



Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,  
10<sup>th</sup> Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.  
Tel. No. 040 – 23425474, 23241427 Fax: 040 23240403

F. No. Pr.CCIT/Circulation/2019-20

Date: 26.02.2020

**VACANCY CIRCULAR**

**Sub:** Deputation - Filling up the posts of 03 existing/anticipated vacancy of Stenographer Gr-I in Narcotics control Bureau (NCB) under the M/o Home Affairs -Reg.

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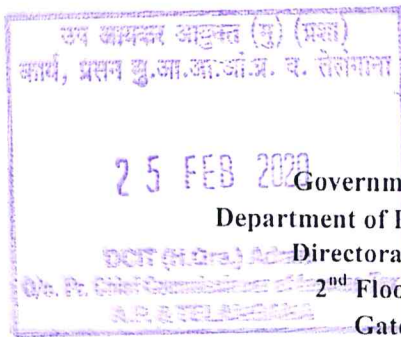
Please find enclosed herewith the letter dated 24.02.2020 of the Income Tax Officer (HRD)-3, New Delhi for the posts of 03 existing/anticipated vacancy of Stenographer Gr-I in Narcotics control Bureau (NCB) under the M/o Home Affairs on **DEPUTATION BASIS** for circulation .

  
(M MOHAN BABU)

Deputy Commissioner of Income Tax,  
(HQrs)(Admin),  
O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.

4720



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/ 8150

Dated: 24.02.2020

To,

All PrCCsIT/CCsIT(CCA)/DGsIT

Madam/Sir,

**Sub: Filling up of 03 existing/anticipated vacancy of Stenographer Gr-I in Narcotics Control Bureau(NCB) under the Ministry of Home Affairs, on deputation basis - regarding**

Kindly refer to this office letter referred above.

2. In this connection, I am directed to enclose herewith a vacancy circular received vide File. No II/4(8)/2019/NCB/Estt-264 dated 30.01.2020 received in this directorate on 13.02.2020 from Assistant Director(Admn.), Narcotics Control Bureau (NCB), under the Ministry of Home Affairs, inviting application from eligible Group "B" officials for the post of Stenographer Grade-I, with a request that the above vacancy circular may be circulated to all the concerned Group "B" officials.

3. Further, I am directed to request that the names of suitable/willing 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" officials vests with the respective Pr. CCsIT.

4. The last date of submission of application is 29.03.2020 i.e. within 60 days from the date of issue of the vacancy circular.

Encl: As Above

Yours faithfully,

(Rang Lal Meena)  
Income Tax Officer,  
(HRD)-3, New Delhi

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

Income Tax Officer  
(CMD-3), HRD, New Delhi

Laamy-02  
To upload on website

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GOVERNMENT OF INDIA  
DIRECTORATE OF INCOME TAX  
HUMAN RESOURCE DEVELOPMENT  
CENTRAL BOARD OF DIRECT TAXES

2<sup>nd</sup> Floor, Jawahar Lal Nehru Stadium, New Delhi – 110003

F.No. HRD/CMD-II/124/09/Misc. Matters/8003

Dated: 19.02.2020

To,

ADG (HRD)-3  
Jawahar Lal Nehru Stadium,  
New Delhi – 110003.

Attention: DDIT (CMD-III)


Sir,

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

Kindly refer to the above subject.

2. As the subject matter of this letter is being dealt at your office. In this regard, the letter is transferred to your office for further necessary action.

Yours faithfully,

  
(Ashish Chaurasia)

DDIT (CMD-II) (HRD)  
New Delhi

Encl: As Above

ADG-3

170, Meena  
(ITI, Saurashtra)  
R  
20/2/2020

अपर आयकर महानिदेशक (मा. सं. वि.)-3	
दिनांक : 19.02.2020	
अपर आयकर निदेशक (सी. एम. डी.)-3	
अपर आयकर निदेशक (टी.सी.बी.)	
वरिष्ठ निजी सहायक	

अपर निदेशक (सी एम डी)-III (मा. सं. वि.)	
दिनांक : 19.02.2020	
उप निदेशक (सी एम डी)-III (1)	
उप निदेशक (सी एम डी)-III (2)	

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F.No. II/4(8)/2019/Estt/ - 264  
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: 20-01-2020

M(A) m Am  
h. DGT (HRD)

**Subject: 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 03 (Three) 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)).

Akshat, 111, PLS  
transfer to  
APR 13, 2020  
m. g.

14/02/2020  
मुख्य सचिव विभाग (सो. एम. सी.)-1  
मुख्य सचिव विभाग (सो. एम. सी.)-2

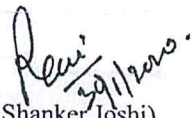
R. DGT-2

उपस्थिति : 13730	दिनांक : 13/02/2020
अ. महा नि-1	
अ. महा नि-2	✓
अ. महा नि-3	
अ. महा नि.	
(वरीश एवं एन रा. ना.)	
मुख्य सचिव	
मुख्य सचिव	
मुख्य सचिव	



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 22.11.2016& 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.

  
(Ravi Shanker Joshi)  
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, Major Dhyani Chand National Stadium, India Gate, New Delhi.
3. Member (P&V), CBEC, Ministry of Finance, North Block, New Delhi.
4. Member (P&V), CBDT, Ministry of Finance, 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, NH-8, Near SSB Office, Mahipalpur, 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 :-**

- |   |   |   |
|---|---|---|
| <ol style="list-style-type: none"> <li>1 All DDGs</li> <li>2 All Zonal Directors</li> </ol> | } | <p>With the request to approach the concerned authorities to provide nominations at the earliest.</p> |
|---|---|---|

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**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
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
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)**