



**Notice**

**Subject: Filling up the post of Stenographer Grade-I in Central Bureau of Narcotics on Deputation Basis (Including Short Term Contract)**

In terms of Ministry of Finance, Department of Revenue, Central Bureau of Narcotics Inspector, Deputy Office Superintendent, Stenographer Grade-I (Group 'B', Non-Gazetted) posts Recruitment Rules, 2018 notified vide G.S.R. 710(E) dated 30<sup>th</sup> July, 2018, Central Bureau of Narcotics, Department of Revenue, Ministry of Finance, Government of India, intends to fill up 12 (twelve) existing vacancies in the following grade of Stenographer on deputation basis (Including Short Term Contract):

Name of the Post	Level in Pay Matrix (as per 7 <sup>th</sup> Pay Commission)
Stenographer Grade-I	Level-6 in the pay matrix (Rs. 35,400 – 1,12,400)

2. The number of vacancies are subject to increase or decrease. However, applicants, if selected are **liable to serve at any one of the following places under the jurisdiction of this department:**

**New Delhi, Ghazipur, Lucknow, Neemuch, Gwalior and Kota.**

3. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications:

- Bio data of the applicant including his contact no. and email address.
- 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,
- Integrity Certificate,
- Vigilance Clearance Certificate,
- 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 Central Bureau of Narcotics on deputation basis.

4. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected.

5. Eligibility conditions, as per Recruitment Rules notified in Gazette of India vide G.S.R. 710(E) dated 30<sup>th</sup> July 2018, are: -

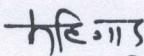


- (i) **Classification:** Stenographer Grade-I, in the Level-6 in the pay matrix, General Central Service, Group 'B' Non-Gazetted, Ministerial.
- (ii) **Eligible Officers:** Stenographers under the Central Government/ State Government/ Union Territories/ Recognized Research Institutions/ Universities/ Public Sector Undertakings/ Semi-government/ Statutory or Autonomous Organizations, (i) holding analogous post on regular basis in the parent Cadre/Department, or, (ii) with ten years of regular service in Level-4 in the pay matrix or equivalent.
- The departmental officers in the feeder category (Stenographer Grade-II) who are in the direct line of promotion will not be eligible for consideration for appointment on deputation (ISTC).
- (iii) **Terms of Deputation:** The terms and conditions of deputation will be governed in accordance with the Department of Personnel & Training's OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.
- (iv) **Period of Deputation:** Period of deputation (ISTC) including the period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in same or some other Organization or Department of the Central Government shall ordinarily not to exceed three years.
- (v) **Age-Limit:** Not exceeding 56 years as on the closing date of receipt of applications.

6. The pay & allowance and other terms will be regulated in accordance with the Department of Personnel & Training's O.M./No.6/8/2009-Estt (Pay-II) dated 17<sup>th</sup> June, 2010 as amended from time to time.

7. The vacancy circular may be brought to the notice of eligible officers of your cadre. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the proforma annexed so as to reach the Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Gwalior - 474006, by **30<sup>th</sup> June, 2022**. The notice is also available on Central Bureau of Narcotics website at [www.cbn.nic.in](http://www.cbn.nic.in), and is being published in Employment News as well.

This issues with the approval of Narcotics Commissioner.

  
17.05.22  
(Hemant Hingonia)

Deputy Narcotics Commissioner

To:

1. All ministries/ Departments of Government of India
2. The Member (P&V), CBIC, North Block, New Delhi.
3. The Member (P&V), CBDT, North Block, New Delhi.
4. Cabinet Secretariat.
5. 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									
3(ii)	Date of retirement under Central/ State Government Rules									
4	Educational Qualifications									
5	<p>Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</th> <th style="width: 50%;">Qualifications/ experience possessed by the officer</th> </tr> <tr> <td> <b>Essential</b>  A) Qualification:   B) Experience: </td> <td> <b>Essential</b>  A) Qualification:   B) Experience: </td> </tr> <tr> <td> <b>Desirable</b>  A) Qualification:   B) Experience: </td> <td> <b>Desirable</b>  A) Qualification:   B) Experience: </td> </tr> <tr> <td colspan="2"> <p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/ Department/ Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p> </td> </tr> </table>		Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer	<b>Essential</b> A) Qualification:  B) Experience:	<b>Essential</b> A) Qualification:  B) Experience:	<b>Desirable</b> A) Qualification:  B) Experience:	<b>Desirable</b> A) Qualification:  B) Experience:	<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/ Department/ Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
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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	<b>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.</b>									

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for



14. Total emoluments per month drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

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.

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)	<p><b>Additional Information,</b> 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 qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
16(B)	<p><b>Achievements:</b> The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/ Scholarships/ Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/ Institutions/ societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition</li> <li>(vi) any other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
17	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.	
	<p>#(Officers under Central/ State Governments are only eligible for “Deputation/Absorption”. Candidates of non-Government Organization 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</p>	

	“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.

(Signature of the candidate)

Address\_\_\_\_\_

\_\_\_\_\_

Date\_\_\_\_\_

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 education qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**Countersigned**

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

**Part-B**

**FOR THE USE OF CADRE CONTROLLING  
AUTHORITY/EMPLOYER/DEPARTMENT ONLY**

1	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2(a)(i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date	
(c)	Whether cadre clearance for the officer by the Competent Authority has been granted	Yes/No
(d)	Whether Integrity Certificate issued	Yes/No

Date:

Signature\_\_\_\_\_

Name:

Designation:

(With Stamp)

CHECK LIST OF DOCUMENTS TO BE ATTACHED

(Please Tick)

1	Application in prescribed format forwarded by the sponsoring authority	
2	Complete and up-to-date ACR/APAR for the last five years or attested copies thereof	
3	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year (within last five years), a No Report Certificate (NRC) for the period to be attached along with ACR/APARS of previous years.	
4	Vigilance Clearance Certificate	
5	Integrity Certificate	
6	Major/Minor Penalty Statement during last 10 years	
7	Cadre clearance from Cadre Controlling/ Appointing Authority (if applicable)	

Date:

Signature of the forwarding authority  
(With Stamp)