

No.(035)35/6/2025-Ad.II/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-48, Mahipalpur,
New Delhi – 110037
Dated: 12 Nov., 2025

CIRCULAR

Subject: Engagement of one (1) Consultant against vacant post of Assistant Director (Level-11) in the Computer & Systems Division of National Crime Records Bureau, on contract basis -reg.

Bureau invites applications from retired Government Officers for engagement of one (1) Consultant against the vacant post of Assistant Director (Level-11) in Computer and Systems Division of the Bureau for a period of one (1) year or till the post is filled up on regular basis, whichever is earlier.

2. Eligibility

- i. Must be retired from a Central Government Organization in the Pay Level of 11 or above
- ii. Should be left with minimum one year to attain the age of 65 years from the closing date of this Circular.
- iii. Should possess experience w.r.t. duties and responsibilities of the assignment as mentioned in **Annexure-III**.

3. The consultant would be paid a fixed monthly emoluments as per Department of Expenditure's O.M. F.No.3-25/2020-E.III A dated 9.12.2020.

4. Eligible retired Government Officers who are physically fit and willing to accept the terms & conditions given at **Annexure-II**, may send their application by Email/ Post with duly filled in Bio-data (**Annexure-I**) along with a copy of the PPO/Pensioner Card to the undersigned **within 60 days** from the date of advertisement. The duties and responsibilities for the Consultant is enclosed at **Annexure-III**. Shortlisted candidates will be required to attend personal interaction at the Bureau's office.

Digitally signed by
Durgesh Gupta
Date: 12-11-2025
10:26:08

(DURGESH GUPTA)
Assistant Director (Admn.)
Telephone: 011 26735521
Email ID: admin.ad@ncrb.gov.in

To

- i. Shri Jatin Bansiwala, Under Secretary (MHA), Kartavya Bhawan, New Delhi with the request to get this vacancy circular uploaded on the website of MHA.
- ii. AD (DCT) with the request to get this vacancy circular uploaded on website of the Bureau.

So/Agg
NCRB 29/11/25
Sh. Satyender ji,
28/11/25

Annexure-I

Application for engagement as Consultant in National Crime Records Bureau
(Ministry of Home Affairs)

Affix your
passport
size photo

1. Name:
2. Father's Name:
3. Date of Birth:
4. Address:
5. Mobile No.:
6. E-mail ID:
7. Date of Retirement:
8. Name of Ministry/Dept from which retired:
9. Last pay drawn (Please enclose copy of PPO):
10. Educational Qualifications:
11. Detail of Experience:

Sl. No.	Designation & Ministry/ Deptt.	From	To	Nature of work Performed

*attach separate sheet , if necessary.

12. Any other information justifying your engagement as consultant in the Bureau.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement and no disciplinary or judiciary action is pending against me as on date. I further declare that in the event of my engagement as Consultant in this Bureau, the General Terms & Conditions as mentioned in **Annexure –II** to this proforma, would be acceptable to me.

Place:

Date:

(Signature of Applicant)

General Terms and Conditions:

- i. The consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities and staff car.
- ii. The engagement of the Consultant will purely be on Contract basis.
- iii. The engagement period for the consultant would initially be for a period of (one) year or till the post is filled on regular basis, whichever is earlier. The period of Consultancy may be extended or curtailed subject to review, at the sole discretion of this Bureau. The Consultant should be left with minimum one year period to attain the age of 65 years from the date of closing of this Circular.
- iv. The Bureau may terminate the services of Consultant in case he/she is unable to achieve the assigned to him/her is not found satisfactory or he/she found to be lack in honesty and integrity.
- v. The Bureau reserves the right to terminate the services of Consultant at any time without giving any notice and also without assigning any reason. The engagement of Consultant will not confer any right on the part of individual for permanent appointment to the post.
- vi. The Consultant may be called to attend Office on Saturday, Sunday and other Gazetted Holiday or may be asked to sit late beyond office hours, in case of exigency of work. No extra allowances will be permissible for the same.
- vii. The Consultant shall continue to draw his/her pension and Dearness relief there upon, if any, during the period of his/her engagement as Consultant in the Bureau. Their engagement as Consultant shall not be considered as a case of re-employment.
- viii. No TA/DA shall be admissible to the candidates for attending the "Personal Talk" or for taking up the appointment in the Bureau as Consultant.
- ix. The contractual appointment will be attached with NCRB Hqs located in Mahipalpur, New Delhi.
- x. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he will be liable for termination of the engagement service and such other actions as Government may deem fit.
- xi. The terms & conditions of the Consultancy would be regulated as per the extant instructions issued by DoP&T/DoE etc.

Duties & Responsibilities

The duties and responsibilities of the Consultant are as under:

- i. Leadership position with independent responsibility for promotion, Planning, Design, Development and implementation of CCTNS/ICJS and related application and other decision support systems
- ii. Designing training modules for various levels of officials/officers.
- iii. Associated service functions including training and conducting of Workshop on CCTNS/ICJS and related applications and other decision support systems of senior officers
- iv. Providing assistance and support to State nodal officers in Implementation of CCTNS/ ICJS and related application and other decision support systems
- v. Undertaking field visits for research and technical study and evaluation and attending State Committees' meetings for successful implementation of CCTNS/ICJS and related application and other decision support systems.
- vi. Assistance in administration of Data Centre and Network-assistance
- vii. Association in ensuring standards for Software development
- viii. Any other work may also be allocated as per requirements.