

No.A-35018/10/circular/2015/MF.CGA(A)/Gr.B/ 1248
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

Dated, the 30th March, 2016

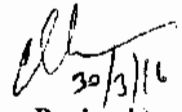
CIRCULAR

Please find enclosed herewith the following vacancy circular regarding filling up of post as detailed below:-

S. No	Letter No. & Date Organization	Deputation post with scale	Eligibility
1.	No. Admn/IC CR/2015-16/1865116 dated 18.03.2016. Indian Council for Cultural Relations (ICCR), New Delhi	Programme Director (F&A) In the PB-3 (Rs. 15600-39100) with GP Rs. 6600.	(i) Officer holding analogous post or with 4 year regular service in PB-3 with Grade pay 5400 in any Central accounts service. (ii) The official should be well-versed with IFS-PI.CA Rules, particularly in settlement of final transfer TA claims, preparation of pay authority, settlement of audit objection, leave salary and pension contribution rules, budget/preparation of final accounts and other establishment/accounting matters.
2.	No.I-12014/2/2016 -NCB-II dated 11.03.2016. Narcotics Control Bureau (NCB), M/o Home Affairs	Assistant Director In the PB-3 (Rs. 15600-39100) with GP Rs. 6600 15 posts At Zones/Sub-Zones i.e Anritsar, Goa, Imphal, Mumbai, Chandigarh, Delhi, Jodhpur, Indore, Bangalore, Chennai, Patna, Guwahati, Kolkata DDG (Regional) office at Delhi, Mumbai, Kolkata and Headquarters at New Delhi.	With 5 years regular service in the grade rendered after appointment thereto on a regular basis in posts in the PB-3 with grade pay-Rs.5400 or equivalent in the parent cadre or Department. Essential: (i) Bachelor's Degree from a recognized University (ii) Five (5) years experience in enforcement of regulatory laws and collection of intelligence relating thereto

The applications of willing and eligible Sr. AOs/AOs may please be forwarded to this office along with Vigilance Clearance Certificate/Integrity Certificate.

While forwarding applications for deputation, this office instructions contained in O.M. No. A.32018/1/2015/MF.CGA (A)/GR.B/243 dated 26th June 2015 and even O.M. No. 1064 dated 11th Feb 2016 may be kept in view.


 (Chander Prakash)
 Account Officer (Gr 'B')

To,
 Sr. AO (ITD)-For website.

172

INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002

No./ICCR/ADMIN/2015-16/18651/6

18 March, 2016

Sub: Filling up a post of Programme Director(F&A) in ICCR on deputation basis

This is in continuation of the Circular No.DDG/ICCR/256/2015-16 dated 16.02.2016 inviting nominations for the post of Programme Director(Finance & Accounts) in the PB-3 15600-39100 + 6600 G.P in the Indian council for Cultural Relations, New Delhi(copy enclosed for ready reference).

2. No nominations so far have been received. It is, therefore, requested to kindly arrange to expedite the same for filling-up the post at ICCR by **31th March, 2016**.


(Vinay Vohra)
Programme Director (Admn/Estt)
March 18, 2016

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1. Controller General of Accounts, M/o Finance, Deptt. of Expenditure, Lok Nayak Bhavan, New Delhi - 110 003

2. Comptroller and Auditor General of India, New Delhi 110 002
3. Secretary(Post), Deptt. of Posts, Dak Bhavan, New Delhi 110 001
4. Director General(P & T) Audit, Sham Nath Marg, Old Secretariat, Civil Lines, New Delhi - 110 051
5. On the website of ICCR
6. Regional Offices (to circulate among the Central Govt. Offices in their region)
7. PO(A/cs), ICCR to inform their counterparts in Ministry.


(Vinay Vohra)

Sr. Asst. (Cr.B)

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**INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI-110002**

No.DDG/ICCR/ 256 /2015-16

16 February, 2016

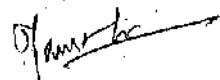
**Sub: Filling up a post of Programme Director(Finance & Accounts) in
ICCR on deputation basis**

This is in continuation of the Circular No.DDG/ICCR/226/2015-16 dated 28 October, 2015 and reminder thereof dated 16.11.2015 inviting nominations for the post of Programme Director(Finance & Accounts) in the PB-3 15600-39100 + 6600 G.P. in the Indian Council for Cultural Relations, New Delhi (copy enclosed)

2. Since, sufficient number of applications were not received, the Council proposes to invite fresh nominations once again. The terms and conditions are elucidated in Para 3 below.

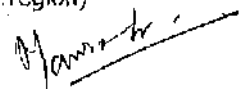
3. Deputation for the post of Programme Director(F&A) is initially for a period of one year extendable upto a maximum of three years. Officer holding analogous post or with 4 years regular service in Pay Band PB-3(15600-39100 + 5400 G.P.) in any Central accounts service. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Government shall not exceed 4 years. The officer nominated for the post should be a graduate with professional qualification such as SAS or CA or ICWA. The official should be well-versed with IFS-PLCA Rules, particularly, in settlement of final transfer TA claims, preparation of pay authority, settlement of audit objections, leave salary and pension contribution rules, budget/preparation of final accounts and other establishment/ accounting matters. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of application. The terms and conditions of the deputation will be governed by GoI, Department of Personnel & Training OM No.2/29/91-Estt.(Pay II) dated 5-1-1994 as amended/revised from time to time and their pay will be fixed as per normal pay fixation rules. The official will not be entitled for Government accommodation from the Central Pool of Government of India. Nominations must be accompanied by the requisite personal data as per the enclosed proforma (Annexure-I) alongwith the dossiers of the officers for the last five years. A certificate to the effect that no vigilance case is pending against the officer nominated may also be attached alongwith the application.

4. The above mentioned vacancy may please be circulated in your office. The completed nomination may be sent to the undersigned latest by **4 March, 2016**.



**(Namrata S Kumar)
Deputy Director General**

1. Controller General of Accounts, M/o Finance, Deptt. of Expenditure, Lok Nayak Bhavan, New Delhi - 110 003
2. Comptroller and Auditor General of India, New Delhi 110 002
3. Secretary(Post), Deptt. of Posts, Dak Bhavan, New Delhi 110 001
4. Director General(P & T) Audit, Sham Nath Marg, Old Secretariat, Civil Lines, New Delhi - 110 051
5. On the website of ICCR
6. Regional Offices (to circulate among the Central Govt. Offices in their region)
7. PO(A/cs), ICCR to inform their counterparts in Ministry.



PROFORMA**BIO DATA FOR THE POST OF PROGRAMME DIRECTOR(F&A) IN THE
INDIAN COUNCIL FOR CULTURAL RELATIONS, NEW DELHI**

1. Name of the Candidate:-
(in block letters)
2. Designation:-
3. Father's name:-
4. Date of Birth:-
5. Address:- (a) Office
(b) Residence
6. Whether the post-held is in a
substantive quasi permanent or
temporary capacity:-

7. Date of appointment to the
present scale:-
8. Present Pay & Pay Band:-
9. Educational Qualifications:-
(beginning from matriculation)
10. Experience and posts held:-

Signature

No. I-12014/2/2016-NCB-II
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
IS-II Division/ NCB Section

'B' Wing, 1st Floor,
NDGC II Building,
Jai Singh Road,
New Delhi- 110001
Dated 11.03.2016

Subject: Filling up of the post of Assistant Director in the Narcotics Control Bureau, Ministry of Home Affairs on deputation basis.

The Narcotics Control Bureau, Ministry of Home Affairs having sanctioned posts of Assistant Director at Zones/Sub-Zones i.e. Amritsar, Goa, Imphal, Mumbai, Chandigarh, Delhi, Jodhpur, Indore, Bangalore, Chennai, Patna, Guwahati, Kolkata DDG (Regional) office at Delhi, Mumbai, Kolkata and Headquarters at New Delhi intends to fill up 15 (Fifteen) existing/anticipated vacant posts of Assistant Director. The vacancies may vary (increase/decrease). The selected candidates are liable to be posted anywhere in the country in any of the Zones/Sub-Zones/Regional Office/Headquarters of Narcotics Control Bureau. Any conditional application regarding place of posting or any other issue shall not be entertained.

2. The post of Assistant Director carries the pay scale in PB-3 (Rs.15600-39100) + Grade Pay of Rs. 6600.

3. The Recruitment Rules for the post provide for 50% of posts to be filled by promotion failing which by deputation and 50% of the posts to be filled by deputation.

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 Assistant Director in the Narcotics Control Bureau provide for deputation of officers of the Central Government or the State Governments or Union Territories:

(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
(ii) with 5 (five) years regular service in the grade rendered after appointment thereto on a regular basis in the posts in the pay band-3, Rs.15600-39100 with Grade Pay of Rs. 5400 or equivalent in the parent cadre or Department; and

(b) Possessing the following educational qualifications and experience:

Essential:

- (i) Bachelor's Degree from a recognized University;
- (ii) Five (5) years experience in enforcement of regulatory laws and collection of intelligence relating thereto.

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Desirable: Three (3) years' experience in investigation of economic offences or criminal offences.

