

MOST IMMEDIATE

No. (035)/ 35/1/2011/-Ad.II/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block-7, R.K. Puram,
New Delhi – 110066
Dated: 20.10.2011

To

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 your 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 your administrative control.
3. Bureau of Public Enterprises, CGO Complex, New Delhi.
4. 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 **six** posts of Junior Staff Officer in the PB-3, Rs.15600-39100/- with the grade pay of Rs.5400/- in the Computer and Systems Division in the NCRB on deputation (including short term contract) basis.

Sir,

I am directed to state that six posts of Junior Staff Officer in the PB-3, Rs.15600-39100/- with the grade pay of Rs.5400/-, Group `A' Gazetted, Non-Ministerial in the Computer and Systems Division of the National Crime Records Bureau, Ministry of Home Affairs are proposed to be filled up on deputation (including short term contract) basis.

2. The eligibility condition, experience & job requirement 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, East Block-7, R.K. Puram, New

Delhi-110066] in the prescribed proforma (**Annexure - II**) in duplicate alongwith complete and up-to-date CR Dossiers of the Officers **within a period of 60 days** from the date of issue of this letter. Applications received after the last date or without CR 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.

Yours faithfully,

Encl: As above.

(N.K. Singh)
Assistant Director (Admn.)
Ph: 26172324 Ext. 221

BIO-DATA PROFORMA

1. Name and address (in Block : letters)
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

Qualification/Experience
possessed by the Officer

- Essential: 1.
2.
3.
- Desirable: 1.
2.
3.

6. Please state clearly whether in :
the light of entries made by
you above, you meet the
requirements 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 and Classification (Group) of post	Whether held on regular / Ad-hoc basis	Nature of duties
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8. Nature of present employment
i.e.
(i) Ad-hoc Basis :
(ii) Regular / on temporary :
basis :
(iii) Pay in the Pay Band :
(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)

(a) Central Government :

(b) State Government or :
Union Territory

(c) Semi-Government or :
Statutory or Autonomous
Organisations

(d) Public Sector :
Undertaking

(e) Universities or :
Recognised Research
Institutes

(f) Others
11. Are you in Revised Pay :
Structure? If yes, give the date

from which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month :
now drawn
13. 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.
14. Whether belong to :
SC/ST/OBC
15. 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 CR dossier/APARs for the last 5 years duly attested (on each page) 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 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.

[Strike out which is not applicable]

**Signature
Name & Designation of the parent office
(with seal)**

Dated: _____

Place: _____

Annexure-I

1. Name of Post : Junior Staff Officer
2. Number of Post : 06 (Six)
3. Classification of Post : General Central Service, Group 'A' Gazetted, Non-Ministerial.
4. Pay Band : PB-3 Rs.15600-39100/-
5. Grade Pay : Rs.5400/-
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 a receipt of applications.
7. Eligibility Conditions for appointment on deputation basis : 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:

(a) (i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with three years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-2, Rs. 9300-34800 plus Grade Pay of Rs. 4600 or equivalent in the parent cadre or department;

(b) Possessing the following educational qualifications and experience

Essential:

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;

(ii) Two years' experience of electronic data processing work including experience of actual Programming.

OR

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

(ii) Three years' experience of electronic data processing work, out of which one year's experience

should be in actual Programming.

OR

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

(ii) Three years' experience in electronic data processing work, out of which one year's experience should be in actual Programming.

OR

(D) (i) "A" level Diploma under Department of Electronics and Accreditation of Computer Courses or Post Graduate Diploma in Computer Applications or Computer System and Management or Information System and Application or Computer Science or Computer Technology or Information Technology or Electronics or Electronics and Communication offered under University Programme or Post Polytechnic Diploma in Computer Applications or Computer System and Management or Information System and Application or Computer Science or Computer Technology or Information Technology or Electronics or Electronics and Communication awarded by the State Council of Technical Education;

(ii) Four years' experience of electronic data processing work, out of which at least two years' experience should be in actual Programming.

Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes, if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Note 1: For the purposes 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 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 posts for which that grade pay/pay scale is the normal replacement grade without any upgradation.

Note 2: The Departmental officers in the feeder category who are in the direct line of promotion shall 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 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 three years]. The maximum age-limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

8. Place of Posting : New Delhi.
9. Period of deputation : Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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 three years.
10. 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.2/29/91-Estt. (Pay-II) dated 05.01.1994 -, as amended from time to time.
11. Duties and Responsibilities attached to the post :
 - Procurement, maintenance and upkeep of hardware & software including network maintenance
 - Conducting Functional Requirements Study.
 - Supervision and finalization of study material for various training modules.
 - Supervision of development and maintenance of Crime Criminal applications.
 - Supervision of Customization of Crime Criminal applications as per States' requirements.
 - Monitoring and supervision of Implementation of Crime Criminal Application.
 - Preparation of various Crime Criminal

Application related manuals.

- Conducting training in Crime.
- Undertaking field visits for monitoring implementation of Crime Criminal Applications.
- Assistance in administration of Data Centre and Network-assistance

12. In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently.