

No. 35/2/2019-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi-110037

Dated 7th February, 2022

To

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

Subject: Filling up of five (05) posts of Constable in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir/Madam,

I am directed to refer to the subject mentioned above and to say that this Bureau is in the process of filling up of **five posts of Constable** in Level-3 in the Pay Matrix Rs. 21700-69100/- (pre-revised Pay Band-3, Rs. 5200-20200/- plus Grade Pay of Rs. 2000/-) 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. If selected he/she should be relieved immediately.
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 45 days** from the date of issue of this circular. 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 officials 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@ncrb.gov.in

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

21/12/19
21/12/19

ANNEXURE-I**Details in respect of the post of Constable in the Crime Records, Administration & Training Division of the National Crime Records Bureau, New Delhi.**

- | | | | |
|----|------------------------|---|---|
| 1. | Name of the post | : | Constable |
| 2. | Number of Post | : | Five (05) |
| 3. | Classification | : | General Central Service
Group 'C', Non-Gazetted, Non-Ministerial |
| 4. | Scale of Pay | : | Level – 3 in the Pay Matrix Rs.
21700-69100/- (pre-revised Rs.
5200-20200/- + Grade Pay of
Rs. 2000/-) |
| 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
organisation/department of the Central
Government shall ordinarily not exceed three
years. The maximum age limit for appointment
by deputation/ absorption shall not be exceeding
56 years as on the closing date of receipt of
applications. |
| 6. | Eligibility conditions | : | Deputation: Police officers of the Central
Government or State Government or Union
territories, holding analogous posts on regular
basis.

Desirable: Having driving license and experience
in driving light and heavy motor vehicle. |
| 7. | Terms of deputation | : | The terms and conditions of official appointed
to the post on deputation basis will be
regulated in accordance with the Department of
Expenditure OM No.1/1/008-IC dated 13 th
September 2008, DoP&T OM No. 6/8/09(Esst)
(Pay.II) dated 17.06.2010 and 17.02.2016. |

Annexure-II

BIO-DATA PROFORMA

1	Name and address (in Block letters)	:	
2	Name of the post held and pay & level in the Pay Matrix including Grade Pay in the pre-revised scale.	:	
3	Contact No. and email id	:	
4	Date of Birth (in Christian era)	:	
5	Date of joining and date of retirement under Central/State Government Rules	:	
6	Educational qualification	:	
7	Details of Professional course/Training Attended, if any.	:	
8	Nature of present employment with date i.e. (i) Ad-hoc basis (ii) Regular basis	:	
9	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/organization to which you belong d. Name of the office/org. where on deputation.	:	
10	Details of employment in chronological order (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 of the post	Whether held on regular / Ad-hoc basis	Nature of duties
11	Date of return from the ex-cadre post previously held				:
12	Additional information, if any, which you would like to mention in support of your suitability including desirable qualification for the post.				:
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. If selected, he/she will be relieved immediately.

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 is 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/Competent Authority

Office Seal