

दिनांक /Dated the ०५th May, 2016

Sub: Filling up the post of Data Entry Operator (DEO) in Narcotics Control Bureau on Deputation Basis.

The Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up 02 existing vacancy for the grade of Data Entry Operator (Group-C, Non-Gazetted, Non Ministerial) in the Pay Scale of PB-1, Rs.5200-20200 with Grade Pay of Rs.2400/- on deputation basis in the offices of this Bureau at Chennai & Bangalore.

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.
4. Application (Curriculum Vitae) in the enclosed format of willing and eligible candidates whose services can be spared, without delay, in the event of their selection may be forwarded through proper channel along with (i) copies of ACRs 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 will be relieved to join NCB on deputation basis" so as to reach the Deputy Director(Admn.), Office of the Director General, 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 (Revised Pay Scale Rs. 5200-20200+Grade Pay Rs.2400) (Group-'C' Non-Gazetted, Non-Ministerial)

Deputation :-

Officials of the Central Government:

- (i) Holding analogous post of Data Entry Operator on regular basis; or
- (ii) Key-punch Operator having five year regular service in the scale of Rs.3050-75-3950-80-4590;(pre-revised)
- (iii) Lower Division Clerk having five years regular service in the Scale of Rs.3050-4590 (pre-revised) and possessing a speed of not less than 8000 key depression per hour.

5. 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.
6. The maximum age limit for deputation shall not be exceeding fifty six years as on the closing date of receipt of application.
7. The terms and conditions of deputation will be governed in accordance by the Department of Personnel & Training's OM No.6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from the time to time.
8. It may be noted that in the event of their selection, the candidates will not be allowed to withdraw their candidature.

Encls: As above



(N.R. Sharma)
Assistant Director (Admn.)

Copy to:-

1. Ministry of Home Affairs, IS-II Division, NCB Section, Hall No.B, 1st Floor, NDCC-II Building, Jaisingh Road, New Delhi.
2. Member (P&V), CBEC, North Block, New Delhi.
3. Member (P&V), CBDT, North Block, New Delhi.
4. Director, IB, MHA, North Block, New Delhi.
5. Director, CBI, North Block, New Delhi.
6. DG, CRPF, CGO Complex, New Delhi.
7. DG, BSF, CGO Complex, New Delhi.
8. DG, CISF, CGO Complex, New Delhi.
9. DG, ITBP, CGO Complex, New Delhi.
10. DG, Railway Protection Force, Rail Bhawan, New Delhi-1.
11. DG, SSB, East Block-V, RK Puram, New Delhi.
12. DG, Coast Guard
13. DG, DRI, I.P.Estate, New Delhi.
14. All Commissioner, Customs & Central Excise
15. The Commissioner of Delhi Police, IP State, New Delhi
16. Director, Directorate of Enforcement, Ministry of Finance, Lok Nayak Bhawan, New Delhi.
17. Director, National Crime Records Bureau, East Block-7, R.K.Puram, New Delhi.
18. Deputy Director General (Admn.), Central Economic Intelligence Bureau, 6th Floor, Janpath Bhawan, New Delhi.
19. Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior.
20. Office of JS (T) & CAO, Ministry of Defence, E-Block, New Delhi-110011.
21. The AD (Comn.), NCB HQ, New Delhi for uploading circular in NCB website.

झग को "न" जीवन को "हो" – झग का प्रयोग और अवैध व्यापार प्रतिबंधित एवं दंडनीय है।

Annexure-I

BIO-DATA/ CURRICULUM VITAE PROFORMA

[APPLICATION FOR THE POST OF _____ 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					
	A) Qualification					A) Qualification
	B) Experience					B) Experience
	Desirable					
	A) Qualification					A) Qualification
	B) Experience					B) Experience
	<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>					
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 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 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 organization.
<p>9.1 Note : In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>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.</p>			
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		
	Please state whether working under (indicate the name of your employer against the relevant column)		
	a) Central Govt		
	b) State Govt.		
	c) Autonomous Organisation		
	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.	Total emoluments per month now drawn	
	Basic Pay in the PB	Grade Pay
		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	Additional information, 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.) (Note : Enclose a separate sheet, if the space is insufficient)	
16.B.	Achievements : The candidates are requested to indicate information with regard to ; (i) Research publications and reports and special projects (ii) Awards/Scholarship/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 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 year is enclosed. (as the case may be)

Countersigned

Employer/Cadre Controlling Authority with Seal)