

Sunil Kumar Meena, IPS
Deputy Inspector General



राष्ट्रीय मानव अधिकार आयोग
मानव अधिकार भवन, सी-ब्लॉक, जीपीओ कम्प्लेक्स,
आईएनए, नई दिल्ली-110 023 भारत
NATIONAL HUMAN RIGHTS COMMISSION
Manav Adhikar Bhawan, C-Block,
GPO Complex, INA, New Delhi-110 023 India
Ph. : +91-11-24663237, Fax : 011-24663312

DO No.91/MC/ID/2022

Dated, the 16th June, 2023.

Dear Sir,

In the present scenario, human rights perspective occupies a centre stage in the functioning of all the Government bodies, the Police organizations and CAPFs which has led to incorporation of human rights as a mandatory component in the training of personnel. The Investigation Division, National Human Rights Commission performs a unique role to accomplish the mandate of the esteemed Commission, for which it needs to draw manpower from the States/UTs Police and CAPFs on deputation, which on one hand enables the Investigation Division, NHRC perform its role and on the other hand, makes human rights trained and sensitized personnel available to the parent organization upon repatriation.

2. I take this opportunity to share with you a copy of the National Human Rights Commission's Deputation Vacancy Notice No.02/2023, advertising the vacancies for 02 Dy. Superintendent of Police, 14 Inspectors and 01 Constable. The eligibility condition for each post is given in the Vacancy Notice and given below as well. The web link for the advertisement is [https://nhrc.nic.in/sites/default/files/Vacancy%20Deputation 022023.pdf](https://nhrc.nic.in/sites/default/files/Vacancy%20Deputation%20022023.pdf)

Name of Post & Pay Scale notified/adopted by the Commission	Number Of Posts	Eligibility Condition
Dy. Superintendent of Police Pay Matrix Level- 9 : (Rs.53100-167800)	02	Officers under Central/State Police Organizations; (a) (i) Holding analogous posts on a regular basis ; OR (ii) Inspectors of Police with 5 years regular service in the grade or equivalent; and (b) Possessing experience in investigation of criminal cases.
Inspector Pay Matrix Level-7 (Rs.44900-142400)	14	Officers under Central/State Police Force/Armed Forces of Union; (a) (i) Working in similar or equivalent grade in the Central/State Police Forces/Armed Forces of Union; or (ii) Sub-Inspector in the Central/State Police Forces/Armed Forces of the Union with 5 years regular service as Sub-Inspector; or (iii) Officers working in the equivalent grade on regular basis under the Central Govt/or State Govt. Departments/Central Public Undertakings; and (b) Possessing at least 5 years experience in vigilance or investigation or intelligence work.
Constable Level-3 (Rs.21700-69100)	01	From amongst personnel of the Central Armed Police Forces or State Police Organisations:- Holding analogous post in any Central Armed Police Forces or Constable from State Police organizations with five years' regular service.

3. With the said objectives in sight, I am directed to request you to kindly give wide publication to the advertised posts in your Organization and forward nominations of the willing and eligible candidates for the consideration of the Commission.

With regards,

Yours sincerely,

Encl : As above .


(Sunil Kumar Meena)IPS

Shri John Neihlaia, IPS
IGP (Hqrs)
Police Headquarters, Khatla, Aizawl, Mizoram
Pin Code – 796001



राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक-सी, जी.पी.ओ. कम्प्लेक्स, आई.एन.ए., नई दिल्ली -110023 (भारत)

Manav Adhikar Bhawan, Block - C, GPO Complex, INA, New Delhi-110023 (INDIA)

Fax: 91-011-2465 1329

E-Mail: nhrcestdt@nic.in

Website: www.nhrc.nic.in

Deputation Vacancy Notice No. 02/2023

Applications are invited for filling up following existing/anticipated vacancies on deputation (including short-term contract) basis in National Human Rights Commission:-

