

No. 35/5/2019-Ad.I(B)/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-48, Mahipalpur,  
New Delhi-110037

Dated: 29 January, 2025

To

1. The Secretary to all Ministries/Departments(including Attached & Subordinate Officers)of the Government of India:
2. The Chief Secretaries to all the State Governments/Union Territories:
3. The Director General of Police of all states/UTs.
4. The Director General BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles, BPR&D.
5. The Director Central Bureau of Investigation, Intelligence Bureau and Enforcement Directorate.
6. Directors of State Finger Print Bureaux

**Subject:- Filling up of 01 (One) vacant posts of Head Constable (FP) of Central Finger Print Bureau, NCRB, MHA by deputation- Reg.**

Sir/Madam,

The undersigned is directed to say that this Bureau is in the process of filling up of **one post of Head Constable (FP)** in the Level-3 in the Pay Matrix (Rs. 21700-69100/-) (Pre-revised Pay Band -1, Rs. 5200-20200/- with grade pay of Rs. 2000/-) Group 'C', Non-Gazetted, Non-Ministrial, in Central Finger Print Bureau of National Crime Records Bureau on deputation basis.

2. The eligibility condition, experience & job description for the post are given in **Annexure-I** (available at Bureau's website [www.ncrb.gov.in](http://www.ncrb.gov.in)).
3. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
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 60 days** from the date of issue of this letter. 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. The integrity of the official may also be certified.

Cont...P/2

WS-E



5. It is requested that wide publicity may be given to the vacancy circular among the eligible officials under your administrative control.

Yours faithfully,

Encl: as above

*Durgesh*  
**(Durgesh Gupta)**  
**Assistant Director (Admn)**  
**Tel.No.011-26735521**  
**E-mail: admin.ad@ncrb.gov.in**

Copy to:

- (i) DCT for uploading the same in the Bureau's website.
- (ii) Shri Santosh Kumar, Commandant, WS Division, Ministry of Home Affairs, Jaisalmer House, New Delhi for uploading on the website of MHA.



**ANNEXURE-I**

1.	Name of the post	Head Constable (Finger Print) Central Finger Print Bureau
2.	Number of Post	One (01)
3.	Classification	General Central Service Group `C' Non-Gazetted Non-Ministerial
4.	Pay Scale of deputation post	Level - 3 of the Pay Matrix (Pre-revised: PB-1 Rs. 5200-20200/-)
5.	Grade Pay	Rs. 2000/-(Pre-revised)
6.	Age -Limit	The maximum age-limit for appointment by deputation shall not exceed 56 years as on the closing date of a receipt of applications.
7.	Eligibility Conditions for appointment on deputation basis	<p>Officials from Central Government or State Government or Union Territory Police Force having two years experience in examination of finger print.</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or Department or equivalent; or</p> <p>(ii) with three years' regular service in posts in the PB-1 Rs. 5200-20200/-plus Grade Pay of Rs. 1900/- in the parent cadre or department: and</p> <p>(b) a pass in Matriculation from a recognised board.</p> <p><b>Note 1:</b> For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 (the date from which the revised pay structure based on the sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding Grade Pay or pay scale extended based on the recommendations of the Commission, except where there has been merger of more than one pre-revised scale of the pay into one grade with a common Grade Pay or pay scale, and where this benefit will extend only for the posts for which that grade pay/pay scale is the normal replacement grade without any upgradation.</p> <p><b>Note 2:</b> The departmental officers in the feeder category who are in the direct line of promotions shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>[Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in</p>



		the same or some other organisation or department of the Central Government shall not ordinarily exceed three years. The maximum age-limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.]
8.	Place of Posting	New Delhi & Kolkata (West Bengal)
9.	Terms of deputation	The pay of officers selected on deputation basis will be regularised in accordance with the relevant provisions of DOPT's O.M.No. 6/8/2009-Estt.(Pay-II)dated 17.06.2010, as amended from time to time.
10.	In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently.	



**BIO-DATA PROFORMA**

1	Name (in Block letters)				
2	Date of Birth (in Christian era)				
3	Contact details				
4	Date of retirement under Central/State Government Rules				
5	Educational Qualification				
6	Details of professional courses / Training attended				
7	Present post held and the date from which held (ad hoc appointments not to be mentioned), its scale of pay including name of the organization				
8	Substantive post held and the date from which held its scale of pay				
9	Pay scale/Level in which presently posted including pay drawn				
10	Details of experience in Administration, Training and IT areas, if any				
11	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 (Group) of the post	Whether held on regular / Ad-hoc basis	Nature of duties



12	Date of return from the ex-cadre post previously held	:	
13	Additional information, if any, which you would like to mention in support of your suitability for the post.	:	
14	Remarks, if any	:	

I have carefully gone through the vacancy circular/advertisement and certify that I have not concealed or misrepresented any information and I am well aware that the Bio-data supported by documents submitted by me will be assessed by the Selection Committee at the time of selection for the post.

**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.
2. Also certified that:-
  - (i) There is no vigilance or disciplinary 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 above are enclosed.
  - (iii) His/her Integrity is beyond doubt.
  - (iv) No major/minor penalty has been imposed on him/her during the last 10 years/ a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

**Signature**

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

**Dated :-**

**Place:-**



1. The first priority is to ensure that the...  
2. The second priority is to ensure that the...  
3. The third priority is to ensure that the...  
4. The fourth priority is to ensure that the...  
5. The fifth priority is to ensure that the...

Signature  
Name & Designation  
Company Address  
Other Info