

F.No. II/4(4)/2014-Estt.-1180  
Government of India  
Ministry of Home Affairs  
Narcotics Control Bureau

West Block No.1, Wing No.5,  
R.K.Puram, New Delhi-110 066.  
Dated: 16-10-2015

**Sub: Filling up the post of Intelligence Officer 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 Intelligence Officer on deputation basis in the Bureau's HQs and Zones/Sub Zones of NCB as mentioned below :-

Name of Post	Number of Vacancies	Pay Band & Grade Pay	Places
Intelligence Officer	15	PB-2 Rs. 9300-34800 with GP of Rs. 4600	Chandigarh, Mumbai, Ahmedabad, Bangalore, Indore, Guwahati, Goa & Mandsaur.

2. The number of vacancies are subject to increase or decrease. However, applicants, if selected are liable to serve anywhere in India.

3. Application (Curriculum Vitae) 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 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 will be relieved to join NCB on deputation basis" 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 **60** days from the date of issue of this circular. Eligibility conditions are as under:-

Intelligence Officer (Rs.9300-34800 + Grade Pay Rs.4600) (Group-'B' Non-Gazetted, Non- Ministerial)

**Deputation :-**

Officers of the Central Government :

- Holding analogous posts on regular basis in the parent cadre or department ; or**
- With five years regular service in the pay scale of Rs.9300-34800 plus grade pay of Rs. 4200/- in the parent cadre or department.**
- Having Bachelor's Degree from a recognized University**



**Essential** : Three years experience in enforcement of regulatory laws and collection in intelligence thereto;

**Desirable** : One year's experience in investigation of criminal offences or economic offences.

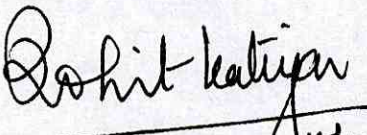
**Job Description/Duties:**

- Enforcement of Narcotic Drugs & Psychotropic Substances Act, 1985.
- Collection & development of Intelligence, Investigation, search, seizure and arrest (including financial investigation);
- Initiating trial in courts.
- Initiating action under PITNDPS Act.
- Attending trial in courts.
- Identification and destruction of illicit opium and cannabis cultivation;
- Demand Reduction activities
- Training of officers/personnel of other drug law enforcement agencies
- Coordination with other drug law enforcement agencies
- Any other duties as assigned/allocated by Superior Officers.

4. **Term of deputation** : The term of the deputation of Central Government Officers will be governed in accordance with the Department of Personnel & Training's OM No.6/8/2009-Estt.(Pay II) dated 17.6.2010, as amended from time to time.

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

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

  
(Rohit Katiyar)  
Deputy Director (Admin) 15/10

**Distribution:-**

1. All Ministries/Departments of Government of India,
2. Ministry of Home Affairs, IS-II Division, NCB Section, Hall No.B, 1<sup>st</sup> Floor, NDCC-II Building, Jaisingh Road, 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, East Block-V, R K Puram, New Delhi.
13. DG, Coast Guard
14. Cabinet Secretariat
15. DG, DRI, I.P.Estate, New Delhi.
16. All Commissioner, Customs & Central Excise
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. The I.G. Andaman & Nicobar Police, Port Blair, Chandigarh, Lakshadweep, Daman & Diu.
22. DS(UT), Ministry of Home Affairs, North Block, New Delhi.
23. Office of JS(T) & CAO, Ministry of Defence, E-Block, New Delhi-110011.
24. The AD(Comn), NCB HQ, New Delhi- for uploading circular in NCB website.



**BIO-DATA/ CURRICULUM VITAE PROFORMA**

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
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
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/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	



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 Government
- b) State Government
- 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**

Basis Pay in the PB

Grade Pay

Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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)



<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p>	
<p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/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.</p>	
<p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>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)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

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.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_





**Certification 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/Smt. \_\_\_\_\_
- 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 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer/ Cadre Controlling Authority with Seal)**