

No. 49/94/2013-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 4<sup>th</sup> December, 2013.

To

All concerned IAS / HCS Officers.


Subject: Filling up One post (vacancy may vary) of Joint Assistant Director in the PB-3 Rs.15600-39100/- with the grade pay of Rs.6600/- in the Computer & Systems Division in the NCRB on deputation (including short term contract).

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Sir/Madam,

I am directed to refer to the subject cited above and to say that a copy of vacancy circular No. (035)/35/13/2010/-Ad.II/NCRB, dated 28.10.2013 received from Government of India, Ministry of Home Affairs, National Crime Records Bureau, New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(SATISH SHARMA)  
Superintendent Services-II.

✓  
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**MOST IMMEDIATE**

हरियाणा सिविल सचिवालय  
चण्डीगढ़

No. (035)/ 35/13/2010/-Ad.II/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

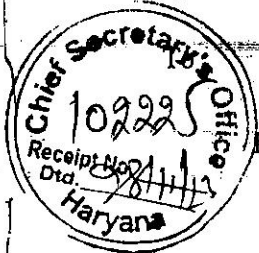
27 NOV 2013

परिचालन शाखा - 102225

East Block-7, R.K. Puram,

New Delhi - 110066

Dated: 28.10.2012



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 your 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 your administrative control.

3. Bureau of Public Enterprises, CGO Complex, New Delhi.

4. The Chairman, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi: with a request to give wide publicity among all the Universities

Sub: Filling up One post (vacancy may vary) of Joint Assistant Director in the PB-3 Rs.15600-39100/- with the grade pay of Rs.6600/- in the Computer & Systems Division in the NCRB on deputation (including short term contract).

Sir,

I am directed to state that one post of Joint Assistant Director in the PB-3 Rs.15600-39100/- with the grade pay of Rs.6600/-, Group 'A' Gazetted, Non-Ministerial in the Computer and Systems Division of National Crime Records Bureau, Ministry of Home Affairs are proposed to be filled up on deputation (including short term contract) basis.

2. The eligibility condition, experience & job requirement 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.

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, East Block-7, R.K. Puram, New Delhi-110066] in the prescribed proforma (Annexure - II) in duplicate along with complete and up-to-date CR Dossiers of the Officers within a period of 60 days from the date of issue of this letter. Applications received after the last date or without CR 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 contemplating against him. 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.

  
(N.K. Singh)  
Assistant Director (Admn.)  
Ph: 26172324 Ext. 221

**Annexure-I**

1. Name of Post : Joint Assistant Director
2. Number of Post : 01 (One) (The vacancy may vary)
3. Classification of Post : General Central Service, Group A Gazetted, Non-Ministerial.
4. Pay Band : PB-3 Rs.15600-39100/-
5. Grade Pay : Rs.6600/-
6. Age-Limit : The maximum age-limit for appointment by deputation (including short term contract) shall not exceed 56 years as on the closing date of a receipt of applications.

7. Eligibility Conditions for appointment on deputation basis : Officers under the Central Government or State Governments or Union territories or Universities or Recognised Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-3, Rs.15600-39100 plus Grade Pay of Rs. 5400 or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience

**Essential:**

- (E) (i) Master's Degree in Computer Applications or Computer Science or M.Tech (with specialisation in Computer Applications) or BE / B.Tech in Information Technology or Computer Engineering or Computer Science or Computer Technology from a recognised University or Institute;
- (ii) Five years' experience of electronic data processing work, out of which at least two years' experience should be in actual Programming

OR

(F) (i) BE / B.Tech in Electronics or Electronics and Communication Engineering from a recognised University or Institute;

(ii) Seven years' experience of electronic data processing work, out of which at least three years' experience should be in actual Programming.

OR

C (i) Bachelor's Degree in Computer Applications or Computer Science or Information Technology from a recognised University or Institute;

(ii) Seven years' experience in electronic data processing work, out of which at least three years' experience should be in actual Programming.

OR

(D) (i) "A" level Diploma under Department of Electronics and Accreditation of Computer Courses or Post Graduate Diploma in Computer Applications or Computer System and Management or Information System and Application or Computer Science or Computer Technology or Information Technology or Electronics or Electronics and Communication offered under University Programme or Post Polytechnic Diploma in Computer Applications or Computer System and Management or Information System and Application or Computer Science or Computer Technology or Information Technology or Electronics or Electronics and Communication awarded by the State Council of Technical Education;

(ii) Eight years' experience of electronic data processing work, out of which at least four years' experience should be in actual Programming.

**Note 1:** For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2006 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 the 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/ 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 short-term contract) including period of deputation (including short-term contract) 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 56 years as on the closing date of receipt of applications.

8. Place of Posting : New Delhi.
9. Period of deputation : Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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.
10. 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.2/29/91-Estt. (Pay-II) dated 05.01.1994, as amended from time to time.
11. Duties and Responsibilities attached to the post :
  - Leadership position with independent responsibility for Promotion, Planning, Design, Development and implementation of Crime Criminal application and other decision support systems
  - Designing training modules for various levels of officials/officers and conducting of Workshop on Crime Criminal application of senior officers
  - Providing assistance and support to State nodal officers in implementation of Crime Criminal application
  - Undertaking field visits for research and technical study and evaluation and attending State

Committees' meetings for successful implementation of Crime Criminal application

- Assistance in administration of Data Centre and Network-assistance
- Association in ensuring standards for Software development
- Leadership position in procurement of Hardware and Software and their up keep
- Management of System Analysis and Software Development of Crime Criminal applications software
- Managing Information Systems
- Procurement, maintenance and upkeep of hardware & software including network maintenance

12. 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) :
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 qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications/  
Experience  
required

Qualification/Experience  
possessed by the Officer

Essential: 1.

2.

3.

Desirable: 1.

2.

3.

6. Please state clearly whether in the light of entries made by you above, you meet the requirements 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)

Office/ Instt./Orgn.	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 :  
(iii) Pay in the Pay Band :  
(iv) Grade Pay drawn :

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/ organisation to which  
you belong

10. 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) Others

11. Are you in Revised Pay :  
Structure? If yes, give the date

from which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month :  
now drawn

13. 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.

14. Whether belong to :  
SC/ST/OBC

15. 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 CR dossier/APARs for the last 5 years duly attested (on each page) 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 penalties 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.

[Strike out which is not applicable]

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

Signature  
Name & Designation of the parent office  
(with seal)