

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 6<sup>th</sup> October, 2020

To

1. The Secretary to all Ministries/Departments (including including Attached & Subordinate Officers) of the Government of India.
2. The Directors General/ Inspectors General of Police/Directors of all CPOs and CAPFs.

Subject: Filling up of the one post of Assistant Director from Non-IPS officers on deputation basis for a period of three years.

Sir,

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 an IPS officer is deputed by MHA, whichever is earlier.

2. The officers serving in analogous post i.e. Level 11 (pre revised Grade Pay of Rs.6600/) or drawing pay in Level 10 (pre revised Grade Pay of 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**) in duplicate along with complete and up-to-date APAR Dossiers for the last 5 years of the officers within a period of **45 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.
4. The officers who have experience in Administration, Training, and handling of IT related matters 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)  
Assistant Director (Admn)

Copy to:

- (i) DCT Branch: for uploading the same on the website of this Bureau.
- (ii) Shri Santosh Kumar 2IC, WS Division, MHA, with the request to get this vacancy circular uploaded on the website of MHA.

Co (WS-1)

  
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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 (GP Rs. 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 during the last 5 years					
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					
9	Pay scale in which presently posted including pay drawn					
10	Experience in Administration, Training and handling of IT related works, 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 forwarding officer**  
**(with seal)**  
**(Not below the rank of Under Secretary to the GoI)**

Dated: \_\_\_\_\_

Place: \_\_\_\_\_