

No. 35/2/2020-Ad.I (A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi-110037

Dated: 20 November, 2023

To

- i. The Secretary to all Ministries/Departments (including Attached and Subordinate offices) of the Government of India
- ii. The Director General/ Inspector General of Police/ Directors of all CAPFs/CPOs

Subject: Filling up of one (1) post of Jr. Accountant in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis - reg.

Sir/Madam,

The undersigned is directed to say that this Bureau is in the process of filling up **one post of Jr. Accountant** in Level-4 in the Pay Matrix Rs.25500-81100/- (pre-revised Pay Band-1, Rs. 5200-20200/- plus Grade Pay of Rs. 2400/-) in Crime Records, Administration & Training Division of National Crime Records Bureau 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 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/her. The integrity of the Officer 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

WS 1
22/11

Yours faithfully,

P.A.
20/11/23
(Priyanka Meena)
Assistant Director/SP (Hqrs)
Tel.No.011-26735507

Copy to -

- i. DCT for uploading the same in the NCRB website.
- ii. Shri Santosh Kumar, Commandant, WS Division, MHA, with the request to get this vacancy circular uploaded on the website of MHA.

ANNEXURE-I

Details in respect of the post of Junior Accountant in the Crime Records, Administration & Training Divisions of the National Crime Records Bureau, New Delhi		
1.	Name of the post	Junior Accountant
2.	Number of Post	One (01)
3.	Classification	General Central Service Group `C' Non-Gazetted Non-Ministerial
4.	Scale of Pay	Level-4 in the Pay Matrix Rs. 25500-81100/- (pre-revised Rs. 5200-20200/- + Grade Pay of 2400/-
5.	Period of deputation	Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/absorption shall not be exceeding 56 years as on the closing date of receipt of applications.
6.	Eligibility conditions	Transfer on deputation/Absorption (a) Officers of the Central Government (i) holding analogous post on regular basis; or (ii) with 8 years service in the post in the level-2 of pay matrix (pre-revised PB-1 Rs. 5200-20200/- + Grade Pay of Rs. 1900/- or equivalent; and (b) possessing two years experience in Account work from a Government organization
7.	Terms of deputation	The terms and conditions of officers appointed to the post on deputation basis will be regulated in accordance with the Department of Expenditure OM No. 1/1/008-IC dated 13 th September, 2009, DoP&T OM No. 6/8/09 (Esst) (Pay.II) dated 17.06.2020 and 17.02.2016.

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					
9.	Pay scale in which presently posted including pay drawn					
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 (Group) of the post	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 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 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:-

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:-

- (ix) There is no vigilance case pending/ contemplated against him/her.
- (x) His/her complete CR dossier/APARs for the last 5 years duly attested (on each page) by an officer not below the rank of Under Secretary to the Government of India or equivalent are enclosed.
- (xi) His/her Integrity is beyond doubt.
- (xii) No major/minor penalties 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 (as the case may be).

Signature
Name & Designation of Head of Office/
Competent Authority

Office seal

Dated: _____