

By FAX or WAN

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

No. 1/SSB/Pers-V/Dep-NCB/2016(143)/- ३३३० - ३५

Dated 20/07/16

CIRCULAR

Sub: - Filling up of the post of Upper Division Clerk in Narcotics Control Bureau on deputation basis.

Narcotics Control Bureau, New Delhi vide their circular No.II/4(8)/2013/Estt-1247/2321 dated 01/07/2016 has invited nomination for filling up the post of Upper Division Clerk 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 that applications of eligible and willing UDCs & HCs(Min) alongwith service particulars DE/Vigilance clearance certificate, Integrity certificate, Major/Minor penalty statement for the last 10 years and APARs grading for the last 05 years may be sent to this office by **20/08/2016** through respective IsG.

3. Applications received directly will not be entertained. Interested officials may download the circular and application Form from SSB website/SSB portal.

(P. C. Chinhara)

Assistant Director (Pers-V)

To

1. IsG Frontier Hqrs. Patna, Lucknow, Silliguri, Guwahati, Ranikhet, Tezpur & Director, SSB, Academy Srinagar.

2. DIsG SHQs Almora, Lakhimpur Kheri, Gorakhpur, Purnia, Muzaffarpur, Ranidanga, Gangtok, New Jalpaiguri, Kokrajhar, Tezpur, Bombdila, Rangia, Pilibhit, Spl Ops SHQ Bhilai & Srinagar(J&K), DIsG TCs, SSB Salonibari & MTC Shimla, RTCs - Alwar, Gorakhpur, Bhopal & CI & JW Gwaldam.

Copy to: -

1. PS to DIG (Trg), FHQ., New Delhi with the request to forward nomination of above mentioned rank in respect of the Training Centres located in H. P. & Alwar please.

2. Commandant (Communication) 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 Incharge, EDP Cell - with the request to send the following message to all UDCs & HCs(Min). "For deputation to the post of UDC in NCB, please visit SSB website - Human Resource - Employees Deputation".

5. The Assistant Director(Estt), FHQ for publicity in FHQ.


Assistant Director (Pers-V)

दिनांक /Dated the July, 2016

Sub: Filling up the post of Upper Division Clerk in Narcotics Control Bureau on Deputation Basis.

The Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up the existing/anticipated vacancies for the grade of Upper Division Clerk on deputation basis in the offices of this Bureau as mentioned below:

Name of Post	Number of Vacancies	Pay Band & Grade Pay	Places
Upper Division Clerk	04	PB-1 Rs. 5200-20200 with GP of Rs. 2400	Delhi, Chennai, Jodhpur

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

3. There is a possibility for permanent absorption in NCB in future as per provision contained in the RRs of Upper Division Clerk and DOP & T instructions issued from time to time, in case of willing & eligible candidates.

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

Upper Division Clerk (Revised Pay Scale Rs. 5200-20200+Grade Pay Rs.2400) (Group- 'C' Non-Gazetted, Ministerial)

By Deputation basis:-

Officer of the Central Government or the State Government:-

- Holding analogous posts on regular basis; or
- Having eight years' regular service as Lower Division Clerks

5. Term of deputation: The term of the deputation of Central Government Officers will be governed in accordance with the Department of Personnel & Training's OM No. 6/8/2009-Estt. (Pay II) dated 17.6.2010, as amended from time to time.
6. Period of Deputation: Ordinarily not exceeding three years including period of deputation in another ex-cadre post immediately preceding the appointment.
7. Age-limit: Not more than 56 years of age on the closing date of receipt of application.
8. It may be noted that in the event of their selection, the candidates will not be allowed to withdraw their candidature.

Encls: As above



(N.R Sharma)
Assistant Director (Admn.)

Copy to:-

1. Ministry of Home Affairs, IS-II Division, NCB Section, Hall No.B, 1st Floor, NDCC-II Building, Jai Singh Road, New Delhi.
2. Member (P&V), CBEC, North Block, New Delhi.
3. Member (P&V), CBDT, North Block, New Delhi.
4. Director, IB, MHA, North Block, New Delhi.
5. Director, CBI, North Block, New Delhi.
6. DG, CRPF, CGO Complex, New Delhi.
7. DG, BSF, CGO Complex, New Delhi.
8. DG, CISF, CGO Complex, New Delhi.
9. DG, ITBP, CGO Complex, New Delhi.
10. DG, Railway Protection Force, Rail Bhawan, New Delhi-1.
11. DG, SSB, East Block-V, RK Puram, New Delhi.
12. DG, Coast Guard
13. DG, DRI, I.P. Estate, New Delhi.
14. All Commissioner, Customs & Central Excise
15. The Commissioner of Delhi Police, IP State, New Delhi
16. Director, Directorate of Enforcement, Ministry of Finance, Lok Nayak Bhawan, New Delhi.
17. Director, National Crime Records Bureau, East Block-7, R.K.Puram, New Delhi.
18. Deputy Director General (Admn.), Central Economic Intelligence Bureau, 6th Floor, Janpath Bhawan, New Delhi.
19. Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior.
20. Office of JS (T) & CAO, Ministry of Defence, E-Block, New Delhi-110011.
21. The AD (Comn.), NCB HQ, New Delhi for uploading circular in NCB website.

"इग को" ना "जीवन को" हां- "इग का प्रयोग और अवैध व्यापार प्रतिबंधित एवं दंडनीय है"

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

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.	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)				
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular			Qualifications/experience possessed by the officer	
	Essential				
	A) Qualification			A) Qualification	
	B) Experience			B) Experience	
	Desirable				
	A) Qualification			A) Qualification	
	B) Experience			B) Experience	
	5.1 Note : 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.				
	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.

9.1 Note : In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 Note : Information under Column-9 (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.

10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11.	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	
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.	Total emoluments per month now drawn	
	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	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 and 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; (iv) Patents registered in own name or achieved for the organization. (v) Any research/innovative measure involving official recognition. (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
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	

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 : _____

Signature of the candidate
Address _____

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 ;

- 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 imposed on him/her during the last 10 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)