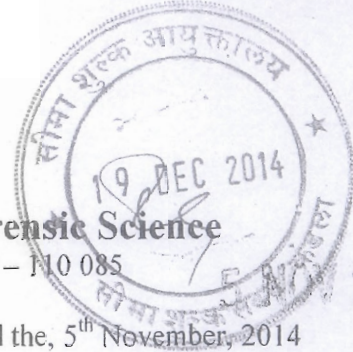


No 3/10/2014 LNJNI NICFS  
Government of India  
Ministry of Home Affairs



**LNJN National Institute of Criminology and Forensic Science**

Institutional Area, Outer Ring Road, Sector-3, Rohini, Delhi – 110 085

Dated the, 5<sup>th</sup> November, 2014

Applications are invited in the prescribed proforma from suitable persons for filling up the following posts in LNJN National Institute of Criminology and Forensic Science(MHA), Delhi as per details given below:-

S.No	Name of the post & pay scale	No posts	Method of recruitment	Eligibility conditions
1	Private Secretary Rs. 6500-10500 (Pre-revised)	01	Composite method [Deputation (including short term contract) plus promotion ]	Composite method Deputation (including short term contract) plus/promotion: Officers of the Central/State Government/Union Territories/Public Sector Undertakings:- (a)(i) holding analogous post in the Stenographer's grade on regular basis in the parent cadre/ department; or (ii) with three years' regular service in the Stenographers' grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre/ department; or (iii) with six years, combined service in the Stenographers' grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5500-9000 and Rs. 5000-8000 or equivalent in the parent cadre or department. 2. The Departmental Stenographer Grade 'B' (Personal Assistant) in the pay scale of Rs. 5500-9000 with three years regular service in the grade or combined regular service of six years in the grade of Stenographer Grade 'B' and Stenographer Grade 'C' (Rs. 5000-8000) shall also be considered alongwith outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.  The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for

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				appointment by promotion. Period of deputation (including short term contract) 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 (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.
2	Estate Assistant 5200-20200 Plus Grade Pay Rs. 2800/-	01	Deputation	Essential (i) 12 <sup>th</sup> Standard Pass or equivalent from a recognized Board/University (ii) possessing three years' experience in handling correspondence relating to 'works' and 'Estate Management' (iii) Knowledge of English or Hindi Typing in Computer Desirable Diploma in Engineering Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years.
3	Housekeeper 5200-20200 plus Grade Pay Rs. 2800/-	01	Deputation	Essential (i) 12 <sup>th</sup> Standard Pass or equivalent from a recognized Board/University. (ii) possessing three years experience in GOs Mess/ Hostel/ Guest House etc. (iii) Knowledge of English or Hindi Typing in Computer. Desirable Diploma in Hotel Management. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years.
4	Upper Division Clerk 5200-20200 Plus Grade Pay Rs. 2400/-	01	Deputation	Officers of the Central Government (i) Holding analogous post on regular basis; or (ii) With eight years regular service in the grade of Lower Division Clerk or equivalent Note 1: 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.

				<p>9Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.)</p> <p>Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department in the Central Government shall not exceed three years. The maximum age limit for appointment on deputation shall not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note: for the purpose of appointment on deputation, 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 recommendation has been extended) shall be deemed to be in service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger or 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 post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
5	Stenographer Grade 'C' 9300-34800 plus Grade Pay Rs. 4200/-	01	Deputation	<p>Officers of the Central Government.</p> <p>(a)(i) holding analogous posts on a regular basis; or</p> <p>(ii) holding posts in the scale of Rs. 4000-6000 (pre-revised) with eight years regular service in the grade; and</p> <p>(b) possessing the following educational qualifications:</p> <p>(i) Matriculate from a recognized Board or University or equivalent qualification</p> <p>(ii) Speed of 100 words per minute in English or Hindi Stenography.</p> <p>(The departmental officers in the feeder grade who are in the direct line of promotion will 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 period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of</p>

				the Central Government shall not exceed three years.
6	Lower Division Clerk 5200-20200 plus Grade Pay Rs. 1900/-	03	Deputation	Officials of the Central Government / State Government holding analogous posts on regular basis
7	Multi Tasking Staff (MTS) 5200-20200 plus Grade Pay Rs. 1800/-	04	Deputation (Including Short Term Contract)	Officials under the Central Government or State Government/ Union Territories/ Public Sector Undertakings: (a)(i) holding analogous posts in the grade on regular basis in the parent cadre/ department. Period of deputation: Ordinarily not exceeding three years.
8	Senior Scientific Assistant (Forensic Photography) 9300-34800 plus Grade Pay 4200	01	Deputation (including short term contract) or absorption	Officers under Central or State Governments or UTs or recognized Research Institutions or Universities 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 three years service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 5000-8000 (pre-revised) or equivalent in the parent cadre or department; or (iii) with six years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 4500 – 7000 or equivalent in the parent cadre or department; or (iv) with ten years service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 4000-6000 (Pre-revised) or equivalent in the parent cadre or department; and (b) possessing the qualifications and experience for direct recruitment is as follows:  Essential (i) Master,s Degree in Science from a recognized University or equivalent. (ii) One year's experience in black and white and colour photography including experience of handling various types of digital cameras, scanners, printers and photography related software, knowledge of handling video recording systems, preparing colour chemicals, developing, printing and slide processing. Note:

