

F.No.II/4(6)/2023/Estt.(Vol.I)- 399

भारत सरकार

Government of India

गृह मंत्रालय

Ministry of Home Affairs

स्वापक नियंत्रण ब्यूरो

Narcotics Control Bureau

2nd Floor, August Kranti Bhawan,  
Bhikaji Cama Place, New Delhi-110066

Date : March, 2024

To

The Under Secretary to the Govt. of India  
Ministry of Home Affairs,  
IS-II Division – NCB Section,  
Major Dhyan Chand National Stadium,  
Near India Gate, New Delhi

Dy. No. 916  
Date. 8/3/24  
NCB/D-I

Subject : Filling up the post of Additional Director in Narcotics Control Bureau, Ministry of Home Affairs on deputation basis : Regarding

Sir,

Kindly refer to MHA (IS-II Division) OM No.I-12020/42/2022-NCB-II dated 09/02/2024 on the subject cited above.

2. In this connection, it is intimated that the vacancy circular for filling up of 01 post of Additional Director in NCB on deputation basis issued vide NCB Hqrs., circular No.II/4(6)/2023/Estt.(Vol-I)-329 dated 21/02/2024 has been published in the Employment News dated 2-8 March, 2024. A copy of advertisement, in this regard, is sent herewith for information and necessary action please.

Yours faithfully,

Encl : As above.

*Meena Yadav*  
08/03/24  
( Meena Yadav )

Section Officer (Confidential)

Copy to :-

2 The Dy Director (DI),  
NCB Hqrs., New Delhi

– Kindly direct the concerned staff to upload the above said advertisement on NCB website on priority for wide publicity.

iv) Vigilance Clearance certificate as per proforma  
v) Major/minor penalty statement for the last 10 years and  
vi) Cadre clearance incorporating that in the event of his/her selection, he/she will be relieved to join the post of Additional 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

			parent organisation
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.			Continued on page 25



F.No.II/4(6)/2023/Estt (Vol-I)- 329

भारत सरकार/Government of India

गृह मंत्रालय/Ministry of Home Affairs

# स्वापक नियंत्रण ब्यूरो

## Narcotics Control Bureau

August Kranti Bhawan, 2nd Floor, Bhikaji Cama Place, New Delhi-110066

Subjects- Filling up of the post of Additional Director in the Headquarters and Zones of Narcotics Control Bureau, Ministry of Home Affairs on deputation basis: Reg. Narcotics Control Bureau, Ministry of Home Affairs intends to fill up 01 (One) existing vacant post of Additional 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 Additional Director carries the pay in Level-13 of the Pay Matrix Rs. 123100-215900.

3. The one time permission in lieu of Recruitment Rules for the post provide for 100% to be filled up by deputation.

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 one time permission in lieu of Recruitment Rules for the post of Additional Director in the Narcotics Control Bureau provide for deputation of the officers of the Central Government or the State Government or Union Territories Administration, (a) (i) holding analogous post in Level-13 on regular basis Or (ii) with five year's regular service in the grade rendered after appointment thereto on a regular basis in Level-12 of the pay matrix Rs. 78800-209200 or equivalent.

(b) possessing the following educational qualifications and experience:

Essential : (i) Bachelor's degree from a recognized University or Institute. (ii) 10 years' experience in enforcement of regulatory laws and collection of intelligence relating thereto

Desirable: i) Four years' experience in the investigation of criminal offences including economic offences.

Duties of the Additional Director:

- Fixing of targets for operational staff.
- Assessment of inputs collected by all sources.
- Supervision and monitoring of field work of Ios. Joint operations with other DLEs.
- Supervision of investigations/prosecutions and ensure proper.
- Preparation, maintenance and updation of Surveillance Sheets, Dossiers/ DTO Charts in physical/e-form/ crime records, photographs etc.
- To assist Zonal Director to formulate and implement demand reduction strategy for the jurisdiction, etc.
- Co-ordination between different enforcement agencies- Central and States in India and also with foreign drug enforcement agencies.
- Collection & development of Intelligence, investigation, search, seizure and arrest of drug traffickers having national and international ramifications, analysis and dissemination thereof.
- Identification of major drug traffickers and liquidating them;
- Mounting surveillance on the activities of drug traffickers;
- Arrest of drug-traffickers and initiating prosecution proceedings against them;
- Creating database in respect of drug traffickers and their activities;
- Monitoring of drug situation reports, modus operandi, routes etc;
- Monitoring of Legal/court matters;
- Undertaking Financial Investigations;
- Identification and destruction of illicit opium and cannabis cultivation;
- Organization of Training Courses for the officers empowered under the NDPS Act, 1985.