S.No.	Name of posts & Pay Scale notified/ adopted by the Commission	Number of posts	Eligibility Condition
1	Joint Registrar Pay Matrix Level-13 (123100-215900)	01	Officers of the Central Government, the State Government, Union Territories, autonomous or statutory organization, Public Sector Undertakings, Universities or Recognized Research Institution ; (a) Holding analogous post on a regular basis in the parent cadre or department; and (b) Possessing a degree in Law from recognized University and five years experience in Court matters or of any other post involving interpretation or application of statutes.
2	Librarian/ Documentation Officer Pay Matrix Level-10 (Rs 56100-177500)	01	Officers under the Central Government, the State Government, Union territories, autonomous or statutory organizations, Public Sector Undertakings, Universities or recognized Research Institutions; (a) (i) Holding analogous post in Library service on a regular basis in the parent cadre or department; OR (ii) With two years' service rendered after appointment to the post on a regular basis in level 8 (Rs.47600-151100) in the pay matrix or equivalent in the parent cadre or department; and (b) Possessing the educational qualifications and experience as mentioned below: - Essential: (i) Bachelor's Degree in Library Science from a recognized University; (ii) Two years' professional experience in a Library including Documentation and Bibliographical work; Or Post Graduate Degree in Library Science from a recognized University.

3	Sr. Accounts Officer Pay Matrix Level-9 (Rs.53100-167800)	01	Officers holding analogous posts in the Accounts Organizations. Officers in the scale of Level-7 or 8 of pay matrix working in the accounts organization with 2 years regular service in the grade.
4	Dy. Superintendent of Police Pay Matrix Level-9 (Rs.53100-167800)	02	Officers under Central / State Police Organizations; (a) (i) Holding analogous posts on a regular basis; OR (ii) Inspectors of Police with 5 years regular service in the grade or equivalent; and (b) Possessing experience in investigation of criminal cases.
5	Section Officer Pay Matrix Level-8* (Rs.47600-151100)	02	Officers under the Central Government; (a) (i) Holding analogous posts on a regular basis; OR (ii) With 8 years regular service in Level -6 of Pay Matrix or equivalent; and (b) Possessing experience of Administration/ establishment accounts matters. Desirable: A degree in law.
6	Private Secretary Pay Matrix Level-8* (Rs.47600-151100)	04	Officers under the Central Government; (i) Holding analogous posts on regular basis; or (ii) With 8 years regular service in a post of Stenographer in Level-6 of Pay Matrix.
7	Assistant Accounts Officer Pay Matrix Level-7 (Rs.44900-142400)	02	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions: (a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years' service in the grade rendered after appointment thereto on regular basis in level-6 (Rs.35400-112400) in the pay matrix in the parent cadre or department; and (b) Possessing any one of the following qualifications:- (i) Pass in the Subordinate Audit/ Accounts Service examination conducted by any one of the organised Accounts Departments of the Central Government; (ii) Successful completion of training in the Cash and Accounts work in Institute of Secretariat Training and Management training course and a minimum of three years' experience in Cash, Accounts and Budget Work.

8	Inspector Pay Matrix Level-7 (Rs.44900-142400)	14	Officers under Central / State Police Forces/ Armed Forces of Union; (a) (i) Working in similar or equivalent grade in the Central/State Police Forces/Armed Forces of Union: or (ii) Sub-Inspector in the Central/State Police Forces/Armed Forces of the Union with 5 years regular service as Sub-Inspector: or (iii) Officers working in the equivalent grade on regular basis under the Central Govt./ or State Govt. Departments/Central Public Undertakings; and (b) Possessing at least 5 years experience in vigilance or investigation or intelligence work.
9	Programmer Assistant Pay Matrix Level-6 (Rs. 35400-112400)	03	Officers under the Central Government or the State Governments or Universities or recognised Research Institutions or Public Sector Undertakings or Statutory or Semi Government or autonomous organizations: (a) Holding analogous post on a regular basis; (b) Possessing following educational qualifications and experience: <u>Essential: -</u> (i) Masters' Degree in Statistics or Mathematics or Operations Research or Physics or Economics or Commerce (with Statistics) or Degree in Engineering or Computer Science from a recognised University; (ii) Two years' experience of an electronic data processing work including one year's experience of computer programming or operation; Or two years' experience of data processing work including one year's experience of unit record system (Tabulator or accounting machines, collator etc); Or (i) Degree from a recognised university with Statistics as a subject; (ii) Five years' experience as mentioned in (ii) above. <u>Desirable: -</u> (i) Formal training in computer programming operation; (ii) Knowledge of one or more of the programming languages; (iii) Experience of operating mechanical tabulator equipment and of planning and supervising work or such equipment.


