

No. 35/ 7 /2019-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi-110037

Dated 12 June , 2020

To

1. The Director General/ Inspector General of Police of all States/UTs.
2. The Director General/ Inspector General of Police/ Directors of all Central Police Organisations.

Subject: Filling up of one (01) post of Dy Supdt. 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 one **post of Dy Supdt** in Level-7 in the Pay Matrix Rs. Rs.44900-142400/- (pre-revised Pay Band-2, Rs. 9300-34800/- plus Grade Pay of Rs.4600/-) 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 officials 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 60 days** from the date of publication of advertisement of this circular in 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 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.

Yours faithfully,

Encl: as above

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

Copy to : (i) DCT for uploading the same in the NCRB website
(ii) Shri Santosh Kumar 2IC, WS Division, Ministry of Home Affairs, Jaisalmer House, New Delhi for uploading on the website of MHA.

Annexure – I

1. Name of the post : Dy. Supdt. in Crime Records,
Administration & Training Division, NCRB

2. Number of posts : ONE (01)

3. Classification : General Central
Service Group 'B' Gazetted, Non-
Ministerial

4. Scale of Pay : Level-7 in Pay Matrix (pre-
revised PB-2 of Rs. 9300-34800/- Plus Grade Pay of Rs.
4600/.)

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 organization 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.

6. Eligibility Conditions : Officers under the Central
Government or State Governments
or Union Territories

(a) (i) Holding analogous posts on regular basis; or
(ii) with five years regular service in post in the Level-6 (pre-
revised Pay Band 2 of Rs. 9300-34800/- and Grade Pay of
Rs.4200/-) or equivalent; and

(b) Possessing three years experience in Police Administration
and Crime Records Management.

Note 1:- For purpose of appointment on deputation basis, the
service rendered on a regular basis by an officer prior to 1st

January,2006 or the date from which the revised pay structure based on the 6th 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.

Note 2 :- The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. 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 not ordinarily exceed three years. The maximum age limit for appointment by deputation shall not exceed fifty six years, as on the closing date of receipt of applications.

7. Place of Posting : New Delhi.

8. Terms of deputation : The pay of officers 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.

9. Duties and Responsibilities attached to the post :

- Supervision of work related to General Branch
- Arrangement for meeting, training, workshop etc.
- Matter relating to procurement including procurement through GeM
- Maintenance of office complex and hostel
- Supervision of contract workers and housekeeping staff.

10. In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently.

BIO-DATA PROFORMA

1	Name and address (in Block letters) including Mob No	:	
2	a. Name of the post held and pay & level in the Pay Matrix including Grade Pay in the pre-revised scale.	:	
	b. Contact details including email id	:	
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/organisation to which you belong d. Name of the office/org. where on deputation.	:	
9	Details of employment in chronological order including post held and training/professional course done for the last five years (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 (Group) of the post	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	Whether belong to SC/ST/OBC			:	
13	Remarks, if any			:	

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

Dated :-

Place:-