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 05 (five) 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 applications.

8. For the purposes 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 Seventh 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/department. 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 Bio-data/C.V. proforma, in original, [format given] and be forwarded to the Dy Director General (P&A), Narcotics Control Bureau Headquarters, 2nd Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi - 110 066 along with following requisite documents so as to reach this Bureau within 60 days of publishing of this advertisement in the Employment News:-

i) Supporting certificate/documents in respect of claimed educational qualification including essential qualification of Bachelor Degree (duly attested).

ii) Photo copies of APARs for the last five 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, including GAP Sheet/NIC/NRC. In case, NRC is not issued, an undertaking may be provided by the Employer's/Cadre Controlling Authority with the valid reasons.

iii) Integrity Certificate

iv) Vigilance Clearance certificate as per proforma

v) Major/minor penalty statement for the last 10 years and

vi) Cadre clearance incorporating that in the event of his/her selection, he/she will be relieved to join the post of Additional 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.

11. All applications must be routed through proper channel. No advance application will be entertained.

12. This issues with the approval of the Ministry of Home Affairs (IS-II Division) conveyed vide OM No. I-12020/42/2022-NCB-II dated 09/02/2024.

(Vikash Kumar)

Assistant Director (Pers/Estt)

Mob: 9546241243

Annexure-I

### BIO-DATA/CURRICULUM VITAE PROFORMA

[Application for the Post of Additional 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 & 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

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.

Continued on page 25



from page 24

Information under Column 9 (c) & (d) above must be given in cases where a person is holding a post on deputation outside the 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. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- Central Government
- State Government
- Autonomous Organization
- Government Undertaking
- Universities
- 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 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 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

- Additional academic qualifications
- Professional training and
- 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:

- Research publications and reports and special projects;
- Awards/Scholarships/Official Appreciation;
- Affiliation with the professional bodies/institutions/societies; and
- Patents registered in own name or achieved for the organization;
- Any research/innovative measure involving official recognition;
- 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 \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_

Home Town \_\_\_\_\_

Countersigned

(Employer/Cadre Controlling Authority with Seal)

**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:

- There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt \_\_\_\_\_
- His/her integrity is certified.
- 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.
- 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).

Countersigned

(Employer/Cadre Controlling Authority with Seal)



## Odisha Maritime Academy Paradip

(Approved by Director General of Shipping, Govt. of India)

### Admission Notice

Applications are invited for admission into Pre-sea General Purpose Rating course (July-Dec 2024)

**Eligibility /Qualification :** 1. Xth Standard pass from government recognized board with subjects English, Mathematics & Science with 40% aggregate. English 40% in Xth/XIth. OR

2. XIIth Standard (any stream) pass from government recognized board with 40% aggregate. English 40% at Xth or XIIth but with subjects English, Mathematics & Science at Xth. OR

3. Pass in 2 year ITI course (Fitter / Machinist / Mechanic / Welder / Turner) approved by DVET / NCVT with minimum 40% aggregate marks in final year of ITI & minimum 40% in English in Xth /XIth.

**Age :** Minimum age 17½ years and maximum age 25 years on the date of commencement of course. i.e. 1st July 2024. Institutes shall comply with DGS Order No.4 of 2014, 5 year relaxation on upper age limit for candidate belonging to SC/ST. For Degree or Diploma holders maximum age limit is 27 years. For OBC candidate maximum age limit is 28 years.

**Medical Fitness : Physical standards:** As per Merchant Shipping (Medical Examination) Rules, 2000 and Merchant Shipping (Medical Examination) Amendment Rules, 2016 as amended from time to time.

**Duration :** 6 Months from July to December 2024 (Residential)

**Passport :** Passport is Compulsory, Application will not be accepted without passport copy.

**Course fees :** Rs. 1,25,000/- (Rupees One Lakh Twenty-five Thousand only) for Odisha Candidates & Rs. 1,45,000/- (Rupees One Lakh Forty-five Thousand only) for Outside Odisha Candidates inclusive of lodging, boarding, tuition & examination fees. Download Application form and Prospectus from our website for detailed reference. Fill and submit the application form along with requisite documents and a DD of Rs. 500/- (Rupees five hundred only) drawn in favour of "Odisha Maritime Academy" payable at Paradip by Speed post/Courier.

After receipt of application, candidates will be called for test and interview on First come First serve basis with effect from 1st March 2024 onwards at Academy. Selected candidates can reserve their seats by paying Rs. 50,000/- as advance admission fee.

