

No. 35/2/2012-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block-7, R.K. Puram,
New Delhi - 110 066
Dated :- 24 August, 2015

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 the three posts of Constable (GD) in Crime Records, Administration and 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 **three posts of Constable (GD) in PB-1** of Rs. 5200-20200/- plus grade pay of Rs. 1800/ in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

2. The eligibility condition, experience & job requirement 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, East Block-7, R.K. Puram, New Delhi-110066] in the prescribed proforma (**Annexure - II**) in duplicate alongwith complete and up-to-date APAR Dossiers of the Officers **within a period of 60 days** from the date of issue of this letter. 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.

Yours faithfully,

(N.K. SINGH)
Assistant Director (Admn.)
Phone No. 26172324/221

ANNEXURE-I

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

1.	Name of the post	:	Constable (GD)
2.	Number of Post	:	Three (3)
3.	Classification	:	General Central Service Group `C' Non-Gazetted Non-Ministerial
4.	Scale of Pay	:	Rs. 5200-20200/- + Grade Pay of Rs. 1800/-
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 officers of the Central Government or State Governments or Union Territories, holding analogous post on regular basis.
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 will be required to be well conversant with all aspects of crime records management including matters relating to administration or purchase and house keeping.
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. The selected candidates will be eligible for deputation allowance as per admissibility.

Annexure-II

Application for appointment to the post of Constable (G) in the Crime Records, Administration & Training Division of the National Crime Records Bureau on deputation basis.

1. Name :
2. Date of Birth :
3. Date of retirement under Central/State Government :
4. Educational Qualifications :
5. Professional Courses/ Training :
6. Present post held and the date from which held (ad-hoc appointments not to be mentioned), its scale of pay :
7. Substantive post held and the date from which held its scale of pay :
8. Classification of present post held and basic pay drawn by the applicant :
9. Experience in Police investigation work and related aspects including crime records management :
10. Service particulars (starting from the present)

Name of Office / Department	Name of post and scale of pay	Post held From To	Whether pmt. or ad-hoc or temp.	Nature Work
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11. Whether SC/ST :
12. Date of return from the ex-cadre post previous by held :
13. Any other remarks :

Signature :
Designation :
Date :

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 CR dossier/APARs for the last 5 years duly attested (on each page) 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 penalties 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.

[Strike out which is not applicable]