

**F. No. A/56/2024-Establishment- 1376**  
Government of India  
Ministry of Home Affairs  
Narcotics Control Bureau

2<sup>nd</sup> Floor, August Kranti Bhawan,  
Bhikaji Cama Place, New Delhi -110 066

Date: .07.2025

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

**Subject: Absorption for 13 posts of Surveillance Assistant (SA) in NCB – Regarding**

Absorption of Surveillance Assistant (SA) who are presently on deputation with NCB is under consideration at NCB HQrs. Director General, NCB has now been pleased to order for calling of applications of eligible Surveillance Assistant for consideration of their absorption. However, it is clarified that deputationist Surveillance Assistant do not have any inherent right of absorption. The discretion to absorb them rests solely with the 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. Applications of only eligible Surveillance Assistant as per the enclosed proforma (**Annexure-A, B, C & D**) should be forwarded by respective Addl. Director/ DD/ZD/ through DDG concerned.

3. The requests for permanent absorption shall be considered only of such deputationist Surveillance Assistant 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 Surveillance Assistant 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 HQrs for consideration.

❖ **Surveillance Assistant:- Level-4 of the Pay Matrix as per 7<sup>th</sup> CPC (Pre-Revised in Pay Scale of Rs.5200-20200 + Grade Pay Rs.2400) (Group-‘C’ Non-Gazetted, Non-Ministerial)**

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

❖ **Officials of the Central Government or the State Government or Union Territories administration:-**

(a) (i) **Holding analogous posts on regular service in the parent cadre or department with three years’ experience in Communication or Information Technology; or**

(ii) **With five year service in the grade rendered after appointment thereto on a regular basis in Level-3 in the pay matrix Rs. 21700-69100 or equivalent, in the parent cadre or department and with five years’ experience in communication or information technology; and**

(b) Possessing the 10+2 pass in Science (Mathematics, Physics and Chemistry) from a recognized Board or University.

5. The suitability of the willing Surveillance Assistant will be assessed by a Screening Committee duly constituted by the Director General, NCB. The decision of HQrs. in adjudging the eligibility of applicant Surveillance Assistant 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 HQrs. only of those Surveillance Assistant who has been recommended for absorption by the competent authority. DDG/Zonal Directors should not make any correspondence in this regard with the parent organization of the applicant Surveillance Assistant. The competent authority, however, reserves the right to refuse absorption of any deputationist Surveillance Assistant without assigning any reason thereof.

7. It may be brought to the notice of Surveillance 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 Surveillance Assistant applying for absorption. The details of Rewards/Commendation Certificate earned by the deputationist Surveillance Assistant 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. Disciplinary/vigilance clearance certificate issued by the concerned DDG should be attached with the application.

9. All such proposals of eligible deputationist Surveillance Assistant as per guidelines, duly completed in all respect, should be forwarded to the undersigned **within 60 (sixty) days from the date of issue of this circular** alongwith the enclosed C V proforma as well as other Annexures and recommendations of controlling officers/DDGs/Zonal Directors. Applications received in HQrs. after the due date or incomplete applications will not be entertained and shall be rejected.

10. Respective Addl. Director/DD/ZD and DDsG will ensure that the applications in respect of only eligible deputationists Surveillance Assistant, who are in pay level-4 in their parent department, will be recommended/forwarded.

11. Right to interpretation of the guidelines/instructions above rests with NCB HQrs. only.

12. This issues with the approval of the Director General, Narcotics Control Bureau.

  
(Nilotpal Mrinal)

Additional Director (P&A)

**Distribution:-**

1. All DDG(Regions), NCB
2. All Additional Directors, NCB
3. All Dy. Directors/ Zonal Directors, NCB
4. The Assistant Director (P&E/Ops./Enf./Coord./A&C/Spl. Wing/Hqrs.), NCB (HQ), New Delhi

5. The Under Secretary to the Govt. of India, MDCNS, New Delhi
6. Deputy Director (OL), NCB (HQ), New Delhi
7. PS to DG, NCB
8. PS to DDG(P&A)/DDG(OEC)/DDG(Spl. Wing), NCB (HQ), New Delhi
9. OS (Acctt.), NCB (HQ), New Delhi
10. Supdt (Vigilance), NCB (HQ), New Delhi
11. Gurard file/file

**PROFORMA FOR RECOMMENDATION FOR ABSORPTION IN RESPECT OF  
\_\_\_\_\_ IN THE RANK OF SURVEILLANCE  
ASSISTANT (SA) IN NCB.**

**NAME OF PRESENT NCB OFFICE: \_\_\_\_\_**

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. **Remarks/ Recommendation of DD/ZD**

**Signature of Addl. Director/DD/ZD  
Date :**

12. **Remarks/ Recommendation of DDG**

**Signature of DDG**

**Date :**

**Annexure -'B'**

**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 absorption 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 alongwith other departmental officers would be considered in my turn according to seniority assigned to me subject of fulfillment of other conditions.

**Signature of Employee** \_\_\_\_\_

**Name & Designation** \_\_\_\_\_

**Annexure-'D'**

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

<b>Year</b>	<b>Total No. of rewards earned during the year</b>	<b>Total Amount of Reward</b>	<b>Other commendation certificate</b>	<b>Total</b>

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