Candidates should visit our website [www.odishamaritime.com](http://www.odishamaritime.com) for update of admission matter. The terms and conditions will apply as per the prospectus. Admission is subject to rules and regulations of Directorate General of Shipping, Govt. of India. The Academy reserves its right to cancel the entire admission process in case of any unforeseen circumstances.

S K DAS, Admn. Officer, OMA

**CONTACT:** Odisha Maritime Academy, At/Po. Paradip, Dist-Jagatsingpur, Odisha, Pin. 754142. Telephone: 9437195242 (Principal) 06722-291685 (Administrative Officer) Time (10 AM to 4 PM).

Website: [www.odishamaritime.com](http://www.odishamaritime.com), E-mail: [omaparadip@gmail.com](mailto:omaparadip@gmail.com), [admnof.oma@gmail.com](mailto:admnof.oma@gmail.com) EN 49/88



## Goods and Services Tax Council

The GST Council Secretariat is inviting Expression of Interest from eligible Individual Consultants for providing Consultancy Service on contractual basis for a short period in the Goods and Services Tax Council Secretariat, New Delhi. Details of the positions and terms and conditions for the engagement, eligibility, experience, etc., are as under:

Serial No.	Name of the post	Consultant-Grade 1
1.	Number of posts	01 (one)
2.	Period of contract	Initial engagement will be for a fixed period but not exceeding 2 years. However, continuation beyond first and subsequent year would be contingent on a satisfactory annual performance review based on clearly defined key performance indicators.
3.	Job Description	As per procedure and guidelines for engagement of Consultant/Senior Consultants/Young Professionals.
4.	Educational qualification and experience	<b>Essential:</b> Master's Degree in relevant subject or BE/B.Tech or 2 Years PG Diploma in Management or MBBS or LLB or CA or ICWA. <b>Desirable:</b> Doctorate, additional qualifications, research experience, published papers and post qualification experience in relevant field i.e. GST. <b>Post-qualification experience:</b> Minimum 3- 8 years of post-qualification experience ("Post qualification experience includes upto 3 years for Ph.D. holder, provided no work experience is counted during those 03 years). Further experience in Indirect Taxation will be added advantage.
5.	Age Limit	Upper age limit of 45 years (as on the closing date of advertisement)

Other terms and conditions for the engagement of Consultant Grade-1 will be as per the Procedure and Guidelines for engagement of Consultant/Senior Consultants/ Young Professionals dated 31.03.2019. These guidelines are available on the GST Council website ([www.gstcouncil.gov.in](http://www.gstcouncil.gov.in))

**Submission of application:** Application in the format given in Annexure-II, should be sent by email with the subject "Application for Consultant" to [gstc.secretariat@gov.in](mailto:gstc.secretariat@gov.in) within two weeks from the date of publishing in the Employment Newspaper.

EN 49/84



**F.No.II/4(6)/2023/Estt (Vol-I)- 329**

भारत सरकार  
Government of India  
गृह मंत्रालय  
Ministry of Home Affairs  
स्वापक नियंत्रण ब्यूरो  
Narcotics Control Bureau

August Kranti Bhawan,  
2<sup>nd</sup> Floor, Bhikaji Cama Place,  
New Delhi-110 066  
Date: 21 Feb, 2024

**Subject:- Filling up of the post of Additional Director in the Headquarters and Zones of Narcotics Control Bureau, Ministry of Home Affairs on deputation basis : Reg.**

\*\*\*

Narcotics Control Bureau, Ministry of Home Affairs intends to fill up **01 (One)** existing vacant posts of Additional 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 Additional Director carries the pay in Level-13 of the Pay Matrix Rs.123100-215900.
3. The one time permission in lieu of Recruitment Rules for the post provide for 100% to be filled up by deputation.
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 one time permission in lieu of Recruitment Rules for the post of Additional Director in the Narcotics Control Bureau provide for deputation of the officers of the Central Government or the State Government or Union Territories Administration ;

(a) (i) holding analogous post in Level-13 on regular basis.

**Or**

(ii) with five year's regular service in the grade rendered after appointment thereto on a regular basis in Level-12 of the pay matrix Rs.78800-209200 or equivalent.

- (b) possessing the following educational qualifications and experience :

**Essential**

- (i) Bachelor's degree from a recognized University or Institute.
- (ii) 10 years' experience in enforcement of regulatory laws and collection of intelligence relating thereto.

- Desirable:** i) four years' experience in the investigation of criminal offences including economic offences.

