

No. 35/5/2019-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi-110037
Dated 24th July, 2020

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

Subject: Filling up of one (01) post of Sub-Inspector (G) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir,

I am directed to say that this Bureau is in the process of filling up **one post of Sub-Inspector (G)** 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.

2. The eligibility condition, experience & job description 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 [Assistant Director (Admn.), National Crime Records Bureau, Ministry of Home Affairs, NH-8, Mahipalpur, New Delhi-110037] in the prescribed proforma (**Annexure - II**) alongwith APAR Dossiers for the last 5 years of the officials **within a period of 45 days** from the date of issue of this circular. 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 officials are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the official may also be certified.

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

Encl: as above

Yours faithfully,

(RAJESHWAR LAL)
Assistant Director (Admn)
Tel.No.011-26735521
e-mail: rajeshwar.lal@nic.in

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	:	One
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 held appointment organisation/ Government years. The by exceeding receipt of	:	Period of deputation including period of deputation in another ex-cadre post immediately preceding this in the same or some other department of the Central shall ordinarily not exceed three maximum age limit for appointment deputation/ absorption shall not be 56 years as on the closing date of Applications.
6.	Eligibility conditions Government regular experience of including	:	Transfer on deputation Police officers of the Central or State Government, - (a)(i) holding analogous post on basis; or (ii) with 5 years service in the post in the level -2 of pay matrix(pre-revised PB-I Rs. 5200-20000/- + Grade Pay of Rs. 2000/-) or equivalent; and (b) possessing 3 years crime records management

administration or
keeping.

matters relating to
purchase and house

7. Terms of deputation : The terms and conditions of officer appointed to the post on deputation basis will be regulated in accordance with the Department of Expenditure OM No.1/1/008-IC dated 13th September 2008, DoP&T OM No.6/8/09(Esst)(Pay.II) dated 17.06.2010 and 17.02.2016.

Annexure-II

BIO-DATA PROFORMA

1	Name and address (in Block letters)	:	
2	Name of the post held and pay & level in the Pay Matrix including Grade Pay in the pre-revised scale.	:	
3	Date of Birth (in Christian era)	:	

4	Date of joining and date of retirement under Central/State Government Rules	:					
5	Educational qualification	:					
6	Details of Professional course/Training Attended, if any.	:					
7	Nature of present employment with date i.e. (i) Ad-hoc basis (ii) Regular basis	: : : :					
8	In case the present employment is held on deputation basis, please state:- a. The date of initial appointment in the substantive pay scale in parent cadre. b. Date from which appointed on deputation and period of deputation. c. Name of parent office/organization to which you belong d. Name of the office/org. where on deputation.	: : : :					
9	Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)						
	Office/ Instt./Orgn	From	To	Scale of pay and Classification of the post	and (Group)	Whether held on regular / Ad-hoc basis	Nature of duties
10	Date of return from the ex-cadre post previously held					:	
11	Additional information, if any, which you would like to mention in support of your suitability for the post.					:	
12	Remarks, if any					:	

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I have carefully gone through the vacancy circular/advertisement and certify that I have not concealed or misrepresented any information

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 APARs for the last 5 available years duly attested 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 penalty 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.

Signature

Name & Designation of Head of office

Office Seal

(Not below the rank of Under Secretary)

Dated :-

Place:-

