

No. (035)/35/2/2010-Ad.II/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block-7, R.K. Puram,
New Delhi – 110066

Dated: 29.06.2010

To

1. All the Ministries/ Departments of Central Government as per list attached
2. All the Chief Secretaries of all the State Governments / Union territory as per list attached

Subject: - **Filling up Four posts of Data Processing Assistant Grade 'B' in the PB-2 Rs. 9300-34800/- plus grade pay of Rs.4600/- (Rs. 6500-10500(pre-revised)) in the Computer & Systems Division in the NCRB by deputation - reg.**

Sir,

I am directed to state that 04 posts of Data Processing Assistant Grade 'B' in the PB-2 Rs.9300-34800/- with the grade pay of Rs.4600/- (Rs. 6500-10500 (pre-revised)), Group 'B' Non-Gazetted, Non-Ministerial in the Computer and Systems Division of National Crime Records Bureau, Ministry of Home Affairs are proposed to be filled up 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 officials who are eligible and 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 CR 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 CR 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 contemplating against him. The integrity of the Officer may also be certified.
5. It is requested that wide publicity may be given to the vacancy circular among staff under your administrative control.

Yours faithfully,

Sd/-

(**N.K. Singh**)
Assistant Director (Admn.)

Annexure-I

1. Name of Post : Data Processing Assistant Grade 'B'
2. Number of Post : 04 (Four)
3. Classification of Post : General Central Services, Group 'B' Non-Gazetted, Non-Ministerial.
4. Pay Band : PB-2, Rs.9300-34800/-
5. Grade Pay : Rs.4600/-
6. Age-Limit : The maximum age-limit for appointment by deputation shall not exceed 56 years as on the closing date of a receipt of applications.
7. Eligibility Conditions for appointment on deputation basis : Officers of the Central Government or State Governments or Union territories:

(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 Pay Band-2, Rs.9300-34800 plus grade Pay of Rs.4200 or equivalent in the parent cadre or department; and

(b) possessing the following educational qualifications and experience:

Essential:

(A) Master's Degree in Computer Applications or Computer Science or M.Tech (with specialisation in Computer Applications) or BE / B.Tech in Information Technology or Computer Engineering or Computer Science or Computer Technology from a recognised University or Institute

OR

(B) (i) BE / B.Tech in Electronics or Electronics and Communication from a recognised University or Institute

(ii) Two years' experience in Electronic Data Processing work including experience of actual Programming.

OR

(C) (i) Bachelor's Degree in Computer Applications or Computer Science or Information Technology or Electronics from a recognised University.

(ii) Two years' experience in Electronic Data Processing work including experience of actual Programming.

OR

(D) (i) "A" level Diploma under DOEACC Programme or Post Graduate Diploma in Computer Applications or Computer System and Management or Information System and Application or Computer Science or Computer Technology or Information Technology or Electronics or Electronics and Communication offered under University Programme or Post Polytechnic Diploma in Computer Applications or Computer System and Management or Information System and Application or Computer Science or Computer Technology or Information Technology or Electronics or Electronics and Communication awarded by the State Council of Technical

Education.

(ii) Three years' experience of Electronic Data Processing work including experience of actual Programming.

Note 1: For purposes 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 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 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/ 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 56 years as on the closing date of receipt of applications.

8. Place of Posting : New Delhi.
9. 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 not ordinarily exceed three years.
10. 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.2/29/91-Estt. (Pay-II) dated 05.01.1994, as amended from time to time.
11. Duties and Responsibilities attached to the post : Assistance in the design, development and implementations of information systems and Data bases, operations and analysis thereon, including assistance to system analysis programming and data organisation, data collection, collation, validation, coding, processing and maintenance of all forms of data including alpha-numerical, textual, graphic, voice and optical and operation of any type of EDP machine/computer/computer based on-line or real time systems/computer network based systems etc. Assistance to the planning, schedule coordination and implementation of interrelated and integrated Data processing and for a few staff who are determined to have the required aptitude and depending upon the need, supervision of the work of Data Processing Assistant-A.
12. In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently.

Annexure-II

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 Qualification :
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

- 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:

- (a) Central Government :
- (b) State Government/Union territory :
- (c) Autonomous Organisation :
- (d) Government Undertaking :
- (e) Universities :
- 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 :
- 15. Remarks :

Signature of the Candidate

Address _____

Date: _____

Countersigned with official seal by the authorised signatory of the parent office

(TO BE FILLED BY FORWARDING OFFICE)

Particulars mentioned above have been verified from the records and found correct. It is certified that no disciplinary proceedings or departmental enquiry are pending or contemplated against the officer and recommendations (if any).

**Signature of the Competent Authority
with Official Seal**

Dated:

Certificate to be furnished by the employer/Head of Office/Forwarding Authority:-

1. Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:-

- i) There is no vigilance case pending/contemplated against him/her.
- ii) His complete CR dossier/ACRs 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.
- v) Cadre clearance has been obtained.
[Strike out which is not applicable]

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

Dated: _____

Place: _____