**Duties of the Additional Director**

- i) Fixing of targets for operational staff.
- ii) Assessment of inputs collected by all sources.
- iii) Supervision and monitoring of field work of IOs. Joint operations with other DLEs.
- iv) Supervision of investigations/ prosecutions and ensure proper.
- v) Preparation, maintenance and updation of Surveillance Sheets, Dossiers/ DTO Charts in physical/e-form/ crime records, photographs etc.
- vi) To assist Zonal Director to formulate and implement demand reduction strategy for the jurisdiction, etc.
- vii) Co-ordination between different enforcement agencies- Central and States in India and also with foreign drug enforcement agencies.
- viii) Collection & development of Intelligence, investigation, search, seizure and arrest of drug traffickers having national and international ramifications, analysis and dissemination thereof;
- ix) Identification of major drug traffickers and liquidating them;
- x) Mounting surveillance on the activities of drug traffickers;
- xi) Arrest of drug-traffickers and initiating prosecution proceedings against them;
- xii) Creating database in respect of drug traffickers and their activities;
- xiii) Monitoring of drug situation reports, modus operandi, routes etc;
- xiv) Monitoring of Legal/court matters'
- xv) Undertaking Financial Investigations;
- xvi) Identification and destruction of illicit opium and cannabis cultivation;
- xvii) Organization of Training Courses for the officers empowered under the NDPS Act, 1985.

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 **05 (five)** 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 applications.

8. For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh 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/department. 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 **Bio-data/C.V. proforma, in original, [format attached]** and be forwarded to the **Dy Director General (P&A), Narcotics Control Bureau Headquarters, 2<sup>nd</sup> Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi – 110 066** along with following requisite documents so as to reach this Bureau **within 60 days of publishing of this advertisement in the Employment News:-**

- i) Supporting certificate/documents in respect of claimed educational qualification including **essential qualification of Bachelor Degree (duly attested)**.
- ii) Photo copies of APARs for the last five 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, **including GAP Sheet/NIC/NRC**. In case, NRC is not issued, an undertaking may be provided by the Employer's/Cadre Controlling Authority with the valid reasons.
- iii) Integrity Certificate
- iv) Vigilance Clearance certificate as per proforma
- v) Major/minor penalty statement for the last 10 years and
- vi) 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 noted that in the event of their selection, the candidates will not be allowed to withdraw their candidature.

11. All applications must be routed through proper channel. No advance application will be entertained.

12. This issues with the approval of the Ministry of Home Affairs (IS-II Division) conveyed vide OM No.I-12020/42/2022-NCB-II dated 09/02/2024.

  
( Vikash Kumar )

Assistant Director (Pers/Estt)  
Mob: 9546241243

To

1. The Joint Secretary (IS-II), Ministry of Home Affairs, North Block, New Delhi
2. All Ministries/Department of Government of India
3. Member (P&V), CBEC, Ministry of Finance, North Block, New Delhi
4. Member (P&V), CBDT, Ministry of Finance, North Block, New Delhi

5. The Chief Secretaries of all State/Union Territories
6. The Director General, CRPF, SSB, ITBP, BSF, CISF
7. All DGsP of all State
8. The Commissioner of Delhi Police, Delhi Police Headquarters, New Delhi
9. The Director, CBI, IB, NCRB, DCPW, New Delhi
10. The DG, DRI, IP Estate, New Delhi
11. The Director, Directorate of Enforcement, Ministry of Finance, New Delhi
12. The Under Secretary to the Govt. of India, IS-II Division-NCB Section, Major Dhyan Chand National Stadium, Near India Gate, New Delhi
13. The Narcotics Commissioner, Central Bureau of Narcotics, Gwalior
14. The Deputy Secretary(UTs), MHA
15. I/C Computer Cell of NCB Hqrs. - For uploading the circular on NCB website.
16. Office Copy/Guard file

  
21/02/2024

( Vikash Kumar )

Assistant Director (Pers/Estt)

Mob: 9546241243

**Annexure-I**

**BIO-DATA/ CURRICULUM VITAE PROFORMA**  
**[ APPLICATION FOR THE POST OF ADDITIONAL 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.	<b>Educational Qualifications</b>				
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)				
	<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>				<b>Qualifications/experience possessed by the officer</b>
	<b>Essential</b>				<b>Essential</b>
	A) Qualification				A) Qualification
	B) Experience				B) Experience
	<b>Desirable</b>				<b>Desirable</b>
	B) Qualification				C) Qualification
	D) Experience				B) Experience
	<p><b>5.1 Note :</b> 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><b>5.2</b> 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.				
	<p><b>6.1 Note :</b> 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.</p>				
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.

**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.

**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.	<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 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	<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.)  (Note : Enclose a separate sheet, if the space is insufficient)		
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/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 \_\_\_\_\_

Mobile No. \_\_\_\_\_  
Email ID \_\_\_\_\_  
Home Town \_\_\_\_\_

Countersigned

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

**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)**