**ESTABLISHMENT CIRCULAR NO. 3/2017**

Attention is invited to the following letters:

<table>
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<th>Sl. No.</th>
<th>Letter No. and date</th>
<th>Subject</th>
</tr>
</thead>
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<td>1</td>
<td>F.No.A.12018/04/2013.AD.IIIB dated 14.02.2017</td>
<td>Amendment in notification of Recruitment Rules for the posts of Tax Assistants in CBEC.</td>
</tr>
<tr>
<td>2</td>
<td>F.No.A.12018/14/2013.AD.IIIB dated 14.02.2017</td>
<td>Amendment in notification of Recruitment Rules for the posts of Non-Statutory Departmental Canteens (Group'C') Posts in Central Excise &amp; Customs Department.</td>
</tr>
<tr>
<td>4</td>
<td>F.No.A/35018/1/2016 CEI CZU dated 06.12.2016</td>
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<tr>
<td>9</td>
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<td>Preparation of panel for appointment Intelligence Officer in Directorate General of Central Excise Intelligence (Hqrs), New Delhi in the Entry Py</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>10</td>
<td>C.No.II/13/01/2016-17/CHN/181 dated 12.01.2017</td>
<td>Preparation of panel for selection for the various posts on deputation-Calling for Willingness-reg</td>
</tr>
<tr>
<td>11</td>
<td>F.no.C-18012/9/2010-Ad.1lb dated 09.02.2017</td>
<td>Instructions for passing order on representation/Appeal under various Rules received from Government servant as per instruction of DOP&amp;T</td>
</tr>
<tr>
<td>12</td>
<td>S.F.no.52/2016-17 dated 03.03.2017</td>
<td>Filling up the two posts of Assistant in the office of the competent Authority, SAFEM (FOP) &amp; NDPS Acts, Chennai-reg</td>
</tr>
<tr>
<td>13</td>
<td>S.F.no.52/2016-17 dated 03.03.2017</td>
<td>Filling up of three posts of Inspector in the office of the Competent Authority, SAFEM (FOP) &amp; NDPS Acts, Chennai-reg</td>
</tr>
<tr>
<td>14</td>
<td>S.F.No.52/2016-17 dated 03.03.2017</td>
<td>Filling up of one post of Inspecting Officer in the office of the Competent Authority, SAFEM (FOP) &amp; NDPS Acts, Chennai-reg</td>
</tr>
</tbody>
</table>

Copy of the mentioned letters may be downloaded from the website of Cochin commissionerate - [www.cencisekochi.gov.in](http://www.cencisekochi.gov.in) for information.

[B G Krishnan]
Deputy Commissioner [P&V]

To
1. The DC/AC of divisions under Cochin commissionerate.
2. All Section Heads in Headquarters Cochin.
3. The Superintendent (EDP) for uploading in website.

Copy to:
1. The Deputy Commissioner (CCO), Hqrs Cochin for information.
F.No.A.12018/04/2013.A.D.III.B  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
CENTRAL BOARD OF EXCISE AND CUSTOMS  
****  
Gr. Floor, Hudco Vishala Building, Bhikaji-Cama Place, New Delhi  
Dated the 14th February, 2017  

To,  
All the Cadre Controlling Authorities  
under Central Board of Excise and Customs.  

Subject: Amendment in Notification of Recruitment Rules for the post of Tax Assistant under Central Board of Excise and Customs – regarding.  

Sir/ Madam,  
I am directed to say that Amendment in Recruitment Rules for the posts of Tax Assistant under Central Board of Excise and Customs is notified vide G.S.R. 112(E) dated 08.02.2017. A copy of the above-mentioned Gazette Notification is enclosed herewith for your kind information and necessary action. It can also be downloaded directly from the website: www.egazette.nic.in  

Yours faithfully,  

(Ends.: As Above)  

(Rajpal Singh)  
Under Secretary to the Govt. of India  
Tel. /Fax No.: 26162780  

Copy to: (1) Webmaster, DG Systems and Data Management for uploading the same on the website.  
(2) DGHRD for information and record;  

(Rajpal Singh)  
Under Secretary to the Govt. of India
शिक्षा विभाग

बांधुसूत्व

नई दिल्ली, 8 फरवरी, 2017

स.का.भ. 112(वि).—राष्ट्रपति, संविधान के अनुसार 309 के परामर्श द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, केंद्रीय उच्चार शुल्क और सीमा-शुल्क विभाग, सहायक कर (सामूहिक 'ग' पद) भूमि नियम, 2014 का संशोधन करते के लिए निर्देशित नियम बनाते हैं, अतः—

1. (1) इन नियमों का संशोधन गांधी उच्चार शुल्क और सीमा-शुल्क विभाग, कर सहायक (सामूहिक 'ग' पद) भूमि (संशोधन) नियम, 2017 है।

(2) वे राज्य में अपने प्रकाशन की तारीख को प्रकाशित होगा।

2. केंद्रीय उच्चार शुल्क और सीमा-शुल्क विभाग, सहायक कर (सामूहिक 'ग' पद) भूमि नियम, 2014 (जिससे इसमें इसके प्रयोग उक्त नियम रखा गया है) में, -

(i) नियम 2 के त्योत पर, निर्देशित नियम रखा जाएगा, अर्थातः—

"2. पदों की संख्या, वर्गीकरण और वेतन मैत्रिका में स्थान— इन पदों की संख्या, उनका वर्गीकरण और वेतन मैत्रिका में स्थान न होंगे, जो इन नियमों में उपजाए उक्त वहुमूल्य के स्तंभ (2) से स्तंभ (4) में निर्देशित हैं।"

(ii) नियम 3 के त्यो नियम (1) के त्योत पर निर्देशित रखा जाएगा, अर्थातः—

"(1) जब तक अन्य भूमि केंद्रीय उच्चार शुल्क और सीमा-शुल्क विभाग (संशोधन) नियम्यों ने दिया जाए प्रत्येक सायक कर के नियम का अनुवत्त प्रभात कार्य होगा।"

666 02/2017
To,

All Cadre Controlling Authorities
under Central Board of Excise and Customs.

Subject: Discontinuation of Interview for Group 'B' (Non-Gazetted) and Group 'C' posts for Promotees – regarding.

Sir/ Madam,

I am directed to say that the issue of discontinuing interviews for Group ‘B’ (Non-Gazetted) and Group ‘C’ posts for promotees was discussed in a meeting held on 10th February, 2017.

2. It has unanimously been agreed in the meeting that interview for Group ‘B’ (Non-Gazetted) and Group ‘C’ posts of Promotees could be done away with. Therefore, you are instructed not to hold interview for Group ‘B’ (Non-Gazetted) and Group ‘C’ posts for Promotees.

