

F.No.12014/6/2014-NCB-II
Government of India
Ministry of Home Affairs
IS-II Division

Hall-B, 1st Floor, NDCC-II Building,
Jai Singh Road, New Delhi-01
Dated 24 November, 2014

// OFFICE MEMORANDUM //

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

The undersigned is directed to say that it has been proposed to fill up **02 (two)** future vacant posts of Deputy Director General in the Narcotics Control Bureau, under the Ministry of Home Affairs on deputation basis. **The number of vacancies is subject to change/variation.** The post is in the Pre-revised scale of Pay of 18,400-500-22400. The terms and conditions of deputation will be governed by the Department of Personnel & Training in OM No. No.6/8/2009-Estt. (Pay II) dated 17.06.2010, 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, the officers of the All India Services and other Group 'A' Central Services, possessing 5 years experience in Enforcement of Regulatory Laws/investigation of economic and criminal offences and collection of intelligence relating thereto, and fulfilling the following conditions, are eligible for consideration :-

- (i) Holding analogous post on a regular basis; or
- (ii) Approved for appointment to the post in the pre-revised Pay scale of 18400-500-22400 or equivalent.

3. It is requested that the vacancies mentioned in para 1 above may be circulated to all eligible officers and applications in the enclosed format, from such eligible officers who could be spared immediately in the event of their selection, may be forwarded to the undersigned along with the following documents **within 60 days** from the issue of this circular:-

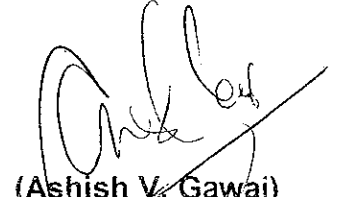
- (a) Attested copies of Annual Confidential Reports for the last five years and preferably up to the year 2013-14 duly attested by an officer not below the rank of Under Secretary to the Govt. of India or equivalent.
- (b) Cadre Clearance incorporating that in the event of his/her selection, he/she will be relieved to join the Post of Dy. Director General in Narcotics Control Bureau on deputation basis.

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- (c) Vigilance Clearance
- (d) Integrity Certificate.
- (e) A certificate to the effect that no major/minor penalty has been imposed upon the candidate during the last ten years.

4. It may also be noted that in the event of selection, the concerned officer will not be permitted to withdraw his candidature.



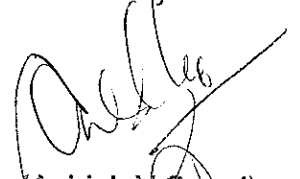
(Ashish V. Gawai)
Under Secretary to the Govt. of India
Email:- av.gawai@nic.in
Tele:- 24438078

To

1. All Ministries/Departments of the 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 States/UTs.
4. Chairman, CBDT, North Block, New Delhi
5. Member (P&V), Central Board of Excise and Customs, Department of Revenue, North Block, New Delhi
6. Joint Secretary (Police), Police Division, MHA, North Block, New Delhi

Copy to:-

1. 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 uploaded on the website of MHA.



(Ashish V. Gawai)
Under Secretary to the Govt. of India
Email :- av.gawai@nic.in
Tele:- 24438078

CURRICULUM VITAE PROFORMA

**(For application for the post of Deputy Director General in Narcotics Control Bureau
(NCB) on deputation basis)**

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central/State Government Rules					
4.	Educational Qualifications					
5.	<p>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)</p> <p>Essential</p> <p align="right">(1) (2) (3)</p> <p>Desired</p> <p align="right">(1) (2)</p>	<p>Qualifications/ Experience required</p>	<p>Qualifications/ Experience possessed by the officer</p>			
6.	Please State clearly whether in the light of entries made by you above, you meet the requirement of the post					
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	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

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 you belong.	
10.	Additional details about present Employment	
	Please state whether working under (indicate the name of your employer against the relevant column)	
	a) Central Govt	
	b) State Govt.	
	c) Autonomous Organisation	
	d) Government Undertaking	
	e) Universities	
	f) Others	
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12.	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	
13.	Total emoluments per month now drawn	
14.	Additional information, if any, which you would like to mention in support of your suitability for the post.	
	<p>(This among other things may provide information with regard to</p> <p>(i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient).</p>	

15.	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 Organisations are eligible only for Short Term Contract.)	
16.	Whether belongs to SC/ST/OBC	
17.	Remarks (The candidates may 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) ny other information. (Note: Enclose a separate sheet if the space is insufficient)	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date : _____

Signature of the candidate

Address _____

Countersigned

(Employer with Seal)

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER
HEAD OF OFFICE/FORWARDING AUTHORITY**

Certified that the particulars furnished by Shri/Smt/Kum. _____ are correct and he/she possess educational qualifications and experience mentioned in Annexure-A.

2. It is also certified that there is no vigilance/disciplinary case either pending or being contemplated against him/her.

3. His/her integrity is certified.

4. No major or minor penalty was imposed on Shri/ Smt /Kum. _____ during the last 10 years.

5. Copies of ACRs for the last 5 years upto 2013-14 duly attested (with rubber stamp) on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent is enclosed.

6. The Competent Authority has accorded cadre clearance to Shri/Smt/Kum _____ and in the event of his/her selection, he/she will be relieved to join NCB on deputation basis.

Place: _____

Date: _____

Signature
Name, designation
& Tele No.