

No. 45/8/2017-Ad.I(A)/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-8, Near SSB,  
Mahipalpur, New Delhi – 110037.  
Dated 19 April, 2018

To

The Directors General/ Inspectors General of Police/  
Directors of all CPOs and CAPFs.

Subject: Filling up of the one post of Deputy Director and one post of Assistant Director from Non-IPS officers serving in CPOs and CAPFs on deputation basis for a period of three years.

Sir,

In pursuance of MHA's ID No.24013/49/2017-CSR-IV dated 04.12.2017, this Bureau is in the process of filling up of the one vacant post of Deputy Director and one vacant post of Assistant Director meant for filling up from IPS officers, from Non-IPS officers with the Grade Pay of Rs. 8900/- and Rs. 6600/- respectively on deputation basis for a period of three years.

2. (a) The officers serving in analogous post(Grade pay Rs.8900) or drawing Grade Pay of Rs.8700 with two years experience or drawing Grade Pay of 7600/- with seven years experience are eligible for the post of Deputy Director.

(b) The officers serving in analogous post(Grade Pay Rs.6600) or drawing Grade Pay of Rs.5400 with five years experience are eligible for the post of Assistant Director.

3. 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, NH-8, Near SSB, Mahipalpur, New Delhi – 110037 ] in the prescribed proforma (**Annexure - I**) in duplicate alongwith complete and up-to-date APAR Dossiers for the last 5 years of the Officers **within a period of 30 days** from the date of issue of this letter. 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.

4. The officers who have experience in Administration, Training, Records and handling of IT related projects would be given preference.

5. The maximum period of deputation is three years. However it is also stated that these vacancies are against IPS quota.

6. It is requested that wide publicity may be given to the vacancy circular among the eligible officers under your administrative control.

Yours faithfully,

(S K Saxena)  
Deputyt Director (Admn)

**Annexure-I**

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