

भारत सरकार  
Government of India  
गृह मंत्रालय  
Ministry of Home Affairs  
स्वापक नियंत्रण ब्यूरो  
Narcotics Control Bureau

August Kranti Bhawan, 2<sup>nd</sup> Floor,  
Bhikaji Cama Place, New Delhi-110 066

Date : 16 July, 2026

// Open Vacancy Circular //

**Subject:- Filling up of the post of Private Secretary in the Headquarters and Regional / Zonal Offices of Narcotics Control Bureau, Ministry of Home Affairs on deputation basis : Reg.**

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Narcotics Control Bureau, Ministry of Home Affairs intends to fill up **08 (eight)** existing vacant posts of **Private Secretary** on deputation basis. The vacancies may vary (increase/decrease). The selected candidates are liable to be posted in any of the Zonal/Regional Offices/Headquarters located at **Delhi, Kolkata, Guwahati, Amritsar, Chandigarh, Chennai, Mumbai & Ahemdabad** of Narcotics Control Bureau, though due consideration will be given to the choice of the candidate.

2. The post of Private Secretary carries the pay in Level-7 of the Pay Matrix Rs.44,900-1,42,400/-.
3. The Recruitment Rules notified in the Gazette of India vide GSR No.614 (E) dated 18.09.2020 for the post provide for 100% to be filled up by promotion failing which by deputation. Required number of officers in the feeder grade are not available/eligible for promotion in Narcotics Control Bureau. Hence, the vacant posts will be filled up on deputation basis under failing which clause.
4. The terms and conditions of the deputation will be governed by the Department of Personnel & Training's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.
5. The Recruitment Rules for the post of Private Secretary in the Narcotics Control Bureau provide for deputation of officers holding the post of Stenographer under the Central Government,-
  - (a) (i) holding analogous posts on regular basis in the parent cadre or department;
  - or
  - (ii) with five years regular service in the Stenographers grade-I in the Level-6 (Rs.35400-112400) of the pay matrix or equivalent in the parent cadre or department.
6. 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 to exceed **03 (three)** years.

7. The age limit for appointment by transfer on deputation shall be not exceeding 56 (fifty six) years on the closing date of receipt of applications.
8. The vacancy circular may be brought to the notice of eligible officers of your cadre/department. The application of eligible and willing officers who can be spared at short notice in the event of their selection may be obtained in the revised **Bio-data/C.V. proforma, in original, [format attached]** and be forwarded to **the Dy Director General (P&A), Narcotics Control Bureau Headquarters, 2<sup>nd</sup> Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi – 110 066** along with following requisite documents:-
- Photo copies of APARs for the last five years duly attested (with stamp) on each page by an officer not below the rank of Under Secretary to the Govt. of India or equivalent, including GAP Sheet/NIC/NRC.
  - Integrity Certificate
  - Vigilance Clearance certificate as per proforma
  - Major/minor penalty statement for the last 10 years and
  - Cadre clearance incorporating that in the event of his/her selection, he/she will be relieved to join the post of Private Secretary in NCB on deputation basis.
9. **This is an open vacancy circular, meaning that applications will be considered on a continuous basis until all vacancies are filled. The complete applications received by last day of every month shall be considered for selection against available vacancies at the end of said month.**
10. All applications must be routed through proper channel. No advance application will be entertained.
11. It may be noted that in the event of the selection, the candidates will not be allowed to withdraw their candidature. In case an officer fails to join the post after selection, he/she will be debarred from future deputation in NCB.
12. This issues with the approval of the Director General, Narcotics Control Bureau (NCB).
13. In case of any queries, contact on Landline No.011-26192577 and at email [ada-ncb@nic.in](mailto:ada-ncb@nic.in)

  
( Rahul Mathur )  
Deputy Director (P&A)

To

- The Joint Secretary (IS-II), Ministry of Home Affairs, Kartavya Bhawan-3, New Delhi
- All Ministries/Department of Government of India
- Member (P&V), CBIC, Ministry of Finance, North Block, New Delhi
- Member (P&V), CBDT, Ministry of Finance, North Block, New Delhi
- The Director General, CRPF, SSB, ITBP, BSF, CISF & Assam Rifles
- The Commissioner of Delhi Police, Delhi Police Headquarters, New Delhi