3. In view of the above, you are requested to take necessary action accordingly.

Yours faithfully,

(Rajpal Singh)
Under Secretary to the Govt. of India
Tel./Fax No.: 26162780
To

(1) All Chief Commissioners of Central Excise
(2) All Chief Commissioners of Customs Preventive,
(3) All Chief Commissioners of Customs
(4) All Directors General/Directors under CBEC

Sir,

Sub: Preparation of Panel for Selection for the Post of Inspector, A.O,
PS, Steno, E.A, T.A and LDC on deputation in the Directorate
General of Systems

Options are invited to fill up the following vacant posts in the
Directorate General of Systems, Mumbai/Chennai/Kolkata

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Post</th>
<th>No. of Post lying vacant</th>
<th>Place</th>
<th>No.</th>
<th>Pay Band and Grade Pay (Pre revised)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inspector</td>
<td>07</td>
<td>Chennai</td>
<td></td>
<td>9300-34800</td>
</tr>
<tr>
<td>2</td>
<td>Inspector</td>
<td>02</td>
<td>Mumbai</td>
<td></td>
<td>9300-34800 4600</td>
</tr>
<tr>
<td>3</td>
<td>Admin. Officer</td>
<td>01</td>
<td>Chennai</td>
<td></td>
<td>9300-34800 4600</td>
</tr>
<tr>
<td>4</td>
<td>Admin. Officer</td>
<td>01</td>
<td>Mumbai</td>
<td></td>
<td>9300-34800 4600</td>
</tr>
<tr>
<td>5</td>
<td>P.S</td>
<td>01</td>
<td>Mumbai</td>
<td></td>
<td>9300-34800 4200</td>
</tr>
<tr>
<td>6</td>
<td>Steno Gr-I</td>
<td>02</td>
<td>Mumbai</td>
<td></td>
<td>9300-34800 4200</td>
</tr>
<tr>
<td>7</td>
<td>Steno Gr-II</td>
<td>01</td>
<td>Mumbai</td>
<td></td>
<td>9300-34800 4200</td>
</tr>
<tr>
<td>8</td>
<td>Executive Assistant</td>
<td>01</td>
<td>Chennai</td>
<td></td>
<td>9300-34800 4200</td>
</tr>
<tr>
<td>9</td>
<td>Executive Assistant</td>
<td>01</td>
<td>Mumbai</td>
<td></td>
<td>9300-34800 4200</td>
</tr>
<tr>
<td>10</td>
<td>TA</td>
<td>09</td>
<td>Chennai</td>
<td></td>
<td>5200-20200 2400</td>
</tr>
<tr>
<td>11</td>
<td>TA</td>
<td>03</td>
<td>Mumbai</td>
<td></td>
<td>5200-20200 2400</td>
</tr>
<tr>
<td>12</td>
<td>TA</td>
<td>01</td>
<td>Kolkata</td>
<td></td>
<td>5200-20200 1900</td>
</tr>
<tr>
<td>13</td>
<td>LDC</td>
<td>01</td>
<td>Chennai</td>
<td></td>
<td>5200-20200 1900</td>
</tr>
<tr>
<td>14</td>
<td>LDC</td>
<td>01</td>
<td>Mumbai</td>
<td></td>
<td>5200-20200 1900</td>
</tr>
</tbody>
</table>
2. These posts will be vacated on deputation basis from amongst the officers of the similar rank working in the formation of Customs, Central Excise and Service Tax, and officers holding analogous posts in the Directorate General/ Directorates under CBEC in the same pay scale. The age of the officer shall not exceed 56 years as on closing date of this circular.

3. Such officers selected for a posting in the Directorate General of Systems, would normally be appointed for a period of 3 years but extendable upto 5 years.

4. It is requested that applications of the interested and eligible officers may be forwarded to this Directorate General with their particular viz, name, address, educational qualification, date of birth, History of Posting, present post and the date from which it is held, scale of pay, experience alongwith synopsis of their ACR Gradings, for the last five years and also "No objection Certificate" from the concerned Commissionerate/ Director General/ Directorate within 90 days from the issue of the circular. It may also be thought to the notice of the willing officers that once they are selected, they will not be allowed to withdraw their candidature and also will not be relieved till the expiry of the tenure of three years. It may also be certified that no vigilance case is pending or being contemplated against any such officer.

5. In case, while working in this Directorate General the work and conduct of the officer is not found to be satisfactory, the officer can be reverted to the parent Commissionerate/Directorate before completion of the deputation period.

6. It is requested that this letter may be widely circulated among the officers under your jurisdiction.

7. This circular is also available on official website of CBEC (www.cbec.gov.in)

Yours faithfully

(M.R.R. Reddy)
Addl. Director General (Admin.)
F.NO.A/35018/1/2016 CEI CZU

To

The Chief Commissioner of Central Excise and Service Tax (All),
The Chief Commissioner of Customs, (All)

Sir / Madam,

Sub: Estt. Preparation of panel of officers for appointment to various grades
    In DGCEI, Zonal Unit, Chennai and Regional Units at Coimbatore,
    Madurai and Trichy – Willingness - called for – Regarding.

It is proposed to draw a panel of officers to fill up the vacancies in the following grades
in the Zonal Unit of DGCEI, Chennai and its Regional units at Coimbatore, Madurai and Trichy.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Post</th>
<th>Chennai ZU</th>
<th>Coimbatore RU</th>
<th>Madurai RU</th>
<th>Trichy RU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Senior Intelligence Officer</td>
<td>2</td>
<td>--</td>
<td>--</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Intelligence Officer</td>
<td>5</td>
<td>6</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>Stenographer Grade I</td>
<td>1</td>
<td>--</td>
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<td>--</td>
</tr>
<tr>
<td>4</td>
<td>Executive Assistant (STA)</td>
<td>1</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>Tax Assistant</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Head Havildar</td>
<td>2</td>
<td>1</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>7</td>
<td>Havildar</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Multi Tasking Staff</td>
<td>1</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

2. These above posts will be filled up on deputation basis from the officers of equivalent grades of Customs, Central Excise and Service Tax usually for a period not exceeding 5 years in the corresponding Pay Matrix in 7th CPC. Officers who are selected however will have to make their own arrangements for residential accommodation. Normally, the deputation in respect of SIOs / IOs is for a period of five years and in respect of others posts at Sl.No.3 to 8.
is for a period of three years, which can be extendable by another two years subject to the willingness of the officers, his/her performance, concurrence of his/her parent Commissionerate and approval of the Competent Authority.

3. It may please be made clear to the officers that option once exercised will be final and in the event of selection in this Directorate, they will not be allowed to withdraw the same.

4. It is requested that this circular may please be brought to the notice of all the formations under your jurisdiction and the applications of willing officers may be forwarded to this office. While forwarding the names, the following information in respect of the officers may please be furnished.

   i) Complete Bio-data and willingness letter of the officer along with the History of previous postings
   ii) APAR Gradings for the last 5 years duly verified and attested by the Additional / Joint Commissioner (P&V)
   iii) Vigilance Clearance Certificate; and
   iv) No Objection from the Competent authority to relieve the officer in the event of his/her selection.

5. It is requested that the names of willing and suitable officers may please be obtained and forwarded to this office latest by **31st December, 2016**

Yours faithfully,

[Signature]

[D.P. NAGENDRA KUMAR]
Principal Additional Director General
The Chief Commissioner of Central Excise,
Hyderabad / Bengaluru / Bhopal / Bhubaneswar / Chennai / Cochin / Coimbatore /
Kolkata / Lucknow / Mysore / Meerut / Mumbai-1 & II / Nagpur / Pune / Ranchi / Shillong / Vadodara / Vishakhapatnam

The Chief Commissioner of Customs,
Ahmedabad / Bangalore / Chennai / Delhi (Prev.) / Kolkata / Mumbai-1, II & III

The Director General of all Directorates

The Pr. ADG / ADG of all Directorates Zonal Units

The Commissioner of Central Excise & Service Tax,
Ahmedabad / Chennai / Delhi / Kolkata / Meenakshi / Tiruvannamalai / Vishakhapatnam / Vadodara / Mysore / Bengaluru / Bhopal / Raipur / Belgaum / Bhubaneswar / Medavoor / Cochin / Coimbatore / Tiruchirappalli / Allahabad / Kanpur / Meerut / Noida / Mangalore / Jammu / Jodhpur / Surat / Varanasi / Visakhapatnam

Sirs / Madam,

Subject: Preparation of panel for deputation for the post of Driver Gr.I/II/III in the Directorate General of Central Excise, Intelligence, Bangalore Zonal Unit- regarding.

