

F.No.24013/37/2019-WS-1  
Government of India  
Ministry of Home Affairs  
Women Safety Division  
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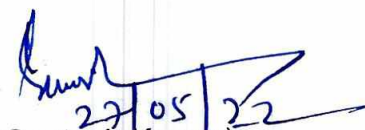
Jaisalmer House, 26 Man Singh Road,  
New Delhi, Dated: 27 May, 2022

OFFICE MEMORANDUM

Subject:- Extension of last date for filling up the posts of Constable in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis – reg.

The undersigned is directed to forward herewith a copy of NCRB's letter No. 35/2/2019-Ad.I(A)/NCRB dated 23.05.2022 on the above mentioned subject with request to upload the circular on MHA website for wide publicity among the eligible officers.

Encl: As above

  
27/05/22  
(Santosh Kumar)  
2<sup>nd</sup> In Command (WS)

To

✓ The Section Officer (IT)  
MHA, North Block,  
New Delhi

No. 35/2/2019-Ad.I(A)/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-8, Mahipalpur,  
New Delhi - 110037

Dated: 23<sup>rd</sup> May, 2022

To,

1. The Director General/ Inspector General of Police of all States/Union Territories
2. The Director General / Inspector General of Police / Directors of all Central Police Organisations

**Subject: Extension of last date for filling up the posts of Constable in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis - reg.**

Sir/Madam,

Reference is invited to this Bureau's Vacancy Circular of even number dated 07.02.2022 vide which applications were invited through proper channel for filling up five posts of Constable in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

2. The last date for receipt of the application in the Bureau is **hereby extended upto 21.06.2022.**
3. It is requested that wide publicity may be given to the vacancy circular among the eligible officials under your administrative control.

Yours faithfully,

Signed by Rajeshwar Lal

Date: 24-05-2022 12:38:47

Reason: Approved (RAJESHWAR LAL)

Assistant Director (Admn)

Tel No.26735521

e-mail: rajeshwar.lal@ncrb.gov.in

Copy to:

1. DCT for uploading the same in the NCRB website.
2. Shri Santosh Kumar, 2IC, WS Division, MHA, with the request

Jpl.  
26/5/22  
Santosh Kumar  
26/5/22

File No. 35/02/2019-02/2019-AcHA/Crime Computer No. 3492347)

1/3035269/2022

to get this vacancy circular uploaded on the website of MHA.

No. 35/2/2019-Ad.I(A)/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-8, Mahipalpur,  
New Delhi-110037

Dated 7th February, 2022

To

1. The Director General/ Inspector General of Police of all States/Union Territories.
2. The Director General/ Inspector General of Police/ Directors of all Central Police Organisations

**Subject: Filling up of five (05) posts of Constable in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.**

Sir/Madam,

I am directed to refer to the subject mentioned above and to say that this Bureau is in the process of filling up of **five posts of Constable** in Level-3 in the Pay Matrix Rs. 21700-69100/- (pre-revised Pay Band-3, Rs. 5200-20200/- plus Grade Pay of Rs. 2000/-) in its Crime Records, Administration & Training Division on deputation basis.

2. The eligibility condition, experience & job description for the post are given in **Annexure-I**.
3. If selected he/she should be relieved immediately.
4. Applications of suitable officials who are eligible, willing and can be relieved immediately, if selected, may please be sent to this Bureau [Assistant Director (Admn.), National Crime Records Bureau, Ministry of Home Affairs, NH-8, Mahipalpur, New Delhi-110037] in the prescribed proforma (**Annexure - II**) alongwith APAR Dossiers for the last 5 years of the officials **within a period of 45 days** from the date of issue of this circular. Applications received after the last date or without APAR Dossiers or otherwise found incomplete will not be considered. While forwarding the application it may also be verified and certified that the particulars furnished by the officials are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officials may also be certified.
5. It is requested that wide publicity may be given to the vacancy circular among the eligible officers under your administrative control.

