

No. 35/1/2019-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

- (i) The Director General/ Inspector General of Police of all States/Union Territories.
- (ii) The Director General/ Inspector General of Police/ Directors of all Central Police Organisations.

Subject: Filling up of three (03) posts of Head Constable(Driver) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir/Madam,

In supersession of this Bureau's vacancy circular of even number dated 10.01.2022, I am directed to say that this Bureau is in the process of filling up of **three posts of Head Constable (Dvr)** in the revised Pay in Level-4 in the Pay Matrix Rs. 25500-81100/- (pre-revised Pay Band-1, Rs. 5200-20200/- plus Grade Pay of Rs. 2400/-) 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**.

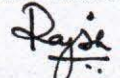
3. If selected he/she should be relieved immediately.

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 45 days** from the date of issue of this letter. 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. The integrity of the official may also be certified.

5. It is requested that wide publicity may be given to the vacancy circular among the eligible officials 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 in the Bureau's website.

(ii) Shri Santosh Kumar 2IC, WS Division, Ministry of Home Affairs, Jaisalmer House, New Delhi for uploading on the website of MHA.

ANNEXURE-I

Details in respect of the post of Head Constable(Dvr) in the Crime Records, Administration & Training Division of the National Crime Records Bureau, MHA, New Delhi.

1. Name of the post : Head Constable(Dvr)
2. Number of Post : Three (03)
3. Classification : General Central Service
Group 'C' Non-Gazetted Non-Ministerial
4. Scale of Pay : Level 4 in the Pay Matrix
Rs.25500-81100/- (pre-revised Rs.
5200-20200/- + Grade Pay of
Rs. 2400/-)
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 : Police officials of the Central Government or State
Government or Union Territories
(i)(a) holding analogous posts on regular basis in the
parent cadre or department; or
(b) with three years regular service in post in the
Level-1 of Pay Matrix(Rs.18000-56900/-)(pre-
revised scale of Rs.5200-20200/- + Grade Pay
of Rs. 1800/-) or equivalent; and
(ii) possessing a valid motor driving licence and
three years experience of driving light
motor vehicle or heavy motor vehicle
7. 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.No.6/8/09(Esst)(Pay.II) dated
17.06.2010 and 17.02.2016.

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:- (e) The date of initial appointment in the substantive pay scale in parent cadre. (f) Date from which appointed on deputation and period of deputation. (g) Name of parent office/organization to which you belong (h) 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 (Group) 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 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)