10	Accountant Pay Matrix Level-6 (Rs.35400-112400)	01	Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions: (a) (i) Holding analogous posts on regular basis in the parent cadre or department; Or (ii) With ten years' regular service rendered after appointment to the post on a regular basis in the level-4 (Rs.25500-81100) in the pay matrix; and (b) Who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management and possess three years' experience of cash, accounts and budget work.
11	Junior Accountant Pay Matrix Level-4 (Rs.25500-81100)	02	Officers of the Central Government, the State Government, Union territories, autonomous or statutory organisation, Public Sector Undertakings, universities or recognised Research Institutions: (a) (i) Holding analogous post on regular basis in the parent cadre or department. Or (ii) Upper Division Clerk in Central Secretariat Clerical Service with Cash and Accounts training conducted by the Institute of Secretariat Training and Management. (b) Possessing following educational qualifications and experience: Essential: (i) B.Com with knowledge in computer applications. Desirable: (i) Experience in dealing with accounts and cash matters.
12	Upper Division Clerk Pay Matrix Level-4 (Rs.25500-81100)	01	Officers of the Central Government: (i) Holding analogous post on regular basis (ii) With eight years' regular service in the grade of Lower Division Clerk [level-2 (Rs.19900-63200) in the pay matrix] or equivalent
13	Assistant Librarian Pay Matrix Level-4 (Rs. 25500-81100)	01	Officers under the Central Government or the State Government or Union Territories or Public Sector Undertakings or autonomous organisations – (a) Holding analogous posts on a regular basis. (b) (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University or Institute. (ii) Two years' professional experience in a Library under the Central Government or the State Government or autonomous or statutory organization or Public Sector Undertakings or

			University or recognised Research or Educational Institution. Desirable: (i) Diploma in Computer Application from a recognised university or Institute.
14	Steno Grade 'D' Pay Matrix Level-4 (Rs. 25500-81100)	04	Officers of the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions – Holding analogous post on a regular basis in the parent cadre or department. Desirable: Diploma in Computer from a recognised university or institute. Note: Preference will be given to those who know both English and Hindi stenography.
15	Constable Level-3 (Rs.21700- 69100)	01	From amongst personnel of the Central Armed Police Forces or State Police Organisations: - Holding analogous post in any Central Armed Police Forces or Constable from State Police organisations with five years' regular service.

***Note:** There is pay discrepancies to the posts of Dy. Superintendent of Police, Section Officer, Private Secretary & Inspector in the National Human Right Commission, proposed for filling up on deputation basis. The Candidates will not claim for the existing pay scale as a matter of right on selection to the respective posts on deputation basis. It will be as per decision of the Government/NHRC.