Encl: as above

dc

*[Handwritten Signature]*

जारी किया गया
प्राप्त एवं प्रेषण अनुभाग
प्रेषण क्रमांक 8/02/2022
दिनांक
प्रेषण हस्ताक्षर

*[Handwritten Signature]*

Yours faithfully,

(RAJESHWAR LAL)  
Assistant Director (Admn)  
Tel.No.011-26735521  
e-mail: rajeshwar.lal@ncrb.gov.in

Copy to : (i) DCT for uploading the same on the website of the Bureau.  
(ii) Shri Santosh Kumar 2IC, WS Division, Ministry of Home Affairs, Jaisalmer  
House, New Delhi for uploading on the website of MHA.

ANNEXURE-I**Details in respect of the post of Constable in the Crime Records, Administration & Training Division of the National Crime Records Bureau, New Delhi.**

- |    |                        |   |   |
|----|------------------------|---|---|
| 1. | Name of the post       | : | Constable   |
| 2. | Number of Post         | : | Five (05)   |
| 3. | Classification         | : | General Central Service<br>Group 'C', Non-Gazetted, Non-Ministerial   |
| 4. | Scale of Pay           | : | Level 3 in the Pay Matrix Rs.<br>21700-69100/- (pre-revised Rs.<br>5200-20200/- + Grade Pay of<br>Rs. 2000/-)   |
| 5. | Period of deputation   | : | Period of deputation including<br>period of deputation in another ex-<br>cadre post held immediately<br>preceding this<br><br>appointment in the same or some other<br>organisation/department of the Central<br>Government shall ordinarily not exceed three<br>years. The maximum age limit for appointment<br>by deputation/ absorption shall not be exceeding<br>56 years as on the closing date of receipt of<br>applications. |
| 6. | Eligibility conditions | : | Deputation: Police officers of the Central<br>Government or State Government or Union<br>territories, holding analogous posts on regular<br>basis.<br><br>Desirable: Having driving license and experience<br>in driving light and heavy motor vehicle.   |
| 7. | Terms of deputation    | : | The terms and conditions of official appointed<br>to the post on deputation basis will be<br>regulated in accordance with the Department of<br>Expenditure OM No.1/1/008-IC dated 13 <sup>th</sup><br>September 2008, DoP&T OM No. 6/8/09(Esst)<br>(Pay.II) dated 17.06.2010 and 17.02.2016.  |

**BIO-DATA PROFORMA**

1	Name and address (in Block letters)	:	
2	Name of the post held and pay & level in the Pay Matrix including Grade Pay in the pre-revised scale.	:	
3	Contact No. and email id	:	
4	Date of Birth (in Christian era)	:	
5	Date of joining and date of retirement under Central/State Government Rules	:	
6	Educational qualification	:	
7	Details of Professional course/Training Attended, if any.	:	
8	Nature of present employment with date i.e. (i) Ad-hoc basis (ii) Regular basis	:	
9	In case the present employment is held on deputation basis, please state:-  a. The date of initial appointment in the substantive pay scale in parent cadre. b. Date from which appointed on deputation and period of deputation. c. Name of parent office/organization to which you belong d. Name of the office/org. where on deputation.	:	
10	Details of employment in chronological order (enclose a separate sheet, duly authenticated by		

your signature, if the space below is insufficient)					
Office/ Instt./Orgn	From	To	Scale of pay and Classification of the post	(Group) Whether held on regular / Ad-hoc basis	Nature of duties
11	Date of return from the ex-cadre post previously held			:	
12	Additional information, if any, which you would like to mention in support of your suitability including desirable qualification for the post.			:	
13	Remarks, if any			:	

I have carefully gone through the vacancy circular/advertisement and certify that I have not concealed or misrepresented any information

**Signature of the Candidate**

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

Address

Countersigned

\_\_\_\_\_  
(Employer with seal)



**Certificate to be furnished by the employer/Head of Office/Forwarding Authority:-**

1. Certified that the particulars furnished by Shri/Smt/Kumari \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II above. If selected, he/she will be relieved immediately.

Also certified that:-

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete APARs for the last 5 available years duly attested by an officer of the rank of Under Secretary to the Government of India or equivalent is enclosed.
- (iii) His/her Integrity is beyond doubt.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
- (v) The Cadre Clearance from the Cadre Controlling Authority is also enclosed.

**Signature**

**Name & Designation of Head of office/Competent Authority**

**Office Seal**