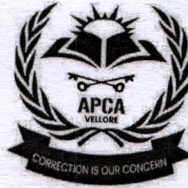


**B. PRADEEP**  
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ACADEMY OF PRISONS &  
CORRECTIONAL ADMINISTRATION,  
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No. E/Filling up the post of Deputy Director/2025-26

Dated: 13.06.2025

To

The Directors General of Prisons and  
Correctional Services of all States  
(Across India)

Respected Sir/Madam,

Sub: APCA, Vellore – Filling up of the post of Deputy Director, APCA, Vellore –  
Applications – Called for-Reg.

Ref: Decision taken at the virtual meeting of BOM, APCA held on 12.06.2025.

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The Board of Management of APCA intends to fill the post of Deputy Director, APCA, which fell vacant on 01.03.2025, by inviting fresh applications from eligible Candidates across India.

For the posts of Deputy Director, APCA, both serving and retired Prison Officers are eligible.

**Eligibility Criteria:**

<b>Eligibility Criteria for all Serving Prison Officers including those from Non-Member States</b>	<b>Appointing Authority</b>
<ol style="list-style-type: none"><li>1. Working as Deputy Inspector General of Prisons (or)</li><li>2. Worked as Superintendent of Prisons with 5 years of service as Superintendent of Prisons</li></ol> <p>If serving officers from APCA Member States are not available or, if available, are not found suitable by the Board, the Board shall have the authority to call for the deputation of Prison officers, not below the rank of Senior Superintendent of jails, from any other State or the Government of India.</p>	<p>Board of Management of APCA, Vellore. The appointment shall be for 2 years and the Board may however extend the period of deputation from time to time depending upon the suitability. The Board has the power to reduce the period of deputation and repatriate the officer, if found unsuitable</p>



**Terms and Conditions for Serving Officers:**

The officer shall

1. Draw parent scale of pay and allowances plus 15% of basic pay as Special Compensatory Allowance.
2. He is entitled to rent free unfurnished quarters.
3. He will be governed by the T.A. rules of the Academy in force during deputation.
4. He will be governed by LTC / HTC rules of the concerned State Governments.
5. The deputation shall initially be for a period of 2 years.
6. Contribution with regard to Pension and Leave Salary of the officer as per the Fundamental Rules of the concerned State.
7. Leave Salary including Surrender Leave Salary initially be paid by the Academy of Prisons and Correctional Administration and has to be reimbursed by the Parent Department on demand by APCA.
8. Transfer TA/Earned Leave / Half Pay Leave etc., will be as per the rules of the Concerned state.
9. Medical allowance, as per APCA rules in force.
10. E.L. and HPL encashment, as per rules.

**Eligibility Criteria for Retired Prison Officers:**

**NOTE:** *Only retired Prison Officers from among the APCA member States and retired Deputy Directors of APCA are eligible.*

Eligibility Criteria for Retired Prison Officers	Appointing Authority
<p>Worked and retired as Deputy Inspector General of Prisons</p> <p style="text-align: center;">(or)</p> <p><b>Note:</b> In case of non- availability of serving officers only, the Board may consider re-employment of retired prison officers.</p>	<p>Board of Management of APCA, Vellore. The appointment shall be for 2 years and the Board may however extend the period of deputation from time to time depending upon the suitability. The Board has the power to reduce the period of deputation and repatriate the officer, if found unsuitable</p>



**Terms and Conditions for retired officers:**

1. The eligible Candidates are hereby informed that the pay and allowances of the retired and re-employed officers in APCA shall be fixed as per the terms and conditions laid down in the order issued by the respective State Government concerned.
2. The leave rules, T.A. rules and L.T.C. rules of the directly recruited staff of APCA are applicable to the re-employed officers while in service on re-employment in APCA.
3. He is entitled to rent-free unfurnished quarters.
4. He will be governed by the T.A. Rules of the Academy in force during deputation.
5. He will be governed by the LTC / HTC of the concerned State Government
6. The deputation shall initially be for a period of 2 years
7. Medical Allowance as per APCA rules in force.
8. He is entitled to EL and HPL encashment, as per APCA Rules.

**Method of Recruitment:**

Applications from the eligible Serving as well as retired Prison Officers are called for along with their bio-data and Service Register through their respective Head of the Departments of the concerned States. After the cutoff date for receipt of the applications all the applications will be scrutinized and eligible applicants will be separated, processed and placed before the Board of Management of APCA. The Board of Management of APCA may also call for the personnel appearance of the Candidate if necessary (or) the Board can select one among the applicants for the post of Deputy Director. The decisions of the Board of Management are final and no further correspondence will be entertained in this regard.

**NOTE: I**

*The serving prison officers, belonging to the States and UTs, other than Andhra Pradesh, Tamil Nadu, Telangana, Kerala and Karnataka are hereby informed that their Candidatures will be considered for the post of Deputy Director only if no suitable Candidate is available from among the applicants received from the above 5 APCA member States.*

**NOTE: II**

*The applicants are hereby informed that the bio- data shall contain full details including their educational qualifications, entry level into the Service, Positions held, retired as, number of years served as Superintendent of Prisons, awards and rewards received, research and publications done by him, Substantial contributions if any made by him to the Prisons Department in his State etc.,*



*The applications along with bio- data and Service Register have to be sent to the Director, APCA through the Head of the Department of the respective States. Hence, the applicants shall hand over their applications in the office of the Director General of Prisons of the respective States.*

*The Applications without Service Register will not be considered.*

Hence, it is requested to the Head of the Departments that, while forwarding the applications received from the applicants, the Service Register of the respective applicant may be enclosed and sent for taking further action.

The applications shall reach the Director, APCA by **27.06.2025** Applications received after 27.06.2025 will not be entertained.

I therefore request the Head of the Departments of all Prison Departments of all States and UTs to kindly circulate this letter to all eligible serving / retired Prison Officers, receive the applications from them and send the applications including their Service Registers to the Director, APCA for taking further action in the matter.

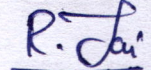
Sincere gratitude is extended for facilitating this process.

Yours faithfully,

  
DIRECTOR

*Copy submitted for favour of information to:*

The Chairperson, Board of Management, APCA &  
Director General of Prisons and Correctional Services,  
Tamil Nadu, Chennai – 600 008.

  
13/06/25