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No.(035)35/1/2023-Ad.II/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-48, Mahipalpur,  
New Delhi - 110037  
Dated: 23.01.2024

To

सचिव, नृचरब  
राजस्थान, जयपुर  
2003261/CSO/24  
07-Feb-2024

1. The Secretary to all Ministries/ Departments (including Attached & Subordinate Officers) of the Government of India: with a request to give wide publicity among the PSUs, Recognised Research Institutes, Semi-Government, Statutory or Autonomous Organisations under their administrative control.
2. The Chief Secretaries to all the State Governments/Union Territories: with a request to give wide publicity among the PSUs, Recognised Research Institutes, Semi- Government, Statutory or Autonomous Organisations under their administrative control.
3. The Director General of Police of all States/UTs
4. The Director General BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles, BPR&D
5. The Director Central Bureau of Investigation, Intelligence Bureau and Enforcement Directorate
6. Joint Secretary (Admn), Department of Public Enterprises, Block No 14,CGO Complex, New Delhi
7. Joint Secretary (Banking), Department of Financial Services, Jeevan Deep Building, New Delhi
8. Joint Secretary (Insurance), Department of Financial Services, Jeevan Deep Building, New Delhi
9. The Chairman, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi: with a request to give wide publicity among all the Universities

**Sub: Filling up of one post of Deputy Director in Level-13A of the Pay Matrix (pre-revised PB-4 Rs.37400-67000/- with the grade pay of Rs.8900/-) in the Computer & Systems Division of NCRB on Composite method [deputation (including short-term contract) plus promotion].**

Sir/Madam,

I am directed to refer to the above mentioned subject and to say that this Bureau is in the process of filling up of one post of Deputy Director in Level-13A of the Pay Matrix (pre-revised PB-4 Rs.37400-67000/- with the



grade pay of Rs.8900/), Group 'A' Gazetted, Non-Ministerial in the Computer and Systems Division of National Crime Records Bureau, Ministry of Home Affairs on Composite method [deputation (including short-term contract) plus promotion] basis.

2. The eligibility condition, experience & job requirement for the post are given in **Annexure-I** (also available at Bureau's website <https://ncrb.gov.in>).

3. Applications of suitable officers who are eligible, willing and can be relieved immediately, if selected, may please be forwarded 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**) (available at Bureau's website <https://ncrb.gov.in>) alongwith complete and up-to-date APAR Dossiers of the officers (for the last five available and recorded years) **within a period of 60 days** from the date of publication of the same in the Employment News. 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 them. The integrity of the officer may also be certified.

5. Applicants who have already applied through proper channel, against Bureau's circular of even number dated 16.02.2023, or against advertisement published in Employment News edition dated 04-10 March, 2023', need not apply again.

Yours faithfully,



Encl: As above.

(Rajeshwar Lal)

Assistant Director (Admn.)

Telephone: 011-26735521

e-mail: [rajeshwar.lal@ncrb.gov.in](mailto:rajeshwar.lal@ncrb.gov.in)

Copy to:-

(i) Shri Santosh Kumar, Commandant, MHA, Jaisalmer House, New Delhi with the request to get this vacancy circular uploaded on the website of MHA.

(ii) AD (DCT) for uploading this circular on the Bureau's website.



**Annexure - I**

1. Name of Post	:	Deputy Director
2. Number of Post	:	01 (One)
3. Classification of Post	:	General Central Service, Group 'A' Gazetted, Non-Ministerial.
4. Pay Band	:	Level 13-A of the Pay Matrix (Pre-revised: PB-4 Rs.37400-67000/-)
5. Grade Pay	:	Rs.8900/- (Pre-revised)
6. Age-Limit	:	The maximum age-limit for appointment by deputation (including short term contract) shall not exceed 56 years as on the closing date of receipt of applications.
7. Eligibility Conditions for appointment on deputation basis	:	<p>(1) Officers under the Central Government or State Governments or Union territories or Universities or Recognised Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band - 4, Rs. 37400-67000 plus Grade Pay of Rs. 8700 or equivalent in the parent cadre or department; and</p> <p><b>Essential:</b></p> <p>(A) (i) Master's Degree in Computer Applications or Computer Science or M.Tech (with specialisation in Computer Applications) or BE / B.Tech in Information Technology or Computer Engineering or Computer Science or Computer Technology from a recognised University or Institute;</p> <p>(ii) Twelve years' experience of electronic data processing or computer oriented optimization information or Statistical System, out of which at</p>



least seven years' experience should be in actual Computer Programming and System Design or Design, Development or Organising Computerised Information Storage and retrieval System.

