

Government of India
Ministry of Home Affairs
Narcotics Control Bureau

2nd Floor, August Kranti Bhawan,
Bhikaji Cama Place, New Delhi-110066

Date: 16 March, 2026

//VACANCY CIRCULAR//

Sub: Filling up the post of Stenographer (Grade-I) in Narcotics Control Bureau under Ministry Home Affairs on Deputation Basis.

Narcotics Control Bureau, Ministry of Home Affairs, intends to fill up **21 (Twenty One)** existing vacancies in the grade of Stenographer (Grade-I) on deputation basis.

2. The details are as under:-

Name of Post	Number of Vacancies	Places where vacancy exists	Pay Band & Grade Pay
Stenographer (Grade-I)	21	Delhi, Bhubaneshwar, Ranchi, Raipur, Dehradun, Gorakhpur, Agartala, Guwahati, Imphal, Itanagar, Siliguri, Amritsar, Jammu, Srinagar, Cochin, Hyderabad, Vishakhapatnam, Bangalore, Goa, Bhopal, Indore, & Jaipur	Level-6 of Pay Matrix as per 7 th CPC [Rs.9300-34800 + Grade Pay Rs.4200 (pre-revised)] (Group- 'B' Non-Gazetted)

3. The number of vacancies are subject to increase or decrease. **However, applicants, if selected, are liable to serve anywhere in India.**

4. **This is an open vacancy circular, meaning that applications will be considered on a continuous basis until all vacancies are filled. The duly completed applications received by last day of every month shall be considered for selection against available vacancies at the end of said month.**

5. 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 the followings documents/information:-

- APAR grading during the last 5 years (**The APAR with minimum benchmark 'Good' and no adverse remarks shall be accepted**), if APAR of some year is not available then forward the APAR for the previous year
- Integrity Certificate
- 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 O/o the Additional Director (P&A), Narcotics Control Bureau (HQ), August Kranti Bhawan, 2nd Floor August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066.

6. Eligibility criteria/conditions are as under:-

On Deputation Basis:-

Officers holding the post of Stenographer under the Central Government:-

- (a) (i) Holding analogous posts on regular basis in parent cadre or department;
(ii) Having six years' regular service in Level-5 (Rs.29200-92300) of the pay matrix or equivalent
(iii) With ten years' regular service in Level-4 (Rs. 25500-811000) of the pay matrix or equivalent

7. **Term of deputation :** The term of the deputation 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 22nd Nov'2016, as amended from time to time.

8. **Period of Deputation :** Ordinarily not exceeding three years including period of deputation in another ex-cadre post immediately preceding the appointment, extendable upto 07 years subject to suitability and performance, as per DoP&T & MHA guidelines issued from time to time. No further extension will be granted in any case.

9. **Age-limit:** Not more than 56 years of age on the closing date of receipt of application.

(Rahul Mathur)

Assistant Director (P&E)

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Distribution:-

1. All Ministries/Departments of Government of India.
2. Deputy Secretary to the Govt. of India, Ministry of Home Affairs, IS-II Division, NCB Section, Major Dhyan Chand Stadium, near India Gate, New Delhi.
3. Member (P&V), CBEC, North Block, New Delhi.
4. Member (P&V), CBDT, 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 Headquarters, National Stadium Complex, New Delhi
15. Cabinet Secretariat, Rashtrapati Bhavan, New Delhi
16. DG, DRI, I.P.Estate, New Delhi.
17. All States DGsP
18. All Commissioners, Customs & Central Excise
19. Director, Directorate of Enforcement, Ministry of Finance, Lok Nayak Bhawan, New Delhi.
20. Director, National Crime Records Bureau, East Block-7, R. K. Puram, New Delhi.
21. Deputy Director General (Admn.), Central Economic Intelligence Bureau, 6th Floor, Janpath Bhawan, New Delhi.
22. Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior.
23. The IGP, Andaman & Nicobar Police, Port Blair, Chandigarh, Lakshadweep, Daman & Diu.
24. DS (UT), Ministry of Home Affairs, North Block, New Delhi.
25. Office of JS (T) & CAO, Ministry of Defence, E-Block, New Delhi-110011.
26. All DDG, Narcotics Control Bureau
27. All Additional Directors/Zonal Directors, Narcotics Control Bureau
28. **The Assistant Director (DI), NCB HQ, New Delhi- for uploading the circular on NCB website.**
29. Guard file/file



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[APPLICATION FOR THE POST OF _____ IN NARCOTICS
CONTROL BUREAU (NCB) ON DEPUTATION BASIS]

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