

F.No.II/24(9)/2010-Estt. 277
Government of India
Ministry of Home Affairs
Narcotics Control Bureau

West Block No.1, Wing-V,
R.K. Puram, New Delhi-110 066

Dated: 25 February, 2011

Sub: **Filling up of the post of Upper Division Clerk (Group 'C' Post) in Narcotics Control Bureau, Ministry of Home Affairs on deputation basis.**

The Narcotics Control Bureau, Ministry of Home Affairs intends to fill up following anticipated vacancies in the grade of Upper Division Clerk on deputation basis in the Bureau's HQrs and Zonal Units.

Name of Post	Number of vacancies	Pay Band & Grade Pay
Upper Division Clerk	02	PB-1- Rs.5200 -20200 with Grade Pay Rs.2400/-

2. The number of vacancies are subject to increase or decrease. Applicants if selected are liable to be posted/transferred anywhere in the country.

Upper Division Clerk (Rs.5200-20200 + Grade Pay Rs.2400/-) (Group-C, Non-Gazetted Ministerial)

By deputation basis :

Officer of the Central Government or the State Government :

- (i) Holding analogous post on regular basis; or
- (ii) Having eight years' regular service as Lower Division Clerks

3. 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.

4. 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.

5. The maximum age limit for appointment by deputation shall be not exceeding **fifty-six years**, as on the closing date of receipt of application.

6. The vacancy circular may be brought to the notice of eligible officials of your cadre. The application of eligible and willing officials who can be spared at short notice in the event of their selection may be obtained on the enclosed proforma in duplicate and forwarded to Deputy Director (Adm), NCB HQrs., West Block No. 1, Wing-V, R.K. Puram, New Delhi-110 066 alongwith (i) copies of ACRs for the last five 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 following proforma and (iv) major/minor

...2/-

penalty statement for the last ten years so as to reach NCB HQrs within 45 days of issue of this vacancy circular. The applications received after the closing date shall not be entertained.



(MANORANJAN KUMAR)
DEPUTY DIRECTOR(ADM)

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