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F.No.II(13)3/Estt/Deputation/Driver(OG)/2022 - 1472-1500

Dated: 21 October, 2022

Notice

Subject: Filling up the post of Staff Car Driver (Ordinary Grade) in Central Bureau of Narcotics on Deputation/Absorption/Re-employment Basis

In terms of Ministry of Finance, Central Board of Excise and Customs, Central Bureau of Narcotics Staff Car Drivers (Group 'C' posts) Recruitment Rules, 2017 notified vide G.S.R. 488(E) dated 22nd May, 2017, Central Bureau of Narcotics, Department of Revenue, Ministry of Finance, Government of India, intends to fill up 22 (twenty two) existing vacancies in the following grade of Staff Car Driver (Ordinary Grade) on deputation/absorption/re-employment basis:

Name of the Post	Level in Pay Matrix (as per 7 th Pay Commission)
Staff Car Driver (Ordinary Grade)	Level-2 in the pay matrix (Rs. 19,900 – 63,200)

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, Barabanki, Bareilly, Neemuch, Gwalior, Jaora, Garoth, Mandsaur, Indore, Ujjain, Singoli, Ratlam, Kota, Chittorgarh, Pratapgarh, Bhilwara, Jhalawar, Udaipur, Bhwani Mandi, Jaipur or any other place.

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:

- (i) Bio data of the applicant including his contact no. and email address.
- (ii) 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,
- (iii) Integrity Certificate,
- (iv) Vigilance Clearance Certificate,
- (v) Major/minor penalty statement for the last 10 years and,
- (vi) 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. 488(E) dated 22nd May, 2017, are: -

(i) **Classification:**

Staff Car Driver (Ordinary Grade), in the Level-2 in the pay matrix, General Central Service, Group 'C' Non-Gazetted, Non-Ministerial.

(ii) **Eligible Officers:**

Deputation/Absorption

From amongst the regular Dispatch Rider (Group C) and Group C employees in Level-1 in the Pay Matrix (Rs.18,000-56,900) in Central Board of Excise and Customs, who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of the Dispatch Rider on regular basis or regular Group C employees in Level-1 in the Pay Matrix (Rs.18,000-56,900) in other Ministries of the Central Government who fulfil the necessary qualifications as mentioned in column (7).

Deputation/Re-employment of Armed Forces Personnel:

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons who will be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

(iii) **Education and other qualification required:**

Essential:

- (i) Possession of a valid driving license for motor cars;
- (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle);
- (iii) Experience of driving a motor car for at least three years;
- (iv) 10th class pass from a recognized Board or equivalent.

Desirable:

Three years service as Home Guard or Civil Volunteers.

Note: The qualifications regarding experience is relaxable at the discretion of the competent authority, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any state of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.

(iv) **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.

(v) **Period of Deputation:** Period of deputation including the period of deputation 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.

(vi) **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 17th June, 2010 as amended from time to time.

7. **Desirable Condition:** Preference would be given to candidates who have proficiency in driving in hilly terrain/ could chase high speed vehicles/ has experience of driving for long hours and who is physically fit.

8. 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 **31st December, 2022**. The notice is also available on Central Bureau of Narcotics website at www.cbn.nic.in/en/employee/vacancy/.

This issues with the approval of Narcotics Commissioner.

22/12/22
21/12/22

(Shashank Yadav)

Deputy Narcotics Commissioner

To:

1. The Secretary, Ministry of....., Government of India, North Block, New Delhi – 110001.
2. The Secretary (P), Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, North Block, New Delhi – 110001.
3. The Member (P&V), Central Board of Indirect Taxes and Customs, North Block, New Delhi-110001.
4. The Member (P&V), Central Board of Direct Taxes, North Block, New Delhi-110001.
5. The Director General, Directorate General Resettlement, Department of Ex-Servicemen Welfare, Ministry of Defence, West Block-IV, Rama Krishna Puram, New Delhi – 110066.
6. The Chief of Army Staff, Integrated HQ of MoD (Army), New Delhi – 110011.
7. The Air Officer Incharge Personnel (AOP), Indian Air Force Headquarter, Rafi Ahmed Kidwai Marg, New Delhi – 110106.
8. The Chief of Personnel, Integrated Headquarters MoD (Navy), New Delhi – 110011.
9. 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	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)	
	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
	Essential A) Qualification: B) Experience:	Essential A) Qualification: B) Experience:
	Desirable A) Qualification: B) Experience:	Desirable A) Qualification: B) Experience:
	<p>5.1 Note: 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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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	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.	

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

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band 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 Scheme	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 along with Cadre Clearance, Vigilance Clearance and Integrity certificate			
9.2	Note: Information under Column 9(c) & 9(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	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government 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.			

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>Additional Information, 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>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
16(B)	<p>Achievements: The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ Institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
17	<p>Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.</p>	
	<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)