

**Most Immediate**

F. No. 3/1/2020-LNJNI NICFS  
Government of India  
Ministry of Home Affairs  
**LNJNI National Institute of Criminology and Forensic Science**  
Institutional Area, Outer Ring Road, Sector-3, Rohini, Delhi – 110 085

Dated, the January, 2020

To

24 JAN 2020

**The Assistant Director, DAVP**  
**Room No 268, Soochana Bhawan Phase V**  
**CGO Complex, Lodhi Road**  
**New Delhi – 110 003**  
**Email ID cwdavp3@gmail.com**

Sub: **Publication of vacancy circular in the Employment News/Rozgar Samachar-regarding**

Sir,

Please find enclosed herewith a Vacancy Circular in respect of posts of Multi Tasking Staff in this Institute for publication in Employment News/Rozgar Samachar.

2. The cost of publication of the aforesaid vacancy circular in Employment News/Rozgar Samachar may be adjusted against the LOA issued vide this Institute's letter of even number dated 16/7/2019 & 15/11/2019.

Yours sincerely,

Encl: As above

*Indu Rawat*  
24/1/2020  
(Indu Rawat)  
Administrative Officer

Copy to:-

1. Under Secretary (WS), MHA, North Block, New Delhi
2. Section Officer, IT Cell, MHA, North Block, New Delhi – to display the enclosed papers on MHA's Website.

**LNJN National Institute of Criminology and Forensic Science**

Institutional Area, Outer Ring Road, Sector-3, Rohini, Delhi – 110 085

Dated the, January, 2020

Applications are invited in the prescribed proforma from suitable persons for filling up the following posts in LNJN National Institute of Criminology and Forensic Science(MHA), Delhi on deputation basis as per details given below:-

S.No	Name of the post & pay scale	No of posts	Method of recruitment	Eligibility conditions
1	Multi Tasking Staff (MTS) in Pay Level-1 in the Pay Matrix [PB-1 plus Grade Pay Rs. 1800/-(Pre-revised)]	02	Deputation	Officials under the Central Government or State Government/ Union Territories/ Public Sector Undertakings: holding analogous posts in the grade on regular basis in the parent cadre/ department. Period of deputation: Ordinarily not exceeding three years.

Note: The candidates who are drawing higher pay may also apply but their pay will be regulated as per DoP&T OM No 16/4/2012-Pay.I dated 5/11/2012

2. The pay of the employee will be regulated in accordance with the Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training) O.M. No.6/8/2009-Estt.(Pay. II) dated 17.06.2010 as amended from time to time. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

3. Officials who volunteer for the above posts will not be permitted to withdraw their names after selection. Recommendations of names, which are not accompanied by the requisite bio-data and CR dossiers, will not be considered.

4. Applications of suitable officials, who are eligible and willing and who can be spared immediately on selection, may please be forwarded in Annexure-I, in duplicate, alongwith attested photo-copies of CR dossiers for the last five years, Vigilance Clearance alongwith Major/Minor penalties imposed during the last ten years to the Director, LNJN National Institute of Criminology and Forensic Science(MHA), Institutional Area, Outer Ring Road, Sector-3, Rohini, Delhi – 110 85 within 60 days from the publication of this advertisement in the 'Employment News'.

May also visit our website [www.nicfs.nic.in](http://www.nicfs.nic.in).

*Indu Rawat*  
24/1/2020

(Indu Rawat)  
Administrative Officer

Copy forwarded to:

1. All Ministries/Departments under the Government of India.
2. Chief Secretaries of all State Governments and Union Territories
3. All Directors of Central/State Forensic Science Laboratories
4. All Central Police Organisations.
5. All Semi Government Organisations
6. All Public Sector Undertakings
7. All recognised Research Organisations
8. The Editor (Advertisement), Employment News, 7<sup>th</sup> Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi – 110 003 - for publication in the Employment News at the earliest possible. It is requested that above advertisement may please be displayed prominently in the Employment News, in order to attract maximum number of eligible candidates for appointment on deputation basis. Please also forward a copy of the Employment News in which this vacancy circular is published to the undersigned for record.

Encl: As above

*Indu Rawat*  
24/1/2020

(Indu Rawat)  
Administrative Officer

Post applied for

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. (i) Date of entry into service  
(ii) Date of retirement under Central/  
State Government Rules
4. Educational Qualifications
5. Whether Educational and other qualifications  
Required for the post are satisfied. (If any  
qualification has been treated as equivalent  
to the one prescribed in the Rules, state the  
authority for the same)

Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications / experience possessed by the officer
<b>Essential</b> (A) Qualification (B) Experience <b>Desirable</b> (A) Qualification (B) Experience	<b>Essential</b> (A) Qualification (B) Experience <b>Desirable</b> (A) Qualification (B) Experience

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	* Pay Level in Pay Matrix [Pay Band + Grade Pay (Pre-revised)] of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\*IMPORTANT:- Pay Level in Pay Matrix [Pay Band + Grade Pay (Pre-revised)] granted under ACPs/MACPs are personal to the officer and therefore, should not be mentioned. Only Pay Level in Pay Matrix [Pay Band + Grade Pay (Pre-revised)] of the post held on regular basis is to be mentioned. Details of ACPs/MACPs with present Pay Level in Pay Matrix [Pay Band + Grade Pay (Pre-revised)] where such benefits have been drawn by the candidate, may be indicated as below:-

Office/Institution	Pay Level in Pay Matrix [Pay Band + Grade Pay (Pre-revised)] drawn under ACPs/MACPs Scheme	From	To

8. Nature of present employment i.e. Ad hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on Deputation / contract basis, please state-

(a)The date of initial appointment	(b)Period of appointment on deputation/contract	(c)Name of the parent office/organisation to which the applicant belongs	(d)Name of the post and Pay of the post held in substantive capacity in the parent organisation

10. If any post held on Deputation in the past by the applicant, date of return from the last Deputation and other details

11. Additional details about present employment  
Please state whether working under (indicate the Name of your employer against the relevant column)

- (a) Central Government
- (b) State Government
- (c) Autonomous organisation
- (d) Government Undertaking
- (e) Universities
- (f) Others

12. Please state whether you are working in the Same Department and are in the feeder grade Or feeder to feeder grade

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn

Pay Level in Pay Matrix [Pay Band + Grade Pay (Pre-revised)]	Total Emoluments

15. In case the Applicant belongs to an Organisation which is not following the Central Government Pay scales, the latest salary slip issued by the Organisation showing the following details may be enclosed

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/other Allowances, etc. (with break-up details)	Total Emoluments

16. (A) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post

(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)

Note- Enclose a separate sheet, if the space is insufficient.

16. (B) Achievement

The candidates are requested to indicate information with regard to:

- (i) Research publications and reports and special projects.....
- (ii) Awards / Scholarships/ Official Appreciation .....
- (iii) Affiliation with the professional bodies/ institutions/ societies and
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research / innovative measure involving official recognition
- (vi) Any other information

(Note- Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis. # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short- term contract)

#(The option of "ISTC" / "Absorption"/ "Re-employment" are available only if the vacancy circular specially mentioned recruitment by "ISTC" or "Absorption" or "Re-employment")

18. Whether belongs to SC/ST.

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of Selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address

Phone No.

Email ID.

Place

Date

### **Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He / she possesses educational qualifications and experience mentioned in the vacancy circular, if selected, he/she will be relieved immediately.

2. Also certified that –

- (i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt./Ms. \_\_\_\_\_
- (ii) His / Her integrity is certified.
- (iii) His / Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above are enclosed.
- (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be).

Countersigned  
(Employer/Cadre Controlling Authority with Seal)