

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 the 12th March, 2021

To,

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

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

Sir/Madam,

This Bureau is in the process of filling up of the one vacant post of Assistant Director meant for IPS officers, from Non-IPS officers in Level-11 (pre-revised Grade Pay of Rs. 6600/-) on deputation basis for a period of three years or till IPS officers are deputed by MHA whichever is earlier.

2. The officers serving in analogous post ie. Level 11 (Grade Pay Rs.6600) or drawing pay in Level 10 (Grade Pay Rs.5400) with five years of regular service are eligible for the post of Assistant Director (**Annexure-I**).

3. Applications of suitable officers 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, Near SSB, Mahipalpur, New Delhi - 110037] in the prescribed proforma (**Annexure – II**) along with complete and up-to-date APAR Dossiers for the last 5 years of the officers **within a period of 60 days** from the date of advertisement in the Employment News. 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.

4. The officers who have experience in Administration, Training and handling of IT related projects would be given preference.

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

Yours faithfully,

Rajeshwar Lal

(RAJESHWAR LAL)

Assistant Director (Admn)

Copy to

get

1. DCT for uploading the same in the NCRB website.
2. Shri Santosh Kumar, 2IC, WS Division, MHA, with the request to this vacancy circular uploaded on the website of MHA.

(2/10)

Asal
16/3/21

SO (WS -1)
16/3

Annexure – I

1. Name of the post : Assistant Director (Non-IPS)
2. Number of posts : One (1)
3. Classification : General Central Service Group 'A' Gazetted,
Non-Ministerial
4. Scale of Pay : Level-11 (Rs. 67700-208700/-) (GP 6600/-
pre-revised)
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 or department
of the Central Government shall not ordinarily
exceed four 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. Terms of deputation : The terms and conditions of officer appointed
to the post on deputation basis will be regulated
according to the Department of Personnel and
Training OM No.6/8/2009-Estt(Pay.II) dated
17.06.2010 and OM No.2/11/2017-Estt(Pay.II)
dated 24.11.2017 as amended from time to
time.

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(adhoc 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					
9	Pay scale/Level in which presently posted including pay drawn					
10	Details of experience in Administration, Training and IT areas, 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.

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.

Also certified that:-

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete CR dossier/APARs for the last 5 years duly attested (on each page) by an officer not below 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 penalties 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.

[Strike out which is not applicable]

Signature
Name & Designation of the parent office
(with seal)

Dated: _____

Place: _____

DGs

1	Director General Border Security Force, Block-10, CGO Complex, Lodhi Road, New Delhi—110003	11	Director General, Central Industrial Security Force, Block-13, CGO Complex, Lodhi Road, New Delhi
2	Director General Indo Tibetan Border Police, Block No.2, CGO Complex, Lodhi Road, New Delhi-110003	12	Director, Special Protection Group, SPG Complex, Sector-8, Dwarka, New Delhi-110075
3	Director, Intelligence Bureau, 35, Sardar Patel Marg, Chanaya Puri, New Delhi-110021	13	Director, Sardar Vallabhai Patel National Police Academy, Hyderabad.
4	Director General, Railway Protection Force, Rail Bhawan New Delhi-110001	14	Secretary, Research & Analysis Wing, Cabinet Secretariate, CGO Complex, Lodhi Road, New Delhi-110003
5	Director General, Narcotics Control Bureau, West Block-1, R.K. Puram, New Delhi- 110066	15	Chief Vigilance Commissioner, Central Vigilance Commission, Satarkata Bhawan, General Pool Officers Complex, Block-A, INA, New Delhi-110023
6	Director General, Bureau of Police Research & Development, NH-8, Mahipalpur, New Delhi.	16	Director General, National Human Right Commission, Manav Adhikar Bhawan, Block-C, GP Complex, INA, New Delhi.
7	Director General Central Reserve Police Force, Block-1, CGO Complex, New Delhi-110003	17	Directorate of Coordination Police Wireless, Block-9, CGO Complex, Lodhi Road, New Delhi-110003.
8	Director, Central Bureau of Investigation, 5-B, 6 th floor, CGO Complex, Lodhi Road, Jawaharlal Nehru Stadium Marg, New Delhi.	18	Director, National Institute of Criminology & Forensic Science, ICFS Complex, Institutional Area , Sector-3, Outer Ring Road,Rohini, New Delhi-110003
9	Director General, National Security Guard, Block-8, 11 th floor, CGO Complex, Lodhi Road, New Delhi-110003	19	Director General, SSB, East Block-V, R.K.Puram, New Delhi-110066
10	Director General, Civil Defence, 1 st floor, Jaisalmer house, Man Singh Road, New Delhi-110011	20	Commissioner of Police Delhi Police, Police Headquarter, ITO, New Delhi-110002