

F. No. II/24(9)/2010-Estt -106  
Government of India  
Ministry of Home Affairs  
Narcotics Control Bureau

West Block-1, Wing No.5  
R.K. Puram, New Delhi-110066

Dated 20-01.2011

Subject:- **Filling up the post of Data Entry Operator in Narcotics Control Bureau on Deputation Basis**

Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up following existing/anticipated vacancies in the grade of Data Entry Operator on deputation basis in the Bureau's HQrs and Zonal Units as mentioned below:

Name of Post	Number of vacancies	Pay Band & Grade Pay	Places
Data Entry Operator	2	PB-1 with GP of Rs. 2400	Bangalore & Patna

2. However, applicants if selected are liable to serve anywhere in India.

3. Application 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 alongwith Photocopies of ACRs for the last 5 years duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent, Integrity Certificate and vigilance clearance certificate as per proforma enclosed, so as to reach the Deputy Director (Admn.), Narcotics Control Bureau, West Block No.1, Wing No. 5, R.K. Puram, New Delhi-110066, within **45** days from the date of issue of this circular. The eligibility condition is given here under:-

**Data Entry Operator (Rs. 5200-20200 with Grade Pay of Rs. 2400) (Group 'C' Non-Gazetted)**


By Deputation basis:

Officers of the Central Government:

- (i) holding analogous post of Data Entry Operator on regular basis; or
- (ii) Key-punch Operator having five year regular service in the pre-revised pay scale of 3050-75-3950-80-4590;
- (iii) Lower Division Clerk having five years' regular service in the pre-revised scale of Rs. 3050-4590 and possessing a speed of not less than 8000 key depression per hour.

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. 2/29/91-Estt(Pay-II) dated 05-01-1994 as amended from time to time.
6. Age-limit : Not more than 56 years of age on the closing date of receipt of application.

  
(Manoranjan Kumar)  
Deputy Director (Admn)

Copy to:-

1. All Ministries/Departments of Government of India,
2. Ministry of Home Affairs, Internal Security Div, 9<sup>th</sup> Floor, Lok Nayak Bhawan, New Delhi
3. Member (P&V), CBEC, North Block, New Delhi.
4. Member (P&V), CBDT, North Block, New Delhi.
5. Director, IB, MHA, North Block, New Delhi.
6. Director, CBI, North Block, New Delhi.
7. DG, CRPF, CGO Complex, New Delhi.
8. DG, BSF, CGO Complex, New Delhi.
9. DG, CISF, CGO Complex, New Delhi.
10. DG, ITBP, CGO Complex, New Delhi.
11. DG, Railway Protection Force, Rail Bhawan, New Delhi-1
12. DG, SSB, Estt Block-V, RK Puram, New Delhi
13. DG, Coast Guard
14. Cabinet Secretariat
15. DG, DRI, I.P.Estate, 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, 6<sup>th</sup> Floor, Janpath Bhawan, New Delhi.
19. Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior.
20. DS(UT), Ministry of Home Affairs, North Block, New Delhi.
21. Office of JS(T) & CAO, Ministry of Home Affairs, E- Block, New Delhi-110011