

फास. संख्या II/21(1)/2026/स्था.-619

(कार्मिक-1,अनुभाग)

स्वापक नियंत्रण ब्यूरो, मुख्यालय

दिनांक : 30/04/2026

CIRCULAR

Subject: Engagement of retired Central Government officers as consultant on contract basis in the Narcotics Control Bureau.

The Narcotics Control Bureau, invites applications from eligible and desirous candidates retired from Central Government having considerable experience of functioning of Central Government Ministries/Departments for engagement of 2 (Two) full time Consultants on contractual basis.

2. The engagement of consultants will be regulated as per the provisions of the Ministry of Finance (Department of Expenditure) OM No. 3/25/ 2020-E. III A dated 09.12.2020, as amended from time to time. The eligibility criteria, remuneration, job description and other terms and conditions of engagement are as under:

i.	No. of personnel to be engaged	2 (Two)
ii.	Place of work	Capacity Building Branch, NCB Hqrs, New Delhi
iii.	Period of Engagement	Initially for a period of 06 months which can be extended at the discretion of the Competent Authority. The NCB may terminate Services/contract of the Consultant any time with one month notice without assigning any reason.
iv.	Nature of Duties	Assistance in Official work including preparation and maintenance of training data, implementation of the K9 project, inter-agency coordination and other capacity building related tasks.
v.	Eligibility criteria	Government servants retired from the Central Government at the Pay level 5 to 8 of the 7 th CPC pay matrix) and who have experience in office work such as typing, noting, drafting letter, well versed in Hindi and English language
vi.	Education Qualification	Graduation
vii.	Age limit	Below 65 years
viii.	Office timing and working day	The consultant would follow working office hours from 09:30 AM to 06:00 PM including half an hour lunch break in between or as may be directed by the controlling officer during normal working hours. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours.

ix.	Remuneration	A fixed monthly remuneration will be paid as per the Department of Expenditure OM No. 3- 25/2020- E. III A dated 09.12.2020, i.e., last pay drawn minus pension plus transport allowance not exceeding the amount admissible at the time of retirement. In case of Central Government retirees under NPS, an amount equal to 30% of the last basic pay drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be fixed as the monthly amount of remuneration. The Consultant will not be entitled for any kind of allowances and residential accommodation. They will also not be entitled to telephone facilities, transport facilities and staff car.
x.	<p>Other terms and conditions of engagement:</p> <p>a) The consultant shall have to perform duties/services as assigned to him/her by the controlling officer with all necessary skills, diligence, efficiency and economy.</p> <p>b) The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action.</p> <p>c) The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance/Treatment, etc. or any other benefits as available to the regular Government servants.</p> <p>d) The consultancy will start from the date he/she joins the office.</p> <p>e) During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.</p> <p>f) The Consultant will be entitled to paid leave of 1.5 days for each completed month of service.</p> <p>g) 'No work no pay will be applicable during the period of contract, if more than prescribed leave is taken.</p> <p>h) The Consultant shall not be entitled to any TA/DA for joining the appointment.</p> <p>i) Contract of engagement will be terminated automatically on attaining the age of 65 years.</p>	

3. Applications in the enclosed format (Annexure), complete in all respects along with a copy of PPO and Last Pay Certificate/Pay Slip may be sent by e-mail/post to the Additional Director (P&A), Narcotics Control Bureau, 2nd Floor, August Kranti Bhawan, Bhikaji Cama place, New Delhi-110066, email: dda-ncb@gov.in by 6.00 PM of 30 May, 2026. Applications received with incomplete information or received beyond the closing date shall not be considered.

4. The NCB reserves the right to accept or reject any or all the responses without assigning any reasons whatsoever.


(Rahul Mathur)
Assistant Director (P & E)

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7. Guard File
8. File.

**APPLICATION FOR ENGAGEMENT AS CONSULTANT ON CONTRACT BASIS IN THE
NARCOTICS CONTROL BUREAU**

1.	Name	
2.	Father's Name	
3.	Date of Birth	
4.	Date of Entry into Government service	
5.	Date of superannuation/ retirement	
6.	Email ID	
7.	Mobile Number	
8.	Residential Address	
9.	Education Qualification	
10.	Post held at the time of retirement	
11.	Pay level at the time of retirement	
12.	Last pay drawn at the time of retirement (attach copy of LPC)	
13.	Amount of pension before commutation (attach copy of PPO)	
14.	Organisation from which retired (complete address)	
15.	Organisation currently working, if any	
16.	Working knowledge of MS-Office, e-office	
17.	Experience details (attach separate sheet if required)	Post Held- Ministry/Deptt- Duration- Experience /Nature of work-
18.	Additional relevant information, if any. (Attach separate sheet)	

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

Place:

Date:

(Signature of the applicant)