

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: 25 June, 2021

OFFICE MEMORANDUM

Subject:- Filling up of two (02) posts of Head Constable (Dvr) 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 24.06.2021 on the above mentioned subject with request to upload the circular on MHA website for wide publicity among the eligible officers.

Encl: As above

  
25/6/21  
(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:- 24th June, 2021

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 Organizations

Subject: Filling up of two (02) posts of Head Constable (Dvr) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir/Madam,

The undersigned is directed to say that this Bureau is in the process of filling up **two posts of Head Constable (Dvr)** in Level-2 in the Pay Matrix Rs. 19900-63200/- (pre-revised Pay Band-1, Rs. 5200-20200/- plus Grade Pay of Rs. 1900/-) 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 Official 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

Yours faithfully,

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

Copy to : (i) DCT for uploading the same in the NCRB website.  
(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 Head Constable (Dvr) in the Crime Records, Administration & Training Divisions of the National Crime Records Bureau, New Delhi.**

- |    |                        |   |  |
|----|------------------------|---|--|
| 1. | Name of the post       | : | Head Constable (Dvr)   |
| 2. | Number of Post         | : | Two (02)   |
| 3. | Classification         | : | General Central Service<br>Group 'C' Non-Gazetted Non-Ministerial  |
| 4. | Scale of Pay           | : | Level – 2 in the Pay Matrix Rs.<br>19900-63200/- (pre-revised Rs.<br>5200-20200/- + Grade Pay of<br>Rs. 1900/-)  |
| 5. | Period of deputation   | : | Period of deputation including<br>period of deputation in another ex-<br>cadre post held immediately<br>preceding this<br>appointment in the same or some other<br>organisation/department of the Central Government<br>shall ordinarily not exceed three years. The maximum<br>age limit for appointment by deputation/ absorption shall<br>not be exceeding 56 years as on the closing date of<br>receipt of applications. |
| 6. | Eligibility conditions | : | Police officials of the Central Government or<br>State Government or Union Territories :   |
|    |                        |   | (i)(a) holding analogous posts on regular basis in the<br>parent cadre or department; or<br>(b) with three years regular service in post in the<br>Level-1 of Pay Matrix(Rs.18000-56900/-)(pre-<br>revised scale of Rs.5200-20200/- + Grade Pay<br>of Rs. 1800/-) or equivalent; and<br>(ii) possessing a valid motor driving licence and three<br>years experience of driving light motor vehicle or heavy<br>motor vehicle |
| 7. | Terms of deputation    | : | The terms and conditions of officer appointed to<br>the post on deputation basis will be regulated in<br>accordance with the   |

Department of Expenditure OM  
September 2008, DoP&T OM  
dated 17.06.2010 and 17.02.2016.

No.1/1/008-IC dated 13<sup>th</sup>  
No.6/8/09(Esst)(Pay.II)

Annexure-II

**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 training course, if any 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 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:-**

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 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:-

Digitally signed by  
RAJESHWAR LAL  
Date:Thu Jun 24 14:01:57 IST  
2021  
Reason: Approved