

F.No.II/4(4)/2020/Estt/ 544

Government of India
Ministry of Home Affairs
Narcotics Control Bureau

West Block No.1, Wing No.5,
R.K. Puram, New Delhi-110 06

Dated: || -03-2022

Subject: Filling up the post of Staff Car Driver (Grade-I & Ordinary Grade) in Narcotics Control Bureau on Deputation Basis.

Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up 19 (Nineteen) existing vacancies in the following grade of Staff Car Driver on deputation basis :-

Name of Post	No. of Post	Pay Band & Grade Pay
Staff Car Driver (Grade-I)	8	PB-1 (Rs.5200 - 20200) + G.P Rs.2800 (pre-revised) (Now level 05 of Pay Matrix as per 7 th CPC.)
Staff Car Driver (OG)	11	PB-1 (Rs.5200 - 20200) + G.P Rs.1900 (pre-revised) (Now level 02 of Pay Matrix as per 7 th CPC)

2. The number of vacancies are subject to increase or decrease. However, applicants, if selected are **liable to serve anywhere in India.**

3. Application (Curriculum Vitae) in the enclosed format of willing and eligible officials whose services can be spared, without delay, in the event of their selection may be forwarded through proper channel along with (i) copies of APARs 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/she will be relieved to join NCB on deputation basis" so as to reach the Deputy Director(Admn.),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 :-

Staff Car Driver (Grade-I) (PB-1, Rs.5200 - 20200 + G.P Rs.2800 (pre-revised) (Now Level 5 of Pay Matrix as per 7th CPC) (General Central Services Group-'C', Non-Gazetted, Non Ministerial)

By Deputation Basis :-

Officials of Central Government/State Government/Union Territories:

- Holding analogous posts on regular basis in the parent cadre or department; or
- With five years regular service in the pay band of Rs.5200-20200 plus grade pay of Rs.2400 in the parent cadre or department.

Staff Car Driver (Ordinary Grade) (PB-1, Rs.5200-20200 + G.P Rs.1900 (pre-revised) (Now level 02 of Pay Matrix as per 7th CPC) (General Central Services Group-‘C’, Non-Gazetted, Non Ministerial)

By Deputation Basis :-

From amongst the regular Dispatch Rider (Group ‘C’) and Group ‘C’ employees in Pay Band-1, Rs.5200-20200, Grade Pay Rs.1800 in Narcotics Control Bureau who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group ‘C’ employees in Pay Band-1 Rs.5200-20200 Grade Pay Rs.1800/- in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned below:-

- (a) Possession of a valid driving license for motor cars
- (b) Experience of driving a motor car for at least three years; and
- (c) Pass in 10th standard.

5. **Term of Deputation :** The term of the deputation of Central Government will be governed in accordance with the Department of Personnel & Training’s OM No.6/8/2009-Estt.(Pay II) dated 17.6.2010, OM No.2/6/2016-Estt.(Pay-II) dated 17.02.2016 and MHA, Police-II Division Policy Guidelines No.1-21022/03/2016-Pers.II dated 22nd Nov’2016, & No. 1-21022/03/2016-Pers.II dated 28.12.2016 as amended from time to time.
6. **Period of Deputation :** 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 subject to suitability/performance. Extension may be granted to candidates upto maximum of 07 years, subject to their suitability & performance.
7. **Age-limit:** Not more than 56 years of age on the closing date of receipt of application.

Encls: As above.



(Ravi Shanker Joshi)
Assistant Director (Admin.)

Distribution:-

1. All Ministries/Departments of Government of India,
2. The Joint Secretary to the Govt. of India, MHA, IS-II Division, NCB Section, Major Dhyan Chand National Stadium, India Gate, New Delhi.
3. Member (P&V), CBEC, North Block, New Delhi.
4. Member (P&V), CBDT, North Block, New Delhi.

5. Director, IB, MHA, North Block, New Delhi.
6. Director, CBI, North Block, New Delhi.
7. Commissioner of Delhi Police, IP Estate, ITO, New Delhi
8. DG, CRPF, CGO Complex, New Delhi.
9. DG, BSF, CGO Complex, New Delhi.
10. DG, CISF, CGO Complex, New Delhi.
11. DG, ITBP, CGO Complex, New Delhi.
12. DG, Railway Protection Force, Rail Bhawan, New Delhi.
13. DG, SSB, East Block-V, R K Puram, New Delhi.
14. DG, Coast Guard
15. All DGsP of State Police.
16. Cabinet Secretariat
17. DG, DRI, I.P. Estate, New Delhi.
18. All Commissioner, Customs & Central Excise
19. Director, Directorate of Enforcement, Ministry of Finance, Lok Nayak Bhawan, N.D.
20. Director, National Crime Records Bureau, East Block-7, R. K. Puram, New Delhi.
21. Deputy Director General (Admn.), Central Economic Intelligence Bureau, 6th Floor, Janpath Bhawan, New Delhi.
22. Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior.
23. The I.G., Andaman & Nicobar Police, Port Blair, Chandigarh, Lakshadweep, Daman & Diu.
24. DS(UT), Ministry of Home Affairs, North Block, New Delhi.
25. Office of JS(T) & CAO, Ministry of Defence, E-Block, New Delhi-110011.
26. The I/C Computer Cell, NCB HQ, New Delhi- for uploading circular on NCB website.
27. Guard file/file

BIO-DATA / CURRICULUM VITAE PROFORMA

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. Qualifications/Experience required as tendered 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
6. If any post held on Deputation in the past by the applicant date of return from the last deputation and other details.		
7. 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.

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 on 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.

(Signature of the Candidates)

Address _____

Date ____/____/____

Certification 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 possess 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 impressed 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)