

No. 35/3/2019-Ad.I(A)/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-8, Mahipalpur,  
New Delhi – 110037.  
Dated 01.3.2021

To

- i. The Secretary to all Ministries/Departments(including Attached and Subordinate Offices)of the Government of India
- ii. The Directors General/ Inspectors General of Police/Directors of all CPOs and CAPFs.

Subject: Extension of last date for two posts of Joint Assistant Director in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis – reg.

Sir/Madam,

Reference is invited to this Bureau's Vacancy Circular of even number dated 30.12.2020 and Employment News edition dated 9<sup>th</sup> to 15<sup>th</sup> January 2021 vide which applications were invited through proper channel for filling up two posts of Joint Assistant Director in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

2. The last date for receipt of the application in the Bureau is **hereby extended by 45 days** counted from the date of publication of this advertisement in the Employment News.

Yours faithfully,

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

Copy to

- i. ✓ DCT for uploading the same in the NCRB website.
- ii. Shri Santosh Kumar 2IC, WS Division, MHA with the request to get this uploaded on the website of MHA.

Digitally signed by  
RAJESHWAR LAL

Date: Mon Mar 01 17:15:45 IST  
2021

Reason: Approved

**BIO-DATA PROFORMA**

1. Name and address (in Block :  
letters) including mobile number
2. Date of Birth (in Christian era) :
3. 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  
qualifications has been treated as equivalent  
to those prescribed in the rules, state the  
authority for the same)

Qualifications/Experience required	Qualifications/Experience required/possessed by the officer
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Essential:

6. Please state clearly whether in the light of :  
Entries made above, you meet the requirement  
Of the post

7. Details of employment in chronological order (enclose a separate sheet, duly  
authenticated by your signature, if the space below is insufficient)

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Office/ Instt./Org n.	Post held	From	To	Scale of pay and Classification (Group) of post	Whether held on regular / Ad-hoc basis	Nature of duties
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8. Nature of present employment  
i.e.
- (i) Ad-hoc Basis :
  - (ii) Regular / on temporary basis :
9. (i) Pay in the Pay Band of the post held on substantive basis :
- (ii) Grade Pay drawn :
- 10 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/organisation to which you belong :
- 11 Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column) :
- (a) Central Government :
  - (b) State Government or Union Territory :
  - (c) Semi-Government or Statutory or Autonomous Organisations
  - (d) Public Sector Undertaking
  - (e) Universities or Recognised Research Institutes
  - (f) Other (please specify)
- :
- :

- 12 Additional information, if any, :  
. which you would like to mention  
in support of your suitability for  
the post. Enclose a separate  
sheet, if the space is insufficient.
- 13 Whether belong to SC/ST/OBC :  
.
- 14 Remarks :  
.

I have carefully gone through the vacancy circular/advertisement and certify that I have not concealed or misrepresented any information and I am well aware that the Bio-data supported by documents submitted by me will be assessed by the Selection Committee at the time of selection for the post.

**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**

**Dated :-**

**Place:-**

**Annexure – I**

1.	Name of the post	Joint Assistant Director in Crime Records, Administration & Training Division, NCRB
2.	Number of post	Two (02)
3.	Classification	General Central Service Group 'A', Non-Ministerial
4.	Scale of Pay	Level 11 of Pay Matrix (Pre-revised Grade pay of Rs.6600/-)

5.	Eligibility Conditions	<p>Officers of the Central Government or State Governments or Union Territories</p> <p>(a) (i) Holding analogous posts on regular basis; or  (ii) with five years regular service in posts in the Level-10 of Pay Matrix(Pre-revised Pay Band 3 of Rs.15600-39100 and Grade Pay of Rs.5400/-); or  (iii) with six years of regular service in posts in the Level-8 of Pay Matrix(Pre-revised Pay Band 2 of Rs.9300-34800 and Grade Pay of Rs.4800/-); or  (iv) with seven years of regular service in posts in the Level-7(pre-revised Pay Band 2 of Rs.9300-34800 and Grade Pay of Rs.4600/-); and</p> <p>(b) Possessing five years experience in Police Administration and Crime Records Management.</p> <p>Note 1:- For purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January,2006 or the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/pay scale extended based on 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 posts for which that Grade Pay/ pay scale is the normal replacement grade without any upgradation.</p> <p>Note 2: Period of deputation, including period of deputation in another ex-cadre, post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
6.	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 13 <sup>th</sup> September 2008, DoP&T OM No.6/8/09(Esst)(Pay.II) dated 17.06.2010 and 17.02.2016.
7.	Place of posting	New Delhi.
8.	Duties & Responsibility	<p>(a) Monitoring and generating MIS report including Law Enforcement Agencies on the following subjects:</p> <ul style="list-style-type: none"> <li>• Talash (search system) of Crime and Criminal Tracking Network System (CCTNS)</li> <li>• Fake Indian Currency Notes</li> <li>• Vahan Samanvay as sub system of CCTNS</li> </ul> <p>(B) Work of General Administration</p> <p>(c) Procurement including GeM, Liasoning, Protocol and Logistics matters</p>
9	In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently.	