

F.No. II/06(39)/2020/Estt./ 2586  
भारत सरकार / Government of India  
गृह मन्त्रालय / Ministry of Home Affairs  
स्वापक नियन्त्रण ब्यूरो / Narcotics Control Bureau  
2<sup>nd</sup> Floor, August Kranti Bhawan,  
Bhikaji Cama Place, New Delhi  
Date: \_\_/\_\_/2023

To

All DDsG (Regions)  
All Zonal Directors/Deputy Directors  
Narcotics Control Bureau.

**Sub:- Draft Recruitment Rules for the post of 'Office Superintendent' (Level-8) in NCB-  
Regarding**

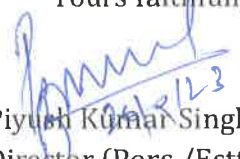
Sir/Ma'am,

It is intimated that the draft Recruitment Rules for the post of 'Office Superintendent' in NCB have been approved by MHA and are under consideration for initial framing and notification in the Gazette of India.

2. Draft RRs for the post of Office Superintendent are uploaded on the website of NCB for information of all stakeholders.
3. View/Comments, if any, may be forwarded to this office within 30 days from the date of uploading of the draft RRs on NCB website.

**Encls:- As above**

Yours faithfully,

  
(Piyush Kumar Singh)  
Assistant Director (Pers./Estt.)

**Copy to:-**

1. PS to DG, NCB.
  2. PS to DDG (P&A)/(LAC)/(OEC)/(VDI), NCB.
  3. In-charge Computer/Communication Cell, NCB Hqrs, New Delhi
- For uploading the draft RRs on the website of NCB by today.**

Say 'No' to Drugs 'Yes' to Life

ड्रग्स को 'ना' जीवन को 'हाँ'

**SCHEDULE**

Name of the post.	Number of posts.	Classification.	Level in the Pay Matrix	Whether selection or non-selection post.	Age limit for Direct Recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Office Superintendent	04* (2023) *Subject to variation depending on workload	General Services Group-'B' Gazetted Ministerial	Level-8	Selection	Not applicable

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation /absorption and percentage of the vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	100% by Promotion failing which by Deputation.

In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which the Union Public Service Commission to be consulted in making recruitment.
(11)	(12)	(13)
<p><b>Promotion:</b> Section Officer of Narcotics Control Bureau in level-7 of the Pay Matrix with three years of regular service in the Grade and successfully completed training of 03 weeks in the field of Administration, Establishment and Accounts.</p> <p><b>Eligibility for Non Functional Scale (NFS)-</b> They shall be eligible for grant of Grade Pay of Rs. 5400/- in PB-2 (Level-9) after completion of 4 years of regular service in GP of Rs. 4800/- in PB-2 subject to their Vigilance clearance.</p> <p><b>Deputation:-</b> Officers under the Central Government ; (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years regular service after appointment thereto on a regular basis on posts in the level-7 of the pay matrix or equivalent in the parent cadre or department;</p>	<p><b>Departmental Promotion Committee (for considering promotion):-</b></p> <ol style="list-style-type: none"> <li>Deputy Director General, Narcotics Control Bureau- Chairman.</li> <li>Deputy Director, Narcotics Control Bureau- Member.</li> <li>Under Secretary, IS-II Div., Ministry of Home Affairs - Member</li> </ol>	<p>Consultation with Union Public Service Commission is not necessary.</p>

Possessing following educational qualification and experience :

(i) Bachelor's degree from a recognised University.

(ii) Five years' work experience in Accounts and Administration/ Establishment matters including 3 years' experience in Supervision of Office Staff.

**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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2-** Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the central government shall not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

**Deputation Selection Committee (for selection of officer on deputation basis) :-**

1. Deputy Director General, Narcotics Control Bureau- Chairman.

2. Deputy Director, Narcotics Control Bureau- Member.

3. Under Secretary, Ministry of Home Affairs (IS-II Division) - Member.