Bangalore Zonal Unit of Directorate General of Central Excise Intelligent is in the process of drawing up a panel of suitable candidates for filling up the post of Driver at Bangalore Zonal Unit. This post will be filled up on deputation basis from the officers of equivalent grades of Customs, Central Excise & Service Tax.

The selected officer, on appointment, will be entitled for deputation allowance in the prescribed grade as admissible and he will have to make his own arrangements for residential accommodation. Normally, the deputation is for a period of three years which is extendable by another two years, subject to willingness of the officers, concurrence of the parent Commissioneates and approval of the Competent Authority.

It is requested that the circular may please be brought to the notice of all the formations under your jurisdiction and the application of willing officers be forwarded to this office. While forwarding the names of the willing officers, the following information in respect of them may also be furnished:

(i) Complete Bio-data and willingness letter of the officer along with History of Previous Postings
(ii) APAR/ACR Greetings for the last 5 years duly verified and attested by the Additional/Joint Commissioner (P&V)
(iii) Vigilance Clearance Certificate; and
(iv) No objection from the competent authority to relieve the officer in the event of his selection.

The above information/details may kindly be arranged to be furnished to this Directorate General of Central Excise Intelligence, Bangalore Zonal Unit by 25/01/2017

Yours faithfully,

[Signature]

JOINT DIRECTOR

Copy to the Website Manager, Directorate of Systems and Data Management, New Delhi, with a request to host this circular Departmental website.
No.A-35011/5/2016-Ad.ED
Government of India
Ministry of Finance
Department of Revenue

New Delhi, the 7th December, 2016.

OFFICE MEMORANDUM

Subject: Filling up of the post of Joint Director of Enforcement in the Enforcement Directorate, on deputation basis—regarding.

The undersigned is directed to say that it has been decided to fill up 8 posts of Joint Director of Enforcement in PB-3 of Rs.15600-39100 with Grade Pay of Rs.7600 pre-revised), on deputation basis in the Enforcement Directorate at Patna, Guwahati, Jaipur, Srinagar, Delhi (2 posts) Cochin, Chandigarh.

The following officers are eligible:

I. Officers of Central Government or State Government or Union Territory Administrations or Public Sector Undertakings or Universities or recognized research institutions or semi-Government or autonomous bodies or statutory organisations:

(a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years’ regular service in PB-3 of Rs.15600-39100 plus Grade Pay of Rs.6600 (pre-revised) or equivalent in the parent cadre/department; and
(b) Possessing ten years’ experience, out of which six years shall be in the field of intelligence or investigation work and adjudication or prosecution work relating to fiscal/ or criminal laws or in finance or accounts or corporate affairs and four years shall be in administrative work.

II. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation (including short term contract) including period of deputation (including short term contract) 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 four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

2. Consequent to recommendations of Seventh Pay Commission, the pay scales in the Pay Bands have been replaced by pay matrix system.
Therefore, for the purpose of interpretation relating to analogous posts, pre-revised pay scales of such posts shall be reckoned.

3. The pay & allowances 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. Besides the officers working in Enforcement Directorate are currently entitled to Special Incentive Allowance @ 15% of basic plus Grade Pay plus DA in the pre-revised pay scale.

4. 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 Under Secretary (Ad.ED), Ministry of Finance, Deptt. of Revenue, Room No. 55, North Block, New Delhi within 60 days from the publication of this advertisement in Department’s website http://dor.gov.in.

5. 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.
(ii) Complete and up-to-date C.R. dossier for the last five years up to 2011-12 to 2015-16 or attested photocopy thereof
(iii) Vigilance Certificate/Clearance
(iv) Integrity Certificate/Clearance
(v) Cadre Clearance
(vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

6. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected. The candidates will not be allowed to withdraw their candidature subsequently on any ground. The candidate may indicate choice of place however, he/she may be considered and appointed against any other place also. An officer appointed against a location can be transferred as per Transfer Policy of Enforcement Directorate.

7. A check list of documents to be attached with the application may also be sent (proforma enclosed).

(Santosh Kumar)
Under Secretary to the Govt. of India
PROFORMA OF BIO-DATA

1. Name and Address (in Block Letters)

2. Date of Birth (in Christian era)

3. Date of retirement under Central Government Rules

4. Service and batch to which candidate belongs

5. Present Pay and Matrix Level

6. Date from which holding Pay Band and Grade Pay in the pre-revised pay scale

7. Whether 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).

<table>
<thead>
<tr>
<th>Qualifications/Experience required</th>
<th>Qualifications/Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential</strong></td>
<td></td>
</tr>
<tr>
<td>(A) (i) holding analogous post on regular basis in the parent cadre/department; or</td>
<td></td>
</tr>
<tr>
<td>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in the PB-3 of Rs.15600-39100 and Grade Pay of Rs.6600 (Pre-revised) or equivalent in the parent cadre/department; and</td>
<td></td>
</tr>
<tr>
<td>(B) Possessing ten years’ experience, out of which six years shall be in the field of intelligence or investigation work and adjudication or prosecution work relating to fiscal/ or criminal laws or in finance or accounts or corporate affairs and four years shall be in administrative work.</td>
<td></td>
</tr>
</tbody>
</table>
Please state clearly whether in the light of entries made by you above you meet the requirement of the post.

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

Experience in the field of intelligence or investigation or adjudication or prosecution relating to fiscal/ or criminal laws or in finance or accounts or corporate affairs

<table>
<thead>
<tr>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of duties (in detail)</th>
</tr>
</thead>
</table>

Experience in administrative work.

<table>
<thead>
<tr>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of duties (in detail)</th>
</tr>
</thead>
</table>

Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.

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 & Address of the parent Office/organization to which you belong
12. Additional details about present Employment

Please state whether working under (indicate the name of your employer against the relevant column)

(a) Central Govt.
(b) State Government
(c) Autonomous Organisation
(d) Government Undertaking
(e) Universities
(f) Others

13. Please state whether you are working in Enforcement Directorate and are in the feeder grade or feeder to feeder grade.

14. 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.

15. Total emoluments per month now drawn.

16. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to

(i) Academic qualifications
(ii) Professional training and
(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).
Remarks — The candidate may 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) any other information
(Note: Enclose a separate sheet if the space is insufficient.)

Choice of posting:

i

ii

iii
carefully gone through the vacancy circular/advertisement and I am well aware that the academic Vitae duly supported by documents submitted by me will also be assessed by the selection Committee at the time of selection for the post. I also understand that the choice of a place given by me is just for indicating my preferences, however, I may be posted at any place also.

Signature of the candidate

Address __________________________

______________________________

______________________________

Telephone No.____________________

e-mail___________________________

______________________________
FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Whether the officer meets eligibility requirement As on the closing date of application</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2.(a)(i)</td>
<td>Whether any vigilance case is pending or contemplated Against the officer</td>
<td>Yes/No</td>
</tr>
<tr>
<td>(ii)</td>
<td>If yes, please give details</td>
<td></td>
</tr>
<tr>
<td>(b)(i)</td>
<td>Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years</td>
<td>Yes/No</td>
</tr>
<tr>
<td>(ii)</td>
<td>If yes, please give details.</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Indicate whether any penalty is in operation as on date.</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Whether cadre clearance for the officer by the Competent authority has been granted.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>(d)</td>
<td>Whether Integrity is certified.</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Date: ___________  

Signature ___________

Name: ___________

Designation: ___________  
(with stamp)
Check-list of documents to be attached

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Application in prescribed format (in triplicate) duly forwarded by the sponsoring authority</td>
</tr>
<tr>
<td>2.</td>
<td>Complete and up to date C.R. dossier for the last five years up to 2015-16 or attested photocopy thereof</td>
</tr>
<tr>
<td>3.</td>
<td>If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for that period to be attached along with ACR/APARs of the previous year(s)</td>
</tr>
<tr>
<td></td>
<td>Vigilance Clearance Certificate</td>
</tr>
<tr>
<td></td>
<td>Integrity Certificate</td>
</tr>
<tr>
<td></td>
<td>Major/Minor Penalty Statement</td>
</tr>
<tr>
<td></td>
<td>Cadre clearance from cadre controlling/appointing authority (if applicable)</td>
</tr>
</tbody>
</table>

Signature of the forwarding authority
(with stamp)
To,
The Chief Commissioner of Central Excise, Customs & Service Tax
C.R. Building,
I.S. Press Road,
Cochin - 682 018

Subject: Forwarding of vacancy circular – reg.

