

No. 35/3/2019-Ad.I(A)/NCRB 850
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi - 110037

To

Dated 20th September, 2019

1. The Secretary to all Ministries/ Departments (including Attached & Subordinate Offices) of the Government of India.
2. The Chief Secretaries to all the State Governments/Union Territories.

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

Sir.

The undersigned is directed to say that this Bureau is in the process of filling up two posts of **Joint Assistant Director in Level-11** of Pay Matrix (Pre-revised PB-3 of Rs. 15600-39100/- plus Grade Pay of Rs. 6600/-) 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. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
4. Applications of suitable officers 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 Officers **within a period of 60 days** from the date of publication of advertisement of this circular on Employment News. 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 Officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also be certified.

Ad.I(A)-11 23/9

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

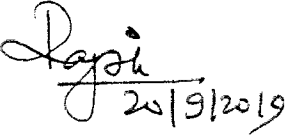
Yours faithfully,

Sd/

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

Copy to

- (i) DCT Branch, NCRB for uploading the same on 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.


20/9/2019

(RAJESHWAR LAL)
Assistant Director (Admn)

| | | |
|----|------------------------|---|
| 1. | Name of the post | Joint Assistant Director in Crime Records, Administration & Training Division, NCRB |
| 2. | Number of post | Two (02) |
| 3. | Classification | General Central Service Group 'A', Non-Ministerial |
| 4. | Scale of Pay | Level 11 of Pay Matrix (Pre-revised Grade pay of Rs.6600/-) |
| 5. | Eligibility Conditions | <p>Officers of the Central Government or State Governments or Union Territories</p> <p>(a) (i) Holding analogous posts on regular basis; or (ii) with five years regular service in posts in the Level-10 of Pay Matrix(Pre-revised Pay Band 3 of Rs.15600-39100 and Grade Pay of Rs.5400/-); or (iii) with six years of regular service in posts in the Level-8 of Pay Matrix(Pre-revised Pay Band 2 of Rs.9300-34800 and Grade Pay of Rs.4800/-); or (iv) with seven years of regular service in posts in the Level-7(pre-revised Pay Band 2 of Rs.9300-34800 and Grade Pay of Rs.4600/-); and</p> <p>(b) Possessing five years experience in Police Administration and Crime Records Management.</p> <p>Note 1:- For purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January,2006 or the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/pay scale extended based on recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or pay scale, and where this benefit will extend only for the posts for which that Grade Pay/ pay scale is the normal replacement grade without any upgradation.</p> <p>Note 2: Period of deputation, including period of deputation in another ex-cadre, post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p> |

| | | |
|----|---|--|
| 6. | 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.1/1/008-IC dated 13 th September 2008, DoP&T OM No.6/8/09(Esst)(Pay.II) dated 17.06.2010 and 17.02.2016. |
| 7. | Place of posting | New Delhi. |
| 8. | Duties & Responsibility | General Administration, Procurement, Liaisoning, Protocol & Logistics. |
| 9 | In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently. | |

BIO-DATA PROFORMA

1. Name and address (in Block letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/State Government Rules :
4. Educational Qualifications :
5. Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

| Office/ Instt./Orgn. | Post held | From | To | Scale of pay and Classification (Group) of post | Whether held on regular / Ad-hoc basis | Nature of duties |
|-------------------------|--------------|------|----|---|--|------------------|
|-------------------------|--------------|------|----|---|--|------------------|

6. Nature of present employment
i.e.
 - (i) Ad-hoc Basis :
 - (ii) Regular / on temporary basis :
 - (iii) Level in the Pay Matrix
(pre-revised Grade Pay
drawn) :
7. 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 you belong :
8. 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 or Union
Territory :

9. Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale. :
10. Total emoluments per month now drawn :
11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. :
12. Whether belong to SC/ST/OBC :
13. Remarks :

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.

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/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
- (v) The Cadre Clearance from the Cadre Controlling Authority is also enclosed.

Signature

Name & Designation of Head of office

Office Seal

Dated :-

Place:-

No. 35/5/2019-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi-110037

Dated 16th September 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

Subject: Filling up of two (02) posts of Sub-Inspector (G) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir,

The undersigned is directed to say that this Bureau is in the process of filling up two **posts of Sub-Inspector (G)** 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. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
4. Applications of suitable officers 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 60 days** from the date of publication of advertisement of this circular on Employment News. 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 Officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also be certified.

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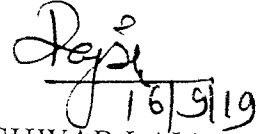
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23/9

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 Sub-Inspector(GD) in the Crime Records, Administration & Training Divisions of the National Crime Records Bureau, New Delhi.

