F.No.A/5/2021-Establishment - 807
Government of India
Ministry of Home Affairs
Narcotics Control Bureau

2nd Floor August Kranti Bhawan
Bhikaji Cama Place, New Delhi-110030
Date: 15 /04/2023

Subject: Filling up the post of Staff Car Drivers (Grade-I, Grade-II and Ordinary Grade) in Narcotics Control Bureau on Deputation Basis.

Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up **42 (Forty Two)** existing vacancies in the following grades of Staff Car Drivers on deputation basis:-

Name of Post	No. of Vacancies	Places where vacancy exists	Pay Band & Grade Pay
Staff Car Driver (Grade-I)	**13**	New Delhi, Mumbai, Kolkata, Amritsar, Guwahati, Ahmedabad, Chennai, Jammu, Jodhpur, Lucknow, Indore, Bangalore, Patna, Dehradun, Srinagar, Jaipur, Goa, Bhopal, Hyderabad, Vishakhapattanam, Cochin, Bhubaneswar, Imphal, New Jalapaigudi, Gorakhpur, Raipur, Agartala, Pasighat/Lower Siang	PB-1 (Rs.5200 - 20200) + G.P Rs.2800 (pre-revised) (Now level 05 of Pay Matrix as per 7th CPC.)
Staff Car Driver (Grade-II)	**04**		PB-1 (Rs.5200 - 20200) + G.P Rs.2400 (pre-revised) (Now level 04 of Pay Matrix as per 7th CPC.)
Staff Car Driver (OG)	**25**		PB-1 (Rs.5200 - 20200) + G.P Rs.1900 (pre-revised) (Now level 02 of Pay Matrix as per 7th CPC)

2. The number of vacancies is subjected to increase or decrease. However, applicants, if selected are **liable to serve anywhere in India. Preference will be given to those candidates who know local language and local territory very well.**

3. Application (Curriculum Vitae) in the enclosed format 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 (i) copies of APARs for the last 5 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 proforma enclosed & (iv) 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 the Deputy Director (Admn.), Narcotics Control Bureau, 2nd Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066, within **60** days from the date of issuance of this circular. Eligibility conditions are as under:-

Staff Car Driver (Grade-I): (PB-1, Rs.5200 - 20200 + G.P Rs.2800 (pre-revised) (Now Level-5 of Pay Matrix as per 7th CPC) (General Central Services Group-'C', Non-Gazetted, Non Ministerial)

By Deputation Basis:-

Officials of Central Government/State Government/Union Territories:

(a) Holding analogous posts on regular basis in the parent cadre or department; or
(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.

Staff Car Driver (Grade-II): (PB-1, Rs.5200 - 20200 + G.P Rs.2400 (pre-revised) (Now Level-4 of Pay Matrix as per 7th CPC) (General Central Services Group-'C', Non-Gazetted, Non Ministerial)

By Deputation Basis:-

Officials of Central Government/State Government/Union Territories:

(a) Holding analogous posts on regular basis in the parent cadre or department; or
(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.

Staff Car Driver (Ordinary Grade): (PB-1, Rs.5200-20200 + G.P Rs.1900 (pre-revised) (Now level-02 of Pay Matrix as per 7th CPC) (General Central Services Group-'C', Non-Gazetted, Non Ministerial)

By Deputation Basis :-

From amongst the regular Dispatch Rider (Group 'C') and Group 'C' employees in Pay Band-1, Rs.5200-20200, Grade Pay Rs.1800 in Narcotics Control Bureau who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which 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:-

(a) Possession of a valid driving license for motor cars;
(b) Experience of driving a motor car for at least three years; and
(c) Pass in 10th standard.

Deputation/re-employment or Armed Forces personnel:-

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 persons would be given deputation terms upto the date on which they are due for release from the Armed Forces thereafter they may be continued on re-employment.

5. **Term of Deputation**: The term of the deputation of Central Government will be governed in accordance with the Department of Personnel & Training's 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-

21022/03/2016-Pers.II dated 22nd Nov'2016, & No. I-21022/03/2016-Pers.II dated 28.12.2016 as amended from time to time.

6. **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 subject to suitability/performance. Extension may be granted to candidates upto maximum of 07 years, subject to their suitability & performance.

7. **Age-limit**: Not more than 56 years of age on the closing date of receipt of application.

Encls: As above.

(Ravi Shanker Joshi)
Assistant Director (Admin.)

Distribution:-

1. All Ministries/Departments of Government of India,
2. The Under Secretary to the Govt. of India, MHA, IS-II Division, NCB Section, Major Dhyan Chand National Stadium, India Gate, 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. Commissioner of Delhi Police, IP Estate, ITO, New Delhi
8. DG, CRPF, CGO Complex, New Delhi.
9. DG, BSF, CGO Complex, New Delhi.
10. DG, CISF, CGO Complex, New Delhi.
11. DG, ITBP, CGO Complex, New Delhi.
12. DG, Railway Protection Force, Rail Bhawan, New Delhi.
13. DG, SSB, East Block-V, R K Puram, New Delhi.
14. DG, Coast Guard
15. All DGsP of State Police.
16. Cabinet Secretariat
17. DG, DRI, I.P. Estate, New Delhi.
18. All Commissioner, Customs & Central Excise
19. Director, Directorate of Enforcement, Ministry of Finance, Lok Nayak Bhawan, N.D.
20. Director, National Crime Records Bureau, East Block-7, R. K. Puram, New Delhi.
21. Deputy Director General (Admn.), Central Economic Intelligence Bureau, 6th Floor, Janpath Bhawan, New Delhi.
22. Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior.
23. The I.G., Andaman & Nicobar Police, Port Blair, Chandigarh, Lakshadweep, Daman & Diu.
24. DS (UT), Ministry of Home Affairs, North Block, New Delhi.
25. Office of JS (T) & CAO, Ministry of Defence, E-Block, New Delhi-110011.
26. All Deputy Directors General, NCB.
27. All Zonal Directors, NCB.
28. The I/C Computer Cell, NCB HQ, New Delhi- for uploading circular on NCB website.
29. Guard file/file

Annexure-I

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 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.

9.1 Note : In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.

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.

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 Organisation	
	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 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	

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 :_____

Signature of the candidate
Address _____

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

2. Also certified that ;

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

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/her 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)