Sir,

An advertisement was published in the employment News dtd. 30th July, 2016 inviting application by this office for the post of Principal Private Secretary PB-3 (Rs. 15600-39100 21st Grade pay of Rs. 6600/-), Senior Private Secretary PB-2 (9300-34800 with Grade Pay Rs. 4800/-), Private Secretary – PB-2 (Rs. 9300-34800 with Grade Pay Rs. 4600/-), Technical Assistant PB-2 (Rs. 9300-34800 with Grade Pay Rs. 4200/-), Stenographer Grade-II, PB-2 (Rs. 9300-34800 with Grade Pay Rs. 4200/-) and Junior Librarian in the pay scale as mentioned in the vacancy circular (Copy enclosed).

The eligibility requirement for the above mentioned post is mentioned in the vacancy circular (copy enclosed).

You are requested to give it a wide publicity & put it up on notice board as well.

The interested candidate may apply on the following address to the Section Officer, Authority for Advance Rulings (Income Tax) NCR Bench, Room No. 456, 4th Floor, Samrat Hotel, Chankyapuri, New Delhi.

Yours faithfully

(J.B. Joshi)
Superintendent,
AAR (IT) NCR Bench
New Delhi.
VACANCY CIRCULAR

Following post likely to be filled up on Deputation/Absorption basis only for a period of three years. The deputation will be governed by the terms and conditions contained in the DOPT's OM NO. 6/8/2009-Estt (pay-ii) Dated 17.06.2010 as amended from time to time.

<table>
<thead>
<tr>
<th>Name of the post, pay Band and Grand pay</th>
<th>No. of vacancies</th>
<th>Eligibility conditions</th>
</tr>
</thead>
</table>
| Principal Private Secretary PB-3 (Rs. 15600-39100 with Gade pay Rs 6600) | 1 (One) Deputation/Promotion | Officer of central Government:  
(i) Holding analogous post on regular basis.  
(ii) With 8 year regular service as Private Secretary in the pay scale of Rs 6500 – 10500 (pre – revised) (revised : PB-2 with grade pay of Rs 4600) |
| Senior Private Secretary PB-2(930-34800)+Rs4800 (GP) | 2 (two) | Officer of central Government.  
(i) Holding Analogous post on regular basis.  
(ii) With 3 years in the pay scale of Rs-6500-10500 or 7 year combined service in the pay scale of Rs 6500-10500 & 5500-900 or equivalent in the parent cadre / department in Stenographer cadre |
| Private secretary – PB-2 (Rs. 9300-34800 with Rs 4600 Grade Pay) | 1 (One) | Officer of the central government  
(i) Holding analogous post on regular basis, or  
(ii) With 3 year’s regular service in the Pay scale of Rs. 5500-9000(pre-revised)  
(iii) With 6 year’s regular service in the pay scale of 5000-8000(pre – revised) |
| Technical Assistant, PB-2 (Rs. 9300-34800 with grade pay Rs. 4200) | 2 (Two) Deputation | Officer of Central Government.  
(i) Holding analogous post on regular basis or with 10 year regular service in the pay scale of Rs. 4000-6000 (pre-revised (revised : PB 1- with Grade Pay of Rs. 2400)  
(ii) Having Knowledge of Income Tax Law Procedures. |
| Stenographer grade –II, PB-2 (Rs. 9300-34800 with Grade Pay Rs. 4200) | 3 (Three) Deputation / Absorption | Officer of Central Government.  
(i) Holding analogous post on regular basis or with 10 year regular service as steno Grade III 'D' in the pay scale of Rs. 4000-100-6000 (pre-revised) (revised : PB-1 with Grade Pay of Rs.2400)  
(ii) Working knowledge of computers |
| Junior Librarian | 1 (One) | (i) Officer of central government including statutory bodies :-  
(a) Holding analogous post on regular basis , or  
(b) With 8 years regular service in posts in the scale of Rs 4000-100-600 or with 16 years regular service in the posts in the scale of Rs. 3050-4590.  
(ii) Experience of library Management. |
The application from eligible candidates, who are desirous of being considered for appointment to the post and who can be relieved immediately, may please be forwarded along with their bio-data in the prescribed form as per Annexure-1 so as to reach this office within 6 weeks from the date of issue of this advertisement. However, in genuine cases late application may also be considered, if the delay is explained by reasonable cause.

The ACR/APAR dossiers of the applicant for the last 5 years and vigilance clearance may also be sent along with the applications. The information furnished by the applicant in his /her bio-data may also be certified by the competent authority of the office in which he/she is working.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the central Government shall ordinarily not to exceed 3 Years.

The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application. Vacancy circular is available on the website at www.aar.gov.in.

Annexure-I

1. Post applied for:
2. Name of the applicant:
3. Date of birth:
4. Date of entry into govt. service:
5. Present post held:
6. Date of appointment in the grade:
   a. Ad-hoc
   b. Regular
7. Present pay band with grade pay:
8. Experience:
9. Date of return from ex-cadre post, if any:
10. Brief service particulars:
11. Educational qualification:
12. Whether SC/ST;

Certificate from Head of office/Department

The information furnished by the candidate has been verified from records and is found to be correct.

Name
Designation
Office
Contact No.
To

1. All Ministries & Departments of Government of India with the request that this circular may be circulated in their Ministries/Departments and also among their attached/subordinate offices.
2. DGPs of all State Governments/UT Administration for wide circulation.
3. The Department of Personnel & Training (AIS Branch), North Block, New Delhi for publishing in the website.
4. All Chief Commissioners/Director General of Income Tax for wide circulation.
5. All Chief Commissioners/Director General of Customs & Central Excise for wide circulation.
6. Joint Secretary (Admn.), CBDT/Joint Secretary (Admn.), CBEC with the request that arrangements may be made to post this vacancy circular on the official website of CBDT/CBEC.
7. The Director, Enforcement Directorate, Lok Nayak Bhawan, Khan Market, New Delhi for circulation and publishing in the website of ED.
8. Director CBI, CGO Complex, New Delhi for wide circulation.
9. NIC to upload on DoR website.
Government of India
Ministry of Finance (Department of Revenue)

DIRECTORATE OF REVENUE INTELLIGENCE
7th Floor, Drum Shape Bldg., D Block, I.P.Bhawan, I.P.Estate, New Delhi-110002
Fax No.23370954, Tel: 23378629, 23379871, e mail: drihqrsadmin-cbce@nic.in

DRI F. No. A-44014/01/2017-Estt. Dated: 02.02.2017

To

All Chief Commissioners of Customs,
All Chief Commissioners of Central Excise,
All Chief Commissioners of Customs & Central Excise,
All Chief Commissioners of Service Tax,
All Director Generals,
The Chief Departmental Representative.

