

**No. 35/2/2024-Ad.I(A)/NCRB**  
**Government of India**  
**Ministry of Home Affairs**  
**National Crime Records Bureau**

NH-48, Mahipalpur,  
New Delhi-110037

Dated: 11<sup>th</sup> November, 2024

To

- i. The Director General/ Inspector General of Police of all States/Union Territories.
- ii. The Director General/ Inspector General of Police/ Directors of all Central Police Organisations & CAPF

**Subject: Filling up of two (02) post of Head Constable(Driver) in National Crime Records Bureau on deputation basis.**

Sir/Madam,

I am directed to say that this Bureau is in the process of filling up two **posts of Head Constable (Driver)** in Level-4 in the Pay Matrix Rs. 25500-81100/- (pre-revised Pay Band-1, Rs. 5200-20200/- plus Grade Pay of Rs. 2400/-) on deputation basis.

2. The eligibility condition, experience & job description for the post are given in **Annexure-I**.
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 sent to this Bureau [Assistant Director (Admn.), National Crime Records Bureau, Ministry of Home Affairs, NH-48, Mahipalpur, New Delhi-110037] in the prescribed proforma (**Annexure - II**) alongwith APAR Dossiers for the last 5 years of the officials **within 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 him/her. The integrity of the official may also be certified.

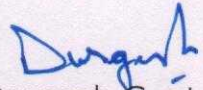
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5. It is requested that wide publicity may be given to the vacancy circular among the eligible officers under your administrative control.

Encl: as above

Yours faithfully,



(Durgesh Gupta)  
Assistant Director (Admn)  
Tel.No.011-26735521

Copy to:

- (i) DCT for uploading the same in the NCRB website.
- (ii) Shri Santosh Kumar, Commandant, WS Division, Ministry of Home Affairs, Jaisalmer House, New Delhi for uploading on the website of MHA.



**Annexure-I****Details in respect of the post of Head Constable (Driver) in the National Crime Records Bureau, New Delhi on deputation basis:**

i.	Name of the post	Head Constable (Driver)
ii.	Number of Post	Two (02)
iii.	Classification	General Central Service Group 'C' Non-Gazetted Non-Ministerial
iv.	Pay Scale of deputation post	Level - 4 in the Pay Matrix Rs. 25500-81100/- (pre-revised Rs. 5200-20200/- + Grade Pay of Rs. 2400/-)
v.	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/department of the Central Government shall be three years and extendable as per DoPT's guidelines. The maximum age limit for appointment by deputation/absorption shall not be exceeding 56 years as on the closing date of receipt of Applications
vi.	Eligibility Conditions	<p>Police Officials of the Central Government or State Governments or Union Territory Administrations:</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in level - 3 in the pay matrix (Rs. 21700 - 69100) in the parent cadre or Department; and</p> <p>(b) possessing a valid motor driving licence (Light Motor Vehicle and Heavy Motor Vehicle) and three years' experience of driving Light Motor Vehicle or Heavy Motor vehicle.</p>
vii.	Terms of deputation	The terms and conditions of officer appointed to the post on deputation basis will be regulated in accordance with the Department of Expenditure OM No.1/1/008-IC dated 13 <sup>th</sup> September 2008, DoP&T OM No.6/8/09 (Esst)(Pay.II) dated 17.06.2010 and 17.02.2016.