



भारत सरकार / **GOVERNMENT OF INDIA**

गृह मंत्रालय / **MINISTRY OF HOME AFFAIRS**

स्वापक नियंत्रक ब्यूरो / **NARCOTICS CONTROL BUREAU**

आंतरिक सुरक्षा विभाग / **DEPARTMENT OF INTERNAL SECURITY**

O/o Dy. Director General (North Western Region)

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F.No. NCB/NWR/Estt/Deputation/2025/15

Date: 08.05.2025

Circular

Sub: Filling up of the vacancies in Group B & C (Non-Gazette) officers/officials in the Regional Office & Zonal office under North West Region, Narcotics Control Bureau under Ministry of Home Affairs on Deputation Basis: Reg.

North West Region, Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up existing/anticipated vacancies in different grades on deputation basis in the Regional office & Zonal offices under the regions.

2. The details of posts as Under: -

Name of Post	Number of Vacancies	Places where vacancies Exist	Pay Band & Grade Pay
Inspector	16	Amritsar - 04 Jammu - 04 Chandigarh -05 Srinagar - 03	Level-7 of the Pay Matrix as per 7 th CPC (Group 'B', Non-Gazetted, Non-Ministerial)
Sub-Inspector	16	Amritsar - 06 Jammu - 04 Chandigarh -02 Srinagar - 04	Level-6 of the Pay Matrix as per 7 th CPC (Group 'B', Non-Gazetted, Non-Ministerial)
Assistant	03	Amritsar - 02 Jammu - 01	Level 6 of the Pay Matrix as per 7 th CPC (Group 'B', Non-Gazetted, Ministerial)

Upper Division Clerk (UDC)	02	Chandigarh - 01 Amritsar - 01	Level 4 of the Pay Matrix as per 7 th CPC (Group 'C', Non-Gazetted, Ministerial)
Surveillance Assistant	11	Amritsar - 04 Jammu - 01 Chandigarh - 04 Srinagar - 02	Level 5 of the Pay Matrix as per 7 th CPC (Group 'C', Non-Gazetted, Non-Ministerial)

3. The number of vacancies is subject to change. Applicants, if selected are liable to serve anywhere in India. Preference will be given to candidates knowing local language and well acquainted with local territory. The preferred place may be indicated in the Bio-data proforma.

4. **Application (Curriculum Vitae)** of willing and eligible officials whose services can be spared, without delay, in the event of their selection may be forwarded through proper channel along with the following's documents/information in the enclosed format: -

i) APAR grading during the last 5 years (The APAR with minimum benchmark "Good" and no adverse remarks shall be accepted). If APAR of some year is not available then APAR for the previous year may be forwarded.

ii) Integrity Certificate

iii) Bio-Data/ Curriculum Vitae Performa as prescribed in Annexure - B

iv) Vigilance clearance certificate as per enclosed proforma

&

v) Major/minor penalty statement for the last 10 years and Cadre clearance certificate incorporating that "in the event of his/her selection, he/she will be relieved to join NCB on deputation basis" so as to reach O/o DDG NWR (3rd Floor, BSNL Building, Ranjit Avenue B-Block, Amritsar, Punjab 143001). It can also be e-mailed to ddgnwr-ncb@gov.in, Within 01 month from the date of issuance of the circular.

5. **Eligibility criteria/conditions** are as prescribed in Annexure - D. (As per recruitment rules of the post) & Check list for scrutiny of Applications for deputation in Annexure - C.

6. **Terms of Deputation:**

The terms of the deputation will be governed in accordance with the Department of Personnel & OM No.6/8/2009-Estt. (Pay II) dated 17.6.2010, OM No.2/6/2016- Estt. (Pay-II) dated 17.02.2016 and MHA Police- II Division Policy Guidelines No. I-20122/03/2016-Pers. II dated 22nd Nov'2016, as amended from time to time.

7. Period of Deputation:

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. Extension may be granted to candidates' up to maximum of 07 years, subject to their suitability and performance.

- 8. Age-limit:** Not more than 56 years of age on the closing date of receipt of application.
- 9.** Officers who are under the zone of consideration for promotion to the next higher rank in their parent department within two years may not be nominated for deputation.



**Superintendent, DDG NWR
Narcotics Control Bureau
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Amritsar - 143001
Email: ddgnwr-ncb@gov.in**

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

1.	Name and Address (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.	Educational Qualifications					
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)					
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer				
	Essential					
	A) Qualification	A) Qualification				
	B) Experience	B) Experience				
	Desirable					
	A) Qualification	A) Qualification				
	B) Experience	B) Experience				
	5.1 Note: 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. 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.					
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.					
	6.1 Note: 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.					
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 on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis.	Nature of duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and

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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 Pay 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>9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column-9 (c) & (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 lien 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.	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.		
	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.	
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	Additional information, if any, relevant to the post you applied for 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)	
16.B.	Achievements : The candidates are requested to 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) Patents registered in own name or achieved for the organization. (v) Any research/innovative measure involving official recognition. (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17.	Please state whether you are applying for	

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	deputation (ISTC/Absorption/Re-employment Basis# (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	
19.	Preference of place of Posting	

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:
candidate

Signature of the

Name:
Rank:
Mobile No.
Email ID
Parent Office Address:

Countersigned

Employer/Cadre Controlling Authority with Seal)

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 possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he will be relieved immediately.

1. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against _____.
- 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 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)**

Check List for scrutiny of Applications for deputation

1. Application/willingness of the candidates should be in the prescribed proforma as circulated with the vacancy circular.
2. Applications of the candidates should be received through proper channel i.e. from their Cadre Controlling Authority alongwith the cadre clearance/NOC.
3. Applicant should be clear from DE/Vigilance angle
4. Integrity of the applicant should be beyond doubt.
5. No major/minor penalty should have been imposed on the applicant for the last ten years.
6. Attested copies of APARs for the last five years should be attested by a Gazetted Officer of their concerned department.
7. Applicant either should be holding the analogous post or one step below with the required number of years of regular service in their parent cadre, as the case may be, as per eligibility criteria prescribed in the RRs of the respective post.
8. Service under MACP shall not be counted for the purpose of analogous post. Only regular service in the present post in the parent department shall be counted.

S. No.	Name of the post/rank	Pay Level	Eligibility criteria for deputation as per the Recruitment Rules
1.	Inspector	Level-7	<p>➤ Officers of the Central/State Government/Union Territories.</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department ; or (ii) With five years regular service in Level-6 in the Pay Matrix in the parent cadre or department.</p> <p>(b) Possessing the following Educations and experience :-</p> <p>Essential: (i) Educational Qualification:- Bachelor's degree from a recognized University/Institute and (ii) Experience:- Three years' experience in enforcement of regulatory laws and collection in intelligence thereto.</p> <p>Desirable: One year experience in investigation of criminal offences or economic offences.</p>
2.	Sub-Inspector	Level-6	<p>➤ Officers of the Central/State Governments/Union Territories:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department ; or (ii) With 6 (six) years' regular service in the Level-5 (Rs.29,200-92,300) of the Pay Matrix or equivalent in the parent cadre or department ; and</p> <p>(b) Possessing the following educational qualifications and experience :-</p> <p>Essential: (i) Educational Qualification:- Bachelor's degree from a recognized University/Institute and (ii) Experience:- Two years' experience in enforcement of regulatory laws and collection in intelligence thereto.</p> <p>Desirable: One year experience in investigation of criminal offences or economic offences.</p>
3.	Assistant	Level-6	<p>➤ Officers of the Central Government:-</p> <p>(i) Holding analogous posts on regular basis; or (ii) Having six years regular service in Level-5 (Rs.29200-92300) as per 7th CPC [Pre-Revised, Pay Band-I (Rs.5200-20200) and grade pay of Rs.2800/-] and two years' experience of dealing with establishment or accounts matters; or (iii) Having ten years regular service as Upper Division Clerk in Level-4 (Rs.25500-81100) as per 7th CPC [Pre-Revised, Pay Band- (Rs.5200-20200) and grade pay of Rs.2400/-] and three years experience of dealing with establishment or accounts matters; and (iv) Possessing Bachelor's Degree from a recognized university.</p>

4.	Upper Division Clerk (UDC)	Level-4	<p>➤ Officer of the Central Government or the State Government,-</p> <p>(i) holding analogous post on regular basis in the parent cadre or department;</p> <p style="text-align: center;">Or</p> <p>(ii) in level 2 in the pay matrix (Rs.19900-63200) with eight years' regular service in the parent cadre or department.</p>
5.	Surveillance Assistant	Level-4	<p>➤ Officials of the Central Government or the State Government or Union Territories administration:-</p> <p>(i) Holding analogous posts on regular service in the parent cadre or department with three years' experience in Communication or Information Technology; or</p> <p>(ii) With five year service in the grade rendered after appointment thereto on a regular basis in Level-3 in the pay matrix Rs. 21700-69100 or equivalent, in the parent cadre or department and with five years' experience in communication or information technology; and</p> <p>(a) Possessing the 10+2 pass in Science (Mathematics, Physics and Chemistry) from a recognized Board or University.</p>
6.	Staff Car Driver (Grade-I)	Level-5	<p>➤ Officials of Central Government/State Government/Union Territories:</p> <p>(a) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(b) With five years regular service in the pay band of Rs.5200-20200 plus grade pay of Rs.2400 in the parent cadre or department.</p>
7.	Staff Car Driver (Grade-II)	Level-4	<p>➤ Officials of Central Government/State Government/Union Territories:</p> <p>(a) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(b) With nine years regular service in the pay band of Rs.5200-20200 plus grade pay of Rs.1900 in the parent cadre or department.</p>
8.	Staff Car Driver (Ordinary Grade)	Level-2	<p>➤ from officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in Pay Band-1 Rs.5200-20200 Grade Pay Rs.1800/- in other Ministries of the Central Government who fulfill the necessary qualifications as mentioned below:-</p> <p>(i) Possession of a valid driving license for motor cars;</p> <p>(ii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle</p> <p>(iii) Experience of driving a motor car for at least three years; and</p> <p>(iv) Pass in 10th standard.</p> <p><u>Deputation/re-employment or Armed Forces personnel:-</u> The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of 01 year and having the requisite experience and qualifications prescribed shall also be considered. Such person would be given deputation terms upto the date on which they are due for release from the Armed Forces thereafter they may be continue on re-employment.</p>