GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)  
*****  

No.2019-Sec (E)/DP-1/21  
New Delhi, dated  08.2018  

Principal CSCs/RPF  
All Indian Railways  
Principal CSC/RPSF  
Force Headquarters  
No.6BN/RPSF/DBSI  
Delhi-35  

Sub: Filling up of one post of Assistant Director in Level-11 of Pay Matrix (pre-revised PB-3 Rs. 15600-39100 with the grade pay of Rs. 6600/-) in the Computer & Systems Divisions of NCRB on deputation (including short term contract).  


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National Crime Record Bureau (NCRB) invited nominations for one post of Assistant Director in Level-11 of Pay Matrix (pre-revised PB-3 Rs. 15600-39100 with the grade pay of Rs. 6600/-), Group 'A' Gazetted, Non-Ministerial in the Computer & Systems Divisions of NCRB, Ministry of Home Affairs on deputation basis including short term contract. The eligibility criteria (educational qualifications, experience, job requirement etc) and Bio-data proforma are enclosed with said letter as Annexure-I & II for needful reference. The candidate who apply for the post will not be allowed to withdraw their candidature subsequently.  

Willingness of eligible officers with good track record may be forwarded to this office latest by 26.08.2019 along with their complete bio-data in prescribed Performa as per Annexure-II duly countersigned by the Competent Authority, up to date APARs Dossiers of last five years duly attested on each page, Vigilance Clearance certificate, DAR Clearance certificate and Integrity certificate.  

While forwarding the applications, it may be ensured that the officers have fulfilled the conditions of cooling-off period of 03 years in case he/she was on deputation recently. Applications received after due date or incomplete in any respect will not be considered.  

No direct/advance application will be entertained.  

DA- as above.  

(A.K. Agnihotri)  
Director/RPF  
Railway Board  

Copy to:  
DIG/MAC/RB with request to upload in RPF website please.
No. (035)/ 35/2/2019/-Ad.II/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur,
New Delhi – 110037
Dated: 09.07.2019

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 (Admin), 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 one post of Assistant Director in the Level-11 of Pay Matrix (pre-revised PB-3 Rs.15600-39100/- with the grade pay of Rs.6600/-) in the Computer & Systems Division in the NCRB on deputation (including short term contract).

Sir,

I am directed to state that one post of Assistant Director in the Level-11 of Pay Matrix (pre-revised PB-3 Rs.15600-39100/- with the grade pay of Rs.6600/-), Group 'A' 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 (including short term contract) basis.

2. The eligibility condition, experience & job requirement for the post are given in Annexure-I (available at Bureau’s website www.ncrb.gov.in).

Contd..
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 forwarded to this Bureau [Assistant Director (Admin.), National Crime Records Bureau, Ministry of Home Affairs NH-8, Mahipalpur, New Delhi-110037] in the prescribed proforma (Annexure – II) (available at Bureau's website www.nerb.gov.in) along with complete and up-to-date APAR Dossiers of the officers (for the last five available and recorded years) 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 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.

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.

(Rajeshwar Lal)
Assistant Director (Admin.)
Ph. No. 26733521
e-mail: rajeshwar.lal@nic.in

Copy to:-

Shri Santosh Kumar, 21C, Jaisalmer House, New Delhi with the request to get this vacancy circular uploaded on the website of MHA.
1. Name of Post : Assistant Director
2. Number of Post : 01 (One)
4. Pay Band : Level 11 of the Pay Matrix (Pre-revised: PB-3 Rs.15600-39100/- Rs.6600/- (Pre-revised)
5. Grade Pay
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 five years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-3, Rs.15600-39100 plus Grade Pay of Rs. 5400/- (pre-revised) or equivalent in the parent cadre or department; and

(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) Eight years’ experience of electronic data processing or computer oriented optimization information or Statistical System, out of which at least four years’ experience should be in actual Computer Programming and System Design or Design, Development or Organising Computerised Information Storage and retrieval System.
OR
(B) (i) BE / B.Tech in Electronics or Electronics and
Communication Engineering from a recognised
University or Institute;

(ii) Ten years' experience of electronic data
processing or computer oriented optimization
information or Statistical System, out of which at
least five years' experience should be in actual
Computer Programming and System Design or
Design, Development or Organising
Computerised Information Storage and retrieval
System.

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

(ii) Ten years' experience of electronic data
processing or computer oriented optimisation
information or Statistical System, out of which at
least six years' experience should be in actual
Computer Programming and System Design or
Design, Development or Organising
Computerised Information Storage and retrieval
System.

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

9. 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.6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

10. Duties and Responsibilities attached to the post:

- Leadership position with independent responsibility for Promotion, Planning, Development and implementation of Crime Criminal application and other decision support systems
- Designing training modules for various levels of officials/officers and conducting of Workshop on Crime Criminal application of senior officers
- Providing assistance and support to State nodal officers in implementation of Crime Criminal application
- Undertaking field visits for research and technical study and evaluation and attending State Committees’ meetings for successful implementation of Crime Criminal application
- Assistance in administration of Data Centre and Network-assistance
- Association in ensuring standards for Software development
- Leadership position in procurement of Hardware and Software and their up keep
- Management of System Analysis and Software Development of Crime Criminal applications software
- Managing Information Systems
- Procurement, maintenance and upkeep of hardware & software including network maintenance

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

<table>
<thead>
<tr>
<th>Office/Instit./Orgn.</th>
<th>Post Held</th>
<th>From To</th>
<th>Scale of pay and Classification</th>
<th>Whether held on regular / (Group) of post</th>
<th>Nature of duties</th>
<th>Ad-hoc basis</th>
</tr>
</thead>
</table>

Annexure-II
8. Nature of present employment and since holding i.e.
   (i) Ad-hoc Basis
   (ii) Regular / on temporary basis

9. (i) Pay in the Pay Band of the post held on substantive basis
    (ii) Grade Pay drawn

10. 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

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 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)
12. 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.

13. Whether belong to: SC/ST/OBC

14. 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)