



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 AND 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**
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GEXCOM/II/7/1/2020-Estt

Date: 22.01.2021

ESTABLISHMENT CIRCULAR NO.3/2021

Attention is invited to the following letter received from CBIC:

Sl. No.	Letter No. and date	Subject
1.	F.No.11000/2/2013-IC (ICD) dated 14.01.2021	Vacancies for three (03) posts of Technical Officers (Grade-A3) in the Compliance and Facilitation Directorate (Compliance/Enforcement) at the Secretariat of World Customs Organization (WCO)

Copy of the mentioned letter may be downloaded from the website of Kochi commissionerate-www.cenexcisekochi.gov.in for information. Nominations, if any, may be sent to this office urgently in the prescribed proforma.

[S. Suresh]
Assistant Commissioner [P&V]

To

1. All Group A officers in Kochi commissionerate.
2. All Section Heads in Headquarters Kochi.
3. The Superintendent (Systems) for uploading in website.
4. Notice Board, Hqrs Kochi.

Copy to:

1. The Additional Commissioner (CCO), Hqrs Kochi for information.

**Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
WCO Cell**

8th Floor, Tower-II, Jeevan Bharti Building, New Delhi-110001

E-mail : indiawco-cbec@nic.in

F.No. 11000/2/2013-IC (ICD)

Dated: 12.01.2021

14/01/21

To,

All Members of CBIC,
All Pr. Chief/Chief Commissioners of Customs and Customs (Preventive),
All Pr. Chief/ Chief Commissioners of CGST and Central Excise and Customs,
All Pr. Director/ Director General of the CBIC,
All Joint Secretaries/ Commissioners working in the Board.

Sir/ Madam,

Subject: Vacancies for three (03) posts of Technical Officers (Grade-A3) in the Compliance and Facilitation Directorate (Compliance/Enforcement) at the Secretariat of World Customs Organization (WCO)- reg.

The World Customs Organisation (WCO) has invited nominations for the following posts:

- Technical Officer (Compliance/Enforcement - Risk Management and Intelligence Programme)
- Technical Officer (Compliance/Enforcement - CEN and GRN Programme).
- Technical Officer (Compliance/Enforcement - Environment Programme).

In this regard, please also refer to the Annex I, II, III respectively and also, Annex IV for the condition of service.

2. The qualification and requirements for the post of Technical Officer (Compliance/Enforcement - Risk Management and Intelligence Programme) are as under:-

- The ideal candidate would have a minimum of eight years general Customs experience in enforcement and investigation and would be able to demonstrate specific knowledge and experience in the fields of risk management and intelligence. International experience or experience working within an international organization would also be highly regarded.
- A university degree or equivalent professional qualification.
- Applicants for this position must have a university degree or equivalent professional qualification.
- Applicants must be fluent in at least one of the WCO's official languages (English and French). Knowledge of another language (written and spoken) would be advantageous.

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- The candidate must have experience in Customs enforcement, risk management and intelligence work. Experience in investigation would also be advantageous.
- The candidate must have good analytical, drafting and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the official languages. International experience on organizing and facilitating workshops would be highly regarded.
- Applicant must be Information Technology (IT) literate.
- Applicant must have good interpersonal skills, be prepared to work in a team and have the ability to work in an international environment.

3. The qualification and requirements for the post of Technical Officer (Compliance/Enforcement - CEN and GRN Programme) are as under :-

- The ideal candidate would have a minimum of eight years general Customs experience in the enforcement field and would be able to demonstrate specific knowledge and experience in the fields of enforcement data management and international cooperation.
- A university degree or equivalent professional qualification.
- Applicants must be fluent in at least one of the WCO's official languages (English and French). Knowledge of another language (written and spoken) would be advantageous.
- The candidate must have experience in Customs enforcement, data management and analysis. Experience in developing and managing Customs Enforcement IT applications would also be advantageous.
- The candidate must have experience in information-sharing between Customs administrations, with law enforcement agencies and with other relevant stakeholders.
- The candidate must have good analytical, drafting, project management and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the official languages. International experience with the organization and facilitation of workshops would be highly regarded.
- Good general knowledge of IT tools.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work in an international environment.

