



No. I-12014/14/2016-NCB-II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
IS-II Division/ NCB Section

8

27 APR 2017

'B' Wing, 1st Floor, NDCC II Building,  
Jai Singh Road, New Delhi- 110001  
Dated: 26.04.2017

**Subject: Filling up of the post of Director General in Narcotics Control Bureau (NCB) under the Ministry of Home Affairs on deputation basis: Regarding.**

CS (contingent)  
my  
18/CS  
25/17

sps

50052  
3-5-17

The undersigned is directed to say that it has been proposed to fill up 01 (one) post of Director General in Narcotics Control Bureau in anticipation of vacancy under the ministry of Home Affairs. The post is in the Pre-revised scale of Pay 67000-79000 (HAG) and in the Revised pay matrix level 15. The terms and conditions of deputation will be governed by the Department of Personnel & Training issued vide OM. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 & OM No. 2/6/20-56. 16-Estt. (Pay-II) dated 17.02.2016 as amended from time to time. The period of deputation including deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not exceed 5 (five) years. The maximum age for appointment on deputation shall not exceed 56 years, as on the closing date of receipt of application.

2. As per the Recruitment Rules for the post of DG, The post is to be filled on deputation basis from Officers of All India Services and Officers of other Group A Central Services:-

3-5-17

- (a) (i) holding analogous post on regular basis in the parent cadre or Department or  
(ii) approved for appointment in the scale of pay of Rs. 22,000 – 24,500 or equivalent; (**Rs. 67000-79000(HAG) as per 6<sup>th</sup> CPC and level 15 in the in the 7<sup>th</sup> CPC Matrix**) and;  
(b) Possessing the following educational qualifications and experience;  
(i) Bachelors Degree from a recognized University or equivalent;  
(ii) 8 years experience in enforcement of regulatory laws, investigation of economic and criminal offences and collection of intelligence relating thereto.

DSA

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Sanjay Datta  
Signature No. 50052  
04/05/17

3. Applications in the given format of willing and eligible officers whose services can be spared, without delay in the event of their selection may be forwarded to the undersigned alongwith the following documents so as to reach this Ministry within 30(thirty) days from the date of publishing the advertisement in Employment News:-

Attested copies of Annual Confidential Reports for the last 5 (five) years and preferably up to 2015-16 duly attested by an officer not below the rank of Under Secretary to the Government of India or equivalent,

- (ii) Cadre Clearance from the State Government as well as from Cadre Controlling Authority incorporating that in the event of his/her selection, he/she will be relieved to join the post of Director General in NCB on deputation basis.
- (iii) Vigilance Clearance Certificate as per proforma,
- (iv) Integrity Certificate,
- (v) A certificate to the effect that no Major/Minor Penalty has been imposed upon the candidate during the last 10 (ten) years.

4. The maximum age limit for appointment on deputation shall not exceed 56 years, as on the closing date of receipt of application. Officers on the verge of promotion/superannuation/release need not apply. The candidates who apply for the post will not be permitted to withdraw their candidature subsequently.

5. The incomplete application or those received after the last date shall not be entertained. Candidates who are selected for the said post shall not be allowed to withdraw their name in the event of their selection.

4. It may be noted that in the event of their selection, the candidates will not be allowed to withdraw their candidature.



(A.R. Sule)  
Joint Secretary (Internal Security-II)  
Tel: 23438050

7

To

1. All Ministries/Departments of Government of India.
2. The Ministry of Personnel, Pension and Public Grievances, Department of Personnel and Training, EO-SM Division, North Block, New Delhi.
3. Chief Secretaries of all State/Union Territories.
4. The Chairman, Central Board of Direct Taxes (CBDT), North Block, New Delhi.
5. The Member (P & V), Central Board of Excise and Customs, Department of Revenue, Ministry of Finance, North Block, New Delhi.
6. Joint Secretary (Police), Police I Division, MHA, North Block, New Delhi.

Copy to :-

1. The Deputy Director (Admn), Narcotics Control Bureau, West Block No. 1, R K Puram, New Delhi- It is requested that the circular may be got published in the ensuing issue of Employment News positively under intimation of this Ministry.
2. Section Officer (IT), NIC, MHA- It is requested that the circular may be loaded on the website of MHA.

  
(A.R. Sule)  
Joint Secretary (Internal Security-II)  
Tel: 23438050

**ANNEXURE-I**

**BIO- DATA/ CURRICULUM VITAE PROFORMA**

**(APPLICATION FOR THE POST OF DIRECTOR GENERAL IN NARCOTICS CONTROL BUREAU (NCB) ON DEPUTATION BASIS)**

1	a) Name & Address (in Block Letters)		
	b) Name of Father		
2	Date of Birth in Christian Era		
3	Category of Govt. Servant whether belongs to SC/ST/OBC/UR etc.		
4	i) Date of entry into service		
	ii) Date of Retirement under Central/State Government Rules		
5	<b>Educational Qualifications</b>		
6.1	Whether Educational & 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)		
6.2	<b>Qualification/Experience Required as mentioned in the advertisement/ vacancy circular</b>		<b>Qualifications/ Experience possessed by the officer</b>
	A) Qualification		A) Qualification
	B) Experience		B) Experience
	Please State clearly whether in the light of entries made by you above, you meet the requisite Qualifications and work experience of the post.		
	<b>7.1 Note: 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.</b>		
8	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 Matrix level as per 7 <sup>th</sup> CPC.
			Nature of Duties (in detail) highlighting experience required for the post applied for

(5)

**\*Important:** Pay Matrix level granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Matrix Level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Matrix level where such benefits have been drawn by the Candidate may be indicated as below.

Office/ Institution	Pay Matrix Level drawn under ACP/MACP Schemes	From	To

9	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent		
10	In case the present employment is held on deputation/ contract basis, please state:		
a) The date of initial appointment	b) Period of appointment 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

**10.1 Note:** In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ department along with cadre clearance, vigilance clearance and integrity certificate.

**10.2 Note:** Information under column-10 (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.

11	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.	
12	<b>Additional details about present employment</b>	
	Please state whether working under (indicate the name of your employer against the relevant column)	
a)	Central Government	

b)	State Government	
c)	Autonomous organization	
d)	Government undertaking	
e)	Universities	
f)	Others	

13. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade

14. 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.

15. Total emoluments per month now drawn

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):-

(i) Additional academic qualifications  
(ii) Professional training and  
(iii) Work experience over & 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:

i) Research publications and reports and special projects  
ii) Awards/ scholarship/ official appreciation  
iii) Affiliation with the professional bodies/ institutions/ societies and

(9)

	iv) Patents registered in own name or achieved for the organization	
	vi) Any research innovative measure involving official recognition	
	vi) any other information	
	<b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
18	Whether belongs to SC/ ST/OBC	

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: \_\_\_\_\_

\_\_\_\_\_

Counter signature of Parent Dept./

Cadre Authority with Office Seal

Tel. No. \_\_\_\_\_

\_\_\_\_\_  
Signature Of Candidate

Tel No.: Office: \_\_\_\_\_

Mobile \_\_\_\_\_

**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;**

1. There is no Vigilance or Disciplinary case pending/contemplated against Shri/Smt \_\_\_\_\_
2. His/ Her integrity is certified.
3. 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.
4. No major or minor penalty has been imposed on him/her during the last 10 (ten) 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

Tel. No. \_\_\_\_\_