

No. (035)/ 35/11/2009/-Ad.II/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block-7, R.K. Puram,
New Delhi – 110066
Dated: 26 .07.2010

To

1. The Secretary to all Ministries/ Departments of the Government of India: with a request to give wide publicity among the PSUs, Recognised Research Institutes, Semi-Government, Statutory or Autonomous Organisations under your administrative control.
2. The Chief Secretaries to all the State Governments/Union Territories: with a request to give wide publicity among the PSUs, Recognised Research Institutes, Semi-Government, Statutory or Autonomous Organisations under your administrative control.
3. The Director General/Director of all Central Police Organisations.
4. The Director General/Inspector General of Police of all the States/Union Territories.
5. Bureau of Public Enterprises, CGO Complex, New Delhi.
6. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi: with a request to give wide publicity among all the Universities

Sub: - Filling up two posts of Joint Deputy Director in the PB-4 Rs.37400-67000/- with the grade pay of Rs.8700/- in the Computer & Systems Division in the NCRB on deputation (including short term contract).

Sir,

I am directed to state that 02 posts of Joint Deputy Director in the PB-4 Rs.37400-67000/- with the grade pay of Rs.8700/, Group `A' 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 (including short term contract) 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 CR Dossiers of the Officers **within a period of 45 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 the eligible officers under your administrative control.

Yours faithfully,

Encl: As above.

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

Annexure-I

1. Name of Post : Joint Deputy Director
2. Number of Post : 02 (Two)
3. Classification of Post : General Central Service, Group 'A' Gazetted, Non-Ministerial.
4. Pay Band : Pay Band- 4 Rs.37400-67000/-
5. Grade Pay : Rs.8700/-
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 :
 - (a) (i) Holding analogous posts on regular basis in the parent cadre / department; or
(ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts PB-3, Rs.15600-39100 plus Grade Pay of Rs.7600 or equivalent in the parent cadre/department and
(b) Possessing the following educational qualifications and experience

(A) (i) Masters Degree in Computer Application or Computer Science or M.Tech (with specialization in Computer Application) Or BE/B.Tech in Computer Engineering or Computer Science or Computer Technology from a recognized University or Institute.

(ii) **For Information System:** 10 years' experience of electronic data processing work, out of which at least 6 years' experience should be in Design, Development or Organising Computerised Information Storage and retrieval System / **For Programming:** 10 years' experience of electronic data processing/ computer oriented optimization information or Statistical System, out of which at least 6 years should be in actual Computer Programming and System Design

Or
(B) (i) Bachelor's Degree in Computer Applications or Computer Science or Degree in Electronics/ Electronics and Communication Engineering from a recognized University.

(ii) **For Information system:** 11 years' experience of Electronic Data Processing work, out of which at

least 7 years' experience should be in Design, Development or Organising Computerised Information Storage and Retrieval System / **For Programming:** 11 years' experience of Electronic Data Processing/ Computer Oriented Optimisation Information or Statistical System, out of which at least 7 years' experience should be in actual Computer Programming and System Design.

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: Period of deputation/contract 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 four years. The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding 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 four 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 : • Senior level technical specialist in Network, Systems Analysis, project Management and monitoring of National Level database on Crime and Criminals.
• Data base management, Development and management of Management Information Systems, Development and management of System Software, Design development and maintenance of application

software for National Level database on Crime and Criminals.

- Administration of Data centre & Network of National Level database on Crime and Criminals
- Overall control on technical activities of the group of Computer and Systems Division relating to Project Management and monitoring of National Level database on Crime and Criminals.
- Responsible for formulation, planning, implementation, coordination and supervision of development activities and the service activities of the Computer and Systems Division.
- In general, giving leadership and innovative thrust for all activities falling within the charter of responsibilities of the Computer and Systems Division assigned from time to time.
- Undertaking field visits for research and technical study and evaluation and attending State Committees' meetings for successful implementation of National Level database on Crime and Criminals and other such national level implementations undertaken by the NCRB.

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 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).

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/OBC :
- 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: _____