4. The qualification and requirements for the post of Technical Officer (Compliance/Enforcement - Environment Programme) are as under :-

- The ideal candidate would have a minimum of eight years general Customs experience in enforcement and investigation, who has had representational experience, is politically aware and astute, and who can demonstrate strong networking skills along with extensive policy knowledge and operational experience in Customs enforcement matters and related-cross-border compliance activities in the field of environmental crime.
- The ideal candidate would also bring a strategic perspective coupled with a sound understanding and working knowledge of the instruments and activities undertaken within the Compliance and Enforcement Sub-Directorate of the WCO.

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- University degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- Applicants should have a minimum of 8 years' experience within a Customs administration. The applicants should be able to demonstrate extensive experience in cross-border-related law enforcement policy development and operations delivery.
- Applicants must be proficient in drafting and speaking in at least one of the WCO's official languages (English and French). A working knowledge of the other official language or any other language (written and spoken) would be advantageous.
- The candidate must have good analytical, drafting and oral communication skills.
- The candidate must have experience in international co-operation in Customs matters.
- The candidate must be able to deliver clear and concise presentations in one of the official languages.
- The candidate must have the capacity to deliver training and technical assistance to developing countries.
- The candidate should have proven leadership skills and a good knowledge of project management.
- The candidate should have a good knowledge of computer applications.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work successfully in an international environment.

5. In this regard, you are requested to forward the nominations with completed application forms of willing and suitable officers who fulfil the criteria specified by the WCO and vigilance clearance and APAR grading for the last five years from your side. The nominations in pdf format should be sent by e-mail to indiawco-cbec@nic.in. The nominations should be sent as soon as possible but not later than 20.01.2021. Incomplete applications and those received after the stipulated date will not be entertained.

6. It is requested that the officers may be advised not to send their applications/nominations to WCO directly. Further, they should not enter in to any correspondence with WCO in this regard. The nomination of suitable officers will be sent to WCO after necessary approval from Board.

Yours sincerely,


Md. Salik Parwaiz

Joint Commissioner (WCO Cell)

Enclosures:

1. Annex I (Job description for TO- Compliance/Enforcement- Risk Management and Intelligence Programme)
2. Annex II (Job description for TO- Compliance/Enforcement - CEN and GRN Programme).
3. Annex III (Job description for TO- Compliance/Enforcement - Environment Programme).
4. Annex IV (for the condition of service).
5. Application form

JOB DESCRIPTION

Post : **Technical Officer (Compliance/Enforcement - Risk Management and Intelligence Programme)
Compliance and Facilitation Directorate**

Grade : **A3**

Ideal candidate

The ideal candidate would have a minimum of eight years general Customs experience in enforcement and investigation and would be able to demonstrate specific knowledge and experience in the fields of risk management and intelligence. International experience or experience working within an international organization would also be highly regarded.

Main functions

The incumbent, as the Programme Manager of Risk Management and Intelligence Programme, will be expected to carry out the following duties :

- Implementation, management and monitoring of the WCO Risk Management and Intelligence implementation plan under the WCO Strategic Plan.
- Draft policy and procedural documents and undertake studies and analyses on Customs enforcement matters associated with international cross-border activities, particularly in relation to risk management and intelligence.
- Initiate any follow-up actions and identifying business benefits and resource constraints arising from those studies.
- Deliver training and technical assistance in the area of Customs enforcement, in particular risk management and intelligence and other technical documents prepared by the WCO for Members' guidance.
- Prepare working documents and briefs for the Policy Commission and Council and assist with the preparation of documents for Chairpersons and on cross-Directorate matters relating to technical committee meetings, and/or draft the reports on those meetings.
- Represent the WCO at meetings, in Customs administrations, in other international and regional organizations and/or in intergovernmental organizations with competence in the facilitation or trade compliance domain, in particular risk management and intelligence.
- Develop productive working relations with relevant WCO working bodies, other organizations with observer status at the WCO and private sector entities, so as to ensure that all stakeholder needs are taken into consideration when developing policies and procedures.
- Write briefing notes, texts for presentations/speeches given by the Secretary General and other senior Secretariat staff.

