

F.No.32/3/2017-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH 8, Service Lane, Mahipalpur,
New Delhi - 110 037.

Date: 17.10.2018.

CIRCULAR

Subject: Engagement of Consultants in the National Crime Records Bureau, Ministry of Home Affairs – Reg.

This Bureau invites applications for engagement of consultants from retired Government Servants on Contract Basis initially for a period of six months, which shall be extendable further or till the post is regularly filled whichever is earlier. The details regarding eligibility criteria, terms of references etc are as under:-

S. No	Name of posts	No. of Posts	Level in the Pay Matix	Pre-revised 6 th CPC Grade Pay	Eligibility
1.	Junior Staff Officer/System Analyst	1	10	5400	Should have retired as Junior Staff Officer or System Analyst or Senior Programmer from Central / State Govt.
2.	Deputy Superintendent (Finger Print) Group 'B' Gazetted	1	7	4600	Should have retired as Deputy Superintendent (Finger Print) or equivalent from Central / State Government . Retired Inspector (FP) with 8 years experience will also be considered.
3.	Inspector (Finger Print) Group 'B' Non-Gazetted	2	7	4600	Should have retired as Inspector (Finger Print) or equivalent from Central / State Government. Retired Sub-Inspector (FP) with 8 years experience will also be considered.
4.	Data Processing Assistant/ Programmer	4	7	4600	Should have retired as Data Processing Assistant or Programmer or Senior Programmer or Junior Programmer from Central / State Government.
5.	Data Processing Assistant Grade A	11	6	4200	Should have retired as Data Processing Assistant / Programmer or Data Processing Assistant Grade A or Programmer or Junior Programmer from

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					Central / State Government
6.	Senior Secretarial Assistant	1	4	2400	Should have retired as Upper Division Clerk/Senior Secretarial Assistant or Assistant Section Officer from Central/State Government
7.	Head Constable (Finger Print)	2	3	2000	Should have retired as Assistant Sub-Inspector (Finger Print)/Head Constable (Finger Print) from Central / State Government. Retired Constable (FP) with 5 years experience will also be considered.
8.	Multi Tasking Staff	1	1	1800	Should have retired as Multi Tasking Staff or Peon or Farash or Constable from Central / State Government.
	Grand Total	*23			

*The Number of posts may increase or decrease depending upon the availability of vacancies.

2 The Consultant would be paid a fixed monthly emoluments to be worked out based on the last pay drawn minus pension + DA as on the date of offer of appointment.

3. Suitable retired Government officers who are eligible and willing to accept the terms and conditions at **Annexure-I** may send application by fax/email/post with duly filled in Bio-data (**Annexure II**) along with a copy of the PPO/Pensioner card to the undersigned within 15 days from the date of this advertisement. Shortlisted candidates will require to attend interview at the Bureau's office which will be informed to him/her.

(Rajeshwar Lal)
Assistant Director (Admn)
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NH 8, Service Lane, Mahipalpur
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Application for engagement as Consultant in National Crime Records Bureau**Post Applied For:**

Affix your passport size photograph
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1. Name :
2. Father's Name :
3. Date of Birth :
4. Address :
5. Mobile No. :
6. Email ID :
7. Date of Retirement :
8. Name of Ministry/Dept.
from which retired :
9. Last Pay Drawn
(copy of PPO should be enclosed)
10. Educational Qualifications :
11. Details of Experience :

Sl.No	Designation & Ministry Department	From	To	Nature of work performed

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-II and they are acceptable to me. I certify that no disciplinary proceedings are pending against me as on date.

Date:

(Signature of Applicant)

General Terms and Conditions

- i. The person must be able to work in MS Word, Power point and should be proficient in noting, drafting and examining the cases (except posts at Sl.No.7 & 8)
- ii. The consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities and staff car.
- iii. The engagement of the Consultant will be purely on Contract basis.
- iv. The engagement period for the consultant would be initially for a period of 6 months which may be extended or curtailed subject to review, at the sole discretion of this Bureau. The period of engagement of Consultant shall not exceed beyond the age of 65 years.
- v. The Consultants shall be eligible for four days leave during the engagement period of six months. This leave will not be carried forward in case the engagement period is extended by this Bureau. Also, no payment in lieu of un-utilized leaves will be paid by this Bureau at the time of expiry of contract.
- vi. The candidate will be required to sign a non-disclosure undertaking and declaration for abiding by the Code of integrity for Public Procurement (CIPP).
- vii. The Bureau may terminate the services of Consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Department or he/she is found to be lacking in honesty and integrity.
- viii. The Bureau shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultant will not confer any right on the part of individual for permanent appointment to the post.
- ix. The Consultant may be called to the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigencies of work. No extra allowances will be permissible for the same.
- x. The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.
- xi. No TA/DA shall be admissible to the consultant for attending the interview or for taking up the appointment. Consultant will not be allowed any foreign travel at Government expenses.
- xii. The contractual appointment will be attached with NCRB Hqs located in New Delhi or its office in Kolkata.
- xiii. The Consultant shall draw a fixed monthly emoluments to be worked out based on the basis of his last pay drawn minus Pension + DA as on the date of offer of appointment.
- xiv. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he will be liable for removal from engagement service and such other action as Government may deem necessary.