

No. (035)/ 35/06/2022/-Ad.II/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi – 110037
Dated: 28.9.2022

To

- 1.The Secretary to all Ministries/ Departments (including Attached & Subordinate Officers) of the Government of India: with a request to give wide publicity among the PSUs, Recognised Research Institutes, Semi-Government, Statutory or Autonomous Organisations under their administrative control.
2. The Chief Secretaries to all the State Governments/Union Territories: with a request to give wide publicity among the PSUs, Recognised Research Institutes, Semi-Government, Statutory or Autonomous Organisations under their administrative control.
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
9. The Chairman, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi: with a request to give wide publicity among all the Universities

Subject: Filling up the one post of Senior Technical Officer (re-designated from Junior Staff Officer) in the Level-10 of Pay Matrix (pre-revised PB-3 Rs. 15600-39100/- with the grade pay of Rs. 5400/-) in the Computer & Systems Division of NCRB on deputation basis (including short term contract).

Sir/Madam,

I am directed to state that one post of Senior Technical Officer (re-designated from Junior Staff Officer) in the Level-10 of Pay Matrix (pre-revised PB-3 Rs. 15600-39100/- with the Grade Pay of Rs. 5400/-), Group `A' Gazetted, Non-Ministerial in the Computer and Systems Division of National Crime Records Bureau, Ministry of Home Affairs is proposed to be filled up on deputation (including short term contract).

2. The eligibility condition, experience & job requirement for the post are given

in Annexure-I (available at Bureau's website <https://ncrb.gov.in>).

3. If selected, the candidate should be relieved immediately.

4. 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 <https://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 publication of the same in the Employment News. 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 them. 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,

Encl: As above.

(Rajeshwar Lal)
Assistant Director (Admn.)
Ph. No. 26735521
e-mail: rajeshwar.lal@ncrb.gov.in

Copy to:-

(i) Shri Santosh Kumar, 2IC, MHA, Jaisalmer House, New Delhi with the request to get this vacancy circular uploaded on the website of MHA.

(ii) DCT Branch- for uploading on Bureau's website.

Annexure-I

1. Name of Post	: Senior Technical Officer/Junior Staff Officer
2. Number of Post	: 01 (One)
3. Classification	: General Central Service, Group 'A' Gazetted, Non-

	of Post	Ministerial.
4.	Pay Band	: Level-10 of Pay Matrix (pre-revised PB-3 Rs. 15600-39100/-
5.	Grade Pay	: Rs.5400/- (Pre-revised)
6.	Age-Limit	: The maximum age-limit for appointment by deputation (including short term contract) shall not exceed 56 years as on the last date of receipt of applications.
		Master's Degree in Computer Applications or M.Sc (Computer Science or Information Technology) or equivalent from a recognised University or Institute; OR
7.	Eligibility Conditions for appointment on deputation basis	: B.E. or B.Tech. (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) or equivalent from a recognised University or Institute. Experience: Three years post qualification experience of electronic data processing or computer programming or computer networking or database management or system administration or system design or Information Technology project management in a Government Office or Public Sector Undertaking or Autonomous Body or Statutory Body or in any recognised institution.
8.	Place of Posting	: New Delhi.
9.	Terms of deputation	: The pay of officer 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.
10.	Duties and Responsibilities attached to the post	: i. Procurement, maintenance and upkeep of hardware & software including network maintenance ii. Conducting Functional Requirements Study. iii. Supervision and finalization of study material for various training modules. iv. Supervision of development and maintenance of CCTNS/ICJS and related application and other decision support systems. v. Supervision of Customization of CCTNS/ICJS and related application and other decision support systems as per States' requirements. vi. Monitoring and supervision of Implementation of CCTNS/ICJS and related application and other decision support systems. vii. Preparation of various Crime Criminal Application related manuals. viii. Conducting training in CCTNS/ICJS and related application. ix. Undertaking field visits for monitoring implementation

- of CCTNS/ICJS and related application.
- x. Assistance in administration of Data Centre and Network-assistance.

Annexure-II

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) 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 the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
Note: This column needs to be amplified to indicate essential and Desirable Qualifications as mentioned in the R R s by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comment/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio- data) with reference to the post applied.	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Instituti	Post	Fro	To	*Pay Band and	Nature of Duties (in detail) hi
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on	held on regular basis	in	Grade Pay/Pay Scale of the post held on regular basis	highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below;

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	

8.Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant colu			

mn)		
a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities f. Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc. (with break-up details)	Total Emoluments
16. A Additional information , if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16. B Achievements: The candidates are requested to indicate information with regard to; i) Research publications and reports		

and special projects ii) Awards/Scholarships/Official Appreciation iii) Affiliation with the professional bodies/institutions/societies and; iv) Patents registered in own name or achieved for the organization v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non- Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	
19. Mobile No.	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date:

Certification by the Employer/ Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational _____ qualifications _____ and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.

ii. His/ Her integrity is certified.

iii. His/ Her APAR Dossier in original is enclosed /photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv. No major/ minor penalty has been imposed on him/ her during the last 10 years. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed(as the case may be).

Counter signed(Employer/Cadre Controlling Authority with seal)