

No. I-12014/13/2018-NCB-II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
IS-II Division/ NCB Section

Room No-10, 2<sup>nd</sup> floor,  
Major Dhyan Chand National Stadium,  
India Gate, New Delhi-110002  
Dated, the 1<sup>st</sup> January, 2019

**Subject: Filling up of the post of Deputy Director General (DDG) in Narcotics Control Bureau (NCB) under the Ministry of Home Affairs on deputation basis.**

It has been proposed to fill up One(01) post of Deputy Director General in Narcotics Control Bureau, under Ministry of Home Affairs on deputation basis. The number of vacancies is subject to change/ variation. The post is in the revised pay structure of Level-14 as per 7<sup>th</sup> CPC Pay Matrix. The terms and conditions of deputation will be governed by the Department of Personnel & Training issued vide OM. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 & OM No. 2/6/2016-Estt.(Pay-II) dated 17.02.2016 as amended from time to time. The period of deputation including 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 5 (five) years. The maximum age for appointment on deputation shall not exceed 56 years, as on the closing date of receipt of application.

2. As per the Recruitment Rules for the post, the officers of All India Services and other Group 'A' Central Services possessing 5 year experience in Enforcement of Regulatory Laws/ investigation of economic and criminal offences and collection of intelligence relating thereto, and fulfilling the following conditions are eligible for consideration:

- (i) Holding analogous post on a regular basis; or
- (ii) Approved for appointment to posts in the scale of pay of Rs. 18400-500-22400 or equivalent (Pay Band-4, Rs.37,400-67,000/- with Grade Pay of Rs.10,000/- or equivalent in the 6<sup>th</sup> CPC/level 14 in the 7<sup>th</sup> CPC Pay matrix).

3. It is requested that the vacancies mentioned in para 1 above may be circulated to all eligible officers and applications in the enclosed format, from such eligible officers who could be spared immediately in the event of their selection, may be forwarded to the undersigned along with the following documents within sixty(60) days from the issue of this circular:-

- (i) Attested copies of Annual Confidential Reports for the last 5 (five) years and preferably upto the year 2017-18 duly attested by an officer not below the rank of Under Secretary to the Government of India or equivalent.
- (ii) Cadre Clearance incorporating that in the event of his/her selection, he/she will be relieved to join the post of Deputy Director General in Narcotics Control Bureau on deputation basis.
- (iii) Vigilance Clearance Certificate as per proforma.
- (iv) Integrity Certificate.
- (v) A certificate to the effect that no Major/Minor Penalty has been imposed upon the candidate during the last 10 (ten) years.

4. It may be noted that in the event of selection, the concerned officer will not be permitted to withdraw his candidature.

*Punya Salila*  
(Punya Salila Srivastava)  
Joint Secretary (IS-II)  
Tel: 23092785

To

1. All Ministries/Departments of Government of India.
2. The Ministry of Personnel, Pension and Public Grievances, Department of Personnel and Training, EO-SM Division, North Block, New Delhi.
3. Chief Secretaries of all States/Union Territories.
4. Chairman, CBDT, North Block, New Delhi.
5. Member (P&V), Central Board of Excise and Customs, Department of Revenue, North Block, New Delhi.
6. Additional Secretary (Police), Police Division, MHA, North Block, New Delhi.

Copy to :-

- ✓ 1. Deputy Director (Admn), Narcotics Control Bureau, West Block No. 1, R K Puram, New Delhi- It is requested that the circular may be got published in the ensuing issue of Employment News positively under intimation to this Ministry. It is also requested that the circular may be uploaded on website of NCB.
2. Section Officer (IT), NIC, MHA- It is requested that the circular may be uploaded on the website of MHA.
3. Joint Secretary (Admn), DOP&T, Ministry of Personnel, Public Grievances and Pension, North Block, Central Secretariat, New Delhi, 110001 with a request to upload the circular on its website.



