

No. 35/6/2019-Ad.I(B)/NCRB  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

NH-  
8, Mahipalpur,  
New Delhi – 110037  
Dated: .08.2021

To

1. The Secretary to all Ministries/ Departments (including Attached & Subordinate Officers) of the Government of India:
2. The Chief Secretaries to all the State Governments/Union Territories:
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. Directors of State Finger Print Bureaux

Sub: Filling up of 02 (Two) posts of Assistant Sub-Inspector (Finger Print), Central Finger Print Bureau of National Crime Records Bureau – reg.

Sir/Madam,

I am directed to state that 02 (Two) posts of Assistant Sub-Inspector (Finger Print), Central Finger Print Bureau of National Crime Records Bureau in the Level-4 of Pay Matrix (Pre-revised Pay Band – 1, Rs. 5200-20200/- with grade pay of Rs. 2400/-) Group 'C', Non-Gazetted, Non-Ministerial, are proposed to be filled up on deputation 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](http://www.ncrb.gov.in)).
3. If selected, he/she should be relieved immediately.
4. Applications of suitable officials who are eligible, willing and can be relieved immediately, if selected, may please be forwarded 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**) (available at Bureau's website [www.ncrb.gov.in](http://www.ncrb.gov.in)) along with complete and up-to-date APAR Dossiers of the officials (for the last five available and recorded years) **within a period of 60 days** from the date of issue of this circular. 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 officials are correct and no disciplinary case is either pending or contemplated against them. The integrity of the official may also be certified.
5. It is requested that wide publicity may be given to the vacancy circular among the eligible officials under your administrative control.

Yours faithfully,

Encl: As above.

(Rajeshwar Lal)  
Assistant Director (Admn.)  
Ph. No. 26735521

Copy to:-

- (i) Shri Santosh Kumar, 2IC, Jaisalmer House, New Delhi with the request to get this vacancy circular uploaded on the website of MHA.  
(ii) DCT Branch, NCRB to get this vacancy circular uploaded on the website of NCRB.

**Annexure-I**

1. Name of Post	: Assistant Sub-Inspector (Finger Print), Central Finger Print Bureau
2. Number of Post	: 02 (Two)
3. Classification of Post	: General Central Service, Group 'C' Non-Gazetted, Non-Ministerial.
4. Pay Band	: Level 4 of the Pay Matrix (Pre-revised: PB-1 Rs.5200-20200/- )
5. Grade Pay	: Rs.2400/- (Pre-revised)
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	: Officials from Central Government or State Government or Union Territory Police Force having three years experience in examination of finger print. (a)(i) holding analogous posts on regular basis in the parent cadre or department; or  (ii) with five years regular service in posts in the Pay Band 1, Rs 5200-20200/- plus Grade Pay of Rs. 2000/- in the parent cadre or department; and (b) Possessing a degree from a recognised University.
<b>Note 1:</b> For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1 <sup>st</sup> January, 2006 (the date from which the revised pay structure based on the sixth Central Pay Commission recommendations has been	

	<p>extended) shall be deemed to be service rendered in the corresponding Grade Pay or 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 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><b>Note 2:</b> 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.</p> <p>[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. The maximum age-limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.]</p>
8. Place of Posting	: New Delhi & Kolkata (West Bengal)
9. Terms of deputation	: The pay of officials 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.	In the event of selection, the candidates should be relived immediately.

**Annexure-II**

**BIO-DATA PROFORMA**

1. Name and address (in Block letters) including contact details	:
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)	:			
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">Qualifications/ Experience required</td> <td style="width:50%; text-align: center;">Qualification/ Experience possessed by the Officer</td> </tr> </table>	Qualifications/ Experience required	Qualification/ Experience possessed by the Officer
Qualifications/ Experience required	Qualification/ 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/ Post held Instt./ Orgn.	From To	Scale of pay and Whether held on Classification (Group) of post regular / Ad-hoc basis		
Nature of duties held on				
8. Nature of present employment and since holding i.e. (i) Ad-hoc Basis	:			
(ii) Regular / on temporary basis	:			
(i) Pay in the Pay Band of the post held on substantive basis	:			
9. (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. 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 not below 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: \_\_\_\_\_