

1. Director

To function as the Head of Department. Overall incharge of the Academy. To oversee the basic training of the IPS Probationers, Induction Training Course, Inservice Senior Courses, Mid-Career Training Programme and administrative functions of the Academy. Supervising courses for other services in the Academy. He/She will supervise the Research wing of the Academy which is established to undertake Research activities on police subjects for improving the policing. He/She will supervise the publication wing of the Academy which publishes the training materials for the IPS Probationers undergoing basic training in the Academy and also various compilations on topics related to policing in the country. As a Faculty Member, take classes for IPS Probationers as well as for Inservice courses. He/She shall ensure safety and security of the Academy. Promoting collaboration with other institutions. He/She shall take necessary steps to strengthen/ augment training/ other administrative facilities of the Academy. He/She shall be responsible for prudent utilization of budget allotment made by the exchequer.

2. Joint Director

The Officer will be the Second In-Command to the Director and will perform duties of the Director in his absence. All appointments, disciplinary action, deputation, tour programme of faculty members, budget control of expenditure, purchase of machinery, equipment, furniture, fixtures, acquisition of land, construction and other development work, Research and Publication. All matters pertaining to training schedule, training programmes, disciplinary matters relating to IPS Probationers undergoing Basic Course Training. All matters pertaining to In-service Courses, Training of Trainers' Courses, and short duration Courses, Seminars and Workshops. Preparation of Course Calendar, planning and designing of Courses, evaluation of feedback. All matters pertaining to the Passing-Out Parade, Sardar Vallabhbhai Patel Memorial Lecture, Academy Board Meeting and VIP visits etc. Any other matter decided by the Director. The Officer will take classes in Basic and other In-Service Courses.

3. Deputy Director

He/She will be overall in-charge of In-service courses including Training of Trainers Course, Seminars, Workshops, Basic Course, Works section, MCTP, Establishment, Controller of Examination. He/She will appoint and be the disciplinary authority for Group B (Non-Gazetted) and Group C employees of the Academy. He/She look after administrative, operations of M.T section, supervise various subjects of senior course, and also responsible for all round development of the IPS Probationers by keeping close watch of all their activities, indoor, outdoor, formal and informal, on a day to day basis. He/She will oversee the work of Assistant Directors of various post like Admin, Outdoor, Works, Tac, Communication, Establishment, IT, Indoor Studies. Any other duties assigned by the Joint Director of Director.

4. Assistant Director (IPS)

As their primary duties, all the Assistant Directors, will be responsible for taking classes for the I.P.S. Probationers in the prescribed subjects assigned to them. They will also be responsible for conducting Courses, Seminars and workshops assigned to them when nominated as Course Coordinators. They will also be responsible for any additional duties assigned to them by the Deputy Directors, Joint Directors and Director as notified from time to time. Over and above the duties indicated, they also perform duties and responsibilities of

Assistant Directors like Admin, Outdoor, Works, Tac, Communication, Establishment, IT, Indoor Studies.

5. Assistant Director (Law)

To impart training in law subjects to the trainees attending various courses in the Academy. Such other duties entrusted to him/her time to time in connection with training programmes, etc.

6. Assistant Director (Wireless) Re-designated as Deputy Commandant (Wireless)

To design and organize / conduct Wireless / Radio / Telecommunication Training Programmes for the Basic Course as well as In-Service Courses. Technology survey and identification of the right kind of equipment related to Public Address System, DCN Units, Central Control Units, Audio Mixers, LCD, LED and Cinema Projectors, LCD & LED TV Sets, Digital and Analog Phone, SIP Phones, Star TV Cable Network, Wireless, Radio, Tele-communication equipment, UPS equipment and other miscellaneous requirements in Classroom, Conference Halls and Auditoriums of the Academy. Finalizing the technical Specification of PA System, Cable TV, Wireless, Radio, Tele-communication equipment, UPS equipment and other AV equipment required in upcoming buildings and its execution in this Academy by maintaining liaison with execution agency CPWD and NBCC. Close supervision of day-to-day maintenance and functioning of PA equipment, Audio Visual Equipment, Wireless, Radio, Tele-communication equipment, UPS equipment along with all peripherals on day-to-day basis. Supervision of proper functioning of Telephone Exchange including maintenance of complete Telephone Exchange Control and SIP Server along with SIP Digital and Analog Phone handsets and liaison with AMC Venders. Supervision and day-to-day functioning of Fax Room of the Academy. Checking of stores of all items related to Communication, Audio Visual and Telephone Exchange like Projectors, Televisions, Conferencing System, and public address system, Fax and Telephone etc. To perform the role of members of purchase of stores/Equipment Committee, as assigned by the Competent Authority. Duty detailment of all Daily Wagers and other permanent staff of Wireless Section, Communication Section and Telephone Exchange. He would be reporting to AD(IT) for all his functions. Any other works assigned by the Competent Authority.

