

No. I-12015/02/2022-NCB-II  
Government of India/ Bharat Sarkar  
Ministry of Home Affairs/ Grih Mantralaya  
IS-II Division

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Room No-10, 2<sup>nd</sup> floor,  
Major Dhyan Chand National Stadium,  
New Delhi-110002

Dated, the 18<sup>th</sup> March, 2024

Pr Secy Dop  
27/3/24  
(संदीप कुमार शर्मा)  
उपसचिव

मुख्य सचिव कार्यालय  
राजस्थान, जयपुर  
28/6/71/CSO  
प्राप्ति संख्या  
CIRCULAR

22-march

19 MAR 2024

**Subject: Filling up of 03 posts 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 refer to this Ministry's circular of even number dated 17.08.2023, 12.10.2023 and 08.02.2024 and vacancy advertisement published in Employment News dated 16-22 September, 2023, 09-15 December, 2023 and 17-23 February, 2024 respectively seeking applications for the aforementioned post. Since sufficient number of application has not been received, it has been decided with the approval of competent authority to extend the time limit for submission of application till 10.04.2024.

2. The post is in the revised pay matrix level-14 of the CCS (RP) Rules, 2016. The terms and conditions of deputation will be governed by the guidelines issued by Department of Personnel & Training's vide OM. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 & OM No. 2/6/2016-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.

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

- (a) (i) holding analogous post on a regular basis in the parent cadre or Department or  
(ii) empanelled for appointment to the posts in the level 14 of the pay matrix of 7<sup>th</sup> CPC or equivalent in Government of India; and

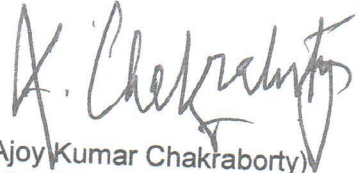
Possessing five years experience in enforcement of regulatory laws or investigation of economic and criminal offences and collection of intelligence relating thereof.

3. Applications of willing and eligible officers, whose services can be spared without delay in the event of their selection, may be forwarded in the prescribed proforma to the undersigned alongwith the following documents within stipulated time.

- (i) Attested copies of APARs for the last 5 (five) years and preferably up to 2021-2022 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 Deputy 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 58 years as on the closing date of receipt of application. Officers on the verge of promotion/superannuation need not apply. The incomplete application or those received after the last date shall not be entertained. The officer, who is selected for the said post, shall not be allowed to withdraw his/her candidature.



(Ajoy Kumar Chakraborty)  
Under Secretary to the Government of India  
Tel : 23071048

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 States/Union Territories.
4. The Chairman, Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance North Block, New Delhi.
5. The Chairperson, Central Board of Excise and Customs, Department of Revenue, Ministry of Finance, North Block, New Delhi.
6. Additional Secretary (Police-I), MHA, North Block, New Delhi.

**Copy to :-**

1. The Deputy Director General (Personnel & Administration), Narcotics Control Bureau, August Kranti Bhawan, II<sup>nd</sup> Floor, Room No.-295, Bhikaji Cama Place, New Delhi. **(The Circular may be published in the Employment News within a week's time as well as may be uploaded in the website of NCB).**
2. Section Officer (IT), NIC, MHA- It is requested that the circular may be uploaded on the website of MHA.

(Ajoy Kumar Chakraborty)  
Under Secretary to the Government of India  
Tel : 23071048



**BIO- DATA/ CURRICULUM VITAE PROFORMA**

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

|      |                                                                                                                                                                                                                                                                                                                                      |  |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1    | i)Name & Address (in Block Letters)                                                                                                                                                                                                                                                                                                  |  |
|      | ii)Father's/Spouse Name                                                                                                                                                                                                                                                                                                              |  |
| 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                                                                                                                                                                                                                                                                                                           |  |
|      | Note : In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.                                                                                                                                                                                      |  |
| 5. A | <u>Essential Criteria:</u><br><br>Whether the officer of the All India Service or other Group 'A' Central Service is :<br><br>(i)holding analogous post on regular basis in the parent cadre or Department or<br>(ii) empanelled for appointment to the posts in the level 14 of the pay matrix or equivalent in Government of India |  |
| 5. B | <u>Work Experience:</u><br><br>Whether the officer is possessing five years experience in enforcement of regulatory laws or investigation of economic and criminal offences and collection of intelligence relating thereof                                                                                                          |  |
| 6    | Please state clearly whether in the light of entries made by you in preceding columns, you meet the requisite Essential criteria and work experience of the post.                                                                                                                                                                    |  |
|      | Note: Lending Departments are to provide their specific comments/views confirming the requisite Essential criteria and work experience possessed by the Candidate (as indicated in the Bio- data) with reference to the post applied.                                                                                                |  |

