



सत्यमेव जयते

Government of India/Ministry of Finance  
Department of Revenue/Central Board of Direct Taxes  
Directorate General of Income-tax (HRD)  
2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium,  
Gate No. 1, New Delhi - 110003

HRD/CM/152/Vac. Cir/2019-20/ 4950

Dated: 05/11/2019

To,

All Pr. Chief Commissioners of Income Tax

Madam/Sir,

**Sub: Filling up the post of Stenographer Grade-I in Narcotics Control Bureau on Deputation basis**

Kindly refer to the above.

2. In this regard, the undersigned is directed to enclose the vacancy circular F. No. II/4(8)/2019-Estt/-1834 dated 24.09.2019 in respect of Group 'B' Non-Gazetted, Ministerial for the post of Stenographer Grade-I in the above organization on deputation basis with a request that the above Vacancy Circular may be circulated to all the concerned officers/ officials.
3. Further, I am directed to request that the names of the suitable officers/officials may be forwarded/processed from the Office of the Pr. CCsIT of the respective region to the borrowing authority directly as the cadre control in respect of Group 'B' & Group 'C' Officer/officials vests with the respective Pr. CCsIT.
4. The last date of submission of applications is 60 days from the issue of the Circular.
5. This issues with the approval of the Pr .DGIT(HRD), New Delhi.

Yours faithfully,

**Encl:** As Above

*Sd*  
**(Rang Lal Meena)**  
Income Tax Officer,  
(CMD)-III, HRD,  
New Delhi

✓ Copy to: The Webmanager [www.irsofficeronline.gov.in](http://www.irsofficeronline.gov.in) with the request to upload the letter on the website along with its enclosures.

*Rm*  
Income Tax Officer  
(CMD)-III, HRD  
New Delhi



(51)

West Block No.1, Wing No.5,  
R.K.Puram, New Delhi-110 066.

Dated: 29-09-2019

FTS- 1268587/2019

**Sub: Filling up the post of Stenographer Grade-I in Narcotics Control Bureau on Deputation Basis.**

Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up 04 (Four) existing/anticipated vacancies of Stenographer Grade-I in Level-6 of the Pay Matrix as per 7<sup>th</sup> CPC (Pre-Revised in PB-2, Rs.9300-34800 with Grade Pay Rs.4200) on deputation basis.

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

3. There is a possibility for permanent absorption in NCB in future as per provision contained in the RRs of Stenographer Grade-I and DOP&T instructions issued from time to time, in case of willing & eligible candidates, subject to approval by the Competent Authority, NCB.

4. 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, 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:-

**Stenographer Grade-I, Level-6 in the Pay Matrix as per 7<sup>th</sup> CPC (Pre-Revised Pay Scale of Rs.9300-34800 + Grade Pay Rs.4200) (Group-'B' Non-Gazetted, Ministerial)**

**By Deputation basis:-**

Officer of the Central Government-

- (a) Holding analogous posts on regular basis; or
- (b) Having five year's regular service of Stenographer Grade-II in Level-4 of the pay matrix as per 7<sup>th</sup> CPC (PB-1, Rs.5200-20200 with Grade Pay of Rs.2400 (pre-revised)).

आयसी नं.- 8601	दिनांक- 22/10/19
	अ. महा. नि.-1
	अ. महा. नि.-2
	अ. महा. नि.-3 ✓
	ज. महा. नि. (परीक्षा रेंद रा. भा.)
	मुख्या हेडक्वार्टर

ITI Sh. Dinesh Meena

JS (Admn) on tour

11/10/19

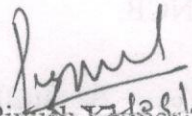
HRO

23/10/19  
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Case-3  
23/10/2019  
DDT (Admn)-3



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, C-1 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 22.11.2016 & 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. Extension may be granted to candidates upto maximum of 07 years, subject to their suitability & performance.
7. **Age-limit:** The maximum age limit for deputation shall not be exceeding 56 years as on closing date of receipt of application.
8. 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.

Encls: As above.

  
(Piyush Kumar Singh)  
Assistant Director (Admn)

Distribution:-

1. All Ministries/Departments of Government of India,
2. The Under Secretary to the Govt. of India, 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. 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. DG, Coast Guard
15. Cabinet Secretariat
16. DG, DRI, I.P. Estate, New Delhi.



- 17. All Commissioner, Customs & Central Excise
- 18. Director, Directorate of Enforcement, Ministry of Finance, Lok Nayak Bhawan, New Delhi.
- 19. Director, National Crime Records Bureau, East Block-7, R. K. Puram, New Delhi.
- 20. Deputy Director General (Admn.), Central Economic Intelligence Bureau, 6<sup>th</sup> Floor, Janpath Bhawan, New Delhi.
- 21. Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior.
- 22. The I.G., Andaman & Nicobar Police, Port Blair, Chandigarh, Lakshadweep, Daman & Diu.
- 23. DS (UT), Ministry of Home Affairs, North Block, New Delhi.
- 24. Office of JS(T) & CAO, Ministry of Defence, E-Block, New Delhi-110011.
- 25. The I/C Computer Cell, NCB HQ, New Delhi- for uploading circular on NCB website.
- 26. Guard file/file

Internal :-

- 1 All DDGs
  - 2 All Zonal Directors
- } With the request to approach the concerned authorities to provide nominations at the earliest.

Application Circular: Officers of the enclosed list 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 A/PARs for the last 7 years (to be attested and stamped) on each page by an officer not below the rank of Under Secretary of the Government of India or equivalent, (ii) Integrity Certificate (iii) vigilance clearance certificate (iv) performance enclosed & (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 allowed to join NCB on deputation basis" so as to reach the Deputy Director/Adm. Narcotics Control Bureau, West Block No.1, Wing No.1, R.K. Puram, New Delhi-110056, within 60 days from the date of issue of this circular, subject to the following conditions set out under:-

Stenographer Grade-I, Level 1 of the Pay Matrix as per 7<sup>th</sup> CPC (Pay Band Rs. 28,000-33,800 Scale of Rs.9300-34800 + Grade Pay Rs.4200) (Class 'B' - Non-Governmental Ministerial)

By Deputation basis:-

Officer of the Central Government:-

- (a) Holding analogous posts on regular basis.
- (b) Having five year's regular service of Stenographer Grade-I in the pay matrix as per 7<sup>th</sup> CPC (PB-I, Rs.5200-8000) (Pay Band Rs. 5200-8000 (as revised)).



**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 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>
C) Qualification		A) Qualification
D) 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 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)**