

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 29th July, 2021

To

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

Subject: Filling up of the one post of Deputy 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 Deputy Director meant for IPS officers, from non-IPS officers in Level-13A (pre-revised Grade Pay of Rs. 8900/-) on deputation basis for a period of three years or until an IPS officer is posted by MHA, whichever is earlier.

2. The officer serving in analogous post i.e. Level-13A (pre revised Grade Pay Rs.8900/-) or having 2 years of regular service in Level-13(pre-revised Grade Pay of Rs.8700/-) or having 7 years of regular service in Level-12 (pre-revised Grade Pay of 7600/-) are eligible for the post of Deputy Director.

3. If selected, the candidate should be relieved immediately.

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, Near SSB, Mahipalpur, New Delhi – 110037] in the prescribed proforma (**Annexure – I**) alongwith complete and up-to-date attested copy of APAR Dossiers for the last 5 years of the officers **within a period of 60 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.

5. The officers who have experience in Establishment, Administration and Procurement matters would be given preference.

6. 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 :

1. DCT for uploading the same in the NCRB website.
2. Shri Santosh Kumar, 2IC, WS Division, MHA with a request to get it uploaded on the website of MHA for wider publicity.

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 Establishment, Administration and procurement matters, 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 the post	Whether held on (Group) of 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-II above. If selected, he/she will be relieved immediately.

Also certified that:-

- (i) There is no vigilance or disciplinary 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 above 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/ a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Signature

**Name & Designation of Head of office/
Competent Authority**

Office Seal

Dated :-

Place:-

Digitally signed by

RAJESHWAR LAL

Date:Thu Jul 29 14:46:21 IST

2021

Reason:Approved