1. (i) Number of post(s) may vary.
(ii) Separate application(s) may be submitted if a candidate is eligible and applying for more than one post.
(iii) Commission reserves the right to cancel/withdraw the vacancy. Applicants may see Commission's website for updating of information in this regard.
2. Proforma of application is attached at Annexure –'I'.
3. These vacancies are meant for deputation only. Applications of officers/officials under the Central Government, the State Governments, Union territories, autonomous or statutory organisations, Public Sector Undertakings, Universities or recognised Research Institutions and who fulfill the requisite eligibility criteria and experience for these posts, as mentioned against each, will only be considered. Applications of candidates not in regular/permanent basis, retired officers or candidates serving in the private sector/Organizations/ Universities/Institutions will be summarily rejected.
4. The Deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(Pay.II), dated 17.6.2010 as amended from time to time.
5. The maximum age-limit for appointment by deputation shall be not exceeding 'fifty-six years, as on the closing date of receipt of application.

- 6 The applications of eligible candidates who can be spared immediately on selection, may please be forwarded to the **Under Secretary, National Human Rights Commission, Manav Adhikar Bhawan, 'C' Block, GPO Complex, INA, New Delhi – 110023** latest by 45 days from the date of publication of the advertisement in Employment News in the prescribed format as at Annexure-I alongwith all requisite documents i.e. attested photocopies of last 05 years APARs, Integrity Certificate, DE/Vigilance clearance & details of major minor punishment if any etc.
7. Any application received directly or after the due date will not be considered and will be summarily rejected.
8. The forwarding authority may also certify the information furnished by the candidate in application form.


(Barjesh Kumania)
Under Secretary (Estt.)

Annexure - I

**APPLICATION FORM FOR APPOINTMENT
IN NATIONAL HUMAN RIGHTS COMMISSION ON DEPUTATION BASIS.**

Paste a recent
passport size
photo of the
candidate

Name of Posts applied for

1.	Name and Address (In Block Letters)					
2.	Date of Birth (in Christian era)					
3.	i. Date of entry to 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. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)					
	Qualification /Experience required as mention in the advertisement/vacancy circular	Qualification/Experience possessed by the officer				
	Essential;	Essential;				
	(a) Qualification;	(a) Qualification;				
	(b) Experience;	(b) Experience;				
	Desirable	Desirable				
	(a) Qualification;	(a) Qualification;				
	(b) Experience;	(b) Experience;				
5.1	In the case of degree and post graduate qualifications elective/main subjects and subsidiary subjects may be indicated by the candidate.					
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					
7.	Details of employment in chronological order. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/ Institution with address	Post held on regular basis	From	To	Pay Matrix Level / Pay Band and Grade pay 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 bands and grade pay where such benefits have been drawn by the candidate may be indicated as below.						
Office/Institution		Pay Matrix Level / Pay Band and Grade Pay drawn under ACP/MACP scheme		From	To	
8.	Nature of present employment i.e. Adhoc or Temporary 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 present office/organization to which applicant belongs.	(d) Name of the post and pay of the post held in substantive
9.1	Notes: In case of Officers already on deputation, the applications such officers should be forwarded by the parent cadre/ department along with cadre clearance, vigilance clearance and integrity certificate.		
9.2	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/organization.		
10	If any post held on deputation in the post by the applicant date of return from the last deputation and other details		
11	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Organization e) Universities f) Others		
12	Please state whether you are working in the same department and one in the feeder grade or feeder to feeder grade		
13	Are you in revised scale of pay if yes, give the date from which the revision rank place and also indicate the pre-revised scale		
14	Total emoluments per month now drawn		
	Basic pay in Pay Band/ Pay Matrix	Pay Matrix Level / Grade Pay	Total Emoluments
15	In case the applicant belongs to an organization which does not belong to Central Government pay scales, the latest salary slips issued by the organization showing the following details may be enclosed		
	Basic pay in Pay Band/ Pay Matrix	Pay Matrix Level / Grade Pay & applicable rate of DA	Total Emoluments
16	A additional information, if any relevant to the post you applied for the support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualification (ii) professional training (iii) work experience over and above prescribed. In this Vacancy Circular/ Advertisement) (Note: enclose a separate sheet, if the space is insufficient)		

16.1	<p>The candidates are requested to including information with regard to:</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions (iv) Patents registered in own name or achieved for the organization (v) Any research innovative measure involving official regularization (vi) Any other information.</p> <p>Note: enclose a separate sheet if the space is insufficient)</p>	
17	Whether belongs to SC/ST/OBC	
18	Complete postal Address and contact details i.e.Telephone/Fax Number & e.mail address of the present employer :-	Postal Address Telephone & Fax No.- e.mail address:

I have carefully gave through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum duly supported by the documents in response 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 based of my knowledge and no material fact having a hearing on my selection has been suppressed/ withheld.