				<p>1. Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.</p> <p>2. The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p> <p>Desirable</p> <p>(i) Diploma in Photography of a recognized Institute or equivalent.</p> <p>(ii) One year's experience in Photomicrography including Digital Photography, Videography and Colour Photography.</p> <p>(iii) One years' teaching or training experience in black and white and colour photography</p> <p>Note: Only Officers belonging to Central or State Government or Union Territories are eligible to be considered for appointment on absorption basis. Period of deputation or contract including period of deputation or contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) or absorption shall be not exceeding 56 years as on the closing date of receipt of application.</p>
9	Hostel Attendant 5200-20200 Plus Grade Pay Rs. 1800	04	Deputation (Including Short Term Contract)	<p>Officials under the Central Government or State Government/ Union Territories/ Public Sector Undertakings:</p> <p>(a)(i) holding analogous posts in the grade on regular basis in the parent cadre/ department.</p> <p>Period of deputation: Ordinarily not exceeding three years.</p>
10	Storekeeper 5200-20200 Plus Grade Pay Rs. 2400	01	Deputation	<p>Officers under the Central Government</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on</p>

				<p>regular basis in posts in the Grade Pay of Rs. 2000/- or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p><b>Essential:</b></p> <p>(i) 10+2 pass or equivalent from a recognized Board.</p> <p>(ii) Three year's experience in handling various aspects of storekeeping, material management and accounts work in Central Government Departments/organisations.</p> <p>(iii) Computer literacy with knowledge of data processing in word and excel or equivalent software.</p> <p><b>Desirable:</b></p> <p>Three years Diploma in Accountancy or a Bachelor's degree in Commerce or Economics or Statistics from a recognized Institution or University</p> <p>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 organization or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
11	Canteen Attendant 5200-20200 Plus Grade Pay Rs. 1800/-	02	Deputation	Officials of Central Government / State Governments / Union Territories holding analogous posts on regular basis. Period of deputation: Ordinarily not exceeding three years

**Note:** The candidates who are drawing higher pay may also apply but their pay will be regulated as per DoP&T OM No 16/4/2012-Pay.I dated 5/11/2012

2. Officials who volunteer for the above posts will not be permitted to withdraw their names after selection. Recommendations of names, which are not accompanied by the requisite bio-data and CR dossiers, will not be considered.

3. Applications of suitable officials, who are eligible and willing and who can be spared immediately on selection, may please be forwarded in Annexure-I, in duplicate, alongwith attested photo-copies of CR dossiers for the last five years, to the Director, LNIN National Institute of Criminology and Forensic Science(MHA), Institutional Area, Outer Ring Road, Sector-3, Rohini, Delhi – 110 85 within 60 days from the publication of this advertisement in the 'Employment News'.

May also visit our website [www.nicfs.nic.in](http://www.nicfs.nic.in)

Copy forwarded to:-

1. All Ministries/Departments under the Government of India.
2. Chief Secretaries of all State Governments and Union Territories
3. Joint Secretary (PM), MHA, Jaisalmer House, New Delhi.
4. All Directors of Central/State Forensic Science Laboratories
5. All Central Police Organisations.
6. Registrars of all Universities
7. All Semi Government Organisations
8. All Public Sector Undertakings
9. All recognised Research Organisations
10. Section Officer, IT Cell, MHA, North Block, New Delhi – for display on the enclosed papers in MHA's Website.
11. The Editor (Advertisement), Employment News, East Block No IV, Level-V, R K Puram, New Delhi – 110 066 for publication in the Employment News at the earliest possible. It is requested that above advertisement may please be displayed prominently in the Employment News, in order to attract maximum number of eligible candidates for appointment on deputation basis. Please also forward a copy of the Employment News in which this vacancy circular is published to the undersigned for record.

Encl: As above

*Deepa*  
5/11/17

(Deepa Pande)  
Administrative Officer

Bio-Data Proforma

1. Post applied for
2. Name and address (in block letters)
3. Date of birth (in Christian era)
4. Date of retirement under Central/State Government rules
5. Educational Qualifications
6. Experience
7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
8. Details of employment, in chronological order. [Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient].

Office/Institute/ Nature of Organisation	Post held	From		To		Pay Band + GP & last Band pay	duties
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9. Nature of present employment, i.e. whether ad-hoc or temporary or permanent
10. 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.
11. Whether belongs to SC/ST/OBC
12. Remarks

Date:

Signature of the candidate  
Tele. No. & Residential addressCertificate to be given by the Head of Office/Employer of the applicant

1. It is certified that the particulars furnished by the Officer are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he is clear from the vigilance angle.
3. His integrity is certified.
4. It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.

(Head of Office/Employer)