Madam/Sir,

Subject: Selection of IRS (C&CE) Officers for COIN postings – regarding.

It is to inform that as per the directions of the Board, the process of the selection of IRS (C&CE) officers for the following COIN postings is to be taken up by this Directorate:-

(i) First Secretary(Com), HCI, Singapore,
(ii) Consul (Trade), CGI, New York
(iii) First Secretary (Trade), E/o India, Brussels and
(iv) First Secretary (Trade) at Birgunj (Nepal)

2. The Criteria/Procedure for selection of officers for aforesaid posts, as approved by the competent authority is enclosed herewith.

3. It is requested that the applications for the above mentioned four posts may be invited from amongst the officers at the level of Joint/Additional Commissioner of Customs & Central Excise working under your jurisdictions. The applicants should be directed to clearly specify the experience gained by them in each of the relevant fields as indicated in the enclosed annexure. The duration and the place of posting(s) during which experience in each/any of the relevant fields was gained should also be clearly mentioned.
4. It is requested that you may verify the information furnished by each applicant and forward the applications addressed to the undersigned latest by 20.02.2017. Applications must only be forwarded by the concerned Member/Chief Commissioner/Director General.

Yours Sincerely,

Encl: As above.

(Vivek Chaturvedi)
Additional Director General

Copy to:

1. All Members of CBEC, Ministry of Finance, New Delhi with a request to forward applications of Additional/Joint Commissioners working under their charge in the Board as well as any Authority/Commissioner under their charge.
2. All Zonal Pr. ADGs/ADGs of DRI, DGCEI & RMD, Mumbai for similar action.
3. The Web Master, CBEC with the request to upload the Circular on CBEC’s website.
4. Confidential/Guard File

Encl: As above.

(Vivek Chaturvedi)
Additional Director General
Subject: Criteria/procedure for selection of IRS(C&CBE) Officers for COIN postings.

The following criteria/procedure for selection of IRS(C&CBE) officers for COIN postings:

1. Criteria:

(a) 25 marks shall be awarded on the basis of APARs of the last five years (5 marks for ‘Outstanding’, 4 marks for ‘Very Good’ and 3 for ‘Good’). In case of NRC for any year, the APAR of the year prior to five years may be assessed.

(b) For filling up all posts, 25 marks shall be awarded based on relevant experience in anti-smuggling, anti-evasion and other international trade-related activities.

Experience in the following fields shall be considered relevant:

(i) DRI, Customs (Preventive) charge, Airport etc., involving intelligence gathering and investigation.

(ii) CEI, work relating to anti-evasion in a Central Excise Commissionerate requiring collection of intelligence and investigations as part of job profile.

(iii) Central Excise Divisions having preventive activities.

(iv) CEIB, NCB and Directorate of Enforcement.

(v) Multilateral / Regional / Bilateral Negotiations in International Trade.

(vi) Matters related to international trade defence, trade facilitation and related dispute settlement or in intelligence collection activities in posts under any other Ministry/Department etc.

There shall be 5 marks for each year of relevant experience, subject to a maximum total 25 marks. The relevant 5 years experience should be counted out of total experience of the officer.
2. Procedure:

(a) The applications for the vacant posts shall be invited by the DG(DRI) while indicating the eligibility criteria to all Chief Commissioners / Directors General or in respect of officers working in Board, to their respective Members. The applicants can route their applications through their CCs/DGs/Members.

(b) After scrutiny of applications, DG(DRI) shall compile a list of officers who meet the eligibility criteria and send it to Board.

(c) The Board shall provide HOPs and APARs of the concerned officers alongwith their vigilance status to the DG(DRI) for evaluation.

(d) An Evaluation Committee comprising DG(DRI), DG(CEI), DG(NACEN) and DG(HRD) shall evaluate the service records of the concerned officers taking into account the prescribed criteria.

(e) DG(DRI) shall forward minutes of proceedings of the Committee alongwith evaluation chart indicating marks given to each candidate on assessment of their APARs and work experience.

(f) A Board level Committee, comprising Chairman(CBEC), Member(P&V), Member(Customs) and DG(DRI) shall interview officers who secure 60% marks (i.e. 30 out of 50) and above, based on assessment by the Evaluation Committee.

(g) Maximum marks for interview will be 10.

(h) The Board, after taking into account the marks secured by an officer in the interview and the marks given by the Evaluation Committee, shall recommend a panel of three officers for each post for approval of Hon’ble FM.

(i) As per procedure, after obtaining Hon’ble FM’s approval, the panel shall be forwarded to MEA for their concurrence followed by reference to ACC for final approval.

To

Pr. Chief Commissioner/Chief Commissioner of Central Excise,
Ahmedabad/Bangalore/Bhopal/Bhubaneswar/Chandigarh/Chennai/
Coimbatore/Delhi/Hyderabad/Jaipur/Kolkata/Lucknow/Mysore/
Meerut/Mumbai-I/Mumbai-II/Nagpur/Pune/Ranchi/Shillong/Vadodara/
Vishakhapatnam.

Pr. Chief Commissioner/Chief Commissioner of Customs, Ahmedabad/
Bangalore/Chennai/Delhi/Prev./Kolkata/Mumbai-I/Mumbai-II/Mumbai-III/Patna/
Thiruchirappalli (Prev.).

LTUs/Bangalore/Chennai/Delhi/Kolkata/Mumbai.

Pr. Chief Commissioner/Chief Commissioner of Service Tax,
Chennai/Delhi/Kolkata/Mumbai.

Pr. Chief Commissioner/Chief Commissioner (AR), Customs, Excise & ST
Appellate Tribunal /Delhi.

Chairman, Customs & Central Excise, Settlement Commission (PB), New
Delhi.

Chairman, Authority for Advance Rulings, Central Excise, Customs & ST, New
Delhi.

The Director General (All Directorates).

Sir/Madam,

Subject: Preparation of panel for appointment of Intelligence Officer in the
Directorate General of Central Excise Intelligence (HQs.), New
Delhi in the Entry Pay (Level-7) of Rs.44,900/- C/Regarding.

The Directorate General of Central Excise Intelligence, New Delhi is in the
process of drawing a panel of suitable candidates for filling up the vacancies in the
grade of Intelligence Officer at the DGCEI (HQs.), New Delhi.

2. It is proposed to fill up the vacant post of Intelligence Officer by appointing
suitable officers on deputation basis from the grade of Inspectors of Customs &
Central Excise. Officers, who have been granted financial up-gradation under MACP
Scheme, are also eligible for the said post.
3. The selected officers, while working in the Directorate General in the grade of Intelligence Officer, will be entitled to special allowance as admissible in terms of Government of India's instructions issued from time to time. Normally, the deputation is for a period of five years, which is extendable by another two years, one year at a time, subject to willingness of the officer, his/her performance, concurrence of his/her parent Commissionerate and approval of the Competent Authority.

4. It may also be pertinent to mention here that the option for deputation in DGCEI once exercised cannot be withdrawn under any circumstances.

5. It is requested that the circular may please be brought to the notice of all the formations under your jurisdiction and the application of willing officers be forwarded to this office. While forwarding the names of the willing officers, the following information in respect of them may also be sent for evaluation by this Directorate General:-

1. Complete Bio-data and willingness of the officer along-with history of postings;
2. List of cases booked on his own information/intelligence along with duty involved and recovered;
3. APAR grading for the last 5 years including the year 2015-16 {Duly verified and attested by the Addl./Joint Commissioner (P&V)};
4. Vigilance Clearance; and
5. No-objection from the Cadre Controlling Authority to relieve the officer in the event of his/her selection.

