

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: 30 March, 2022

OFFICE MEMORANDUM

Subject:- Extension of last date for filling up the posts of Head Constable (Driver) 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.35/1/2019-Ad.I(A)/NCRB dated 29.03.2022 on the above mentioned subject with request to upload the circular on MHA website for wide publicity among the eligible officers.

Encl: As above

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

To

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

No. 35/1/2019-Ad.I(A)/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-8, Mahipalpur,  
New Delhi-110037

Dated: 29<sup>th</sup> March, 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 Head Constable (Driver) in Crime Records, Administration & Training Division of National Crime Record Bureau on deputation basis – reg.


Sir/Madam,

Reference is invited to this Bureau's Vacancy Circular of even number dated 07.02.2022 (copy enclosed) vide which applications were invited through proper channel for filling up three posts of Head Constable (Driver) ) in Crime Records, Administration & Training Division of National Crime Record Bureau on deputation basis

2. The last date for receipt of the application in the Bureau is hereby extended upto 07.05.2022.
3. It is requested that wide publicity may be given to the vacancy circular among the eligible officers under your administrative control.

Yours faithfully,

Encl:- As above

  
29/3/22

(RAJESHWAR LAL)

Assistant Director (Admn)

Tel.No.011-26735521

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

Copy to:

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

No. 35/1/2019-Ad.I(A)/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-8, Mahipalpur,  
New Delhi-110037  
Dated: 7<sup>th</sup> February 2022

To

- (i) The Director General/ Inspector General of Police of all States/Union Territories.
- (ii) The Director General/ Inspector General of Police/ Directors of all Central Police Organisations.

Subject: Filling up of three (03) posts of Head Constable(Driver) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir/Madam,

In supersession of this Bureau's vacancy circular of even number dated 10.01.2022, I am directed to say that this Bureau is in the process of filling up of **three posts of Head Constable (Dvr)** in the revised Pay 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 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 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. The integrity of the official may also be certified.
5. It is requested that wide publicity may be given to the vacancy circular among the eligible officials under your administrative control.

Encl: as above.

Yours faithfully,

*Rajeshwar Lal*

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

भारत के राजतंत्र  
प्राप्त एवं प्रेषण के लिये  
प्रेषण क्रमांक  
दिनांक 07/02/2022  
प्रेषण इस्तेतारण E-mail:rajeshwar.lal@ncrb.gov.in

Copy to : (i) DCT for uploading the same in the Bureau's website.

(ii) Shri Santosh Kumar 2IC, WS Division, Ministry of Home Affairs, Jaisalmer

ANNE- JRE-I

Details in respect of the post of Head Constable(Dvr) in the Crime Records, Administration & Training Division of the National Crime Records Bureau, MHA, New Delhi.

1. Name of the post : Head Constable(Dvr)
2. Number of Post : Three (03)
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  
Rs. 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 organisation/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 : Police officials of the Central Government or State  
Government or Union Territories  
(i)(a) holding analogous posts on regular basis in the  
parent cadre or department; or  
(b) with three years regular service in post in the  
Level-1 of Pay Matrix(Rs.18000-56900/-)(pre-  
revised scale of Rs.5200-20200/- + Grade Pay  
of Rs. 1800/-) or equivalent; and  
(ii) possessing a valid motor driving licence and  
three years experience of driving light  
motor vehicle or heavy motor vehicle
7. Terms of deputation : The terms and conditions of officer appointed  
to the post on deputation basis will be regulated in  
accordance with the Department of Expenditure  
OM No.11/008-IC dated 13<sup>th</sup> September 2008,  
DoP&I OM No.No.6/8/09(Esst)(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:-  (e) The date of initial appointment in the substantive pay scale in parent cadre.  (f) Date from which appointed on deputation and period of deputation.  (g) Name of parent office/organization to which you belong  (h) 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/	From	To
		Scale of pay and Classification	
		Whether held on regular /	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

**Signature of the Candidate**

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

Address \_\_\_\_\_

Countersigned

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