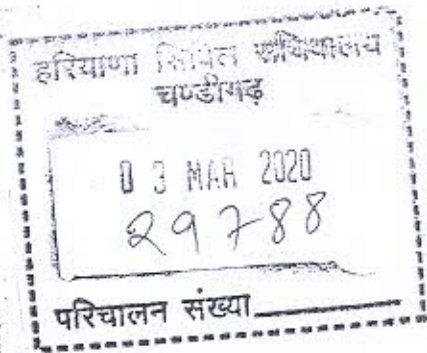




No. 35/2/2020-Ad.I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau



NH-8, Mahipalpur,
New Delhi-110037
Dated 17 February 2020

To



1. The Secretary to all Ministries/ Departments (including Attached & Subordinate Offices) of the Government of India.
2. The Chief Secretaries to all the State Governments/Union Territories.
3. The Director General/ Inspector General of Police/ Directors of all Central Police Organisations

Subject:

Filling up of one (01) post of Jr.Accountant in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

Sir,

I am directed to say that this Bureau is in the process of filling up one (which may vary) post of Jr.Accountant in Level-4 in the Pay Matrix Rs. 25500-81100/- (pre-revised Pay Band-1, Rs. 5200-20200/- plus Grade Pay of Rs. 2400/-) in Crime Records, Administration & Training Division of National Crime Records Bureau on deputation basis.

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

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 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 APAR Dossiers for the last 5 years of the officials within a period of 60 days from the date of publication of advertisement of this circular on 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 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.

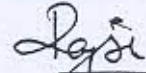
Services-II Branch
Diary No. 29788
Date 06/03/20

According to the subject pay & experience, this is for the benefit of the E.A.I. B.A. (kindly, this is for the benefit of E.A.I. B.A. for the purpose of the subject).
Vee
13/3/2020
11/3/2020

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,



17/2/2020

(RAJESHWAR LAL)

Assistant Director (Admn)

Tel.No.011-26735521

e-mail: rajeshwar.lal@nic.in

ANNEXURE-I**Details in respect of the post of Junior Account in the Crime Records, Administration & Accounts Section of the National Crime Records Bureau, New Delhi.**

- | | | | |
|----|------------------------|---|--|
| 1. | Name of the post | : | Junior Accountant |
| 2. | Number of Post | : | One (01) |
| 3. | Classification | : | General Central Service Group 'C'
Non-Gazetted Non-Ministerial. |
| 4. | Scale of Pay | : | Level – 4 in the Pay Matrix Rs. 25500-81100/-
(Pre-revised PB-1 Rs. 5200-20200/-
+ Grade Pay of Rs. 2400/-). |
| 5. | 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 ordinarily not exceed three years. The
maximum age limit for appointment by
deputation/ absorption shall not be exceeding
56 years as on the closing date of receipt of
applications. |
| 6. | Eligibility conditions | : | Transfer on deputation/Absorption.
(a) Officers of the Central Government
(i) Holding analogous post on regular
Basis in the present cadre or
department; or
(ii) With eight years service in the post
in the level -2 of pay matrix(pre-
revised PB-I Rs. 5200-20000/- +
Grade Pay of Rs. 1900/-)or
equivalent; and
(b) Possessing two years experience in
Accounts work from a Government
organization. |
| 7. | 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 th September 2008,
DoP&T OM No.6/8/09(Esst)(Pay.II) dated
17.06.2010 and 17.02.2016. |

Annexure-II**BIO-DATA PROFORMA**

1	Name and address (in Block letters)	:			
2	Name of the post held and pay & level in the Pay Matrix including Grade Pay in the pre-revised scale.	:			
3	Date of Birth (in Christian era)	:			
4	Date of joining Govt service and date of retirement under Central/State Government Rules	:			
5	Educational qualification	:			
6	Details of Professional course/ Training Attended, if any.	:			
7	Nature of present employment with date i.e. (i) Ad-hoc basis (ii) Regular basis	: :			
8	In case the present employment is held on deputation basis, please state:- (i) The date of initial appointment in the substantive pay scale in parent cadre. (ii) Date from which appointed on deputation and period of deputation. (iii) Name of parent office/organisation to which you belong. (iv) Name of the office/org. where on deputation.	: : : :			
9	Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)				
Office/ Instt./ Orgn	From	To	Scale of pay and Classification (Group) of the post	Whether held on regular / Ad-hoc basis	Nature of duties

10	Date of return from the ex-cadre post previously held	:	
11	Additional information, if any, which you would like to mention in support of your suitability for the post.	:	
12	Whether belong to SC/ST/OBC	:	
13	Period of experience in Accountants work from a Government organization.	:	
14	Remarks, if any	:	

I have carefully gone through the vacancy circular/advertisement and certify that I have not concealed or misrepresented any information

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.

2. Also certified that:-

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete APARs for the last 5 available years duly attested 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 penalty 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.

Date: _____

Place: _____

Signature
Name & Designation of Head of office
Office Seal

Memo No. Aviation-E-2020/ 8845-8957

From

The Adviser, Civil Aviation Haryana,
30 Bays Building, 3rd Floor,
Sector-17/B, Chandigarh.
Pin Code-160017.
Telephone No. 0172-2709174



- To
- The Chief Secretary to Govt. Haryana.
 - All the Heads of Department in the Haryana State.
 - All the Divisional Commissioner in the Haryana State.
 - All the Deputy Commissioners in the Haryana State.

Dated, Chandigarh, the

03rd March, 2020.

Subject:- Filling up one post of Accountant on transfer basis from other Govt. Departments.

Sir,

One post of **Accountant** in the pay matrix FPL-6 lying vacant in this department at Chandigarh is to be filled on transfer basis from other State Govt. Departments. The qualification, and experiences given as under:-

Qualification & Experience:

- Matric/Higher Secondary or its equivalent/10+2 (Vocational) ;
- Knowledge of Hindi up to Matric standard;
- Five years experience as Junior Scale Stenographer, Steno-typist, Accounts Clerk, Clerk;

Junior Scale Stenographer/Steno-typist should have performed 1/3 duties as Clerk in addition to his own duties for a period of 2 years.

The person to be taken on transfer will be given the benefit of pay protection etc. However, his seniority will be determined in the Civil Aviation Department from the date of the official actually joins.

It is requested that the said requisition may please be circulated amongst all eligible persons for obtaining their willingness to come on transfer basis to the office of Adviser, Civil Aviation Haryana, 30 Bays Building, Sector - 17, Chandigarh. alongwith their summary of Annual Confidential Reports for the last ten years and information regarding disciplinary action or Vigilance Enquiry pending against them, if any. The application of the eligible candidates alongwith all requisite documents may be forwarded to this office on or before 17.03.2020. The applications which are received after due date/not sent through proper channel will not be considered.



Administrative Officer,
for Adviser, Civil Aviation Haryana.