The above information/details may kindly be furnished to this Directorate General at the earliest:

(Satish Kumar Agrawal)
Additional Director General

Copy to:-
(i) Web-Master, CBEC website, Dte. of System, New Delhi with request to upload on CBEC website (www.cbec.gov.in) at the earliest.
(ii) Shri Yogender Singh, Joint Director, DG Systems, C.R. Building, New Delhi.

Additional Director General
To

The Chief Commissioner(s) of Central Excise/Customs/Service Tax (All)
The Commissioner(s) of Central Excise/Customs/Service Tax (All)
All Directorate Generals/Directorates under CBEC & Commissioner (Narcotics)

Sir/Madam,

Sub: Preparation of panel for selection for the various posts on Deputation-Calling for Willingness-reg.

Applications are invited from willing officers to fill up the following vacancies in the Regional Training Institute, NACEN, Cochin on deputation basis for a period of 3 (three) years.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation</th>
<th>Level In VII CPC</th>
<th>Vacancy Existing/Anticipated</th>
<th>Desirable Services***</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Administrative officer</td>
<td>7</td>
<td>1</td>
<td>Holding analogous post with atleast 2 (two) years of service</td>
</tr>
<tr>
<td>2.</td>
<td>Inspectors</td>
<td>7</td>
<td>1</td>
<td>-do-</td>
</tr>
<tr>
<td>3.</td>
<td>Steno G-II</td>
<td>6</td>
<td>1</td>
<td>-do-</td>
</tr>
<tr>
<td>4.</td>
<td>Tax Assistant</td>
<td>4</td>
<td>1</td>
<td>-do-</td>
</tr>
<tr>
<td>5.</td>
<td>Havildar</td>
<td>1</td>
<td>1</td>
<td>-do-</td>
</tr>
</tbody>
</table>

***If any willing officer is found otherwise suitable for this RTI, the minimum prescribed service can be reduced by the Competent Authority.

2. The Officers would normally be appointed for a period of 3 (three) years which is extendable upto 2 (two) years subject to satisfactory performance of the officer, his/her willing and concurrence from the concerned Cadre Controlling Authority.
3. It is requested that the circular may kindly be brought to the notice of all the officers in the formation under your jurisdiction and the applications of willing officers may please be forwarded to this office with the following particulars.

1) Name of the officer
2) Date of Birth
3) Educational Qualification
4) Present post held and place of working
5) Date from which present post is held and present scale of pay
6) Duly certified copies of ACR/APAR grading from 2012-13 onwards.
7) Certificate of vigilance clearance
8) History of postings right from joining the department in the following format

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post held</th>
<th>Place of working</th>
<th>Date</th>
<th>Nature of duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<tr>
<td>3.</td>
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</tr>
</tbody>
</table>

4. It may be made clear to be willing officers that option once exercised will be final and in the event of selection, they will not be allowed to withdraw the same and they are expected to serve NACEN till the expiry of the full tenure of 3(three) years.

5. It may also be certified that no vigilance/non-vigilance case is pending or being contemplated in respect of any such officer.

6. In case, while working in this Directorate, the conduct and/or work performance of the officer is not found to be satisfactory, the officer shall be liable to be reverted and repatriated to the parent Commissionerate/Directorate without assigning any reasons.

7. The circular may please be widely circulated among all eligible officers and the applications of the willing officers along with the required data, NOC and vigilance clearance certificates may please be forwarded to this office on or before 30th June 2017.

Copy submitted to:
The Director General, National Academy of Customs, Excise and Narcotics, Faridabad.

Copy to:
1) The Additional Director General, NACEN, Faridabad.
2) The Web Master, CBEC website/NACEN, Faridabad with a request to give wide publicity to this letter through respective websites.
To
All Cadre Controlling Authorities, under CBEC,
All Directorates under CBEC,

Subject: Instructions for passing order on representation/Appeal under various Rules received from Government servant as per instruction of DOP&T.

Sir,

Instances have come to the notice of the Board that some orders have been passed under CCA (Leave) Rules, allowing the petitioner liberty to Appeal to the President, though no such provision exist in the CCA (Leave) Rules. This has been cited by the Court in deciding the case in favour of the petitioner putting the Government in disadvantageous position in total contravention of existing DOP&T instructions/Rules.

2. It is, therefore, requested that all Cadre Controlling Authorities should ensure that all the existing Instructions/Rules/Regulation are taken into consideration while passing order(s) under various Rules.

3. This may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

(B.K. Manthan)
Under Secretary to the Govt. of India
Tel: 2309 5584
To
The Chief Commissioner of Central Excise,
Chennai/Hyderabad/Bangalore/Cochin/Coimbatore.

The Chief Commissioner of Customs,
Chennai/Bangalore/Customs Preventive Zone, Chennai.

The Principal Chief Commissioner of Income Tax,
Chennai/Hyderabad/Cochin/Bangalore.

The Commissioner of Central Excise,

The Commissioner of Customs,
Chennai(Port)/Chennai(Air)/Bangalore/Cochin/Mangalore/Trichy/Visakhapatnam.

The Deputy Director,
Narcotics Control Bureau/Enforcement Directorate/SRU/DRI(Anti-Evasion)/
DRI (Anti-Smuggling/CESTAT, Chennai.

The Deputy Inspector General, CISF, Rajaji Bhavan, Besant Nagar, Chennai-90

The Commissioner, Service Tax Commissionerate, Chennai

The Commissioner, Large Tax Unit, Annanagar, Chennai

The Joint Director, Central Bureau of Investigation, Chennai

Sir,

Sub: Filling up of an anticipated vacancy of one post of Inspecting Officer in the office of the Competent Authority, SAFEM(FOP)&NDPS Acts, Chennai – Calling for willingness – reg.

It is proposed to fill up the anticipated vacancy of one Inspecting Officer in the scale of pay of Rs.6,500-200-10,500 (Pre-revised) (Rs.9,300-34,800 with Grade Pay Rs.4,600) on deputation basis by officers under the Central Government Departments or Organisations satisfying the eligibility criteria stipulated as under:
Officers under Central Board of Direct Taxes, Central Board of Excise and Customs, Narcotics Department, Directorate of Enforcement (Ministry of Finance) and Central Police Organisations;

(a) (i) holding analogous post on regular basis or
(ii) with three years regular service in the pay scale of Rs.5500-900 (pre revised) and

(b) Possessing two years experience in enforcement of regulatory Laws or investigation of offences and collection of intelligence thereof.

The deputation will be governed by the terms & conditions as contained in the DOP & T’s O.M. no.22/29/81/Estt. (Pay-II) dated 5.1.84 as amended from time to time.

The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 55 years as on the closing date of receipt of applications.

The official selected can opt to draw the grade pay of the post (Matrix / level as per 7th CPC) for which he is selected or his pay plus deputation allowance (10% of his basic pay in case of outstation officials and 5% for local officials) (as per 6th CPC).

The applications from suitable candidates who are willing and eligible in terms of the above criteria and who can be spared immediately may be duly certified and forwarded to this office along with their bio-data in the prescribed form (Annexure-I), so as to reach this office not later than 31.03.2017.

The photocopies of the ACRs / APARs of the applicants for the last 5 years along with Vigilance Clearance may also be sent along with the application.

The applicants who volunteer for the post will not be permitted to withdraw their names at a later date and only such applications which are duly forwarded by the office and accompanied by the ACRs / APARs and Vigilance Clearance will be considered.

I am directed to request that the vacancy may be circulated among the eligible officials and their willingness obtained and sent to this office with your recommendation.

Yours faithfully,

(A.K. SRIVASTAVA)
JOINT COMMISSIONER

Copy to:
The Deputy Secretary (Coordination),
Ministry of Finance,
Department of Revenue, North Block,
New Delhi 110 001.