Annex I

- Design materials for, and lecture at, seminars and training courses supported by the WCO especially in the area of risk management and intelligence.
- Draft articles for WCO publications and those of other international organizations.
- Liaise with Members' personnel, including, in particular, Customs Attachés posted in Brussels.
- The person appointed would be assigned to organize and manage relevant WCO official meetings and forums.

The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

Qualifications

- A university degree or equivalent professional qualification.
- Applicants must be fluent in at least one of the WCO's official languages (English and French). Knowledge of another language (written and spoken) would be advantageous.
- The candidate must have experience in Customs enforcement, risk management and intelligence work. Experience in investigation would also be advantageous.
- The candidate must have good analytical, drafting and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the official languages. International experience on organizing and facilitating workshops would be highly regarded.
- Information Technology (IT) literate.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work in an international environment.

January 2021.

JOB DESCRIPTION

Post : **Technical Officer (Compliance/Enforcement - CEN and GRN Programme)
Compliance and Facilitation Directorate**

Grade : **A3**

Ideal candidate

The ideal candidate would have a minimum of eight years general Customs experience in the enforcement field and would be able to demonstrate specific knowledge and experience in the fields of enforcement data management and international cooperation.

Main functions

The incumbent, as the Programme Manager of the Customs Enforcement Network (CEN) Programme and Coordinator for the Global RILO Network (GRN), will be expected to carry out the following duties :

- Implementation, management and monitoring of the WCO CEN Programme implementation plan under the WCO Strategic Plan.
- Drafting of policy and procedural documents. Undertaking studies and analyses on Customs enforcement matters associated with data collection and analysis, particularly in relation to management and maintenance of the CEN applications.
- Initiating any follow-up actions and identifying business benefits and resource constraints arising from undertaken studies and analyses.
- Delivery of technical assistance related to the CEN applications, in particular business analysis, planning of developments, oversight of the update phases, testing, implementation of new releases, and technical input for updates of user guides and training materials.
- Delivery of a training curriculum on the use of the CEN applications, including related themes such as Customs enforcement, risk management and intelligence, as well as other technical documents prepared by the WCO for Members' guidance.
- Coordination of the Global RILO Network, including acting as the focal point of contact for RILOs in relation to matters under the responsibility of the WCO Secretariat, ensuring the inclusion of the Global RILO Network perspective in strategic policy decisions undertaken by the WCO, and fostering collaboration among the Global RILO Network.
- Preparation of working documents and briefs for the Policy Commission and Council, assisting with the preparation of documents on cross-Directorate matters relating to technical committee meetings, and/or drafting the reports on those meetings.
- Representation of the WCO at official meetings, with Customs administrations, other international and regional organizations, and intergovernmental organizations with competence in Customs enforcement, particularly in the area of data management and analysis.

Annex II

- Developing productive working relations with relevant WCO working bodies, other organizations with observer status at the WCO, and private sector entities, ensuring the inclusion of other stakeholders' perspective in the strategic policy decisions undertaken by the WCO.
- Drafting briefing notes, presentations and speeches given by the Secretary General and other senior Secretariat staff.
- Designing materials for, and lecturing at, seminars and training courses supported by the WCO especially in the area of data management and analysis.
- Drafting articles for WCO publications and those of other international organizations.
- Liaising with delegates, in particular Customs Attachés posted in Brussels.
- Liaising with vendor IT companies to ensure proper maintenance and development of the CEN applications.
- Liaising with the Global RILO Network to foster cooperation between RILOs and the WCO.
- Organizing and managing relevant WCO working groups and official meetings.

The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

Qualifications

- A university degree or equivalent professional qualification.
- Applicants must be fluent in at least one of the WCO's official languages (English and French). Knowledge of another language (written and spoken) would be advantageous.
- The candidate must have experience in Customs enforcement, data management and analysis. Experience in developing and managing Customs Enforcement IT applications would also be advantageous.
- The candidate must have experience in information-sharing between Customs administrations, with law enforcement agencies and with other relevant stakeholders.
- The candidate must have good analytical, drafting, project management and oral communication skills.
- The candidate must be able to deliver clear and concise presentations in one of the official languages. International experience with the organization and facilitation of workshops would be highly regarded.
- Good general knowledge of IT tools.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work in an international environment.

