No. 32/1/2018-Ad-I(A)/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

NH-8, Mahipalpur
New Delhi - 110037.
Dated: 12th June, 2019

OFFICE MEMORANDUM

Subject: Uploading the vacancy circular on the MHA and DOPT's website - reg.

The undersigned is directed to forward herewith a vacancy circular along with the Annexures regarding engagement of 13 posts as Consultants in this bureau on contract basis.

2. MHA and DOPT are requested to upload this vacancy circular on their respective websites for wide circulation.

3. This issues with the approval of Director, NCRB.

(RAJESHWAR LAL)
Assistant Director (Admn.)
Tele: 011 26735521

Encl: As Above.

To:-

i. Sh. Santosh Kumar, 2nd IC, WS Division, MHA, Jaisalmer House, New Delhi. - with the request to upload the vacancy circular on MHA's website.

ii. Sh. Jughal Singh, Dy. Secretary (Admn.), Room no.5, DoPT, North Block, New Delhi. - with the request to upload the vacancy circular on DoP&T's website.

iii. Sh. J. Prajapati, JAD, DCT, NCRB – with the request to upload on NCRB's website.
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CIRCULAR


This bureau invites applications for engagement of consultants from retired Government Servants on Contract Basis for a period of one (1) year or till the post is regularly filled up, whichever is earlier. The details regarding eligibility criteria, terms of references etc are as under:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the post</th>
<th>Vacant</th>
<th>Level in the Pay Matrix</th>
<th>Pre-revised 6th CPC Grade Pay</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Principal Private Secretary (PPS)</td>
<td>1</td>
<td>11</td>
<td>6600</td>
<td>Should have retired as PPS or equivalent from a Central Govt. office. Retired PS with five years experience will also be considered.</td>
</tr>
<tr>
<td>2.</td>
<td>Private Secretary (PS)</td>
<td>2</td>
<td>8</td>
<td>4800</td>
<td>Should have retired as PS or equivalent from a Central Govt. office. Retired PA with five years experience will also be considered.</td>
</tr>
<tr>
<td>3.</td>
<td>Section Officer (SO)</td>
<td>3</td>
<td>8</td>
<td>4800</td>
<td>Should have retired as SO or equivalent from a Central Govt. office. Retired Assistant Section Officer with five years experience will also be considered.</td>
</tr>
<tr>
<td>4.</td>
<td>Steno C'/PA</td>
<td>4</td>
<td>7</td>
<td>4600</td>
<td>Should have retired as Steno C'/PA or equivalent from a Central Govt. office. Retired Steno 'D' with five years experience will also be considered.</td>
</tr>
<tr>
<td>5.</td>
<td>Senior Secretariat Assistant (Sr. SA)</td>
<td>2</td>
<td>4</td>
<td>2400</td>
<td>Should have retired as Sr.SA or equivalent from a Central Govt. office. Retired Jr.SA will five years experience will also be considered.</td>
</tr>
<tr>
<td>6.</td>
<td>Junior Secretariat Assistant (Jr. SA)</td>
<td>1</td>
<td>2</td>
<td>1900</td>
<td>Should have retired as Jr. SA or equivalent from a Central Govt. office.</td>
</tr>
</tbody>
</table>

*The Number of posts may increase or decrease depending upon the availability of vacancies.
2. The Consultant would be paid a fixed monthly emoluments to be worked out based on the last pay drawn minus pension + DA as on the date of offer of appointment.

3. Suitable retired Government officers who are eligible and willing to accept the terms and conditions at Annexure I may send application by fax/email/post with duly filled Bio-data (Annexure II) along with a copy of the PPO/Pensioner card to the undersigned within 15 days from the date of advertisement. Shortlisted candidates will require to attend interview at the Bureau’s office which will be informed to the applicant.

(rajeshwar lal)
Assistant Director (Admn.)
Tele: 011 26735521
Email: rajeshwar.lal@nic.in
National Crime Records Bureau,
NH-8, Service Lane, Mahipalpur,
New Delhi 110037
Annexure-II

General Terms and Conditions:

i. The consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities and staff car.

ii. The engagement of the Consultant will be purely on Contract basis.

iii. The engagement period for the consultant would be initially for a period of 1 year or till the post is regularly filled, whichever is earlier. This period which may be extended or curtailed subject to review, at the sole discretion of this Bureau. The Consultant shall not exceed the age of 65 years.

iv. The Consultants shall be eligible for 08 days leave during the calendar year. This leave will not be carried forward in case the engagement period is extended by this Bureau. Also, no payment in lieu of un-utilized leaves will be paid by this Bureau at the time of expiry of contract.

v. The candidate will be required to sign a non-disclosure undertaking and declaration for abiding by the Code of integrity for Public Procurement (CIPP).

vi. The Bureau may terminate the services of Consultants in case he/she is unable to achieve the assigned works within the time-frame or the work assigned to him/her is not satisfactory to the Department or he/she is found to be lacking in honesty and integrity.

vii. The Bureau shall also reserve the right to terminate the services of Consultants at any time without giving any notice and also without assigning any reason. The engagement of consultants will not confer any right on the part of individual for permanent appointment to the post.

viii. The Consultants may be called to the Office on Saturdays, Sundays and other Gazetted Holidays or may be asked to sit late in the office after office hours, in case of exigency of work. No extra allowances will be permissible for the same.

ix. The Consultants shall continue to draw pension and dearness relief on pension, if any, during the period of their engagement as Consultant. Their engagement as Consultant shall not be considered as a case of re-employment.

x. No TA/DA shall be admissible to the consultants for attending the interview or for taking up the appointment. Consultant will not be allowed any foreign travel at Government expenses.

xi. The contractual appointment will be attached with NCRB Hqrs located in New Delhi.

xii. The consultant shall draw a fixed monthly emoluments to be worked out based on the basis of his last pay drawn minus Pension +DA as on the date of offer of appointment.
xiii. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he will be liable for removal from engagement service and such other action as Government may deem necessary.

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Application for engagement as Consultants in National Crime Records Bureau
Ministry Of Home Affairs

**Post Applied For:**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Address:
5. Mobile No.:
6. E-mail ID:
7. Date of Retirement:
8. Name of Ministry/Dept from which retired:
9. Last pay drawn (copy of PPO should be enclosed):
10. Educational Qualifications:
11. Detail of Experience:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation &amp; Ministry/Deptt.</th>
<th>From</th>
<th>To</th>
<th>Nature of work Performed</th>
</tr>
</thead>
</table>

*attach separate sheet, if necessary.

12. Any other information justifying your engagement as consultant.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. No disciplinary or judiciary action is pending against me as on date.

Place and Date:

(Signature of Applicant)