

No. (035)35/01/2025-Ad-II/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-8, Mahipalpur,  
New Delhi - 110037

Dated: 22.01.2025

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 their 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 their administrative control.
3. The Director General of Police of all States/UTs
4. The Director General BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles, BPR&D
5. The Director Central Bureau of Investigation, Intelligence Bureau and Enforcement Directorate
6. Joint Secretary (Admn), Department of Public Enterprises, Block No -14, CGO Complex, New Delhi
7. Joint Secretary (Banking), Department of Financial Services, Jeevan Deep Building, New Delhi
8. Joint Secretary (Insurance), Department of Financial Services, Jeevan Deep Building, New Delhi
9. 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 of one post of Technical Officer in the Level-7 (44900-142400) (Pre-revised: PB-2 Rs.9300-34800/- with Grade Pay of Rs.4600/-) in the Computer & Systems Division in the NCRB on deputation -reg.**

Sir/Madam,

I am directed to refer to the subject mentioned above and to say that one post of Technical Officer in the Level-7 (44900-142400) (Pre-revised: PB-2 Rs.9300-34800/- with 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. If selected, the candidate should be relieved immediately.

Varblaw  
06/02/2025

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06/02/2025

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 complete and up-to-date APAR Dossiers of the Officers **within a period of 60 days** from the date of advertisement of this vacancy 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.

Yours faithfully,

Encl: As above.



(कमल यादव / Kamal Yadav)

अनुभाग अधिकारी(प्रशा.II)/Section Officer (Ad-II)

दूरभाष /Phone- 26735518

Copy to:-

1. Shri Santosh Kumar, Commandant, Jaisalmer House, New Delhi with the request to get this vacancy circular uploaded on the website of MHA.
2. Assistant Director (DCT), NCRB: for uploading this vacancy's circular on the website of this Bureau.

**Annexure-I**

1. Name of Post : Technical Officer
2. Number of Post: 01 (One)
3. Classification : General Central Service, Group 'B' Gazetted, Non-Ministerial.

USC-Admin) / 4517  
05/02/2025

4. Pay Band : Level-7 (44900-142400)  
(Pre-revised: PB-2 Rs.9300-34800/- with Grade Pay of Rs.4600/-)
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 : Officers of the Central Government/ State Conditions for Governments/ Union Territories/ recognised research appointment institutes/ Public Sector Undertakings / Semi on deputation Government or Statutory or autonomous basis 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: For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding Grade Pay or pay scale extended based on the recommendations of the said Pay 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 or pay scale is the normal replacement grade without any upgradation.

8. Place Posting of: New Delhi
9. Period of deputation of: 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 of The pay of officers selected on deputation basis will be regularised in accordance with the relevant provisions of DOPT's O.M.No.6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.
11. Duties and Responsibilities attached to the post and:
- i. Assistance in the design, development and implementation of information systems and Data base
  - ii. Operations and analysis thereon, including assistance to system analysis programming and Data organization
  - iii. Data collection, collation, validation, coding, processing the maintenance of all forms of data including alpha-numerical, textual, graphic, voice and optical and
  - iv. Operation of any type of EDP machine/computer/computer based online or real time systems/computer network based systems etc.
  - v. Assistance to the planning, scheduling coordination and implementation of interrelated and integrated Data processing and
  - vi. Supervision of the work of Junior Technical Officer (JTO)
12. In the event of selection, the candidates will not be allowed to withdraw their candidature subsequently.

**Annexure-II**

**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 |
|                     |  |      |    |  |  |                  |
| 8.                  | Nature of present  |      |    |  |  |                  |

|     |   |   |  |
|-----|---|---|--|
|     | employment and since holding i.e.<br>(i) Ad-hoc Basis<br>(ii) Regular / on temporary basis<br>(iii) Pay in the Pay Band of the post held on substantive basis<br>(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 (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 APAR Dossiers 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 of Head of Office/Authorised Officer**

**(with seal)**

Dated: \_\_\_\_\_

Place: \_\_\_\_\_