(4)

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------|--|---------------------|--|----------------------------|--|
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Details of Employment in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient).                                                                                                                                                                                                                   |                                                                                        |                                                                                                           |                                                                                   |                                                                                                 |                       |  |                     |  |                            |  |
| Office/<br>institution                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Post<br>held on<br>regular<br>basis                                                                                                                                                                                                                                                                                                                                 | From                                                                                   | To                                                                                                        | Level (As per<br>7 <sup>th</sup> CPC) of<br>the post held<br>on regular<br>basis. | Nature of Duties (in<br>detail) highlighting<br>experience required for<br>the post applied for |                       |  |                     |  |                            |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        |                                                                                                           |                                                                                   |                                                                                                 |                       |  |                     |  |                            |  |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | In case the present employment is held on deputation basis, please state:                                                                                                                                                                                                                                                                                           |                                                                                        |                                                                                                           |                                                                                   |                                                                                                 |                       |  |                     |  |                            |  |
| a) The date of<br>initial<br>appointment.                                                                                                                                                                                                                                                                                                                                                                                                                              | b) Period<br>of<br>appointment<br>on<br>deputation.                                                                                                                                                                                                                                                                                                                 | c) Name of the<br>parent office/<br>organization to<br>which the<br>applicant belongs. | d) Name of the post and<br>pay of the post held in<br>substantive capacity in<br>the parent organization. |                                                                                   |                                                                                                 |                       |  |                     |  |                            |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        |                                                                                                           |                                                                                   |                                                                                                 |                       |  |                     |  |                            |  |
| <p>8.1 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.</p> <p>8.2 Note: Information under column-8 (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> |                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        |                                                                                                           |                                                                                   |                                                                                                 |                       |  |                     |  |                            |  |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.                                                                                                                                                                                                                                             |                                                                                        |                                                                                                           |                                                                                   |                                                                                                 |                       |  |                     |  |                            |  |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Additional details about present employment.</p> <p>Please state whether working under:-</p> <p>(indicate the name of your employer against the relevant column).</p> <table border="1"> <tr> <td>a) Central Government</td> <td></td> </tr> <tr> <td>b) State Government</td> <td></td> </tr> <tr> <td>c) Autonomous organization</td> <td></td> </tr> </table> |                                                                                        |                                                                                                           |                                                                                   |                                                                                                 | a) Central Government |  | b) State Government |  | c) Autonomous organization |  |
| a) Central Government                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        |                                                                                                           |                                                                                   |                                                                                                 |                       |  |                     |  |                            |  |
| b) State Government                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        |                                                                                                           |                                                                                   |                                                                                                 |                       |  |                     |  |                            |  |
| c) Autonomous organization                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        |                                                                                                           |                                                                                   |                                                                                                 |                       |  |                     |  |                            |  |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                 | 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?<br><br>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:                                                                                                     |                                                                                       |
|                                                                                                                                                                                                                 | Basic Pay as per 7 <sup>th</sup><br>CPC Matrix                                                                                            | Present level in 7 <sup>th</sup> CPC<br>Matrix                                        |
|                                                                                                                                                                                                                 |                                                                                                                                           | Total Emoluments                                                                      |
|                                                                                                                                                                                                                 |                                                                                                                                           |                                                                                       |
| 14. 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<br>pay and rate of<br>increment                                                                                   | Dearness pay/ interim<br>relief/ other allowances<br>etc., (with break-up<br>details) |
|                                                                                                                                                                                                                 |                                                                                                                                           | Total emoluments                                                                      |
|                                                                                                                                                                                                                 |                                                                                                                                           |                                                                                       |



|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 15. A | <p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post</p> <p>(This among other things may provide information with regard to):-</p> <p>(i) Additional academic qualifications</p> <p>(ii) Professional training and</p> <p>(iii) Work experience over &amp; above prescribed in the vacancy circular/ advertisement</p> <p>(Note: Enclose a separate sheet, if the space is insufficient).</p>                                                                                                                |  |
| 15. B | <p><b>Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p> <p>ii) Awards/ scholarship/ official appreciation</p> <p>iii) Affiliation with the professional bodies/ institutions/ societies and</p> <p>iv) Patents registered in own name or achieved for the organization</p> <p>v) Any research/ innovative measure involving official recognition</p> <p>vi) any other information</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p> |  |
| 16    | <p>Whether the officer belongs to SC/ ST/OBC Category.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |

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 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 Candidate  
Address \_\_\_\_\_

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**CERTIFICATE BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY**

The information/details provided in the application by the applicant are true and correct as per the facts available on record. 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/Ms.
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR dossier in original /photocopies of the APARs for the last 5 years (upto 2021-22) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above are enclosed.
- (iv) No major or 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**

