

1. Name of the post : Joint Assistant Director in Crime Records, Administration & Training Division, NCRB
2. Number of posts : TWO (02)
3. Classification : General Central Service Group 'A' Gazetted, Non-Ministerial
4. Scale of Pay : PB-3 of Rs. 15600-39100/- plus grade pay of Rs. 6600/.
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 3 of Rs.15600-39100 and Grade Pay of Rs.5400/-; or
- (iii) with six years of regular service in posts in the Pay Band 2 of Rs.9300-34800 and Grade Pay of Rs.4800/-; or
- (iv) with seven years of regular service in posts in the Pay Band 2 of Rs.9300-34800 and Grade Pay of Rs.4600/-; and
- (b) Possessing five years experience in Police Administration and Crime Records Management.

2. The Departmental Deputy Superintendent (Crime Records) with seven years' regular service in the scale of pay of Rs. 9300-34800/- and Grade Pay of Rs. 4600/- shall also be considered alongwith outsiders and in case, he is selected for appointment to the post the same shall be deemed to have been filled by promotion.

Note 1:- For purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior

to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the 6<sup>th</sup> 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.

7. Terms of deputation

: The terms and conditions of officer appointed to the post on deputation basis will be regulated according to the Department of Personnel and Training OM No.2/29/91-Estt.(Pay-II) dated 05.01.1994, as amended from time to time.

8. Place of Posting

: New Delhi.

9. Period of deputation

: Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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 05.09.1994 -, as amended from time to time.

11. Duties and Responsibilities attached to the post

- Procurement of office Equipments, Stationery, Furniture and Fixture through Government Stores / Authorized agencies viz., Kendriya Bhandar (KB), National Cooperative Consumer Federation of India Ltd. (NCCF), Delhi Consumer Cooperative Wholesale Store Ltd. (DCCW).
- Purchase of consumable items for functional requirement through the process of limited tenders / quotations.
- Management of vehicles including their upkeep.
- Liaison with other Government agencies like CPWD (for Maintenance and upkeep of Civil and Electrical work).
- To ensure that facilitation and support is extended by the General Branch to all other Branches to optimize functional efficiency which includes automation equipments viz. Photocopier and FAX machines etc.
- To ensure that matters of urgency such as replies to Parliament Questions and various reports to Ministry are

prioritized and deliverables reach the concerned departments in time.

- Coordination and arrangements for Meetings / Conferences / Seminars / Annual day and other activities of the Bureau.
- To prevent unauthorized entry of any public into office premises.
- To ensure proper discipline amongst the staff of General Branch.
- To ensure ideal atmosphere and weather conditions for officers and staff of the Bureau by way of provision / upkeep of AC Plants, AC units (Window and Split type), through the process of AMC (Annual Maintenance Contract).
- Receipt and issue of Dak, dispatch of NCRB publications to CPOs, other Govt. offices and State Police.
- Supply, installation and maintenance of Intercom System, and P&T telephones in the Bureau.
- To prepare budget estimates (BE & RE) under the "Minor works" and "Office Expenses" heads of account.
- Monitoring the jobs of collection, 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
  - Responsible for maintenance of crime data and general administration
- Reply to Parliament Questions on the subject mentioned above
- Assist to Assistant Director (Records) to perform the job of General Administration of Branch

12. In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently.