

Most Immediate

No. 3/6/2019 – LNJN NICFS
Government of India
Ministry of Home Affairs
LNJN National Institute of Criminology and Forensic Science
Institutional Area, Outer Ring Road, Sector-3, Rohini, Delhi – 110 085

Dated, the

11 JUL 2019

To

The Assistant Director, DAVP
Room No 268, Sookhana Bhawan Phase V
CGO Complex, Lodhi Road
New Delhi – 110 003
E.mail ID cwdayp3@gmail.com

Subject: Publication of vacancy circular for the post of Administrative Officer in LNJN NICFS in the Employment News/Rozgar Samachar-reg.

Sir,

Please find enclosed herewith our Vacancy Circular/Advertisement on the above mentioned subject for publication in Employment News/Rozgar Samachar.

2. The cost of publication of this Notice in Employment News/Rozgar Samachar may be adjusted against the LOA issued vide this Institute's letter of even number dated 23rd October, 2018.

Yours sincerely,



(Mukesh Kumar)
Administrative Officer

Encl: As above

Copy to:-

1. Under Secretary (WS), MHA, Jaisalmer House, New Delhi
2. ✓ Section Officer, IT Cell, MHA, North Block, New Delhi – for display of the enclosed papers in MHA's Website.

N.O.O

1. P&AO, DCPW (MHA), CGO COMPLEX, Lodhi Road, New Delhi
2. Library/NICFS for follow up and scanning relevant publication and giving copy of the clipping.
3. IT Cell, NICFS for uploading the vacancy circular in NICFS Website.

No. 3/6/2019 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 – 110085

Dated the, July, 2019

OFFICE MEMORANDUM

Sub: Appointment to the post of Administrative Officer in Pay Level- 7 in the Pay Matrix- 44900-142400 (PB:2/GP 4600) (Pre-revised) in LNJNI NICFS (MHA) on deputation /re-employment basis.

Applications are invited in the prescribed proforma from suitable persons for filling up the post of Administrative Officer in LNJNI National Institute of Criminology and Forensic Science (MHA), Delhi on deputation basis as per details given in Annexure-I of this OM.

2. The pay of the Officer 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 post 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 & willing and who can be spared immediately on selection, may please be forwarded in Annexure-II, in duplicate, alongwith attested photo-copies of CR dossiers for the last five years, Vigilance Clearance alongwith Major/Minor penalties, if any, imposed during the last ten years to the Director, LNJNI National Institute of Criminology and Forensic Science (MHA), Institutional Area, Outer Ring Road, Sector-3, Rohini, Delhi – 110085 within 60 days from the date of publication of this advertisement in the 'Employment News'.
5. May also visit our website www.nicfs.gov.in


(Mukesh Kumar)
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, 7th Floor, Sochna 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


(Mukesh Kumar)
Administrative Officer

| | | | |
|----|----------------------|---|--|
| 1. | Name of the post | : | Administrative Officer |
| 2. | No. of post | | One |
| 3. | Pay Level | | Pay level- 7 pay matrix- 44900-142400 [(PB:2/GP 4600) (Pre-revised)] |
| 4. | Eligibility | | <p>Deputation: Officers under the Central Government:- (A)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs.9300-34800 in Pay Band-2 plus Grade Pay of Rs. 4200 (Pre-revised) or equivalent in the parent cadre or department; and (B) possessing a Degree from a recognised University and five years experience in Administration, Housekeeping, Budget Management and Establishment.</p> <p>Re-employment of Armed Forces Personnel: Deputation or Re-employment:</p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be eligible to be considered. Such persons would be given deputation term upto the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-deployment. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis. (Re-employment upto the age of superannuation in respect of civil post).</p> <p>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.</p> |
| 5. | Period Of Deputation | | <p>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to 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> <p>Note: for the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (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 Pay 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.</p> |

Bio-Data/Curriculum Vite Proforma

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 |
|--|--|
| Essential (A) Qualification (B) Experience Desirable (A) Qualification (B) Experience | Essential (A) Qualification (B) Experience Desirable (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) Awards / Scholarships/ Official Appreciation
- (ii) Any research / innovative measure involving official recognition
- (iii) Any other information

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

17. Please state whether you are applying for deputation / Re- employment Basis.

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 of 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)