

No. 35/8/2012-Ad.I(B)/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

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

Dated the 26th February, 2013

To

1. The Secretary to all Ministries/ Departments (including Attached & Subordinate Officers) of the Government of India.
2. The Chief Secretaries to all the State Governments/Union Territories.

Subject: Filling up of two (02) post of Joint Assistant Director 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 **two posts of Joint Assistant Director in PB-3** of Rs. 15600-39100/- plus grade pay of Rs. 6600/ 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)

Copy to DCT for uploading the same in the NCRB website

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  
(i) (a) 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.

**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

- 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)

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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 \_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_  
\_\_\_\_\_  
(Employer with seal)

**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: \_\_\_\_\_