

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: 30th May, 2023



CS (R/S)
09/06
SS/S

- i. The Secretary to all Ministries/ Departments (including Attached & Subordinate Offices) of the Government of India.
- ii. The Chief Secretaries to all the State Governments/Union Territories.
- iii. Director/Director General of Police of all CAPFs/CPOs/State/UT Police

Subject: Filling up of one (01) post of Joint Assistant Director in Crime Records, Administration & Training Division of National Crime Records Bureau by composite method (deputation plus promotion).

Sir/Madam,

The undersigned is directed to say that this Bureau is in the process of filling up of one post 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 composite method.

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 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

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Diary No. 83596
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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,

Signed by

Rajeshwar Lal

(RAJESHWAR LAL)

Date: 30-05-2023 16:22:05
Assistant Director (Admn)

Tel.No.011-26735521

e-mail: rajeshwar.lal@ncrb.gov.in

Copy to:

- i. JAD(DCT) for uploading the same on the NCRB website.
- ii. Shri Santosh Kumar, Commandant, Jaisalmer House, New Delhi - to get the circular uploaded on the website of MHA.

Annexure - I

1.	Name of the post	Joint Assistant Director in Crime Records, Administration & Training Division, NCRB
2.	Number of post	One (01)
3.	Classification	General Central Service Group 'A', Non- Ministerial
4.	Scale of Pay	Level 11 of Pay Matrix (Pre-revised PB-3, Rs.15600- 39100/- with the Grade Pay 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.
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 13th 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/Kolkata
8.	Duties & Responsibility	a. Monitoring and generating MIS report including Law Enforcement Agencies on the following subjects: • Talash(search system) of Crime and Criminal Tracking Network System (CCTNS) • Fake Indian Currency Notes • Vahan Samanvay as sub system of CCTNS b. Work of General Administration c. Procurement including GeM, Laisoning, Protocol & Logistics matters.
9	In the event of selection, candidates will not be allowed to withdraw their candidature subsequently.	

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 qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)						
					Qualifications/ Experience required	Qualifications/ Experience possessed by the Officer	
	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)						
	Office/ Instt./ Orgn.	Post held	From	To	Scale of pay Classification (Group) of post	Whether held on regular/Ad- hoc basis	Nature of duties
8.	Nature of present employment and since holding <i>i.e.</i>						
i.	Ad-hoc Basis						
ii.	Regular/on temporary basis						
iii.	Pay in the Pay Band of the post held on substantive basis						
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)	
i.	Central Government	
ii.	State Government or Union Territory	
iii.	Semi-Government or Statutory or Autonomous Organisations	
iv.	Public Sector Undertaking	
v.	Universities or Recognised Research Institutes	
vi.	Others (Please specify)	
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.

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:-