

No. 35/5/2019-Ad.1(A)/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-8, Mahipalpur,  
New Delhi-110037

Dated 21<sup>st</sup> January, 2020

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/Madam,

I am directed to refer to this Bureau's vacancy circular of even number dated 16.09.2019 (copy enclosed for ready reference) vide which applications were invited from suitable officials who are eligible and willing for the posts of Sub-Inspector (G) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

The last date for submitting the application is hereby extended upto **14.02.2020**.

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

Copy to:

(i) DCT 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.

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put up

July  
28/1

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.

Mc

18/09/19

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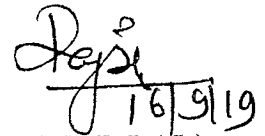
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AS

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.

## 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

Instit./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:-**

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.**

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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 13 <sup>th</sup> September 2008, DoP&T OM No.6/8/09(Esst)(Pay.II) dated 17.06.2010 and 17.02.2016.