1. Name of the post : Sub-Inspector (GD)
2. Number of Post : Two
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 : Transfer on deputation
Police officers of the Central Government or State Government, -
(a)(i) holding analogous post on regular basis; or
(ii) with 5 years service in the post in the level -2 of pay matrix(pre-revised PB-I Rs. 5200-20000/- + Grade Pay of Rs. 2000/-)or equivalent; and
(b) possessing 3 years experience of crime records management including matters relating to administration or purchase and house keeping.
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.1/1/008-IC dated 13th September 2008, DoP&T OM 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 | 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/ | From | To |
| | | Scale | of pay and |
| | | Whether held | Nature of duties |

| Inst./Orgn | | | Classification (Group) of the post | on regular / 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

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.

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/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
- (v) The Cadre Clearance from the Cadre Controlling Authority is also enclosed.

Signature

Name & Designation of Head of office

Office Seal

Dated :-

Place:-

No. 35/6/2019-Ad.I(A)/NCRB - 831
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi-110037

Dated: 18th September 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

Subject: Filling up of one (01) post of Inspector in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir,

The undersigned is directed to say that this Bureau is in the process of filling up one **post of Inspector** in Level-6 in the Pay Matrix Rs. 35200-112400/- (pre-revised Pay Band-2, Rs. 9300-34800/- plus Grade Pay of Rs.4200/-) 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. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
4. Applications of suitable officers 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 60 days** from the date of publication of advertisement of this circular on Employment News. 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 Officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer may also be certified.

CO (WE-1) 23/9

Cont.2/-

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

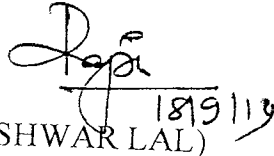
Yours faithfully,

Sd/-

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

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(RAJESHWAR LAL)
Assistant Director (Admn)

No. 35/6/2019-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi-110037

Dated 18th September 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

Subject: Filling up of one (01) post of Inspector in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir,

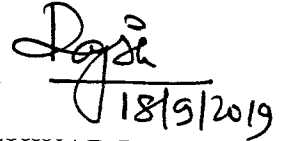
The undersigned is directed to say that this Bureau is in the process of filling up one **post of Inspector** in Level-6 in the Pay Matrix Rs. 35200-112400/- (pre-revised Pay Band-2, Rs. 9300-34800/- plus Grade Pay of Rs.4200/-) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

2. The eligibility condition, experience & job description for the post are given in **Annexure-I**.
3. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
4. Applications of suitable officers 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 60 days** from the date of publication of advertisement of this circular on Employment News. 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 Officers 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

Yours faithfully,



18/5/2019

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

ANNEXURE-I

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

1. Name of the post : Inspector
2. Number of Post : One
3. Classification : General Central Service Group 'B'
Non-Gazetted Non-Ministerial
4. Scale of Pay : Level-6
(pre-revised)Rs. 9300-34800/- + Grade Pay of
Rs. 4200/-)
5. Period of deputation : Period of deputation including period
of deputation in another ex-cadre post held
immediately preceeding this appointment in
the same or some other organisations or
department of the Central Govt. 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 : **Deputation**
Officers under the Central or State
Governments or Union Territories
including Central Police Organisations
or State Police Organisations
 - (a)(i) holding analogous posts on regular
basis in the parent cadre or
department;
or
 - (ii) with six years service in the grade
rendered after appointment thereto
on regular basis in posts in the Level-5
(pre-revised) (Rs. 5200-20200/- with
Grade Pay of Rs. 2800/-) or
equivalent; and
 - (b) Possessing the following educational
qualifications and experience :
 - (i) Bachelor's Degree from a recognised
University;
 - (ii) Possessing two years' experience in
Crime Record Management including
experience of administration.

Note 1 : The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

7. Job requirement and duties : The post in question is in the Crime Records, Administration & Training Division of the National Crime Records Bureau. The incumbents of the post is required to be well conversant with all aspects of crime records management and/or General administration.
8. Terms of deputation : The terms of deputation of State Police Officers will be governed by the orders contained in the Government of India, DOP&T OM No. 6/8/09/(Estt.) (Pay.II) dated 17.6.2010. The terms of deputation of other officers will be regulated according to the Department of Expenditure OM No. 1/1/008-IC dated 13th September, 2008.

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 (Group) of the post | Whether held on regular / Ad-hoc basis | Nature of duties |
|------------------------|--|----|---|--|------------------|
| | | | | | |
| 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

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.

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/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.
- (v) The Cadre Clearance from the Cadre Controlling Authority is also enclosed.

Signature

Name & Designation of Head of office

Office Seal

Dated :-

Place:-