

Government of India  
Ministry of Home Affairs  
Narcotics Control Bureau

2nd Floor August Kranti Bhawan  
Bhikaji Cama Place, New Delhi-110066

Date: 31/03/2023

**Sub:-Filling up the post of Havaldar (Group 'C' Post) in Narcotics Control Bureau (NCB) on Deputation Basis.**

Narcotics Control Bureau (NCB), Ministry of Home Affairs, intends to fill up 03 (Three) existing vacancy of Havaldar in Level-1 of the Pay Matrix as per 7<sup>th</sup> CPC (pre-revised in Pay Scale of PB-1, Rs.5200-20200 with Grade Pay Rs.1800/-) on deputation basis.

2. The number of vacancies is 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/she will be relieved to join NCB on deputation basis"** so as to reach the Deputy Director(Admn.), Narcotics Control Bureau, 2<sup>nd</sup> Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066, within 60 days from the date of issue of this circular. Eligibility conditions are as under:-

**Havaldar, Level-1 of the Pay Matrix as per 7<sup>th</sup> CPC (pre-revised in Pay Scale of Pay Band-1, Rs.5200-20200 with Grade Pay Rs.1800/-) (Group-'C' Non-Gazetted, Non-Ministerial)**

**By Deputation basis:-**

Personnel of the Central Government or State Government Union Territories Administration holding the post of Havaldar or Head Constable on regular basis in the parent cadre or department.

5. **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, 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 22<sup>nd</sup> Nov'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 year 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 Joint Secretary to the Govt. of India, MHA, IS-II Division, NCB Section, Major Dhyan Chand Stadium, Opposite to 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-1.
13. DG, SSB, East Block-V, R K Puram, New Delhi.
14. All State Police DGsP.
15. DG, Coast Guard
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, LokNayakBhawan, 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, 6<sup>th</sup> Floor, JanpathBhawan, 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 Zonal Directors, Narcotics Control Bureau.
27. The I/C Computer Cell, NCB HQ, New Delhi- for uploading circular on NCB website.
28. Guard file/file

नशे को "ना" जीवन को "हाँ" - नशे का प्रयोग और अवैध व्यापार प्रतिबंधित एवं दण्डनीय है।

**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. Qualifications/Experience required as tendered 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
6. If any post held on Deputation in the past by the applicant date of return from the last deputation and other details.		
7. 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.

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 on 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 Candidates)

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 possess 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 impressed 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)