge in planning and conducting In-service Courses.



*S. Gogoi*  
7/5/24

(डॉ. संजीव गोगोई)  
(Dr. S. Gogoi)

मुख्य चिकित्सा अधिकारी (एनएफएसजी)/  
कार्यालय प्रमुख  
CMO (NFSG)/ H.O.O.



1. Name of the Post : Sub Inspector (Armourer)
2. Eligibility Criteria : Officers of the Central / State Governments or Union Territory -
  - 1 Holding analogous posts on regular basis ; or
  - 2 Holding the post of Head Constable (Armourer) with eight years regular service.
3. Method of recruitment : **By Deputation**
4. Age limit : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5. 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 organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which is extendable as per extant rules.
6. Pay & Allowances :
  - (i) Special Duty Allowance @ 10%.
  - (ii) Training Allowance @ 24 %.
  - (iii) Transport Allowance as per slab.
  - (iv) Other allowances as admissible.
7. Facilities : Rent free accommodation, Medical assistance, Educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8. Nature of Duties : To supervise the works in NEPA Armoury and to conduct outdoor classes in the field / outdoor subjects like Weapons/ PT/Drill/Police Operations & Tactics to the trainees of various Courses. He will assist the Outdoor Officer In-charge in planning and conducting In-service Courses.

*S. Gogoi*  
7/8/24

(डॉ. संजीव गोगोई)  
(Dr. S. Gogoi)

मुख्य चिकित्सा अधिकारी (एनएफएसजी)/  
कार्यालय प्रमुख  
CMO (NFSG)/ H.O.O.



1. Name of the Post : Assistant Sub Inspector (Wireless)
2. Eligibility Criteria : Officers of the Central / State Governments or Union Territory -
- 1 Holding analogous posts on regular basis; or
  - 2 Holding the post of Head Constable (Wireless) with three years regular service.
  - 3 Holding the post of Constable (Wireless) with Five years regular service.
3. Method of recruitment : **By Deputation**
4. Age limit : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5. 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 organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which is extendable as per extant rules.
6. Pay & Allowances : (i) Special Duty Allowance @ 10%.  
(ii) Training Allowance @ 24 %.  
(iii) Transport Allowance as per slab.  
(iv) Other allowances as admissible.
7. Facilities : Rent free accommodation, Medical assistance, Educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8. Nature of Duties : To conduct outdoor classes in wireless communication / outdoor subjects like PT/Weapons/  
Drill/Police Operations & Tactics to the trainees of various Courses. He will assist the Outdoor Officer In-charge in planning and conducting In-service Courses.



*(Handwritten signature)*

(डॉ. संजीव गोगोई)

(Dr. S. Gogoi)

मुख्य चिकित्सा अधिकारी (एनएफएसजी)/

कार्यालय प्रमुख

CMO (NFSG)/ H.O.O.

**Annexure – 15**

1. Name of the Post : Head Constable (General Duty)
2. Eligibility Criteria : Officers of the Central / State Governments or Union Territory -
  - 1 Holding analogous posts on regular basis; or
  - 2 Holding the post of **Constable (GD) with five years' regular service.**
3. Method of recruitment : **By Deputation/Absorption**
4. Age limit : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5. 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 organization or department of the Central Government or State Government or Union Territory shall ordinarily not exceed three years, which is extendable as per extant rules.
6. Pay & Allowances :
  - (i) Special Duty Allowance @ 10%.
  - (ii) Training Allowance @ 24 %.
  - (iii) Transport Allowance as per slab.
  - (iv) Other allowances as admissible.
7. Facilities : Rent free accommodation, Medical assistance, Educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8. Nature of Duties : To conduct outdoor classes in PT/Weapons/ Drill/Police Operations & Tactics to the trainees of various Courses. He will assist the Outdoor Officer In-charge in planning and conducting In-service Courses.



*Gogoi*  
7/8/24  
(डॉ. संजीव गोर्गोई)  
(Dr. S. Gogoi)

मुख्य चिकित्सा अधिकारी (एनएफएसजी)/  
कार्यालय प्रमुख  
CMO (NFSG)/ H.O.O.

**Annexure – 16**

1. Name of the Post : Head Constable (Motor Transport Mechanic)
2. Eligibility Criteria : Officers of the Central / State Governments or Union Territory -
- 1 Holding analogous posts on regular basis with grade pay of Rs.1900/-; or
  - 2 Holding the post of Constable (Motor Transport Mechanic) with five years' regular service in the grade pay of Rs.1800/- and having knowledge of elementary mechanism relating to different types of vehicles.
3. Method of recruitment : **By Deputation/Absorption**
4. Age limit : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years, as on the closing date of receipt of application.
5. 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 organization or department of the Central Government shall be three years initially which can be extendable up-to five years.
6. Pay & Allowances : (i) Special Duty Allowance @ 10%.  
(ii) Training Allowance @ 24 %.  
(iii) Transport Allowance as per slab.  
(iv) Other allowances as admissible.
7. Facilities : Rent free accommodation, Medical assistance, Educational assistance, For welfare - CPC, Cooperative Store, Wet Canteen, Dairy, Library besides facilities of Swimming Pool, Gym, Sports etc.
8. Nature of Duties : To conduct motor driving training, to maintain and repair of Govt. vehicles etc.

*Gogoi*  
21/3/24

(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
<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



**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.
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.			
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.			
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)		
g) Central Government h) State Government i) Autonomous Organization j) Government Undertaking k) Universities l) 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><b>16. B Achievements:</b></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)



**BIO-DATA/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./UT 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 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 same Department and are 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 Transfer on Deputation / Transfer



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 information furnished in the Biodata / 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**

**Contact Address** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Email ID** \_\_\_\_\_

**Certificate to be given by Employer / Cadre Controlling Authority of the Applicant**

1. Certified that particulars furnished by Shri / Smt. / Kum. \_\_\_\_\_ have been verified from his / her record and found correct. He / She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.
2. No vigilance or disciplinary case is either pending or contemplated against Shri / Smt. / Kum. \_\_\_\_\_.
3. His / her integrity is certified.
4. 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 as per records is enclosed.
5. Attested copies of APAR / ACR for the last five years (2018-19, 2019-20, 2020-21, 2021-22 & 2022-23 are enclosed.



**Signature of Employer / Cadre Controlling Authority  
Office Seal**