7. The Director, CBI, IB, NCRB, DCPW, NIA, New Delhi
8. The DG, DRI, IP Estate, New Delhi
9. The Director, Directorate of Enforcement, Ministry of Finance, New Delhi
10. The Deputy Secretary to the Govt. of India, IS-II Division-NCB Section, Major Dhyan Chand National Stadium, Near India Gate, New Delhi
11. All DDsG, NCB
12. All Additional Director, Dy Director/Zonal Directors of NCB
13. The Narcotics Commissioner, Central Bureau of Narcotics, Gwalior
14. The Deputy Secretary (UTs), MHA
15. DI Section, NCB Hqrs. - For uploading the circular on NCB website on priority.
16. The Manager, Employment News (Publication Division), Ministry of Information & Broadcasting, 7<sup>th</sup> Floor, Sookhana Bhawan, Lodhi Road, New Delhi-110 003  
– with the request that the above said advertisement may kindly be published in the Employment News in the forthcoming issue.
17. Sr. PS to DG, NCB
18. Sr. PS to ADG, NCB
19. Sr. PS/PS to all DDG, NCB Hqrs.
20. Guard file/file

Mahabharti.in

**BIO-DATA/ CURRICULUM VITAE PROFORMA**  
**[ APPLICATION FOR THE POST OF PRIVATE SECRETARY (PS) IN**  
**NARCOTICS CONTROL BUREAU (NCB) ON DEPUTATION BASIS**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                            |                                  |      |    |                                                                               |                                                                                                 |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------|----|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 1. | Name and Address<br>(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. | <b>Educational Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                          |                                  |      |    |                                                                               |                                                                                                 |
| 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)                                                                                                                                                                                                               |                                  |      |    |                                                                               |                                                                                                 |
|    | <b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>                                                                                                                                                                                                                                                                                                                               |                                  |      |    | <b>Qualifications/experience possessed by the officer</b>                     |                                                                                                 |
|    | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                           |                                  |      |    | <b>Essential</b>                                                              |                                                                                                 |
|    | A) Qualification                                                                                                                                                                                                                                                                                                                                                                                                           |                                  |      |    | A) Qualification                                                              |                                                                                                 |
|    | B) Experience                                                                                                                                                                                                                                                                                                                                                                                                              |                                  |      |    | B) Experience                                                                 |                                                                                                 |
|    | <b>Desirable</b>                                                                                                                                                                                                                                                                                                                                                                                                           |                                  |      |    | <b>Desirable</b>                                                              |                                                                                                 |
|    | B) Qualification                                                                                                                                                                                                                                                                                                                                                                                                           |                                  |      |    | C) Qualification                                                              |                                                                                                 |
|    | D) Experience                                                                                                                                                                                                                                                                                                                                                                                                              |                                  |      |    | B) Experience                                                                 |                                                                                                 |
|    | <b>5.1 Note :</b> 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.<br><b>5.2</b> 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.                                                                                                                                                                                                                                                                   |                                  |      |    |                                                                               |                                                                                                 |
|    | <b>6.1 Note :</b> 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/<br>Institution                                                                                                                                                                                                                                                                                                                                                                                                     | Post held<br>on regular<br>basis | From | To | *Pay Band and Grade<br>Pay/Pay scale of the<br>post held on regular<br>basis. | Nature of duties (in<br>detail) highlighting<br>experience required for<br>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. | <b>Additional details about present Employment</b>                                                                      |  |
|     | 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. |                                                                             |                  |
| <b>14. Total emoluments per month now drawn</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                          |                                                                             |                  |
| Basic Pay in the PB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                          | Grade Pay                                                                   | Total Emoluments |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                          |                                                                             |                  |
| <b>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.</b>                                                                                                                                                                                                                                                                                                                                    |                                          |                                                                             |                  |
| Basic Pay with scale of pay and rate of increment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                          | Dearness Pay/interim relief/ other Allowances etc., (with break-up details) | Total Emoluments |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                          |                                                                             |                  |
| <b>16.A Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post.<br>(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.)<br><br><b>(Note : Enclose a separate sheet, if the space is insufficient)</b>                                                                                                             |                                          |                                                                             |                  |
| <b>16.B. Achievements :</b><br>The candidates are requested to indicate information with regard to ;<br>(i) Research publications and reports and special projects<br>(ii) Awards/Scholarship/Official Appreciation<br>(iii) Affiliation with the professional bodies/institutions/ societies and;<br>(iv) Patents registered in own name or achieved for the organization.<br>(v) Any research/innovative measure involving official recognition.<br>(vi) any other information.<br><b>(Note: Enclose a separate sheet if the space is insufficient)</b> |                                          |                                                                             |                  |
| <b>17.</b> Please state whether you are applying for deputation (ISTC/Absorption/Re-employment Basis#<br>(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 \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_

Home Town \_\_\_\_\_

**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/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 year is enclosed. (as the case may be)

**Countersigned**

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