

No. 35/4/2023-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi-110037

Dated: 10th October, 2023

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 one (01) post of Dy. Superintendent (Crime Records) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir,

The undersigned is directed to say that this Bureau is in the process of filling up of **one post of Dy. Superintendent (CR)** in Level-7 in the Pay Matrix Rs. 44900-142400/- (pre-revised Pay Band-2, Rs. 9300-34800/- plus Grade Pay of Rs. 4600/-) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

2. The eligibility condition, experience & job description for the post are given in **Annexure-I**.
3. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
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-48, 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 vacancy 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 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.

060290/2023

6. Hindi version will follow.

Encl: As above

Yours faithfully,

Signed by

Rajeshwar Lal

(RAJESHWAR LAL)

Date: 10/10/2023 15:25:34
Assistant Director (Admn)

Tel.No.011-26735521

e-mail: rajeshwar.lal@ncrb.gov.in

Copy to :

- (i) DCT for uploading the same on Bureau's website
- (ii) Shri Santosh Kumar, Commandant, WS Division, Ministry of Home Affairs, Jaisalmer House, New Delhi for uploading on the website of MHA.

Annexure - I

1	Name of the post	Deputy Superintendent (Crime Records)
2	Number of posts	One (01)
3	Classification	General Central Service Group 'B' Gazetted, Non-Ministerial
4	Scale of Pay	Level-7 in Pay Matrix (pre-revised PB-2 of Rs. 9300-34800/- Plus Grade Pay of Rs. 4600/-)
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 organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.
6	Eligibility	Officers under the Central Government or State Governments or Union Territories

	Conditions	(a) (i) Holding analogous posts on regular basis; or (ii) with five years regular service in post in the Level-6 (pre-revised Pay Band 2 of Rs. 9300-34800/- and Grade Pay of Rs.4200/-) or equivalent; and (b) Possessing three years experience in Police Administration and Crime Records Management.
7.	Place of posting	New Delhi
8.	Terms of deputation	The pay of officers selected on deputation basis will be regulated in accordance with the relevant provisions of DOPT's O.M.No.6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.
9.	Duties and Responsibilities attached to the post	<ul style="list-style-type: none"> • Supervision of work related to General Branch. • Arrangement for meeting, training, workshops etc. • Matters relating to procurement including procurement through GeM. • Supervision of contractual workers and housekeeping staff. • Maintenance of office complex and hostel of the Bureau.
10.	In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently.	

Annexure-II**BIO-DATA PROFORMA**

1.	Name and address (in Block letters)	:	
2.	(a) Name of the post held and pay & level in the Pay Matrix including Grade Pay in the pre-revised scale.	:	
	(b) Contact details including email id	:	
3.	Date of Birth (in Christian era)	:	

060290/2023

4.	Date of joining and date of retirement under Central/State Government Rules		:		
5.	Educational qualification		:		
6.	Details of Professional course/Training Attended, if any.		:		
7.	Nature of present employment with date i.e. (i) Ad-hoc basis (ii) Regular basis		:		
8.	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/organisation to which you belong d. Name of the office/org. where on deputation.		:		
9	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	Nature of duties

				basis	
10.	Date of return from the ex-cadre post previously held	:			
11.	Additional information, if any, which you would like to mention in support of your suitability for the post.	:			
12.	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.

Also certified that:-

(i) There is no vigilance case pending/contemplated against him/her.

3060290/2023

(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

Office Seal

Dated :-

Place:-