

No. 33/35/7/2012-Ad.I/NCRB

Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

East Block-7, R.K. Puram,  
New Delhi - 110 066

Dated: 10 July, 2013

To

1. The Director General/Inspector General of Police of all States/Union Territories.
2. The Director General/Inspector General of Police/Directors of all Central Police Organisations and other Law Enforcement Agencies.

Subject :- Filling up of one post of Inspector (GD) likely to exceed in the Crime Records, Administration and Training Division of NCRB on deputation basis.

Sir,

I am directed to say that the National Crime Records Bureau, New Delhi requires urgently the services of suitable candidates for appointment as Inspector in the Crime Records, Administration and Training Division of the Bureau in the pay band of Rs. 9300-34800/- + Grade Pay of Rs. 4200/- on deputation basis. The details relating to the post, including the eligibility conditions required in respect of the post is given in **Annexure-I**.

All State Police Forces / Central Police Organisations etc. are requested to give wide publicity to this vacancy circular and forward the applications of eligible and willing candidates, who can be spared immediately in the prescribed proforma (**Annexure-II**) alongwith up-to-date ACR dossiers of the applicants, Vigilance Clearance and Integrity Certificate to this Bureau in triplicate within 60 days from the date of issue of this circular. Applications received after the last date or otherwise found incomplete will not be entertained. Candidates who volunteer for the post will not be permitted to withdraw their names later.

Yours faithfully,

(N.K.SINGH)  
Assistant Director (Admn.)  
Phone No. 26172324/221

**Details in respect of the post of Inspector in the Crime Records, Administration & Training Divisions of the National Crime Records Bureau, New Delhi.**

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| 1. | Name of the post       | : | Inspector                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2. | Number of Post         | : | One (likely to exceed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3. | Classification         | : | General Central Service Group `B'<br>Non-Gazetted Non-Ministerial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4. | Scale of Pay           | : | Rs. 9300-34800/- + Grade Pay of Rs. 4200/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5. | Period of deputation   | : | Period of deputation including period of deputation in another ex-cadre post held immediately preceeding this appointment in the same or some other organisations or department of the Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/ absorption shall not be exceeding 56 years as on the closing date of receipt of applications.                                                                                                                                                                                                                                                                                                                        |
| 6. | Eligibility conditions | : | <b><u>Deputation</u></b><br>Officers under the Central or State Governments or Union Territories including Central Police Organisations or State Police Organisations<br><br>(a)(i) holding analogous posts on regular basis in the parent cadre or department;<br>or<br>(ii) with six years service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band 1 of Rs. 5200-20200/- with Grade Pay of Rs. 2800/- or equivalent; and<br>(b) Possessing the following educational qualifications and experience :<br><br>(i) Bachelor's Degree from a recognised University;<br>(ii) Possessing two years' experience in Crime Record Management including experience of administration. |

**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 by deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion

**Note 2:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or 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 or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

7. Job requirement and duties : The post in question is in the Crime Records, Administration & Training Division of the National Crime Records Bureau. The incumbents of the post will be required to be well conversant with all aspects of crime records management and General Police administration.
8. Terms of deputation : The terms of deputation of State Police Officers will be governed by the orders contained in the Government of India, DOP&T OM No. 6/8/09/(Estt.) (Pay.II) dated 17.6.2010. The terms of deputation of other officers will be regulated according to the Department of Expenditure OM No. 1/1/008-IC dated 13th September, 2008. The selected candidates will be eligible for deputation allowance as per admissibility.

**Annexure-II**

Application for appointment to the post of Inspector in the Crime Records, Administration & Training Division of the National Crime Records Bureau on deputation basis.

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1. Name :
2. Date of Birth :
3. Date of retirement under Central/State Government :
4. Educational Qualifications :
5. Professional Courses/ Training :
6. Present post held and the date from which held (ad-hoc appointments not to be mentioned), its scale of pay :
7. Substantive post held and the date from which held its scale of pay :
8. Classification of present post held and basic pay drawn by the applicant :
9. Experience in Police investigation work and related aspects including crime records management :
10. Service particulars (starting from the present)

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Name of Office / Department	Name of post and scale of pay	Post held From To	Whether pmt. or ad-hoc or temp.	Nature Work
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11. Whether SC/ST :
12. Date of return from the ex-cadre post previous by held :
13. Any other remarks :

Signature :  
Designation :  
Date :

**CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT**

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1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he is clear from the vigilance angle.
3. His integrity is certified.

Head of Office