(Signature of candidate)

Address _____

Email ID : _____

Contact/Mobile No. _____

Date _____

Certification by the Employee/ Cadre Controlling Authority

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

Also certified that:

- There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt/Ms. _____
- His/ Her Integrity is certified
- His/Her APAR dossier in original /photocopies of APAR for the last five years duly attested by an officer of the rank of Under Secretary of the government of India or above are enclosed.
- No major/minor penalty has been imposed on him/ her during the last ten years or a list of major/minor penalty imposed on him/ her during the last ten year enclosed (as the case may be)

Counter signed
(Employer/Cadre Controller Authority with seal)

No. 15/42/2018-Dep/Estt (e-14297)
Government of India
Ministry of Home Affairs
Bureau of Police Research & Development

NH-48, Mahipalpur
New Delhi-110 037

Date: 8.06. 2023

To

1. The Secretary General, Lok Sabha Secretariat / Rajya Sabha Secretariat, New Delhi.
2. The Secretary, President's Secretariat / Vice-President's Secretariat/ NITI Aayog/Election Commission of India/Union Public Service Commission / Central Vigilance Commission.
3. The Secretary to all Ministries / Departments (including Attached & subordinate Offices) of the Government of India: with a request to give wide publicity among the PSUs, Recognized Research Institutes, Semi-Government, Statutory or Autonomous Organizations under their administrative Control.
4. The Chief Secretary to all the State Governments / Union Territories: with a request to give wide publicity among the PSUs, Recognized Research Institutes, Semi-Government, Statutory or Autonomous Organizations under their Administrative Control.
5. The Director General BSF, CRPF, CISF, ITBP, RPF, SSB, Assam Rifles.
6. The Director, CBI, IB, ED, NCB & NCRB
7. The Director General of Police of all States/ UTs
8. The Chairman, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi.
9. The Vice- Chancellor / Registrar, Central / State Universities.
10. The Joint Secretary (Admn), Department of Public Enterprises, Block No. 14, CGO Complex, New Delhi.
11. The Director, all Indian Institutes of Technology / National Institutes of Technology.
12. The Chairman, all Public Sector undertakings.

Sub: Filling up various posts in the BPR&D on deputation basis.

Sir / Madam,

As you are aware, the Bureau of Police Research & Development (BPR&D), is a Police organization responsible for training of Police Officers in the country, conducting research in critical issues affecting police and citizens, and also promoting police modernization. The Supreme Court of India and MHA also seek advice on many policing issues from the Bureau, from time to time.

2. A large number of posts of various levels are lying vacant in the Bureau. In order to achieve the mandate of the BPR&D it is important that these vacant posts be filled up with suitable officers.

3. The Bureau, therefore, invites applications to fill up the vacant posts at BPR&D Hqrs., and its six outlying units located at Bhopal, Kolkata, Hyderabad, Chandigarh, Jaipur and Ghaziabad. The vacancy position in respect of the above institutes is enclosed as **Annexure- "A"**.

4. Applications of suitable officers who are eligible, willing and can be relieved immediately, if selected, may please be forwarded to the Additional Deputy Director (Estt), Bureau of Police Research & Development, NH -48, Mahipalpur, New Delhi-110037 or Email- ad.estab@bprd.nic.in in the prescribed proforma available at BPR&D website <https://bprd.nic.in> along with complete and up to date APAR Dossiers of the officers (for the last 05 years), **within a period of 60 days from the date of publication of advertisement in the Employment News**. Applications received after the last date or without through proper channel 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. The eligibility criteria and proforma for submission of application are available at BPR&D website: <https://bprd.nic.in>- "Recruitment under Administration Notices".