7. Assistant Director (Computer)

To design, organize and conduct all IT and Cybercrime related Training Programmes for the Basic Course, In-service Courses and Courses organized by NDCRTC. Technology survey and identification of the right kind of equipment related to equipment required by IT Section & Photo Section. Finalize the technical specification of LAN Cabling, Network Switches, Wi-Fi Access Points and other IT applications required for the Academy. Checking all items of stores related to Network Devices, Computers, MFPs, Printers, UPS, Photocopying Machine, Scanners, Wi-Fi Devices, Storage, Optical Fibers and other miscellaneous items related to Computer Section. Also check the stores of Photo Section. To perform the role of member of purchase for all equipment for Computer and Photo Section assigned by the Competent Authority. Duty detailment of all permanent staff, contractual staff and all Daily Wagers of Computer and Photo Section. Close supervision of day-to-day maintenance of NPA IT infrastructure including System, Servers, Data Centre, DR Centre, Wi-Fi Access Points, Online / Offline UPS, etc. He will also supervise day-to-day work of Photo Section & Arts Section. Any other works assigned by the Competent Authority.

8. Assistant Director (Scientific Aid)

The Assistant Director (Scientific-Aids) will be in-charge of the Forensic Section in the Academy and shall be responsible for efficient working of Forensic Section. He is required to teach the subject of Forensic Science for the basic courses and in service courses. He will also be responsible for conducting Courses, Seminars and Workshops assigned to him when nominated as Course Coordinator. He will also be responsible for any additional duties assigned to him by the Deputy Directors, joint Directors and Director as notified from time to time.

9. Scientist-E(Computer)

He/She would be reporting to AD/DD In-charge of IT Section of the Academy. He/She will assist AD/DD In-charge of IT Section in planning all the IT infrastructure related projects of the Academy and its timely & successful implementation to keep the Academy at par with all leading training Academies of the Country by using latest technology. He/She will conduct classes on IT related subjects for IPS Probationers and In-Service course technology under overall supervision of AD/DD, in-charge of IT Section. He/She will conduct design and implement Cyber Security Policy for the Academy. Any other duties assigned to him/her by the Section Officers from time to time.

10. Reader (Teaching Methodology)

The Reader (Teaching Methodology) will take sessions of “Teaching Methodology”, “Training Evaluation”, “Educational Technology” etc. for the trainee officers in the Academy. Taking session with the IPS Officers of different levels of seniority on “Behavioural Sciences”. In addition, guiding Ph.D. Scholars of Osmania University since 1987. Developing course designs and training material.

11. Reader (Behavioral Science)

The Reader in Behavioural Science will be teaching Psychology and Behavioural Science related topics to IPS Probationers and other Senior Police Officers attending in-service courses at the Academy. He/she will be the coordinator and supervisor for the research in Behavioural & Social Sciences at the Academy (Research Project undertaken by Faculty & Fellows) and Police Research under the Police Fellowship Scheme of NPA. He/she will also provide psychological counselling to the trainees at NPA if necessary. He/she shall carry various out administrative functions allotted to him/her from time to time. He/she will carry out any other tasks identified by the Director or Joint Directors of the Academy.

12. System Administrator

Responsible for all day-to-day system administration related work of LAN and Wi-Fi infrastructure along with all software applications hosted on Academy's servers. Ensure Network and Data security by leveraging best Information Security practices adopted by Indian IT Sector. Monitor all System Logs of NPA servers and Nodes and issue alerts to all concerned to mitigate these threats at the earliest. Supervise the work of web Administrator and Network Administrator. Liaise with all AME and annual support vendors providing annual support

services and updates to all hardware and software so that, all latest software updates are implemented by them. Any other duty allotted to him by the Competent Authority from time to time.

