

No. 35/1/2019-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi-110037
Dated 29th July 2020

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 two (02) posts of Head Constable(Dvr) 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 **two posts of Head Constable(Dvr)** in Level-2 in the Pay Matrix Rs. 19900-63200/- (pre-revised Pay Band-1, Rs. 5200-20200/- plus Grade Pay of Rs. 1900/-) 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. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

4. 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, 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 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 Officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the Officer 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@nic.in

Copy to:-

- (i) DCT for uploading the same in the NCRB website
- (ii) Shri Santosh Kumar 2IC,WS Division, Ministry of Home Affairs, Jaisalmer House, New Delhi for uploading on the website of MHA.

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

1. Name of the post : Head Constable(Dvr)
2. Number of Post : Two (02)
3. Classification : General Central Service
Group 'C' Non-Gazetted Non-Ministerial
4. Scale of Pay : Level – 2 in the Pay Matrix
Rs. 19900-63200/- (pre-revised
Rs. 5200-20200/- + Grade Pay of Rs. 1900/-)
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 : Police officials of the Central Government
or State Government or Union Territories
(i) (a) holding analogous posts on regular basis
in the parent cadre or department; or
(b) with three years regular service in post
in the Level-1 of Pay Matrix(Rs.18000-
56900/-)(pre-revised scale of Rs.5200-
20200/- + Grade Pay of Rs. 1800/-) or
equivalent; and
(ii) possessing a valid motor driving
licence and three years experience
of driving light motor vehicle or
heavy motor vehicle.
7. Terms of deputation : The terms and conditions of officer
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.

BIO-DATA PROFORMA

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.	:	
8	Nature of present employment with date i.e. (i) Ad-hoc basis (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 separate sheet, duly authenticated by your signature, if the space below is insufficient)		

Office/ Inst./ Orgn	From	To	Scale of pay and Classification (Group) of the post	Whether held on regular / Ad-hoc basis	Nature of duties
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

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.
- (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/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:-

Signature Not Verified

Digitally signed by
RAJESHWAR LAL
Date: 2020.07.28 17:33:32 IST