

**No. 35/1/2024-Ad.I(A)/NCRB**  
**Government of India**  
**Ministry of Home Affairs**  
**National Crime Records Bureau**

सि. (आ.) का निजी अनुभाग  
 JD(A) Personal Section  
 Dy. No.: 579  
 Dated: 25.03.25

NH-48, Mahipalpur,  
 New Delhi-110037

Dated: 7<sup>th</sup> March, 2025

To

- i. The Director General/ Inspector General of Police of all States/Union Territories.
- ii. The Director General/ Inspector General of Police/ Directors of all CAPF & Central Police Organisations

**Subject: Filling up of Four (04) posts of Constable in National Crime Records Bureau on deputation basis**

Sir/Madam,

The undersigned is directed to say that this Bureau is in the process of filling up four (04) posts of Constable in Level-3 in the Pay Matrix Rs. 21700-69100/- (pre-revised Pay Band-1, Rs. 5200-20200/- plus Grade Pay of Rs. 2000/-) on deputation basis.

2. The eligibility condition, experience & job description for the post are given in **Annexure-I**.
3. If selected he/she should be relieved immediately.
4. Applications of suitable officials 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 60 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 officials are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officials may also be certified.

Cont..P/2

निदेशक का निजी अनुभाग  
 Director's Personnel Section  
 डा.सं. 405  
 Dy. No. 405  
 दिनांक 25/03/25  
 Dated: 25/03/25

Addl. Director (HQ)'s  
 Personal Section  
 Dy. No. 3966  
 Date: 25.03.25

Dr. Sanjay, Aco

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,



**(Durgesh Gupta)**  
**Assistant Director (Admn)**  
**Tel.No.011-26735521**

Copy to:

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

## **ANNEXURE-I**

### **Details in respect of the post of Constable in the National Crime Records Bureau, New Delhi on deputation basis:**

|    |                        |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the post       | Constable                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2. | Number of Post         | Four (04)                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3. | Classification         | General Central Service<br>Group `C', Non-Gazetted, Non-Ministerial                                                                                                                                                                                                                                                                                                                                              |
| 4. | Scale of Pay           | Level-3 in the Pay Matrix<br>Rs. 21700-69100<br>(Pre-revised Rs. 5200-20200 + Grade Pay of<br>Rs. 2000/-)                                                                                                                                                                                                                                                                                                        |
| 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 organization/department of the Central Government shall be three years extendable as per DoPT's guidelines. 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 | Deputation: Police officers of the Central Government or State Government or Union territories, holding analogous posts on regular basis.<br><br>Desirable: Having driving licence and experience in driving light and heavy motor vehicle.                                                                                                                                                                      |
| 7. | Terms of deputation    | The terms and conditions of official appointed to the post on deputation basis will be regulated in accordance with the Department of Expenditure OM No. 1/1/008-IC dated 13 <sup>th</sup> September, 2008, DOP&T OM No. 6/8/09 (Estt) (Pay.II) dated 17.06.2010 and 17.02.2016.                                                                                                                                 |

**Annexure-II****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.<br>(i) Ad-hoc basis<br>(ii) Regular basis                                                                                                                              | : |  |
| 9 | In case the present employment is held on deputation basis, please state:-<br><br>(e) The date of initial appointment in the substantive pay scale in parent cadre.<br>(f) Date from which appointed on deputation | : |  |

|    |                                                                                                                                                   |      |    |                                                              |                                                    |                  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|------|----|--------------------------------------------------------------|----------------------------------------------------|------------------|
|    | and period of deputation.<br>(g)Name of parent office/organization to which you belong<br>(h)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/<br>Instt./Or<br>gn                                                                                                                        | From | To | Scale of pay and<br>Classification<br>(Group) of the<br>post | Whether<br>held on<br>regular /<br>Ad-hoc<br>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. If selected, he/she will be relieved immediately.
2. 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 is 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/**  
**Competent Authority**  
**Office Seal**