13. Veterinary Officer

He will be overall incharge of Veterinary Hospital which includes daily routine health/ medical check-up of horses and all tasks related to the fitness of horses for Riding. He will be responsible regarding indenting medicines and maintenance of proper stocks; Food and other requirements for the horses and; condemnation and purchase of new horses. He will maintain all the records related to Veterinary Hospital like sickness and treatment of horses, History sheets of horses, stables etc. He will be responsible to Assistant Director (Outdoor) in all matters and carryout any other task assigned to him by the Director or any other officer supervising the Veterinary Officer.

14. Additional SP/Dy Commandant

To assist AD(Tac) in organizing the tactics course. To supervise the work of special tactic wing. To keep abreast with the latest development in the field of field craft, tactics and training. Any other duties assigned by AD(Tac) or any other supervisory Officer or any other general administrative duties as and when assigned by the competent authority.

15. Chief Drill Instructor

The Chief Drill Instructor will assist Assistant Director (Outdoor) in planning, coordinating and conducting the outdoor training activities like Physical training, Drill, Firing, Weapons Handling, Field Craft and Tactics, Map Reading, Sand Model Briefing, etc. He will assist Assistant Director (Tactics) in planning, coordinating and conducting of Tactics Courses for the senior police officers in the Academy. He will supervise the work of Drill Instructors, Assistant Drill Instructors and other supporting staff in the Outdoor Training Wing. He will act as master trainer for the DIs and ADIs and guide them in various aspects of outdoor training. For this purpose, he must be qualified in the field of Drill, Weapon Training, Field Craft and Tactics, Map Reading with a very good grading. He will be responsible for organising demonstrations on various subjects of Field Craft and Tactics for the Basic Course as well as In-Service Courses. He will be responsible for upgradation of Outdoor Training Aids and Methodologies and keep himself abreast with the latest in this field. He will assist Assistant Director (Outdoor) in upgradation of Outdoor Training infrastructure. He will prepare case studies on operations against militants and extremists and brief the trainees on Sand Model. For this purpose, he should use his personal field experience apart from collecting case studies from various sources. He will carry out periodical inspection and verification of stores and articles related with Outdoor Training.

16. Dy. SP/Assistant Commandant (Trg/Gen)

To act as an in-charge of the outdoor activities of “Special Tactics Wing” (STW) related works. To coordinate and correspond with the officers in regard to execution/implementation of the course. To report to AD (Tac) or any other Supervisory Officer under whom he has been placed. Any other duties assigned by AD(Tac) or any other Supervisory or any other general administrative duties as and when assigned by the competent authority.

17. Library and Information Officer

He will be the over all in-charge of the library. He will perform professional/ administrative duties that include overall supervision and coordination of the daily operation work of the library. He will study and make plan to develop the services of the library. He will be responsible for convening Book Selection Committee for purchase of library books and other material for the library, conducting physical verification of library material, taking up action for weeding out of old damaged books, auctioning of old newspapers/magazines etc. He will provide reference and documentation service to the faculty members, research scholars, probationers and other users of the library. He will act as a member of the committee for selection and procurement of books, CDs/DVDs. He will manage and plan administrative and budgetary functions of the library and information services. He will place supply orders/scrutinise bills for books, periodicals and all other miscellaneous items purchased before sending for approval of competent authority. He will liaise with other libraries for enhancing the effectiveness of NPA library. He will suggest new books, periodicals, CDs/DVDs etc for procurement for the library. He will be responsible for condemnation and disposal of un-serviceable items with the approval of the competent authority. He will select relevant material in the newspaper/magazines for clipping. Any other work entrusted by the Competent Authority from time to time.

18. Senior Scientific Officer

Taking theory & practical classes in Forensic Science, Forensic Toxicology and forensic Medicine for IPS Probationers. Holding demonstration classes of various techniques used in Forensic Science. Planning and conducting Simulation Exercises; Supervise the simulated exercises in the crime scene hall. Ensuring proper record and maintenance of various equipment procured for the Forensic Science Wing. Ensure proper maintenance of the crime museum in the Academy. Assisting the Assistant Director (Scientific Aids) who is the overall in-charge of Forensic Science Section in the Academy. Any other duties allotted to him by the Competent Authority from time to time.