

Government of India
Ministry of Home Affairs
Narcotics Control Bureau

West Block No.1, Wing No.5,
R.K.Puram, New Delhi-110 066.

Dated: 23-05-2019

Subject:-Filling up the post of Data Entry Operator in Narcotics Control Bureau on Deputation Basis.

Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up 01 (One) existing vacancy of Data Entry Operator (Group-C, Non-Gazetted) in Level-4 of the Pay Matrix as per 7th CPC (Pre-Revised in Pay Scale of PB-1, Rs.5200-20200 with Grade Pay Rs.2400/-) on deputation basis.

2. The number of vacancies are subject to increase or decrease. However, applicants, if selected are **liable to serve anywhere in India.**
3. There is a possibility for permanent absorption in NCB in future as per provision contained in the RRs of Data Entry Operator and DOP&T instructions issued from time to time, in case of willing & eligible candidates, subject to approval by the Competent Authority, NCB.
4. Application (Curriculum Vitae) in the enclosed format of willing and eligible officers whose services can be spared, without delay, in the event of their selection may be forwarded through proper channel along with (i) copies of APARs for the last 5 years duly attested (with stamp) on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent, (ii) Integrity Certificate (iii) vigilance clearance certificate as per proforma enclosed & (iv) major/minor penalty statement for the last 10 years and Cadre clearance certificate incorporating that "in the event of his/her selection, he/she will be relieved to join NCB on deputation basis" so as to reach the Deputy Director(Admn.),Narcotics Control Bureau, West Block No.1, Wing No.5, R.K.Puram, New Delhi-110066, within 60 days from the date of issue of this circular. Eligibility conditions are as under:-

Data Entry Operator, Level-4 of the Pay Matrix as per 7th CPC (Pre-Revised in Pay Scale of PB-1, Rs.5200-20200 with Grade Pay Rs.2400/-) (Group-'C' Non-Gazetted)

By Deputation Basis:-

Officers of the Central Government:-

- (a) Holding analogous post of Data Entry Operator on regular basis; or
- (b) Key-punch Operator having five year regular service in the Level-02 (Rs.19900-63200/-) of pay matrix.
- (c) Lower Division Clerk having five years regular service in the Level-02 (Rs.19900-63200/-) of the pay matrix and possessing a speed of not less than 8000 key depression per hour.

5. **Term of Deputation:** The term of the deputation of Central Government Officers will be governed in accordance with the Department of Personnel & Training's OM No.6/8/2009-Estt.(Pay II) dated 17.6.2010, OM No.2/6/2016-Estt.(Pay-II) dated 17.02.2016 and MHA, Police-II Division Policy Guidelines No.I-20122/03/2016-Pers.II dated 22nd Nov'2016 & 28th Dec'2016 as amended from time to time.
6. **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 exceed three years subject to suitability/performance. Extension may be granted to candidates upto maximum of 07 years, subject to their suitability & performance.
7. **Age-limit :** Not more than 56 years of age on the closing date of receipt of application.
8. Officers who are under the zone of consideration for promotion to the next higher rank in their parent department within two years, may not be nominated for deputation.

Encls: As above.



(Sunil Dubey)

Assistant Director (Admn.)

Distribution:-

1. All Ministries/Departments of Government of India,
2. The Under Secretary to the Govt. of India, Ministry of Home Affairs, IS-II Division, NCB Section, Room No. 10, 2nd Floor, Major Dhayan Chand Stadium, Oppt. India Gate, New Delhi.
3. Member (P&V), CBEC, Ministry of Finance, North Block, New Delhi.
4. Member (P&V), CBDT, Ministry of Finance, North Block, New Delhi.
5. Director, MHA, North Block, New Delhi.
6. Director, CBI, North Block, New Delhi.
7. Commissioner of Delhi Police, IP Estate, ITO, New Delhi
8. DG, CRPF, CGO Complex, New Delhi.
9. DG, BSF, CGO Complex, New Delhi.
10. DG, CISF, CGO Complex, New Delhi.
11. DG, ITBP, CGO Complex, New Delhi.
12. DG, Railway Protection Force, Rail Bhawan, New Delhi-1.
13. DG, SSB, East Block-V, R K Puram, New Delhi.
14. DG, Coast Guard Hqrs., National Stadium Complex, India Gate, New Delhi.
15. Cabinet Secretariat

16. DG, DRI, I.P. Estate, New Delhi.
17. All Commissioner, Customs & Central Excise
18. Director, Directorate of Enforcement, Ministry of Finance, Lok Nayak Bhawan, New Delhi.
19. Director, National Crime Records Bureau, NH-8, Near SSB Office, Mahipal Pur, New Delhi -37.
20. Deputy Director General (Admn.), Central Economic Intelligence Bureau, 6th Floor, Janpath Bhawan, New Delhi.
21. Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior.
22. The I.G., Andaman & Nicobar Police, Port Blair, Chandigarh, Lakshadweep, Daman & Diu.
23. DS (UT), Ministry of Home Affairs, North Block, New Delhi.
24. Office of JS(T) & CAO, Ministry of Defence, E-Block, New Delhi-110011.
25. The I/C Computer Cell, NCB HQ, New Delhi- for uploading circular on NCB website.
26. Guard file/file

Internal :-

- | | | |
|-----------------------|---|--|
| 1 All DDGs | } | With the request to approach the concerned authorities to provide nominations at the earliest. |
| 2 All Zonal Directors | | |

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (In Block Letters)		
2. Date of Birth (In Christian era)		
3. i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4. Educational Qualifications		
5. Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular		Qualifications/ Experience possessed by the officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
C) Qualification		A) Qualification
D) Experience		B) Experience
6. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
7. In case the applicant belongs to an Organization which is not following the Central Government Pay- Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other allowances etc., (with break-up details)	Total Emoluments

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address _____

Date ____/____/____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately,

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)