

MOST IMMEDIATE

No. (035)35/05/2016-Ad.II/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi - 110037
Dated: 15.03.2018

AS-18

To

1. 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, 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 two posts of Data Processing Assistant in Level -7 in the Pay Matrix (PB-2 Rs.9300-34800/- with the grade pay of Rs.4600/-) in the Computer & Systems Division in the NCRB on deputation .

I am directed to state that two posts of Data Processing Assistant in Level -7 in the Pay Matrix (Pre-revised PB-2 Rs.9300-34800/- with the grade pay of Rs.4600/-) Group 'B' Gazetted, Non-Ministerial in the Computer and Systems Division of National Crime Records Bureau, Ministry of Home Affairs is proposed to be filled up on deputation basis.

2. The eligibility condition, experience & job requirement for the post are given in **Annexure-I**.

3. Applications of suitable officers who are eligible, willing and can be relieved immediately, if selected, may please be sent to this Bureau [Joint Assistant Director (Admn.), National Crime Records Bureau, Ministry of Home Affairs NH-8, Mahipalpur, New Delhi-110037] in the prescribed proforma (**Annexure - II**) in duplicate alongwith complete and up-to-date APAR 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 APAR Dossiers or otherwise

Handwritten notes and signatures at the top left, including dates like 11/4/18 and 15/4/18.

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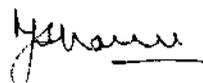
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found incomplete will not be considered. While forwarding the application it may also be verified and certified that the particulars furnished by the Officers are correct and no disciplinary case is either pending or contemplating against him. The integrity of the Officer may also be certified.

4. 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.



(M.P. Sharma)
Joint Assistant Director (Admn.)
Ph: 26735521

Annexure-I

1. Name of Post : Data Processing Assistant
2. Number of Post : 02 (two)
3. Classification of Post : General Central Service, Group 'B' Gazetted, Non-Ministerial.
4. Pay Band : PB-2 Rs.9300-34800/-
5. Grade Pay : Rs. 4600/-
6. Age-Limit : The maximum age-limit for appointment by deputation shall not exceed 56 years as on the closing date of a receipt of applications.
7. Eligibility Conditions for appointment on deputation basis : Officers of the Central Government/ State Governments/ Union Territories/recognised research institutes/Public Sector Undertakings / Semi Government or Statutory or autonomous organisations:

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

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-2, Rs.9300-34800 with Grade Pay of Rs.4200 or equivalent in the parent cadre/ department; and

(b) possessing the following educational qualifications and experience:

Master's Degree in Computer applications/ Information Technology / Computer Science of a recognised University/ Institute;

or

B.E./ B.Tech in Computer Engineering / Computer Science / Computer Technology / Computer Science and Engineering / Information Technology from a recognised University/Institute.

Note 1: 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.

Note 2: The 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.

Note 3: 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.

8. Place of Posting : New Delhi.
9. 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 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 and protected in accordance with the rules after implementation of 7th CPC.
11. Duties and Responsibilities attached to the post : Assistance in the design, development and implementations of information systems and Data bases, operations and analysis thereon, including assistance to system analysis programming and data organisation, data collection, collation, validation, coding, processing and maintenance of all forms of data including alpha-numerical, textual, graphic, voice and optical and operation of any type of EDP machine/computer/computer based on-line or real time systems/computer network based systems etc. Assistance to the planning, schedule coordination and implementation of interrelated and integrated Data processing and for a few staff who are determined to have the required aptitude and depending upon the need, supervision of the work of Data Processing Assistant-A.
12. In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently.

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.
- (v) The Cadre Clearance from the Cadre Controlling Authority is also enclosed.

[Strike out which is not applicable]

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

Dated: _____

Place: _____