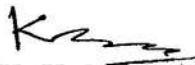
6. All the above posts have all India Transfer liabilities in CAPT, Bhopal & CDTIs, Hyderabad, Kolkata, Chandigarh, Jaipur and Ghaziabad.

7. The deputation will be governed by the terms and condition of DoPT vide their OM No. 6/8/2009-Estt (Pay-II) dated 17/06/2010, and other orders in this regard from time to time.

8. BPR&D seeks your support and co-operation in filling up of the vacancies in the BPR&D with officers from your organization. Your personal attention and direction to your subordinate offices, in this regard, shall go a long way in enabling the BPR&D to play the desired role in improvement of policing in our country.

This issues with the approval of the DG, BPR&D.

Yours faithfully


(K. K. Meena) 8/6/23
Assistant Director (Estt.)

Encl: As above.

Copy to:-

1. Heads of all Outlying units- with a request to give it wide circulation
2. Computer Cell - for uploading on BPR&D website

For BPR&D, New Delhi

Sl No.	Name of the post	Pay Level	Vacancy
01	Principle Scientific Officer (Weapons)	13	01
02	Assistant Director	11	03
03	Senior Scientific Officer Grade I (Weapons Branch)	11	01
04	Senior Scientific Assistant (Operational Research)	6	01
05	Senior Investigator	6	01
06	Research Assistant	6	02
07	Stenographer Grade-I/PA	6	07
08	Junior Investigator	5	01
09	Staff Car Driver	2	02
Total			19

For CAPT, Bhopal

S/No.	Name of the post	Pay Level	Vacancy
01	Instructor/Faculty (Training)	10	03
02	Drill Instructor	08	05
03	Inspector (Demo)	07	01
04	Sub-Inspector	06	01
05	Computer Operator	06	01
06	Training Attendants	03	05
07	Data Entry Operator	03	02
08	Stenographer Grade-III	05	04
09	Syce	03	06
10	Constable (Sweeper)	03	08
11	Bhisti/ Outdoor Training activate	03	01
12	Constable (Demo Platoon)	03	04
13	Drivers	03	10
Total			51

For CDTI, Kolkata

S/No.	Name of the post	Pay Level	Vacancy
01	Deputy Superintendent of Police	07	01
02	Hindi Tanslator Grade-II	06	01
03	Staff Car Driver	02	01
Total			03

For CDTI, Jaipur

S/No.	Name of the post	Pay Level	Vacancy
01	Despatch Rider	02	01
Total			01

For CDTI, Ghaziabad

S/No.	Name of the post	Pay Level	Vacancy
01	Dy. SP (Trg.)/ Instructor	09	01
02	Section Officer (Trg.)	08	01
03	Staff Car Driver	02	03
Total			05


(K. K. Meena) 8/6/23
Assistant Director (Estt.)

No. 35/3/2019-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi - 110037

Dated: 30th May, 2023

To

- i. The Secretary to all Ministries/ Departments (including Attached & Subordinate Offices) of the Government of India.
- ii. The Chief Secretaries to all the State Governments/Union Territories.
- iii. Director/Director General of Police of all CAPFs/CPOs/State/UT Police

Subject: Filling up of one (01) post of Joint Assistant Director in Crime Records, Administration & Training Division of National Crime Records Bureau by composite method (deputation plus promotion).

Sir/Madam,

The undersigned is directed to say that this Bureau is in the process of filling up of one post of **Joint Assistant Director in Level-11** of Pay Matrix (Pre-revised PB-3 of Rs. 15600-39100/- plus Grade Pay of Rs. 6600/-) in its Crime Records, Administration & Training Division on composite method.

