

N

हरियाणा विधान सचिवालय  
चण्डीगढ़  
129375  
01 OCT 2019

**MOST IMMEDIATE**

Chief Secretary's Office

Dy. No.: 129375

Date: 1-10-19

No. (035)/ 35/2/2019/-Ad.II/NCRB

Government of India

Ministry of Home Affairs

National Crime Records Bureau

NH-8, Mahipalpur,  
New Delhi - 110037

Dated: 18.09.2019

To

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 their 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 their administrative control.
3. The Director General of Police of all states/UTs
4. The Director General BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles, BPR&D
5. The Director Central Bureau of Investigation, Intelligence Bureau and Enforcement Directorate
6. Joint Secretary (Admn), Department of Public Enterprises, Block No 14, CGO Complex, New Delhi
7. Joint Secretary (Banking), Department of Financial Services, Jeevan Deep Building, New Delhi
8. Joint Secretary (Insurance), Department of Financial Services, Jeevan Deep Building, New Delhi
9. 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 of Assistant Director in the Level-11 of Pay Matrix (pre-revised 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/Madam,

I am directed to state that one post of Assistant Director in the Level-11 of Pay Matrix (pre-revised 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 is 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 (available at Bureau's website [www.ncrb.gov.in](http://www.ncrb.gov.in)).

Contd..

Services-II Branch

Diary No. 129375

Date 04/10/19

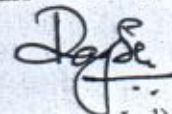
3. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

4. Applications of suitable officers who are eligible, willing and can be relieved immediately, if selected, may please be forwarded 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**) (available at Bureau's website [www.ncrb.gov.in](http://www.ncrb.gov.in)) alongwith complete and up-to-date APAR Dossiers of the officers (for the last five available and recorded years). **The last date of receipt of applications will be 60 days from the date of publication of the advertisement 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 pending or contemplated against them. The integrity of the officer may also be certified.

4. 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.)  
Ph. No. 26735521  
e-mail: [rajeshwar.lal@nic.in](mailto:rajeshwar.lal@nic.in)

**Annexure-I**

1. Name of Post : Assistant Director
2. Number of Post : 01 (One)
3. Classification of Post : General Central Service, Group 'A' Gazetted, Non-Ministerial.
4. Pay Band : Level 11 of the Pay Matrix (Pre-revised: PB-3 Rs.15600-39100/-
5. Grade Pay : Rs.6600/- (Pre-revised)
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/- (pre-revised) or equivalent in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience

**Essential:**

- (C) (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) Eight years' experience of electronic data processing or computer oriented optimization information or Statistical System, out of which at least four years' experience should be in actual Computer Programming and System Design or Design, Development or Organising Computerised Information Storage and retrieval System.

OR

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

(ii) Ten years' experience of electronic data processing or computer oriented optimization information or Statistical System, out of which at least five years' experience should be in actual Computer Programming and System Design or Design, Development or Organising Computerised Information Storage and retrieval System.

OR

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

(ii) Ten years' experience of electronic data processing or computer oriented optimisation information or Statistical System, out of which at least six years' experience should be in actual Computer Programming and System Design or Design, Development or Organising Computerised Information Storage and retrieval System.

**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. 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.
10. 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
11. 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:

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 and Classification (Group) of post	Whether held on regular / Ad-hoc basis	Nature of duties
-------------------------	-----------	------	----	---	--	------------------

8. Nature of present employment and since holding 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) Others (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 CR dossier/APARs for the last 5 years duly attested (on each page) by an officer not below 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]**

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

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

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