**BIO- DATA/ CURRICULUM VITAE PROFORMA****(APPLICATION FOR THE POST OF DEPUTY DIRECTOR GENERAL IN NARCOTICS CONTROL BUREAU (NCB) ON DEPUTATION BASIS)**

|  |   |  |
|--|---|--|
| 1  | i)Name & Address (in Block Letters)   |  |
|  | ii)Father's/Spouse Name   |  |
| 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  |  |
|  | Note : In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.   |  |
| 5. A   | <u>Essential Criteria:</u><br><br>Whether the officer of the All India Service or other Group 'A' Central Service<br><br>(i) Is holding analogous post on a regular basis; or<br>(ii) Is approved for appointment to posts in the scale of pay of Rs. 18400-500-22400 or equivalent (Pay Band-4, Rs.37,400-67,000/- with Grade Pay of Rs.10,000/- or equivalent in the 6 <sup>th</sup> CPC/level 14 in the 7 <sup>th</sup> CPC Pay matrix). |  |
|  | 5. B <u>Work Experience:</u><br><br>Whether the officer is possessing 5 years' experience in enforcement of regulatory laws/investigation of economic and criminal offences and collection of intelligence relating thereto.  |  |
| Note:- 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 to exceed 5 (five) years. The maximum age limit for appointment by deputation shall not exceed 56 years, as on the closing date of the receipt of applications. |   |  |

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 6   | Please State clearly whether in the light of entries made by you in preceding columns, you meet the requisite Essential criteria and work experience of the post. |   |   |   |   |
| Note: Lending Departments are to provide their specific comments/views confirming the requisite Essential criteria and work experience 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/<br>institution  | Post held<br>on regular<br>basis  | From  | To  | *Pay Band and<br>Grade Pay/<br>Pay<br>scale of the post held<br>on regular basis. | Nature of Duties (in detail)<br>highlighting experience<br>required for the post<br>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<br>Pay drawn under<br>ACP/MACP Schemes  | 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<br>initial appointment   | b) Period<br>of<br>appointment<br>on<br>deputation/<br>contract.  | c) Name of the<br>parent<br>office/<br>organization<br>to<br>which the applicant<br>belongs | d) Name of the post<br>and pay of the post<br>held in substantive<br>capacity in the parent<br>organization |   |   |
|   |   |   |   |   |   |
| 9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ department along with 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/ organization.

|   |  |   |                          |                  |
|---|--|---|--------------------------|------------------|
| 10  | If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.                            |   |                          |                  |
| 11  | Additional details about present employment<br>Please state whether working under (indicate the name of your employer against the relevant column) |   |                          |                  |
|   | a) Central Government  |   |                          |                  |
|   | b) State Government  |   |                          |                  |
|   | 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?<br>If yes, give the date from which the revision took place and also indicate the pre-revised scale.              |   |                          |                  |
| 14  | Total emoluments per month now drawn   |   |                          |                  |
|   | Basic Pay as per 7 <sup>th</sup> CPC Matrix  | Present level in 7 <sup>th</sup> CPC Matrix | Whether Adhoc or Regular | Total Emoluments |
|   |  |   |                          |                  |
| 15. 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 |
|---|---|------------------|
|   |   |                  |
| 16. A   | <p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post</p> <p>(This among other things may provide information with regard to):-</p> <ul style="list-style-type: none"> <li>(i) Additional academic qualifications</li> <li>(ii) Professional training and</li> <li>(iii) Work experience over &amp; above prescribed in the vacancy circular/ advertisement</li> </ul> <p>(Note: Enclose a separate sheet, if the space is insufficient).</p>   |                  |
| 16. B   | <p>Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>i) Research publications and reports and special projects</li> <li>ii) Awards/ scholarship/ official appreciation</li> <li>iii) Affiliation with the professional bodies/ institutions/ societies and</li> <li>iv) Patents registered in own name or achieved for the organization</li> <li>v) Any research/ innovative measure involving official recognition</li> <li>vi) any other information</li> </ul> <p>(Note: Enclose a separate sheet if the space is insufficient)</p> |                  |

|    |  |  |
|----|--|--|
| 17 | Whether the officer belongs to SC/<br>ST/OBC Category. |  |
|----|--|--|

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 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 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 vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

1. There is no Vigilance or Disciplinary case pending/contemplated against Shri/Smt/Ms \_\_\_\_\_.
2. His/ Her integrity is certified.
3. His/ Her CR dossier in original /photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above are enclosed.
4. No major or 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 year is enclosed. (as the case may be)

**Countersigned**

**\_\_\_\_\_  
Employer/Cadre Controlling Authority with Seal**