

1/3041598/2022

No. 45/12/2019-Ad.I(A)/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-8, Mahipalpur,  
New Delhi - 110037

Dated 03.10 2022

To

The Directors General/ Inspectors General of Police/Directors of all  
CPOs and CAPFs.

Subject: Filling up of one post of Deputy Director  
from Non-IPS officers serving in CPOs and CAPFs on  
deputation basis for a period of three years.

Sir/Madam,

I am directed to say that this Bureau is in the process of filling up  
of the one vacant post of Deputy Director meant for IPS officers, from  
Non-IPS officers in Level-13A (pre-revised Grade Pay of Rs. 8900/-) on  
deputation basis for a period of three years or until an IPS officer is  
posted by MHA, whichever is earlier.

2 The officer serving in analogous post i.e. Level-13A (pre revised  
Grade Pay Rs.8900/-) or having 02 (two) years of regular service in  
Level-13 (pre-revised Grade Pay of Rs.8700/- ) or having 06 (six) years of  
regular service in Level-12 (pre-revised Grade Pay of 7600/-) are  
eligible for the post of Deputy Director.

3. If selected, the candidate should be relieved immediately.

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, Near SSB, Mahipalpur, New Delhi -  
110037 ] in the prescribed proforma (**Annexure - I**) alongwith complete  
and up-to-date attested copy of APAR Dossiers for the last 5 years of the  
officers **within a period of 60 days** from the date of issue of this letter.  
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  
officers may also be certified.

5. Officers who have experience in Establishment, Administration and  
Procurement matters would be given preference.

*Handwritten notes:*  
10/10/22  
S/O/DET  
10/10/22  
Sh. Sandeep

I/3041598/2022

6. It is requested that wide publicity may be given to the vacancy circular among the eligible officers under your administrative control.

Yours faithfully,

Signed by Rajeshwar Lal

Date: 03-10-2022 16:23:20

**(RAJESHWAR LAL)**

**Assistant Director (Admn)**

Tel No. 26735521

rajeshwar.lal@ncrb.gov.in

Copy to :

- i. DCT for uploading the same in the NCRB website.
- ii. Shri Santosh Kumar, 2IC, WS Division, MHA, Jaisalmer House, New Delhi with a request to get it uploaded in the MHA Website for wider publicity.

**Annexure-I**

**BIO-DATA PROFORMA**

1	Name (in Block letters)	
2	Date of Birth (in Christian era)	
3	Contact details	
4	Date of retirement under Central/State Government Rules	
5	Educational Qualification	
6	Details of professional courses/Training attended	
7	Present post held and the date from which held (ad hoc appointments not to be mentioned), its scale of pay including name of the organization	
8	Substantive post held and the date from which held its scale of pay	

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9	Pay scale/Level in which presently posted including pay drawn					
10	Details of experience in Establishment, Administration and procurement matters, if any					
11	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
12	Date of return from the ex-cadre post previously held :					
13	Additional information, if any, which you would like to mention in support of your suitability for the post. :					
14	Remarks, if any :					

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.

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**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-I above. If selected, he/she will be relieved immediately.

Also certified that:-

(i) There is no vigilance or disciplinary 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 above 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/ \_\_\_\_\_ a list of major/minor penalties imposed on him/her during the last 10 years is \_\_\_\_\_ enclosed (as the case may be).

**Signature**

**Name & Designation of Head of office/Competent Authority  
Office Seal**

**Dated :-**

**Place:-**