**OR**

(B) (i) BE / B.Tech in Electronics or Electronics and Communication Engineering from a recognised University or Institute;

(ii) Thirteen years' experience of electronic data processing or computer oriented optimization information or Statistical System, out of which at least eight years' experience should be in actual Computer Programming and System Design or Design, Development or Organising Computerised Information Storage and retrieval System.

**OR**

(C) (i) Bachelor's Degree in Computer Applications or Computer Science or Information Technology or Electronics from a recognised University or Institute;

(ii) Thirteen years' experience of electronic data processing or computer oriented optimisation information or Statistical System, out of which at least eight years' experience should be in actual Computer Programming and System Design or Design, Development or Organising Computerised Information Storage and retrieval System.

(2) The departmental Joint Deputy Director in the Pay Band-4, Rs. 37400-67000 Plus Grade Pay of Rs. 8700 with two years' regular service in the grade shall also be considered alongwith outsiders and in case he is selected, the post shall be deemed to have been filled by promotion.

Note 1: The Departmental officers in the feeder category who are in the direct line of promotion



will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. [Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years]. The maximum age-limit for appointment by deputation (including short-term contract) shall not exceed 56 years as on the closing date of receipt of applications.

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/ pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any upgradation.

8. Place of Posting	:	New Delhi.
9. Terms of deputation	:	The pay of officers selected on deputation basis will be regularised 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.
10. Duties and Responsibilities attached to the post	:	1. Technical evaluations of external agency proposals related to implementation of various IT initiative



			<ol style="list-style-type: none"> <li>2. Development of suitable network/ IT Infrastructure being setup in NCRB for projects implementation.</li> <li>3. Formulate program management strategies in consultation with the Stakeholders</li> <li>4. Monitoring and Evaluation of Key Result Areas of various IT Projects of the Bureau</li> <li>5. Participate in Senior Level review and consultative meetings at the level of Minister, Secretary/Additional Secretary/State Officials at the level of Chief Secretary and DGP</li> <li>6. Giving leadership and innovative thrust for all technical and field level activities within the charter of responsibilities given from time to time.</li> <li>7. Research and Development in area of Information Technology</li> <li>8. Advising Director, NCRB on all matters relating to computer technology, their procurement and functioning.</li> </ol>
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## Annexure-II

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/ experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>Note:</b> This column needs to be amplified to indicate essential and Desirable Qualifications as mentioned in the <b>RRs by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	



6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

**6.1 Note: Borrowing Departments are to provide their specific comment/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio- data) with reference to the post applied.**

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below;

Office/ Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment  
i.e. Ad-hoc or Temporary or  
Quasi- Permanent or Permanent

9. In case the present  
employment is held on  
deputation/contract basis, please  
state-



a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/ organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.

Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>	
<p>11. <b>Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a. Central Government</li> <li>b. State Government</li> <li>c. Autonomous Organization</li> <li>d. Government Undertaking</li> <li>e. Universities</li> <li>f. Others</li> </ul>	
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
<p>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>	



**14. Total emoluments per month now drawn**

Basis Pay in the PB	Grade Pay	Total Emoluments

**15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.**

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc. (with break-up details)	Total Emoluments

**16. A) Additional information**, if any, relevant to the post you applied for in support of your suitability for the post.

This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)

**(Note: Enclose a separate sheet, if the space is insufficient)**

**16. B) Achievements:**

The candidates are requested to indicate information with regard to;

- Research publications and reports and special projects
- Awards/Scholarships/ Official Appreciation
- Affiliation with the professional bodies/institutions/societies and;
- Patents registered in own name or achieved for the organization
- Any research/ innovative measure involving official recognition
- Any other information.

**(Note: Enclose a separate sheet if the space is insufficient)**

**17. Please state whether you are applying for deputation (ISTC)/Absorption/Re- employment Basis. \*(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)**

**\* (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").**



18. Whether belongs to SC/ST	
19. Mobile No.	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

**(Signature of the candidate)**

Address:

Date:



**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- ii. His/ Her integrity is certified.
- iii. His/ Her photocopies of APAR for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No major/ minor penalty has been imposed on him/ her during the last 10 years. A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned (Employer/Cadre Controlling Authority with seal)