

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(150)/ 130-37

Dated 31<sup>st</sup> Aug, 2017

CIRCULAR

Sub: - Filling up the posts of Superintendent in Narcotics Control Bureau (NCB) on deputation basis.

Narcotics Control Bureau (NCB) Hqrs New Delhi has invited nominations for filling up the posts Superintendent 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 Circle Organisers & Field Officers (Non-Combatised cadre) alongwith bio-data/service particulars in prescribed formats as Annexure-"I", DE/Vigilance clearance certificate, Integrity certificate, Major/Minor penalty statement during last 10 years and attested copies of APARs for the last 05 years may be sent to this office latest by 20/09/2017.

3. Applications received after last date will not be considered. Interested officers/officials may download the circular and application Form from SSB website/SSB portal.

(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 (Frg), 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 & III), FHQ for information please.

5. The Incharge, EDP Cell - with the request to send the following message to all Cos & FOs. "For deputation to NCB, please visit SSB website Human Resource Employees Deputation. Facilities for applying deputation is also available in 'MySSB' Mobile App. Interested officers/officials may apply through it".

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)

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F.No.IV/4(G)/2017/Estt-  
भारत सरकार  
Government of India  
गृह मंत्रालय  
Ministry of Home Affairs  
स्वायत्त नियंत्रण ब्यूरो  
Narcotics Control Bureau

परिचयी खण्ड-1, विंग-5  
West Block No.1, Wing No.5,  
रामा कृष्णा पुरम, नई दिल्ली  
R K Puram, New Delhi -110 066  
Dated: 05/08/2017

Handwritten signatures and initials, including 'S. S. S.' and '18/05/17'.

**Subject:- FILLING UP THE POST OF SUPERINTENDENT IN NARCOTICS CONTROL BUREAU ON DEPUTATION BASIS**

Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up 10 (subject to increase or decrease) existing vacancies of Superintendent (Group 'B' Gazetted, Non-Ministerial) in the pay band of Rs.9300-34800 with Grade Pay of Rs.4800 (pre-revised) [Level-8 as per 7<sup>th</sup> CPC Pay Matrix] on deputation basis in the Bureau's HQrs and Zones/Sub Zones at Delhi, Jodhpur, Indore, Mumbai, Bangalore, Chennai, Madurai, Lucknow & Kolkata. The selected candidates are liable to be posted anywhere in India in any of the Regions/Zone/Sub Zones/Hqrs., of Narcotics Control Bureau.

Handwritten initials 'S.S.S.' and a signature.

2. 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/APARs 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 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 sixty days from the date of publication of this circular in the Employment News. Eligibility conditions are as under:-

**Deputation :** Officers of Central Government/State Government/Union Territories:-

- (a) i) Holding analogous post on regular basis in the parent cadre/ department; or
- ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts on the Pay Band-2 Rs. 9300-34800 plus grade pay of Rs. 4600 (pre-revised) or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualifications and experience:-

- (i) Bachelor's degree from a recognized University;
- (ii) Five years' experience in enforcement of regulatory laws and Collection of intelligence.


Handwritten notes and signatures: 'IG (PAT)', 'S.S.S.', 'AD (P.S.)', and '18/05/17'.

- (a) Desirable : Five year experience in investigation of criminal offences & economic offences.

6. Duties and responsibilities

- i) Supervision in collection & development of Intelligence, analysis and dissemination thereof.
- ii) Supervision in investigation, search, seizure and arrest of drug traffickers having national and Inter- National ramifications;
- iii) Identification of major drug traffickers and liquidating them;
- iv) Supervision of mounting surveillance on the activities of drug traffickers;
- v) Supervision of arrest of drug-traffickers and initiating prosecution proceedings against them;
- vi) Initiating action under PITNDPS Act;
- vii) Creating database in respect of drug traffickers and their activities;
- viii) Monitoring of drug situation reports, modus operandi, drug routes etc;
- ix) Monitoring of Legal/Court matter; under-taking financial investigations;
- x) Identification and destruction of illicit opium and cannabis cultivation;
- xi) Supervision and monitoring of Godown/Warehouse of seized/confiscated goods.
- xii) Organization of Training Courses for the officers empowered under the NDPS Act, 1985 and
- xiii) Duties and functions of Drawing and Disbursing Officer.

4. Period of Deputation : Ordinarily not exceeding three years including period of deputation in another ex-cadre post immediately preceding the appointment.
5. Term of deputation : The term of 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 17.06.2010 as amended from time to time.
6. Age-limit : Not more than 56 years of age on the closing date of receipt of application.
7. It may be noted that in the event of their selection, the candidates will not be allowed to withdraw their candidature.

  
( Rohit Katiyar )  
Deputy Director(Admn) 3/2/17

Distribution :-

1. All Ministries/Departments of Government of India,
2. The Under Secretary to the GOI, MHA (IS-II Division –NCB Section), NDCC Building-II, Jaisingh Road, New Delhi.
3. Member (P&V), CBEC, North Block, New Delhi.
4. Member (P&V), CBDT, North Block, New Delhi.



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

|    |   |   |      |    |   |   |
|----|---|---|------|----|---|---|
| 1. | Name and Address<br>(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 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)  |   |      |    |   |   |
|    | <b>Qualifications/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>  |      |    |   |   |
|    | B) Qualification  | C) Qualification  |      |    |   |   |
|    | D) 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 Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/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 duly authenticated by your signature, if the space below is insufficient)   |   |      |    |   |   |
|    | Office/<br>Institution  | Post held<br>on regular<br>basis                          | From | To | *Pay Band and Grade<br>Pay/Pay scale of the<br>post held on regular<br>basis. | Nature of duties (in<br>detail) highlighting<br>experience required for<br>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 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 alongwith 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 link 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 Govt.   |   |   |
|   | b) State Govt.   |   |   |
|   | 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. |   |   |



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|---|---|------------------|
| 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 <b>Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post.<br>(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.)<br><br><b>(Note : Enclose a separate sheet, if the space is insufficient)</b>   |   |                  |
| 16.B. <b>Achievements :</b><br>The candidates are requested to indicate information with regard to ;<br>(i) Research publications and reports and special projects<br>(ii) Awards/Scholarship/Official Appreciation<br>(iii) Affiliation with the professional bodies/institutions/ societies and;<br>(iv) Patents registered in own name or achieved for the organization.<br>(v) Any research/innovative measure involving official recognition.<br>(vi) any other information.<br><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#<br>(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)**

