

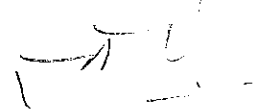
**No. I-12014/9/2016-NCB-II**  
**Government of India/Bharat Sarkar**  
**Ministry of Home Affairs/Grih Mantralaya**  
**IS-II Division/ NCB Section**

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NDCC II Building, B Wing, 1st Floor,  
Jai Singh Raod, New Delhi-110 001,  
Dated the 2<sup>nd</sup> August, 2016

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

In continuation of this Ministry's Circular of even number dated 16.05.2016 on the above cited subject, the date of receipt of applications for the post of Deputy Director General in Narcotics Control Bureau, under the ministry of Home Affairs has been extended for a further period of one (1) month from the date of publishing of the revised advertisement in the Employment News. A copy of the circular dated 16.5.2016 along with the Bio-data proforma is enclosed for reference. Other terms and conditions will remain the same.



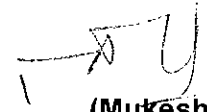
**(Mukesh Mittal)**  
**Joint Secretary (Internal Security-II)**  
Tel: 23438050

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. All Chief Secretaries of all State/Union Territories.
4. Chairman, CBDT, North Block, New Delhi.
5. Member (P& V), CBEC, Department of Revenue, Ministry of Finance, 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 loaded on the website of MHA.



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

**Subject: Filling up of the post of Deputy Director General (DDG) in 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) post of Deputy Director General in Narcotics Control Bureau, under the ministry of Home Affairs. The number of vacancies is subject to change/ variation. The post is in the Pre-revised scale of Pay 18400-500-22400 with a revised pay structure of Rs.37,400/- to Rs.67,000/-, Pay Band-4 with Grade Pay of Rs.10,000/-. 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) year. 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 year 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 .

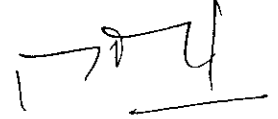
3. It is requested that the vacancies mentioned in para 1 above may be circulated to all eligible officers and applications in the enclosed format, from such eligible officers who could be spared immediately in the event of their selection, may be forwarded to the undersigned alongwith the following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

- (i) 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 incorporating that in the event of his/her selection, he/she will be relieved to join the post of Deputy Director General in NCB on deputation basis.
- (iii) Vigilance Clearance Certificate as per proforma,



- 93 (2)
- (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 and

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



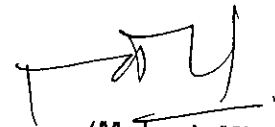
(Mukesh Mittal)  
Joint Secretary (Internal Security-II)  
Tel: 23438050

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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. All Chief Secretaries of all State/Union Territories.
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(Mukesh Mittal)  
Joint Secretary (Internal Security-II)  
Tel: 23438050

**BIO- DATA/ CURRICULUM VITAE PROFORMA**

**(APPLICATION FOR THE POST OF DEPUTY 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	i) Date of entry into service	
	ii) Date of Retirement under Central/State Government Rules	
4	<b>Educational Qualifications</b>	
5	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)	
	<b>Qualification/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>
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	<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.	

4

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 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		
<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under column-9 (c) &amp; (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.</p>					
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 Government	
b)	State Government	
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	
	<p>(This among other things may provide information with regard to):-</p> <ul style="list-style-type: none"><li>(i) Additional academic qualifications</li><li>(ii) Professional training and</li><li>(iii) Work experience over &amp; above prescribed in the vacancy circular/ advertisement</li></ul> <p><b>(Note: Enclose a separate sheet, if the space is insufficient).</b></p>	
16. B	<p><b>Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"><li>i) Research publications and reports and special projects</li><li>ii) Awards/ scholarship/ official appreciation</li><li>iii) Affiliation with the professional bodies/ institutions/ societies and</li><li>iv) Patents registered in own name or achieved for the organization</li><li>v) Any research/ innovative measure involving official recognition</li><li>vi) any other information</li></ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	

17	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment basis#  (Officers under central/ state governments are only eligible for "Absorption". Candidate 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/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 Deptt./

Cadre Authority with Office Seal

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

\_\_\_\_\_

Signature Of Candidate

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

Mobile \_\_\_\_\_

E.O. (9)

**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. \_\_\_\_\_