

F.No.I/12014/31/2009-NCB
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
NCB Section

**9th Floor, Lok Nayak Bhawan, Khan Market,
New Delhi, Dated the 8th November, 2010.**

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 under the Ministry of Home Affairs intends to fill up 9 (Nine) vacant posts of Assistant Director at Delhi (2), Mumbai (2), Kolkata (2), Chennai (1), Jodhpur (1) and Bangalore (1) on deputation basis. The number of vacancies are subject to increase or decrease. The applicant is liable to be posted/transferred anywhere in the country.

2. The post of Assistant Director carries the scale of pay of Rs. 15600-39100 in Pay Band-3 plus Grade Pay of Rs. 6600/-.
3. The rules provide for 50% of posts to be filled by promotion failing which by deputation and 50% of the posts to be filled by deputation. There is at present no eligible officer in the feeder grade in the Narcotics Control Bureau for promotion. Therefore, all the posts will be filled up on deputation basis.
4. The terms and conditions of the deputation will be governed by the Department of Personnel & Training's OM No. 2/29/91-Estt. (Pay.II), dated 5.1.1994, 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 the officers of the Central Government or Statement Governments or Union Territories :
 - (a) : (i) holding analogous posts on regular basis in the parent cadre or department , or

(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Scale of Rs.15600-39100 in Pay Band-3, with Grade Pay of Rs. 5400/- or equivalent in the parent cadre or Department; and

(b) : Possessing the following qualification and experience :

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

Desirable : Three 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 renders assistance to the Director General, Deputy Director Generals, Deputy Directors/Zonal Directors in enforcement of regulatory law i.e. Narcotics Drugs and Psychotropic Substances Act, 1985, which includes:-

- a) Co-ordination between different enforcement agencies – Central and States in India and also with foreign drug enforcement agencies;
- b) Collection and development of intelligence, investigation, search, seizure and arrest of drug traffickers having national and international ramifications, analysis and dissemination thereof;
- c) Identification of major drug traffickers and liquidating them;
- d) Mounting surveillance on the activities of drug traffickers;
- e) Arrest of drug-traffickers and initiating prosecution proceedings against them;
- f) Initiating action under PITNDPS Act;
- g) Creating database in respect of drug traffickers and their activities;
- h) Monitoring of drug situation reports, modus operandi, routes etc;
- i) Monitoring of legal/court matters;
- j) Undertaking financial investigations;

- k) Identification and destruction of illicit opium and cannabis cultivation;
- l) 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 exceed three years.

7. The maximum age limit for appointment by deputation shall be not **exceeding 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 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one Grade Pay or Pay Scale and where this benefit will extend only for the post or posts for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

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 proforma attached in duplicate and forwarded to Shri K. Muralidharan, Deputy Secretary (Security), Ministry of Home Affairs, Internal Security Division, 9th Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market, New Delhi-11003 alongwith copies of ACRs for the last five years duly attested (with stamp) on each page by an officer not below a Group A Officer to the Government of India or equivalent, along with Vigilance Clearance, Certificate regarding major/minor penalty imposed for the last 10 years so as to reach this Ministry within 60 days of publishing of this Circular. The applications received after the closing date shall not be entertained.

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

(K. Muralidharan)
Deputy Secretary to the Government of India
Telephone 24617196

Copy to:-

1. All Ministries/Department 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 State/Union Territories
5. Director, IB, CBI, NCRB, DCPW, BPR&D, New Delhi
6. Director General, CRPF, SSB, ITBP, BSF, CISF
7. All DGsP of all States
8. Director General, NCB, R.K. Puram, New Delhi
9. DG, DRI, IP Estate, New Delhi
10. Director, Directorate of Enforcement, Ministry of Finance
11. Narcotics Commissioner, Central Bureau of Narcotics, Gwalior
12. Deputy Secretary(UTs), MHA
13. Office Copy/Guard file

PROFORMA

[FOR APPLICATION FOR THE POST OF ASSISTANT DIRECTOR IN NARCOTICS
CONTROL BUREAU (NCB)]

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|-----|--|---------------------------------|---|
| 1. | Name and Address (in Block Letters) | | |
| 2. | Date of Birth (in Christian era) | | |
| 3. | Date of retirement under Central/State Government Rules | | |
| 4. | Educational Qualifications | | |
| 5. | Educational and other qualifications possessed. Essential Desired | (1) (2) (3) (1) (2) | Qualifications/ Experience required for the post of Assistant Director Qualifications/ Experience possessed by the officer |
| 6. | Please State clearly whether in the light of entries made by you above, you meet the requirement of the post | | |
| 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 | From To Scale of Pay and Basic Pay Nature of duties (in detail) |
| 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 you belong . | | |
| 10. | 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. | | |

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|-----|---|--|
| | c) Autonomous Organisation | |
| | 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? If yes, give the date from which the revision took place and also indicate the pre-revised scale | |
| 13. | Emoluments per month now drawn | |
| 14. | Additional information, if any, which you would like to mention 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). | |
| 15. | 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 Organisations are eligible only for Short Term Contract.) | |
| 16. | Whether belongs to SC/ST | |
| 17. | Remarks (The candidates may 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) any other information. (Note: Enclose a separate sheet if the space is insufficient) | |

I have carefully gone through the vacancy circular/advertisement and I certify that I have not concealed or misrepresented any information and I am well aware that the Curriculum Vitae

duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date : _____

Signature of the candidate
Address _____

Countersigned

(Employer with Seal)

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER
HEAD OF OFFICE/FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt/Kum. _____ are correct and he/she possess educational qualifications and experience mentioned in Annexure-II above
2. It is also certified that there is no vigilance/Disciplinary case either pending or being contemplated against him/her.
3. His/her integrity is certified.
4. No major or minor penalty was imposed on Shri/ Smt /Kum. _____ during the last 10 years.
5. Copies of ACRs for the last 5 years upto 2009-10 duly attested (with rubber stamp) on each page by an officer not below a Group A Officer to the Government of India or equivalent is enclosed.

Place:- _____

Signature
Name, designation

Date: _____

& Tele No.