

No.35/2/2019-Ad.I(A)/NCRB - 250  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-8, Mahipalpur,  
New Delhi-110037.  
Dated: 03.06.2019

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 and other Law Enforcement Agencies

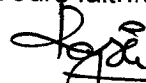
Subject: Filling up of four posts of Constable in National Crime Records Bureau on deputation basis.

Sir,

The undersigned is directed to say that this Bureau is in process of filling up **four posts of constables** in Level-3 in the Pay Matrix (Rs. 21700-69100/-) (PB-1 of Rs. 5200-20200) plus grade pay of Rs. 2000/- pre-revised) in National Crime Records Bureau on deputation basis.

2. The eligibility condition and experience for the post are given in **Annexure-I**.
3. 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, Near SSB, Mahipalpur, New Delhi-110037] in the prescribed proforma (**Annexure-II**) alongwith attested copies of APAR dossiers [last 5 years] of the officials **within 30 days** from the date of issue of this letter. 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 official shall also be certified.
4. Shortlisted candidates may require to appear in the Bureau for personal talk for which no TA/DA shall be payable.
5. It is requested that wide publicity may be given to the vacancy circular among the eligible officials under your administrative control.

Yours faithfully,



(RAJESHWAR LAL) 03/6/2019  
Assistant Director(Admn.)  
Phone No.26735521  
Fax: 26782257  
e-mail: rajeshwar.lal@nic.in

Recd  
11/6/19

Copy to DCT for uploading the same on the NCRB Website.

✓ Copy forwarded to Shri **Shri Santosh Kumar**, 2<sup>nd</sup> In Command (WS), Jaisalmer House, New Delhi with a request to get this vacancy circular uploaded on the website of MHA.

  
(08/6/2019)  
**(RAJESHWAR LAL)**  
**Assistant Director(Admn.)**  
Phone No.26735521  
Fax: 26782257  
e-mail: rajeshwar.lal@nic.in

**ANNEXURE-I**

**Details in respect of the post of Constable in the Crime Records, Administration & Training Divisions of the National Crime Records Bureau, New Delhi.**

1. Name of the post : Constable
2. Number of Post : Four(4)
3. Classification : General Central Service Group 'C'  
Non-Gazetted Non-Ministerial
4. Scale of Pay : Level-3 in the Pay Matrix  
(Rs. 5200-20200/- + Grade Pay of Rs. 2000/-  
pre-revised)
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 Governments or Union Territories,  
holding analogous post on regular basis.
7. Terms of deputation : The terms of deputation of officials will be  
regulated in accordance to the Department of  
Expenditure OM No. 1/1/008-IC dated 13th  
September, 2008, DOP&T OM No.  
6/8/09/(Estt.) (Pay.II) dated 17.6.2010 and  
17.2.2016.

**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	Date of Birth (in Christian era)	:				
4	Date of joining and date of retirement under Central/State Government Rules	:				
5	Educational qualification	:				
6	Details of Professional course/Training Attended, if any.	:				
7	Nature of present employment with date i.e. (i) Ad-hoc basis (ii) Regular basis	:				
8	In case the present employment is held on deputation basis, please state:- (a) The date of initial appointment in the substantive pay scale in parent cadre. (b) Date from which appointed on deputation and period of deputation. (c) Name of parent office/organisation to which you belong (d) Name of the office/org. where on deputation.	:				
9	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	Whether held on regular /	Nature of duties

			(Group) of the post	Ad-hoc basis	
10	Date of return from the ex-cadre post previously held	:			
11	Additional information, if any, which you would like to mention in support of your suitability for the post.	:			
12	Whether belong to SC/ST/OBC	:			
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 \_\_\_\_\_

**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.

Also certified that:-

- (i) There is no vigilance 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 equivalent 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.
- (v) In case of selection, he/she will be relieved from this Organisation.

**Place :-**

**Signature**  
**Name & Designation Head of office**

**Dated :-**

**Office Seal**