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

NH-8, Mahipalpur
New Delhi - 11003

Dated 20th September, 2019

To

1. The Secretary to all Ministries/ Departments (including Attached &
Subordinate Offices) of the Government of India.

2. The Chief Secretaries to all the State Governments/Union Territories.

Subject: Filling up of two (02) posts of Joint Assistant Director 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 two posts of Joint Assistant Director in Level-11 of Pay Matrix (Pre-revised
PB-3 of Rs. 15600-39100/- plus Grade Pay of Rs. 6600/-) in its Crime Records,
Administration & Training Division 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 Officers within a period of 60
days from the date of publication of advertisement of this circular on 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 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.

Encl: as above

Yours faithfully,

(rajeshwar lal)
Assistant Director (Admn)
Tel.No.011-26735521
e-mail: rajeshwar.lal@nic.in
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**  
   Officers of 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 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  
   (b) Possessing five 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: 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.
<table>
<thead>
<tr>
<th></th>
<th>Terms of deputation</th>
<th>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&amp;T OM No.6/8/09(Esst)(Pay.II) dated 17.06.2010 and 17.02.2016.</th>
</tr>
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<tbody>
<tr>
<td>7</td>
<td>Place of posting</td>
<td>New Delhi.</td>
</tr>
<tr>
<td>8</td>
<td>Duties &amp; Responsibility</td>
<td>General Administration, Procurement, Liaisoning, Protocol &amp; Logistics.</td>
</tr>
<tr>
<td>9</td>
<td>In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently.</td>
<td></td>
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</tbody>
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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:-
BIO-DATA PROFORMA

1. Name and address (in block letters)

2. Date of Birth (in Christian era)

3. Date of retirement under Central/State Government Rules

4. Educational Qualifications

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

<table>
<thead>
<tr>
<th>Office/Inst./Orgn. held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and classification (Group) of post</th>
<th>Whether held on regular basis</th>
<th>Nature of duties</th>
<th>Ad-hoc basis</th>
</tr>
</thead>
</table>

6. Nature of present employment i.e.
   (i) Ad-hoc Basis
   (ii) Regular / on temporary basis
   (iii) Level in the Pay Matrix (pre-revised Grade Pay drawn)

7. 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

8. 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
9. Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

10. Total emoluments per month now drawn

11. 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.

12. Whether belong to SC/ST/OBC

13. 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.

Date: ______________________________

Signature of the Candidate

Address

Countersigned

(Employer with seal)