

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 | 2nd May 2020

To

1. The Director General/ Inspector General of Police of all States/
Union Territories.
2. The Director General/ Directors of all Central Police
Organisations

Subject: Filling up of five (05) posts of Constables 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 Constables** 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 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-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 official 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,


12/5/2020

(RAJESHWAR LAL)
Assistant Director (Admn)
Tel.No.011-26735521
e-mail: rajeshwar.lal@nic.in

ANNEXURE-I

Details in respect of the post of Constable (GD) in the Crime Records, Administration & Training Divisions of the National Crime Records Bureau, New Delhi.

1. Name of the post : Constables
2. Number of Post : Five
3. Classification : General Central Service Group `C
Non-Gazetted Non-Ministerial
4. Scale of Pay : Level – 3 in the Pay Matrix Rs.
25500-81100/-(pre-revised Rs. 5200-20200/-
+ Grade Pay of Rs. 2000/-)
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 : Deputation/absorption:
Police officers of the Central Government
or State Government or Union
territories, holding analogous posts on
regular basis
7. Terms of deputation : The terms and conditions of officials
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 amended from time to time.

Annexure-II

BIO-DATA PROFORMA

- 1 Name and address (in Block letters):
including Mobile No.)
 - 2 Name of the post held and pay & level in:
the Pay Matrix including Grade Pay in the
pre-revised scale.
 - 3 Date of Birth (in Christian era) :
 - 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/ From | To | Scale of pay | and Whether held | Nature of |
| Instt./ | | Classification | on regular | /duties |
| Orgn | | (Group) of the post | Ad-hoc basis | performed |

Date of return from the ex-cadre post:
previously held

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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 _____

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.

(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.

(v) In case of selection, he/she will be relieved from this Organisation.

Signature

Name & Designation Head of office

Office Seal

Place :

Dated: