

File No. II/4(1)/2016/NCB/Estt- 1673

Government of India

# Ministry of Home Affairs

IS-II Division/ NCB Section

Room No.-10, 2nd floor, Major Dhyan Chand National Stadium, India Gate  
New Delhi-110002

**Subject: Filling up of the post of Deputy Director/Zonal Director in the Headquarters and Zones of Narcotics Control Bureau (NCB) under the Ministry of Home Affairs on deputation basis.**

Narcotics Control Bureau, Ministry of Home Affairs intends to fill up 04 (Four) anticipated vacant posts of Deputy Director/Zonal Director. The vacancies may vary (increase/decrease). The selected candidates are liable to be posted anywhere in the country in any of the Zones/Headquarters of Narcotics Control Bureau. Any conditional application regarding place of posting or any other issue shall not be entertained.

2. The post of Deputy Director/Zonal Director carries the Pay Scale in PB-3 (Rs.15600-39100) + Grade Pay of Rs. 7600 and in the revised pay matrix level-12.

3. The Recruitment Rules for the post provide for 20% of posts to be filled by promotion failing which by deputation and 80% of the posts to be filled by deputation. There is no eligible officer in the feeder grade in the Narcotics Control Bureau for promotion. Therefore, all the posts will be filled up on deputation basis.

4. The terms and conditions of the deputation will be governed by the Department of Personnel & Training's OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

5. The Recruitment Rules for the post of Deputy Director/Zonal Director in the Narcotics Control Bureau provide for deputation of officers of the Central Government or the State Governments or Union Territories;

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or with 5 (five) years regular service in the grade rendered after appointment thereto on a regular basis in the posts in the Pay Band-3, Rs.15600-39100 with Grade Pay of Rs. 6800 or equivalent in the parent cadre or Department; and  
(b) Possessing the following educational qualifications and experience:

**Essential:**

(i) Bachelor's Degree from a recognized University;  
(ii) Eight (8) years experience in enforcement of regulatory laws and collection of intelligence relating thereto.

**Desirable:**

i) Four years' experience in investigation of criminal offences including economic offences.  
ii) Working knowledge of Computer related operations including Microsoft Office (Word, Power-Point, Excel and Access) and operation of Internet.

**Duties of the Deputy Director/Zonal Director:**

1. Enforcement of Narcotics Drugs and Psychotropic Substances Act, 1985 and other related laws;

2. Collection and development of intelligence regarding drug traffickers followed by search, seizure and arrest of traffickers and their prosecution;

3. Undertaking financial investigation including drug money laundering and links with terrorist activities if any;

4. Identification and destruction of illicit opium and cannabis cultivation;

5. Identification and destruction of illicit Meth Labs;

6. Initiating action under PITNDPS Act;

7. Busting of internet pharmacies;

8. Identification of major drug traffickers, their activities and creating a database;

9. Monitoring of drug situation, modus operandi, routes etc;

10. Working on joint operations with counterpart drug law enforcement agencies of other countries and initiating controlled delivery operations;

11. Coordination between various Central and States drug law enforcement agencies in India;

12. Monitoring of Legal/court matters;

13. Organization of Training Courses in Drug Law enforcement;

14. Dealing with administration and Establishment.

6. 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 04 (four) years.

7. The age limit for appointment by transfer on deputation shall be not exceeding fifty six years on the closing date of receipt of application.

8. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended or shall be deemed to be 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 of more than one pre-revised scale of pay into one 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 up-gradation.

9. The vacancy circular may be brought to the notice of eligible officers of your cadre. The application of eligible and willing officers who can be spared at short notice in the event of their selection may be obtained in the revised 'C.V. Proforma given in duplicate and forwarded to Deputy Director General (Hqrs.), Narcotics Control Bureau, West Block-01, Wing No. 5, R.K. Puram, New Delhi-110066 along with following requisite documents so as to reach this Bureau within 60 days of publishing of this advertisement in the Employment News:-

(i) Photo 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.

(iv) Major/Minor Penalty Statement for the last 10 years and

(v) Cadre Clearance incorporating that in the event of his/her selection, he/she will be relieved to join the post of Deputy Director/ Zonal Director in NCB on deputation basis.

10. The applications received after the closing date and conditional application shall not be entertained. It may be noted that in the event of their selection, the candidates will not be allowed to withdraw their candidature.

(Praveen Kumar)  
Deputy Director (Admn)  
Narcotics Control Bureau  
Tele: 011-26194390  
Annexure-I

**BIO-DATA/CURRICULUM VITAE PROFORMA**

[APPLICATION FOR THE POST DEPUTY DIRECTOR/ZONAL DIRECTOR IN NARCOTICS CONTROL BUREAU (NCB) ON DEPUTATION BASIS]

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. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
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		
A) Qualification			A) Qualification		
B) Experience			B) Experience		
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.					
5.2. In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.					
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7. Details of Employment in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)					
Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
* Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:					
Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme			From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9. In case the present employment is held on deputation/contract basis, please state-					
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs		d) Name of the post and pay of the post held in substantive capacity in the parent organisation	

Continued on page 33

9.1 Note: In case of officers already on deputation, the applications of such officer should be forwarded by the parent cadre/department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	<b>Additional details about present Employment</b> Please state whether working under (indicate the name of your employer against the relevant column)	
	a) Central Govt.	b) State Govt.
	c) Autonomous Organization	d) Government Undertaking
	e) Universities	f) Others
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14.	<b>Total emoluments per month now drawn</b>	
	Basic Pay in the PB	Grade Pay
		Total Emoluments
15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay scales, the latest salary slip issued by the Organisation 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
16. A	<b>Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement). <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
16. B	<b>Achievements:</b> The candidates are requested to indicate information with regard to: i) Research publications and reports and special projects.	

- ii) Awards/Scholarships/Official Appreciation.
- iii) Affiliation with the professional bodies/institutions/societies and;
- iv) Patents registered in own name or achieved for the organization.
- v) Any research/innovative measure involving official recognition.
- vi) Any other information.

**(Note: Enclose a separate sheet, if the space is insufficient)**

17. Please state whether you are applying for deputation (ISTC) Absorption/Re-employment Basis#.  
(Officers under Central/State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only for Short-Term Contract).

# (The option of 'STC/ 'Absorption/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")

18. Whether belongs to SC/ST.

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.

Date \_\_\_\_\_

(Signature of the Candidate)

Address \_\_\_\_\_

#### CERTIFICATE 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 advt. 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)

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(Employer/Cadre Controlling Authority with Seal)