It is requested that a wider circulation of this letter may please be given among the other departments/sections in the Ministry to enable this office to fill up the post on deputation.
professional training and (ii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

16.5. Achievements:
The candidates are requested to indicate information with regard to:
(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.
(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.#
(Officers under Central/State Governments are only eligible for "Absorption". Candidates 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

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: _______________________

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

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

*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:

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>a) The date of initial appointment</th>
<th>b) Period of appointment on deputation/contract</th>
<th>c) Name of the parent office/organisation to which the applicant belongs.</th>
<th>d) Name of the post and Pay of the post held in substantive capacity in the parent organisation</th>
</tr>
</thead>
</table>

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) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.
Certification by the Employer/ Cadre Controlling Authority:

The information/d 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)

____________________________
(Employer/ Cadre Controlling Authority with Seal)

For the Bio-Data in Word format, please download it from the following official website of this office:

www.cachennai.gov.in
↓
HOME
↓
VACANCIES
↓

Click: "Common Bio-Data for all the Posts"
GOVERNMENT OF INDIA
Ministry of Finance - Department of Revenue
Office of the Competent Authority
Smugglers and Foreign Exchange Manipulators (Forfeiture of Property)
& Narcotic Drugs & Psychotropic Substances Acts
"UTSAV", No.64/1, G N. Chetty Road, T.Nagar, Chennai-600017
Ph : 28152825 / 28150896 :: Fax 044-28154536
E-Mail : casafemfop.tnch@nic.in

S.F.No.52/2016-17                  Dated : 03.03.2017

To

The Chief Commissioner of Central Excise,
Chennai/Hyderabad/Bangalore/Cochin/Coimbatore/Mysore/Visakhapatnam.

The Chief Commissioner of Customs,
Chennai/Bangalore/Customs Preventive Zone, Chennai

The Principal Chief Commissioner of Income Tax,
Chennai/Hyderabad/Kochi/Bangalore.

The Commissioner of Central Excise,

The Commissioner of Customs,
Chennai (Port)/Chennai (Air)/Bangalore/Cochin/Mangalore/Trichy/Visakhapatnam

The Deputy Director,
Narcotics Control Bureau/Enforcement Directorate/SDU/DRl/(Anti-Evasion)/
DRl (Anti-Smuggling/CESTAT, Chennai.

The Commissioner, Service Tax Commissionerate, Chennai

Sir,

Sub: Filling up of two posts of Assistant in the Office of the Competent Authority,
SAFEM (FOP)&NDPS Acts, Chennai - Calling for willingness - Reg.

* * *

It is proposed to fill up two posts of Assistant in the Pay Band of Rs. 9300-34800 with a Grade Pay of Rs. 4200 (as per 6th CPC) on deputation basis by the staff holding post of Assistant or Upper Division Clerk under the Central or State Government Departments or Organisations satisfying the eligibility criteria as under:-

1. Holding analogous posts on regular basis in the parent cadre or department (OR)

2. Upper Division Clerk or Tax Assistant of the Central or State Government Departments or Organizations and of Income Tax or Central Excise or Customs Commissionerate or Directorate of Narcotics in the pay pre-revised scale of Rs.4000-100-6000 with 8 years regular service in this grade (AND)

3. Possessing Computer Skill.

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
The official selected can opt to draw the grade pay of the post (Level / Matrix) for which he is selected or his pay plus deputation allowance (10% of his basic pay in case of outstation officials and 5% for local officials) as applicable under the rules (as per VI CPC).

The applications from suitable candidates who are willing and who can be spared immediately may be duly certified and forwarded to this office along with their bio-data in the prescribed form (Annexure-I), so as to reach this office not later than **31.03.2017**.

The photocopies of the ACRs / APARs of the applicants for the last 5 years along with Vigilance Clearance may also be sent along with the application.

The applicants who volunteer for the post will not be permitted to withdraw their names at a later date and only such applications which are duly forwarded by the office and accompanied by the ACRs / APARs and Vigilance Clearance will be considered.

It is requested that the vacancy may be circulated among the eligible officials and their willingness obtained and sent to this office with your recommendation.

Yours faithfully,

(A.K. SRIVASTAVA)
JOINT COMMISSIONER

Encl.: Annexure-I

Copy to:
The Deputy Secretary (Coordination),
Competent Authority Cell, Ministry of Finance,
Department of Revenue, North Block,
New Delhi 110 001. – For information and circulation.

It is requested that a wider circulation of this letter may please be given among the other departments/sections in the Ministry to enable this office to fill up the post on deputation basis.
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. 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)

<table>
<thead>
<tr>
<th>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</th>
<th>Qualifications/ experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td>Essential</td>
</tr>
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<td>A) Qualification</td>
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</tr>
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<td>B) Experience</td>
<td>B) Experience</td>
</tr>
<tr>
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</tbody>
</table>

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RPs by the Administrative Ministry/Department/Office at the time of issue of Circular and Issue of Advertisement in the Employment News.

5.2 In the case of Degree and Post Graduate Qualifications, Elective/main subjects and subsidiary subjects may be indicated by the candidate.

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.
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

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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.

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</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

16A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post.
(Any other things may provide information with regard to (i) additional academic qualifications (ii)
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. On 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)

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↓

HOME

↓

VACANCIES

↓

Click: "Common Bio-Data for all the Posts"
GOVERNMENT OF INDIA
Ministry of Finance - Department of Revenue
Office of the Competent Authority
Smugglers and Foreign Exchange Manipulators (Forfeiture of Property)
& Narcotic Drugs & Psychotropic Substances Acts
“UTSAV”, No.64/1, G.N. Chetty Road, T.Nagar, Chennai-600017
Ph : 28152826 / 28150896 :: Fax 044-28154636
E-Mail : casafemfop.tchn@nic.in

S.F.No.52/2016-17

Dated : 03.03.2017

To

The Chief Commissioner of Central Excise,
Chennai/Hyderabad/Bangalore/Cochin/Coimbatore.

The Chief Commissioner of Customs,
Chennai/Bangalore/Customs Preventive Zone, Chennai.

The Principal Chief Commissioner of Income Tax,
Chennai/Hyderabad/Cochin/Bangalore.

The Commissioner of Central Excise,
Chennai-I,II,III/Coimbatore/Salem/Trichy/Madurai/Pondicherry/Tirunelveli/Bangalore-

The Commissioner of Customs,
Chennai(Port)/Chennai(Air)/Bangalore/Cochin/Mangalore/Trichy/Visakhapatnam.

The Director,
Narcotics Control Bureau/Enforcement Directorate/SRU/DRI(Anti-Evasion)/
DRI(Anti-Smuggling)/CESTAT, Chennai.

The Deputy Inspector General, CISF, Rajaji Bhavan, Besant Nagar, Chennai – 90.

The Joint Director, Central Bureau of Investigation, Chennai.

Sir,

Sub: Filling up of three posts of Inspector in the office of the Competent Authority,
SAFEM (FOP) & NDPS Acts, Chennai – Calling for willingness – Reg:-

* * * *

It is proposed to fill up **three posts of Inspector** in the scale of pay of Rs.9300-
34800 with Grade Pay Rs.4200/- (as per 6th CPC) on deputation basis by officers under
the Central or State Government Departments or Organizations satisfying the eligibility criteria
stipulated as under:

(i) Inspector of Income-tax or Customs and Central Excise or Narcotics (Central
Bureau of Narcotics or Narcotics Control Bureau) or Assistant Enforcement
Officer or Sub-Inspector of Police, Central Bureau of Investigation;

OR

(ii) Head Clerks or Tax Assistants or Upper Division Clerks of Income-tax,
Central Excise and Customs Departments who have qualified in the
Departmental Examination for promotion to the grade of Inspector in the
respective Departments. Officials with flair for Income-tax Act, Customs Act,
Foreign Exchange Management Act and Narcotic Drugs and Psychotropic
Substances Act will be given preference.
The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

The deputation will be governed by the terms & conditions as contained in the DOP&T'S O.M.No2/29/91/Estt(Pay-II) dated 5.1.94 as amended from time to time.

