

No. 35/3/2017-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block-7, R.K.Puram,
New Delhi-110066
Dated the July, 2017

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 three (03) posts of Sub-Inspector (GD) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir,

The undersigned is directed to say that this Bureau is in the process of filling up **three posts of Sub-Inspector (GD)** in Level-4 in the Pay Matrix Rs. 25500-81100/- (pre-revised Pay Band-1, Rs. 5200-20200/- plus Grade Pay of Rs. 2400/-) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis. The selected candidates will be eligible for Pay Protection and Deputation Allowance as per admissibility.

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 [Joint 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 APAR 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 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 contemplated against him/her. 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,

(M.P. SHARMA)
Joint Assistant Director (Admn.)

ANNEXURE-I

Details in respect of the post of Sub-Inspector(GD) in the Crime Records, Administration & Training Divisions of the National Crime Records Bureau, New Delhi.

1.	Name of the post	:	Sub-Inspector (GD)
2.	Number of Post	:	Three (1+2 anticipated posts)
3.	Classification	:	General Central Service Group `C' Non-Gazetted Non-Ministerial
4.	Scale of Pay	:	Level – 4 in the Pay Matrix Rs. 25500-81100/- (pre-revised Rs. 5200-20200/- + Grade Pay of Rs. 2400/-)
5.	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/ department of the Central Government 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	:	Transfer on deputation Police officers of the Central Government or State Government, - (a)(i) holding analogous post on regular basis; or (ii) with 5 years service in the post in the pay band of Rs. 5200-20000/- + Grade Pay of Rs. 2000/- or equivalent; and (b) possessing 3 years experience of crime records management including matters relating to administration or purchase and house keeping.
7.	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 pay will be protected as per 7 th CPC & eligible for deputation allowance as per admissibility.

Annexure-II

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

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)

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

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