

F. No. II/24(9)/2010-Estt -105  
Government of India  
Ministry of Home Affairs  
Narcotics Control Bureau

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

Dated 07-01-2010

Subject:- Filling up the post of Private Secretary in Narcotics Control Bureau on Deputation Basis

Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up two existing vacancy in the grade of Private Secretary in the pay band -2 with grade pay Rs. 4600/- in the Bureau's HQrs and Zonal Units.

2. Application in the enclosed format (curriculum vitae) 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:-

**Private Secretary (Rs. 9300-34800 + Grade Pay Rs. 4600) (Group-B Gazetted, Ministerial)**

By transfer on deputation basis:

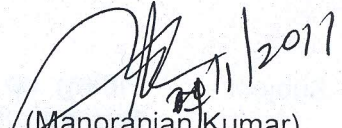
Officers of the Central Government:

- (a) (i) Holding analogous posts on regular basis; or
- (ii) with two year years regular service in posts in the pre-revised pay scale of Rs. 2000-3200/- or equivalent ; or
- (iii) with three years regular service in the posts in pre-revised pay scale of Rs. 1640-2900 or equivalent; or
- (iv) with eight years regular service in posts in pre-revised pay scale of Rs. 1400-2300 or Rs. 1400-2600 or equivalent; and
- (b) Possessing a speed of 100 words per minute in stenography (Hindi or English).

3. Period of Deputation : Ordinarily not exceeding three years including period of deputation in another ex-cadre post immediately preceding the appointment.
4. 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.

5. Age-limit : Not more than 56 years of age on the closing date of receipt of application.
6. Applicants if selected are liable to serve anywhere in India.

  
(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. The Chief Secretary (all states)
17. Director, Directorate of Enforcement, Ministry of Finance, Lok Nayak Bhawan, New Delhi.
18. Director, National Crime Records Bureau, East Block-7, R.K. Puram, New Delhi.
19. Deputy Director General (Admn), Central Economic Intelligence Bureau, 6<sup>th</sup> Floor, Janpath Bhawan, New Delhi.
20. Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior.
21. DS(UT), Ministry of Home Affairs, North Block, New Delhi.