

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 10th January 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(Dvr) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir/Madam,

I am directed to say that this Bureau is in the process of filling up of **three posts of Head Constable(Dvr)** in Level-2 in the Pay Matrix Rs. 19900-63200/- (pre-revised Pay Band-1, Rs. 5200-20200/- plus Grade Pay of Rs. 1900/-) 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**.

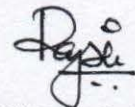
3. If selected he/she should be relieved immediately.

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 by **10th March, 2022**. 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 21C, 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 Divisions of the National Crime Records Bureau, 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 – 2 in the Pay Matrix
Rs.19900-63200/- (pre-revised Rs.
5200-20200/- + Grade Pay of
Rs. 1900/-)
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.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	
		Whether held on regular /	
	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)

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 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/Competent Authority

Office Seal