

By FAX in WAN

Government of India  
Ministry of Home Affairs  
Directorate General, Sashastra Seema Bai  
R. K. Puram, New Delhi - 110 066

No. 1/SSB/Pers-V/Dep-NCB/2013/ **1442-49**

Dated **04/**Dec, 2017

**CIRCULAR**

**Sub: - Filling up the post of Assistant Director in Narcotics Control Bureau (NCB) on deputation basis.**

Narcotics Control Bureau (NCB) Hqrs New Delhi has invited nomination for filling up the post of Assistant Director on deputation basis. Copy of circular has been uploaded in SSB website as well as SSB portal in the WAN.

2. Competent Authority has approved to invite willingness from SAOs for deputation to the post of Assistant Director in NCB.
3. In this regard, willing SAOs are requested to send their willingness to this office through Mobile App "MySSB" or e-DAS software on or before 20/12/2017. Offline applications will not be entertained.
4. Applications with prescribed format, DE/Vigilance clearance certificate, Integrity certificate, Major/Minor penalty statement during last 10 years and attested copies of APARs for the last 05 years will be sought after scrutiny as per eligibility criteria.
5. PIMS data of all SAOs should be updated.

(A.K. Dey)

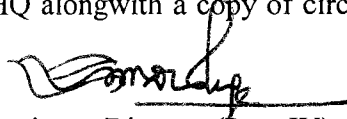
Assistant Director (Pers-IV)

To

1. IsG Frontier Hqrs. Patna, Lucknow, Silliguri, Guwahati, Ranikhet, Tezpur & Director, SSB, Academy Bhopal.
2. DIsG SHQs Almora, Lakhimpur Kheri, Gorakhpur, Purnia, Muzaffarpur, Ranidanga, Gangtok, New Jalpaiguri, Bogaingaon, Bezpara, Bomdila, Rangia, Betiah, Pilibhit, Spl Ops SHQ Bhilai & Srinagar(J&K), DIsG TCs, SSB Srinagar, Sapri & MTC Shimla, RTCs - Alwar, Gorakhpur, Salonibari & CI & JW Gwaldam.

Copy to: -

1. PS to DIG (Trg), FHQ., New Delhi with the request to forward nomination of eligible officials in respect of the Training Centres located in H. P. & Alwar please.
2. The Assistant Director (CC), FHQ. SSB alongwith Circular with the request to upload the same in SSB website and SSB portal in the WAN.
3. The Assistant Director (Spl OPS), FHQ for information please.
4. The Assistant Directors (Pers-I), FHQ for information please.
5. The Incharge, EDP Cell - with the request to send the following message to all SAOs. "For deputation to NCB, please visit SSB website- Human Resource - Employees Deputation. Interested officers may apply for deputation through Mobile App "MySSB".
6. Shri Rakesh Kumar, HC(Tele), (Pers-V Branch), FHQ alongwith a copy of circular to upload the same in mobile App "MySSB" & e-DAS.
7. Notice Board

  
Assistant Director (Pers-IV)

9/12/17

No. I-12015/3/2017-NCB-II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
IS-II Division/ NCB Section

'2<sup>nd</sup> floor Gallery,  
Major Dhyan Chand National Stadium,  
India Gate, New Delhi-110002  
Dated, the 01 Nov, 2017

**Subject: Filling up of the post of Assistant Director in the Narcotics Control Bureau, Ministry of Home Affairs on deputation basis.**

The Narcotics Control Bureau, Ministry of Home Affairs intends to fill up 02 (two) existing vacant posts of Assistant Director on deputation basis. The vacancies may vary (increase/ decrease). The selected candidates are liable to be posted anywhere in the country in any of the Zones/Sub-Zones/Regional Office/Headquarters of Narcotics Control Bureau. Any conditional application regarding place of posting or any other issue shall not be entertained.

2. The post of Assistant Director carries the pay scale in PB-3 (Rs.15600-39100)+ Grade Pay of Rs. 6600(pre-revised) (Level-11 as per 7<sup>th</sup> CPC Pay Matrix).

3. The Recruitment Rules for the post provide for 50% of posts to be filled by promotion failing which by deputation and 50% of the posts to be filled by deputation.

4. The terms and conditions of the deputation will be governed by the Department of Personnel & Training's OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

5. The Recruitment Rules for the post of Assistant Director in the Narcotics Control Bureau provide for deputation of officers of the Central Government or the State Governments or Union Territories;

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with 5 (five) years regular service in the grade rendered after appointment thereto on a regular basis in the posts in the pay band-3, Rs.15600-39100 with Grade Pay of Rs. 5400 or equivalent in the parent cadre or Department; and
- (b) Possessing the following educational qualifications and experience:

**Essential:**

- (i) Bachelor's Degree from a recognized University;  
(ii) Five (5) years experience in enforcement of regulatory laws and collection of intelligence relating thereto.

