



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
राजस्व विभाग DEPARTMENT OF REVENUE  
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड  
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS  
प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER  
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क  
CENTRAL TAX & CENTRAL EXCISE  
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING  
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682018

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GEXCOM II/(13)/4/2020-ESTT.

Date: 17.12.2020

**ESTABLISHMENT CIRCULAR NO. 18/2020**

Attention is invited to the following letter.

Sl.No.	File No. and Date	Subject
1.	File No.NACIN/II/13/2/2020-ADMN-O/O ADG-NACIN-ZC-COCHIN dated 27.11.2020	Circular on preparation of panel for appointment to various posts on Deputation at NACIN, Cochin Calling for applications

Copy of the above mentioned letter may be downloaded from the website of Kochi Commissionerate – [www.cenexcisekochi.gov.in](http://www.cenexcisekochi.gov.in) for information and necessary action.

Signed by Suresh Babu P G

Date: 18-12-2020 11:45:54

Reason: Approved

**[Suresh Babu P.G.]**  
**Assistant Commissioner (P&V)**

**Copy to:**

1. The Assistant/ Deputy Commissioner of all Divisions under Kochi Commissionerate.
2. All Section Heads in Headquarters Kochi.

3. The Superintendent (EDP) for uploading in the Commissionerate website.
4. Notice Board, Hqrs., Kochi.
5. Notice Board, Central Excise Bhavan, Kathrikadavu.



भारत सरकार/ **GOVERNMENT OF INDIA**  
 वित्त मंत्रालय/ **MINISTRY OF FINANCE**  
 राजस्व विभाग/ **DEPARTMENT OF REVENUE**  
 राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी/  
**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS**  
 आंचलिक परिसर/ **ZONAL CAMPUS**  
 ३ एवं ४ तल, एम. टी. प्लाजा /3<sup>rd</sup> & 4<sup>th</sup> FLOOR, MT PLAZA  
 कलूर-कडवन्त्रा मार्ग, कोचीन/**KALOOR- KADAVANTHRA ROAD, COCHIN-682 017**  
 ईमेल/e-mail id: **nacen.cochin@gov.in**  
 फ़ोन/Telephone: **0484-4868311**/फ़ैक्स/Fax: **0484-4868322**

Dt.27/11/2020

To,

The Zonal Principal Chief Commissioner/ Chief Commissioner of CGST/ Customs (All),

The Principal Director General/ Director General (All Directorates),

The Pr. Commissioner/ Commissioner of CGST/ Customs (All)

Sir/Madam,

Sub: **Circular on preparation of panel for appointment to various posts on Deputation at NACIN, Cochin - Calling for applications**

Sl	Designation	Level in VII CPC	Number of Vacancies	Eligibility *
1	Superintendent	8	1	Holding analogous post with at least two years of qualifying service
2	Administrative Officer	7	1	

\* If any officer is found otherwise suitable for this office, the minimum prescribed eligibility can be reduced by the Competent Authority.

2. The officer would normally be appointed for a period of 3 (three) years, which is extendable by 2 more years subject to satisfactory performance of the officer, his/ her willingness and concurrence from the concerned Cadre Controlling Authority.

3. It is requested that the Circular may be brought to the notice of all the officers in the formations under your jurisdiction and the applications of willing officers may be forwarded to this office with the following particulars:

- i. Name of the Officer
- ii. Date of Birth
- iii. Educational Qualification
- iv. Present post held and place of working

- v. Date from which present post held, and scale of pay
- vi. Duly certified copies of ACR/ APAR gradings from 2015-16 onwards
- vii. Certificate of Vigilance Clearance
- viii. History of posting, right from joining the department, in the following format:

Sl	Post Held	Place of working	Date		Nature of Duties
			From	To	

4. It may be made clear to the 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 NACIN till the expiry of the full tenure of three years. Officers with less than three years of service remaining in the Department, are not eligible to apply.

5. 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 repatriated back to the parent Commissionerate/ Directorate without assigning any reasons.

6. The application, complete in all respects, may be forwarded to this office on or before 31/12/2020

Sincerely,



(Manish Chandra)  
Additional Director General

Copy

1. The Pr. Director General, NACIN, Faridabad
2. The Web Master, CBIC website/ NACIN Faridabad - with a request to upload this Circular on website.

Signed by Manish Chandra

Date: 01-12-2020 12:11:54

Reason: Approved