

No. (035)35/05/2016-Ad.II/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-8, Mahipalpur,  
New Delhi – 110037  
Dated: 13.05.2019

To,

1. The Secretary to all Ministries/ Departments of the Government of India
2. The Chief Secretaries to all the State Governments/Union Territories
3. The Director General of Police of all states/UTs
4. The Director General BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles, BPR&D
5. The Director Central Bureau of Investigation, Intelligence Bureau and Enforcement Directorate
6. Joint Secretary (Admn), Department of Public Enterprises, Block No 14,CGO Complex, New Delhi
7. Joint Secretary (Banking), Department of Financial Services, Jeevan Deep Building, New Delhi
8. Joint Secretary (Insurance), Department of Financial Services, Jeevan Deep Building, New Delhi

Sub: Filling up one vacant post of Data Processing Assistant in Level -7 of the Pay Matrix (Pre-revised PB-2 Rs.9300-34800/- with the grade pay of Rs.4600/-) in the Computer & Systems Division of NCRB on deputation basis.

Sir,

Nominations are invited to fill up one vacant post of Data Processing Assistant, Group 'B' Gazetted, Non-Ministerial in Level -7 of the Pay Matrix (Pre-revised PB-2 Rs.9300-34800/- with the grade pay of Rs.4600/-) in the Computer and Systems Division of National Crime Records Bureau, Ministry of Home Affairs on deputation basis.


2. The eligibility condition, experience & job requirement for the post are given in **Annexure-I** (available at Bureau's website [www.ncrb.gov.in](http://www.ncrb.gov.in)).

3. Applications of suitable officers who are eligible, willing and can be relieved immediately, if selected, may please be forwarded to this Bureau [Assistant Director (Admn.), National Crime Records Bureau, Ministry of Home Affairs NH-8, Mahipalpur, New Delhi-110037] in the prescribed proforma (**Annexure – II**) (available at Bureau's website [www.ncrb.gov.in](http://www.ncrb.gov.in)) alongwith complete and up-to-date APAR Dossiers of the Officers (for the last five available and recorded years) **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 contemplating against them. The integrity of the Officer may also be certified.

Contd....

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

Yours faithfully,



(M.P. Sharma)

Joint Assistant Director (Admn.)

Encl: As above.

Copy to:-

Shri Santosh Kumar, 2IC, Jaishalmer House, New Delhi with the request to get this vacancy circular uploaded in the website of MHA.

Annexure-I

1. Name of Post : Data Processing Assistant
2. Number of Post : 1 (one)
3. Classification of Post : General Central Service, Group 'B' Gazetted, Non-Ministerial.
4. Pay Band : PB-2 Rs.9300-34800/- (Revised Pay: Level -7 in the Pay Matrix)
5. Grade Pay : Rs. 4600/- (Pre revised)
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/ State Governments/ Union Territories/recognised research institutes/Public Sector Undertakings / Semi Government or Statutory or autonomous organisations:

(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 in the Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200 (Pre revised) or equivalent in the parent cadre/ department; and

(b) possessing the following educational qualifications and experience:

Master's Degree in Computer applications/ Information Technology / Computer Science of a recognised University/ Institute;

or

B.E./ B.Tech in Computer Engineering / Computer Science / Computer Technology / Computer Science and Engineering / Information Technology from a recognised University/Institute.

Note 1: 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.

Note 2: The 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.

Note 3: The maximum age-limit for appointment by deputation (including short-term contract) 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.6/8/2009-Estt. (Pay-II) dated 17.06.2010, 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.

**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:

Desirable:

6. Please state clearly whether in the light of entries made by you above, you meet the requirement 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 and since holding i.e.
- (i) Ad-hoc Basis :
  - (ii) Regular / on temporary basis :
9. (i) Pay in the Pay Band of the post held on substantive basis :
- (ii) Grade Pay drawn :
10. 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 :
11. 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 (please specify) :

12. 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.
13. Whether belong to :  
SC/ST/OBC
14. 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 not below 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) The Cadre Clearance from the Cadre Controlling Authority is also enclosed.

[Strike out which is not applicable]

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

Dated: \_\_\_\_\_

Place: \_\_\_\_\_