The official selected can opt to draw the grade pay of the post (Matrix / level as per 7th CPC) for which he is selected or his pay plus deputation allowance (10% of his basic pay in case of outstation officials and 5% for local officials).

The applications from suitable candidates who are willing and eligible in terms of the above criteria and who can be spared immediately may be duly certified and forwarded to this office along with their bio-data in the prescribed form (Annexure-I), so as to reach this office not later than 31.03.2017.

The photocopies of the ACRs / APAs of the applicants for the last 5 years along with Vigilance Clearance may also be sent along with the application.

The applicants who volunteer for the post will not be permitted to withdraw their names at a later date and only such applications which are duly forwarded by the office and accompanied by the ACRs / APARs and Vigilance Clearance, will be considered.

I am directed to request that the vacancy may be circulated among the eligible officials and their willingness obtained and sent to this office with your recommendation.

Yours faithfully,

(A.K.SRIVASTAVA)
JOINT COMMISSIONER

Encl.: Annexure-I

Copy to:
The Deputy Secretary (Coordination),
Ministry of Finance,
Department of Revenue, North Block,
New Delhi 110 001.

It is requested that a wider circulation of this letter may please be given among the other departments/sections in the Ministry to enable this office to fill up the post on deputation.
**BIO-DATA/CURRICULUM VITAE PROFORMA**

<table>
<thead>
<tr>
<th>1. Name and Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(In block letters)</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>2. Date of Birth (in Christian Era)</th>
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<tr>
<th>3.1 Date of entry into service</th>
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<tr>
<th>3.2 Date of retirement under Central/State Government Rules</th>
<th></th>
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</thead>
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<tr>
<th>4. Educational Qualifications</th>
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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)
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   (This among other things may provide information with regard to [ ] additional academic qualifications [ ])
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   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)

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HOME

VACANCIES

Click: "Common Bio-Data for all the Posts"
F.No.A.12018/14/2013.AD.III.B
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
CENTRAL BOARD OF EXCISE AND CUSTOMS

To,

All the Cadre Controlling Authorities
under Central Board of Excise and Customs.

Subject: Amendment in Notification of Recruitment Rules for the Central Excise and Customs Department, Non-Statutory Departmental Canteens (Group 'C') Posts – regarding.

Sir/ Madam,

I am directed to say that Amendment in Recruitment Rules for the Central Excise and Customs Department, Non-Statutory Departmental Canteens (Group 'C') Posts is notified vide G.S.R. 114 (E) dated 08.02.2017. A copy of the above-mentioned Gazette Notification is enclosed herewith for your kind information and necessary action. It can also be downloaded directly from the website: www.egazette.nic.in

Yours faithfully,

Encl.: As Above

(Rajpal Singh)
Under Secretary to the Govt. of India
Tel. /Fax No.: 26162780

Copy to: (1) Webmaster, DG Systems and Data Management for uploading the same on the website.
(2) DGHRD for Information and record;

(Rajpal Singh)
Under Secretary to the Govt. of India
नई दिल्ली, बुधवार, जानवर 8, 2017/मार्च 19, 1938

1. (1) इन नियमों का नाम केंद्रीय उपाद शुल्क एवं सीमा-शुल्क विभाग, मैर्जन-मानवी विभागीय केंद्रीय (समूह-ग) पद भर्ती (संबंधित) नियम, 2017 है।
(2) ये राजपत्र में अपने प्रकाशन की तारीख की प्रकृत है।

2. केंद्रीय उपाद शुल्क एवं सीमा-शुल्क विभाग, मैर्जन-मानवी विभागीय केंद्रीय (समूह-ग) पद भर्ती नियम, 2015 (इसके प्राप्त बिना इन नियमों के रूप में संदर्भित किया गया है) ने नियम 3 के स्थान पर निम्नलिखित नियम रखा जाएगा, अनुच्छेद -
"3. पदों के संबंध, जरूरत में और व्यवस्था में स्थान- पदों के संबंध, उपयुक्त कार्यक्रम और उनके साथ सम्बन्ध वेतन मैदान में उनका तत्त्व, इन नियमों के माध्यम से अनुप्रृक्त के स्तर (2) से (4) में विनिर्दिष्ट के अनुसार होगा।"

3. इन नियमों की अनुपूर्वी,-
(क) स्तर (4) में स्तर शीर्ष के स्थान पर, निम्नलिखित शीर्ष बालस्तम्भ रखा जाएगा, अनुच्छेद - "वेतन मैदान में स्तर";

(ख) सबसे पहले प्रकाश-पहाड़ी-संस्थान के पद में संबंधित तत्त्व संबंध (1) में-
(1) स्तर (4) में प्रविधि के स्थान पर "वेतन मैदान में स्तर-4 (25,500-81,100 रु.)" प्रविधि रखी जाएगी;
MINISTRY OF FINANCE

(Department of Revenue)

NOTIFICATION

New Delhi, the 8th February, 2017

G.S.R. 114(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Central Excise and Customs Department, Non-Statutory Departmental Canteens (Group 'C') Posts Recruitment Rules, 2015, namely—

1. (1) These rules shall be called the Central Excise and Customs Department, Non-Statutory Departmental Canteens (Group 'C') Posts Recruitment (Amendment) Rules, 2017.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Central Excise and Customs Department, Non-Statutory Departmental Canteens (Group ‘C’) Posts Recruitment Rules, 2015 (hereinafter referred to as the said rules), for rule 3, the following rule shall be substituted, namely—

“3. Number of posts, classification and level in pay matrix. — The number of said posts, their classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule.”.

3. In the Schedule to the said rules,—

(a) in column (4), for the column heading “Level in pay matrix” shall be substituted;

(b) against serial number 1 relating to the post of Assistant Manager-cum-Store Keeper,—

(i) in column (4), for the entries, the entries “Level – 4 in the pay matrix (Rs.25,500-81,100)” shall be substituted;

(ii) in column (11), under the heading “Promotions”, for items (i) and (ii) and the entries relating thereto, the following items and entries shall be substituted, namely—

“(i) Clerk with eight years regular service in level – 2 in the pay matrix (Rs. 19,900-63,200);

(ii) Halwai-cum-Cook with five years regular service in level – 3 in the pay matrix (Rs.21,700-69,100) with two years experience in handling Stores or Accounts and possessing educational qualification as prescribed for Clerk directly recruited i.e. Intermediate with Commerce from a recognized Board or University.”;

(iii) in column (11), under the heading “Deputation”, for sub-item (ii) of item (a) and the entries relating thereto, the following sub-item and entries shall be substituted, namely—

“(ii) with eight years regular service in level – 2 in the pay matrix (Rs. 19,900-63,200); and”;

GIVEN IN MY OFFICE, this 8th February, 2017;

[Stamp, Rs. 12018/14/2013-Pr fav. III, dt.]

Rajiv Pratap Singh, Secretary

[Signature]

Note: The above notification contains the details of the amendments made to the Central Excise and Customs Department, Non-Statutory Departmental Canteens (Group 'C') Posts Recruitment Rules, 2015. The notification specifies the changes in the number of posts, classification, and level in the pay matrix, as well as the promotion and deputation rules for specific positions.