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 Officers **within a period of 60 days** from the date of publication of advertisement of this circular 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 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,

Signed by

Rajeshwar Lal

(RAJESHWAR LAL)

Date: 30-05-2023 16:22:05
Assistant Director (Admn)

Tel.No.011-26735521

e-mail: rajeshwar.lal@ncrb.gov.in

Copy to:

- i. JAD(DCT) for uploading the same on the NCRB website.
- ii. Shri Santosh Kumar, Commandant, Jaisalmer House, New Delhi - to get the circular uploaded on the website of MHA.

Annexure - I

1.	Name of the post	Joint Assistant Director in Crime Records, Administration & Training Division, NCRB
2.	Number of post	One (01)
3.	Classification	General Central Service Group 'A', Non- Ministerial
4.	Scale of Pay	Level 11 of Pay Matrix (Pre-revised PB-3, Rs.15600- 39100/- with the Grade Pay Rs.6600/-)
5.	Eligibility Conditions	Officers of the Central Government or State Governments or Union Territories a. (i) Holding analogous posts on regular basis; or (ii) with five years regular service in posts in the Level-10 of Pay Matrix(Pre-revised Pay Band 3 of Rs.15600-39100 and Grade Pay of

		<p>Rs. 5400/-); or</p> <p>(iii) with six years of regular service in posts in the Level-8 of Pay Matrix(Pre-revised Pay Band 2 of Rs.9300-34800 and Grade Pay of Rs.4800/-); or</p> <p>(iv) with seven years of regular service in posts in the Level-7 (pre-revised Pay Band 2 of Rs.9300-34800 and Grade Pay of Rs.4600/-); and</p> <p>(b) Possessing five years experience in Police Administration and Crime Records Management.</p> <p>Note 1:- For purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or 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 recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or pay scale, and where this benefit will extend only for the posts for which that Grade Pay/ pay scale is the normal replacement grade without any upgradation.</p> <p>Note 2: 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 ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
6.	Terms of deputation	<p>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.</p>

7. 8.	Place of posting Duties Responsibility	New Delhi/Kolkata a. Monitoring and generating MIS report including Law Enforcement Agencies on the following subjects: <ul style="list-style-type: none"> • Talash(search system) of Crime and Criminal Tracking Network System (CCTNS) • Fake Indian Currency Notes • Vahan Samanvay as sub system of CCTNS b. Work of General Administration c. Procurement including GeM, Liaisoning, Protocol & Logistics matters.
9	In the event of selection, candidates will not be allowed to withdraw their candidature subsequently.	

BIO-DATA PROFORMA

1.	Name and address (in Block letters), including Mobile number						
2.	Date of Birth (in Christian era)						
3.	Date of retirement under Central/ State Government Rules						
4.	Educational Qualifications						
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)						
			Qualifications/ Experience required	Qualifications/ Experience possessed by the Officer			
	Essential						
6.	Please state clearly whether in the light of entries made above, you meet the requirement of the post.						
7.	Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)						
	Office/ Instt./ Orgn.	Post held	From	To	Scale of pay Classification (Group) of post	Whether held on regular/Ad- hoc basis	Nature of duties
8.	Nature of present employment and since holding <i>i.e.</i>						
i.	Ad-hoc Basis						
ii.	Regular/on temporary basis						
iii.	Pay in the Pay Band of the post held on substantive basis						
iv.	Grade pay drawn						

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/organisation to which you belong	
10.	Additional details about present employment, please state whether working under (indicate the name of your employer against the relevant column)	
i.	Central Government	
ii.	State Government or Union Territory	
iii.	Semi-Government or Statutory or Autonomous Organisations	
iv.	Public Sector Undertaking	
v.	Universities or Recognised Research Institutes	
vi.	Others (Please specify)	
11.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
12.	Whether belong to SC/ST/OBC	
13.	Remarks	

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.

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:-