Note: The Departmental Officers in the feeder grade who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Duties and Responsibilities: Assistant Directors give assistance to the Director General, Deputy Director Generals, Deputy Directors/Zonal Directors in enforcement of regulatory laws i.e. Narcotic Drugs and Psychotropic Substances Act, 1985, which includes:-

1. Co-ordination between different enforcement agencies - Central and States in India and also with foreign drug enforcement agencies.
2. Collection and Development of Intelligence, investigation, search, seizure and arrest of drug traffickers having national and international ramifications, analysis and dissemination thereof.
3. Identification of major drug traffickers and liquidating them;
4. Mounting surveillance on the activities of drug traffickers;
5. Arrest of drug traffickers and initiating prosecution proceedings against them;
6. Initiating action under PITNDPS Act;
7. Creating data base in respect of drug traffickers and their activities;
8. Monitoring of drug situation reports, modus operandi, routes etc;
9. Monitoring of Legal/Court matters;
10. Undertaking financial investigations;
11. Identification and destruction of illicit opium and cannabis cultivation; and
12. Organization of training courses for the officers empowered under the NDPS Act, 1985

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 maximum age limit for appointment by deputation shall be not exceeding 56 (fifty six) years as on the closing date of receipt of application.

8. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the 6th(Sixth) Central Pay Commission recommendations has been extended or shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade pay or Pay Scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any up-gradation.

9. The vacancy circular may be brought to the notice of eligible officers of your cadre. 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 C.V. Proforma attached in duplicate and

forwarded to Shri Mukesh Mittal, Joint Secretary, Internal Security -II, Ministry of Home Affairs, 1st Floor, 'B' Wing, NDCC-II Building, Jai Singh Road, New Delhi -110001 along with the following requisite documents so as to reach this Ministry within 60 (sixty) days of publishing of this advertisement in the Employment News :-

- (i) Photo copies of APARs for the last 5 (five) 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,
- (iv) Major/Minor Penalty Statement for the last 10 (ten) years and
- (v) Cadre Clearance incorporating that in the event of his/her selection, he/she will be relieved to join the post of Assistant Director in NCB on deputation basis.

10. The applications received after the closing date, conditional application and applications without the documents mentioned in para 9 (i) to (v) shall not be entertained. It may be noted that in the event of their selection, the candidates will not be allowed to withdraw their candidature.


(Mukesh Mittal)
Joint Secretary
(Internal Security-II)
Tel: 23438060

- 1 All Ministries/Departments of Government of India.
- 2 Member (P & V), CBEC, Ministry of Finance, North Block, New Delhi.
- 3 Member (P & V), CBDT, Ministry of Finance, North Block, New Delhi.
- 4 All Chief Secretaries of all States/Union Territories.
- 5 Director General, CRPF, SSB, ITBP, BSF, CISF.
- 6 All DGSs of all States.
- 7 The Commissioner of Delhi Police.
- 8 Director, CBI, IB, NCRB, DCPW, New Delhi.
- 9 Director General, NCB, R.K. Puram, New Delhi.
- 10 DG, DRI, IP Estate, New Delhi.
- 11 Director, Directorate of Enforcement, Ministry of Finance.
- 12 Narcotics Commissioner, Central Bureau of Narcotics, Gwalior.
- 13 Deputy Secretary (UTs), MHA
- 14 Office Copy/Guard File.

BIO- DATA/ CURRICULUM VITAE PROFORMA

**(FOR APPLICATION FOR THE POST OF ASSISTANT DIRECTOR IN NARCOTICS
CONTROL BUREAU (NCB) ON DEPUTATION BASIS)**

1	Name & 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	Whether Educational & 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)	
	Qualification/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
	A) Qualification	A) Qualification
	B) Experience	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 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.	
	<p>6.1 Note: 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.</p>	

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	
<p>*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.</p>						
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		
<p>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.</p> <p>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.</p>						
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 now drawn	
	Basic 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	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 qualifications (ii) Professional training and (iii) Work experience over & above prescribed in the vacancy circular/ advertisement (Note: Enclose a separate sheet, if the space is insufficient).	

16 B	Achievements: The candidates are requested to indicate information with regard to; i) Research publications and reports and special projects ii) Awards/ scholarship/ 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 (Note: Enclose a separate sheet if the space is insufficient)	
17	Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment basis# (Officers under central/ state governments are only eligible for "Absorption". Candidate 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/OBC	

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: _____

Counter signature of Parent Deptt /

Signature Of Candidate

Cadre Authority with Office Seal

Tel No. Office: _____

Tel. No. _____

Mobile _____

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;**

1. There is no Vigilance/Disciplinary case either pending/contemplated against Shri/ Smt. _____
2. His/ Her integrity is certified.
3. 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.
4. No major or minor penalty was imposed on him/her during the last 10 (ten) 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
Tel. No. _____