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: 07th October, 2022

То

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 /CAPFs

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,

The undersigned is directed to say that this Bureau is in the process of filling up **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 60 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, Commandant, 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 Constable in the Crime Records, Administration & Training Division of the National Crime Records Bureau, New Delhi.

1. 2. 3.	Name of the post Number of Post Classification	: Constable : Five (05) : General Central Service Group `C', Non-Gazetted, Non- Ministerial
4. Rs. revise of 5. includ anothe immed	Period of deputation ing	 : Level - 3 in the Pay Matrix 21700-69100/- (pre- 5200-20200/- + Grade Pay Rs. 2000/-) Period of deputation period of deputation in cadre post held 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

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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

be

of official appointed

to the post on deputation basis will

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.

Annexure-II

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.	:	
l	1		l

BIO-DATA PROFORMA

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8	Nature of present employment with date i.e.																			
	(i)	Ad-h	:																	
	(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 separat sheet, duly authenticated by your signature, if the space below i insufficient)																			
Office/ Instt./O	rgn	From	То)	Scale of pay Classification (Group) of post			ı	l e 1	neld	llar	/ A	on	Na	atu	re	of	dut	ies	
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

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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