

// C I R C U L A R //

Subject: Filling up of 15 posts of Assistant in NCB by absorption basis – Regarding.

Absorption to the post of Assistant in NCB is under consideration at NCB HQ. DG NCB has now been pleased to order calling of application of eligible officials. However, it is clarified that deputationist officials do not have any inherent right of absorption. The discretion to absorb them rests solely with the DG, NCB.

2. It must be ensured that only deserving cases whose continuance in the NCB will be useful to the Organization in the long run need to be recommended for absorption. It may be ensured that the recommendations are not sent in a routine manner and are supported by detailed reasons, justifying the absorption. Recommendations in all respect as per the enclosed proforma (**Annexure A, B, C & D**) should be routed through concerned Dy. Director/Zonal Directors/Addl. Directors and concerned Dy. Directors General.

3. The requests for permanent absorption shall be considered only of such deputationist officials who are still continuing on the basis of tenure, duly sanctioned by the parent department and approved by the competent authority. The cases of deputationist officials in which their parent departments have not agreed to issue NOC for further extension but have expressed their willingness for absorption may also be referred to NCB HQ for consideration.

4. The candidate must fulfill the following eligibility conditions as provided in the existing Recruitment Rules of Assistant:-

Officers of the Central Government:-

(a) Holding analogous posts on regular basis;

Or

(b) Having six years regular service in Level-5 (Rs.29200-92300)) as per 7th CPC [Pre-Revised, Pay Band-I (Rs.5200-20200) and grade pay of Rs.2800/-] and two years' experience of dealing with establishment or accounts matters;

Or

(c) Having ten years regular service as Upper Division Clerk in Level-4 (Rs.25500-81100) as per 7th CPC [Pre-Revised, Pay Band-I (Rs.5200-20200) and grade pay of Rs.2400/-] and three years' experience of dealing with establishment or accounts matters; **and**

(d) Possessing Bachelor's Degree from a recognized university.

5. The suitability of the willing candidates will be assessed by a Screening Committee duly constituted by the DG NCB. The decision of HQ in adjudging the eligibility of applicants to appear before the Screening Committee shall be final and no representation against any such decision shall be entertained.

6. "No Objection Certificate" from the parent organization/department will be obtained by HQ only of those officials who are willing for absorption for the post of Assistant. Addl. Directors/Zonal Directors/Dy. Directors General should not make any correspondence in this regard with the parent organization of the applicants. The competent authority, however, reserves the right to refuse absorption of any deputationist officials at any stage without assigning any reason thereof.
7. It may be brought to the notice of Assistant that their seniority on absorption will be determined in accordance with the instructions contained in DOP&T OM No.20011/1/2008-Estt.(D) dated 11 November, 2010 and as amended from time to time. An undertaking to this effect may be obtained in Annexure 'B' & declaration in Annexure 'C' from the officials applying for absorption. The details of Rewards/Commendation Certificate earned by the deputationist officials during their deputation tenure in NCB, as recorded in their Service Book, be furnished in the proforma in Annexure 'D'.
8. He/she must be cleared from disciplinary/vigilance angle and must not have been awarded punishment during his/her deputation tenure in NCB.
9. All such proposals of eligible deputationist officials as per guidelines supra, duly completed in all respect should be forwarded to undersigned within 45 days (Forty five days) from the date of issue of this circular along with the enclosed C V proforma as well as other Annexures and recommendations of controlling officer/DDGs/Addl. Directors/Zonal Directors. Incomplete cases of absorption received at HQ after the due date will not be entertained and shall be rejected.
10. Right to interpretation of the guidelines/instructions is rests with NCB HQ only.
11. This issues with the approval of the Director General, Narcotics Control Bureau.


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

Distribution:-

1. All DDsG(Region), NCB
2. All Addl. Directors/Dy. Directors/Zonal Directors, NCB
3. Assistant Directors (P&E/Ops./Enf./A&C/HQ), NCB (HQ), New Delhi
4. Under Secretary to the Govt. of India, MDCNS, New Delhi
5. Deputy Director (OL), NCB (HQ), New Delhi
6. PS to DG, NCB
7. PS to DDG(P&A)/DDG(OEC)/DDG(Spl. Wing), NCB (HQ), New Delhi
8. OS (Actt.), NCB (HQ), New Delhi
9. Supdt. (Vigilance), NCB (HQ), New Delhi
10. Guard file/file

**PROFORMA FOR RECOMMENDATION FOR ABSORPTION IN RESPECT OF
IN THE RANK OF ASSISTANT IN NCB
OFFICE _____
NARCOTICS CONTROL BUREAU**

1. Name :
2. Parent Department :
3. Date of Birth :
4. Native Place :
(State to which belongs)
5. Mother Tongue :
6. Date of enlistment in the parent :
department
7. Date of joining in NCB on :
deputation
8. Educational Qualification :
9. Details of outstanding work done :
by him/her in NCB (in brief)

Signature of Employee

//Certificate//

10. This is to certify that the above information has been verified with the official record.

Signature of Addl. Director/DD/ZD

Date :

11. **Recommendation of Addl. Director/DD/ZD**

Signature of Addl. Director/DD/ZD

Date :

12. **Recommendation of DDG**

Signature of DDG

Date :

WILLINGNESS FOR ABSORPTION IN NCB

I express my unconditional willingness for absorption in NCB.

2. I have understood the rules of seniority as laid down in DOP&T orders issued from time to time with regard to the fixation of seniority.

3. I fully understand that absorption in NCB will entails me all India transfer liability and I accept this as a condition of service.

Date:

Signature of Applicant_____

**(NAME IN BLOCK LETTER)
WITH DESIGNATION**

DECLARATION

I, _____ working as _____ in the NCB on deputation from _____ is willing to be absorbed in the rank of _____ in NCB.

2. I agree that the lien held by me on the post of _____ in my parent department in the office of _____ may be terminated from the date of my confirmation in the NCB.

3. I agree that for other service matters I shall be governed by the Rules applicable to departmental officers of my rank at my place of posting and that I shall accept the seniority as may be assigned to me on my absorption.

4. I have carefully understood that my confirmation along with other departmental officers would be considered in my turn according to seniority assigned to me subject of fulfillment of other conditions.

Signature of Applicant _____

Name & Designation _____

**DETAILS OF REWARDS AND COMMENDATION CERTIFICATES
AWARDED TO SMT./SHRI**

Year	Total No. of rewards earned during the year	Total Amount of Reward	Other commendation certificate	Total

**Signature of the sponsoring authority
(Name with Seal)**