**Desirable:** Three (3) years' experience in investigation of economic offences or criminal offences.

**Note:** The Departmental Officers in the feeder grade who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Duties and Responsibilities:** Assistant Directors give assistance to the Director General, Deputy Director Generals, Deputy Directors/Zonal Directors in enforcement of regulatory laws i.e. Narcotic Drugs and Psychotropic Substances Act, 1985, which includes:-

1. Co-ordination between different enforcement agencies – Central and States in India and also with foreign drug enforcement agencies;
2. Collection and Development of Intelligence, investigation, search, seizure and arrest of drug traffickers having national and international ramifications, analysis and dissemination thereof;
3. Identification of major drug traffickers and liquidating them;
4. Mounting surveillance on the activities of drug traffickers;
5. Arrest of drug traffickers and initiating prosecution proceedings against them;
6. Initiating action under PITNDPS Act;
7. Creating data base in respect of drug traffickers and their activities;
8. Monitoring of drug situation reports, modus operandi, routes etc;
9. Monitoring of Legal/Court matters;
10. Undertaking financial investigations;
11. Identification and destruction of illicit opium and cannabis cultivation; and
12. Organization of training courses for the officers empowered under the NDPS Act, 1985

6. 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 to exceed 03(three) years.

7. The maximum age limit for appointment by deputation shall be not exceeding **56 (fifty six) years** as on the closing date of receipt of application.

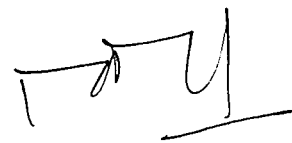
8. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended or shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission.

9. The vacancy circular may be brought to the notice of eligible officers of your cadre. The application of eligible and willing officers who can be spared at short notice in the event of their selection may be obtained in the revised C.V. Proforma attached in duplicate and forwarded to **Shri Mukesh Mittal, Joint Secretary, Internal Security -II, Ministry of Home Affairs, 2<sup>nd</sup> floor Gallery, Major Dhyan**

Chand National Stadium, India Gate, New Delhi-110002 along with the following requisite documents so as to reach this Ministry within 60 (sixty) days of publishing of this advertisement in the Employment News :-

- (i) Photo copies of APARs for the last 5 (five) 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,
- (iv) Major/Minor Penalty Statement for the last 10 (ten) years and
- (v) Cadre Clearance incorporating that in the event of his/her selection, he/she will be relieved to join the post of Assistant Director in NCB on deputation basis.

10. The applications received after the closing date, conditional application shall not be entertained. 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: 23075069

1. All Ministries/Departments of Government of India.
2. Member (P & V), CBEC, Ministry of Finance, North Block, New Delhi.
3. Member (P & V), CBDT, Ministry of Finance, North Block, New Delhi.
4. All Chief Secretaries of all State/Union Territories.
5. Director General, CRPF, SSB, ITBP, BSF, CISF.
6. All DGsP of all States.
7. The Commissioner of Delhi Police
8. Director, CBI, IB, NCRB, DCPW, New Delhi.
9. Director General, NCB, R.K. Puram, New Delhi.
10. DG, DRI, IP Estate, New Delhi.
11. Director, Directorate of Enforcement, Ministry of Finance.
12. Narcotics Commissioner, Central Bureau of Narcotics, Gwalior.
13. Deputy Secretary (UTs), MHA
14. SO(IT), MHA- for uploading the circular on MHA website.
14. Office Copy/Guard File.

BIO- DATA/ CURRICULUM VITAE PROFORMA(FOR APPLICATION FOR THE POST OF ASSISTANT DIRECTOR IN  
NARCOTICS CONTROL BUREAU (NCB) ON DEPUTATION BASIS)

1	Name & 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	<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
	<p><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 Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elcctive/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
	<p><b>6.1 Note:</b> 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.</p>	

7		Details of Employment, in chronological order. Enclose a separate sheet authenticated by your signature, if the space below is insufficient.			
Office/ institution	Post held 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 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, if any, relevant to the post you applied for in support of your suitability for the post</b>		
	(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	<b>Achievements:</b> 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 iv) Patents registered in own name or achieved for the organization v) Any research/ innovative measure involving official recognition vi) any other information <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
17	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 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 \_\_\_\_\_



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/Disciplinary case either 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 was 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 by)

Countersigned

\_\_\_\_\_  
Employer/Cadre Controlling Authority with Seal  
Tel. No. \_\_\_\_\_