

No. 35/2/2014-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block-7, R.K.Puram,
New Delhi-110066
Dated the 30th July, 2014

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 one (01) post of Dy. Supdt. 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 Dy. Supdt. in the PB-2, Rs. 9300-34800/-** plus grade pay of Rs. 4600/, Group 'B', Gazetted, Non-Ministerial 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)

Annexure – I

1. Name of the post : Dy. Supdt. in Crime Records,
Administration & Training Division, NCRB
2. Number of posts : ONE (01)
3. Classification : General Central Service Group 'B'' Gazetted,
Non-Ministerial
4. Scale of Pay : PB-2 of Rs. 9300-34800/- plus
grade pay of Rs. 4600/.
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 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.
6. Eligibility Conditions : Officers of the Central Government or State Governments
or Union Territories
(a) (i) Holding analogous posts on regular basis; or
(ii) with five years regular service in posts in the Pay Band
2 of Rs. 9300-34800/- and Grade Pay of Rs.4200/- or
equivalent; and
(b) Possessing three years experience in Police
Administration and Crime Records Management.

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.

Note 2 :- The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Similarly, deputationists shall not be eligible for consideration for appointment by promotion. 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 not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not exceed fifty six years, as on the closing date of receipt of applications.

7. Place of Posting : New Delhi.
8. Terms of deputation : The pay of officers selected on deputation basis will be regularised in accordance with the relevant provisions of DOPT's O.M.No.6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.
9. Duties and Responsibilities attached to the post :
 - Section heads of **Talash Section** of Crime records Branch.
 - Supervise their staff members.
 - Monitoring of the jobs of Collection, Collation, Co-ordination, Analysis and Dissemination of information on following subjects:
 - Talash (Search System)
 - Fire-arms co-ordination System
 - Explosives
 - Cultural property
 - General Crime and Railway Crime
 - Reply to Parliament Questions on the subject mentioned above.
 - To assist in the job of General Administration of the Branch.
10. 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. Whether Educational and :
other qualifications required
for the post are satisfied. (If
any qualification has been
treated as equivalent to those
prescribed in the rules, state
the authority for the same)

Qualifications/ Experience
required Qualification/Experience
possessed by the Officer
required

- Essential: 1.
2.
3.
Desirable: 1.
2.
3.

6. Please state clearly whether in :
the light of entries made by
you above, you meet the
requirements 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/ Instt./Orgn.	Post held	From	To	Scale of pay and Classification (Group) of post	Whether held on regular / Ad-hoc basis	Nature of duties
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8. Nature of present employment
i.e.
(i) Ad-hoc Basis :
(ii) Regular / on temporary :
basis :
(iii) Pay in the Pay Band :
(iv) Grade Pay drawn
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
you belong
10. 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

(c) Semi-Government or :
Statutory or Autonomous
Organisations

(d) Public Sector :
Undertaking

(e) Universities or :
Recognised Research
Institutes

(f) Others
11. Are you in Revised Pay :
Structure? If yes, give the date

from which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month :
now drawn
13. 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.
14. Whether belong to :
SC/ST/OBC
15. 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 _____

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]

**`Signature
Name & Designation of the parent office
(with seal)**

Dated: _____

Place: _____