January 2021.

JOB DESCRIPTION

Post : Technical Officer (Compliance/Enforcement - Environment Programme)
Compliance and Facilitation Directorate

Grade : A3

Ideal candidate

The ideal candidate would have a minimum of eight years general Customs experience in enforcement and investigation, who has had representational experience, is politically aware and astute, and who can demonstrate strong networking skills along with extensive policy knowledge and operational experience in Customs enforcement matters and related-cross-border compliance activities in the field of environmental crime.

The ideal candidate would also bring a strategic perspective coupled with a sound understanding and working knowledge of the instruments and activities undertaken within the Compliance and Enforcement Sub-Directorate of the WCO.

Main functions

A list of key functions and activities for candidates are :

Under direction from the Deputy Director of Compliance and Enforcement :

- Manage the efficient day-to-day administration of the WCO Environment Programme and its sub-initiatives.
- Implement and oversee the various projects undertaken within the Environment Programme and establish good working relations with the respective donors.
- Draft policy and procedural documents and undertake studies and analyses on Customs legislation, and activities associated with international cross-border compliance and enforcement controls.
- Coordinate cross-border enforcement operations at international level agreed by Members.
- Coordinate with intergovernmental organisations on matters of common interest.
- Prepare working documents and briefs for the Policy Commission and Council and draft documents for Chairpersons and on cross-Directorate matters associated with meetings of technical committees, and/or prepare reports on those meetings.
- Design and deliver training (including online training and workshops) and technical assistance in the area of Customs compliance and enforcement utilizing tools such as the WCO Compliance and Enforcement Package, Revised Kyoto Convention, SAFE Framework of Standards, the CEN computer network and other technical documents prepared by the WCO for Members' guidance.
- Represent the WCO at meetings, with Customs administrations, other international and regional organizations and/or intergovernmental organizations that have international cross-border compliance/enforcement interests and responsibilities in the field of environmental protection.

Annex III

- Develop productive working relationships with the private sector, other organizations with observer status at the WCO to ensure that stakeholders' needs are considered, where necessary, during the development of policy and procedures.
- Oversee and draft briefing notes, scripts for presentations/speeches given by the Secretary General and other senior Secretariat staff.
- Develop materials for, and lecturing at, seminars and training courses supported by the WCO.
- Draft articles for WCO publications and those of other international organizations.
- Monitor and manage Environment Programme-related seizure data sets, such as those contained in the WCO CEN application.
- Establish a good working relationship with the WCO Regional Intelligence Networks.

The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

Qualifications

- University degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- Applicants should have a minimum of 8 years' experience within a Customs administration. The applicants should be able to demonstrate extensive experience in cross-border-related law enforcement policy development and operations delivery.
- Applicants must be proficient in drafting and speaking in at least one of the WCO's official languages (English and French). A working knowledge of the other official language or any other language (written and spoken) would be advantageous.
- The candidate must have good analytical, drafting and oral communication skills.
- The candidate must have experience in international co-operation in Customs matters.
- The candidate must be able to deliver clear and concise presentations in one of the official languages.
- The candidate must have the capacity to deliver training and technical assistance to developing countries.
- The candidate should have proven leadership skills and a good knowledge of project management.
- The candidate should have a good knowledge of computer applications.
- The candidate must have good interpersonal skills, be prepared to work in a team and have the ability to work successfully in an international environment.

January 2021.

CONDITIONS OF SERVICE**Grade : A3**

(The general conditions of service are set out in the WCO Staff Manual, a copy of which has been issued to all Member Administrations.)

Emoluments

At present, the A3 monthly salary scale is € 6,834.10 to € 9,239.35 (11 steps).

In addition, where conditions are met, a Basic Family Allowance (BFA) and an expatriation allowance of 10 % of the basic salary calculated on the first step of the grade during the first five years, then reduced to zero over five years, will be paid. Dependants' and education allowances are available and there are sickness and life insurance schemes in place. Officials and their dependants are entitled to the reimbursement of home leave travel expenses (economy class) every two years.

All emoluments are free of tax.

Terminal Allowance

A deduction of 9 % is made from the official's salary as a contribution towards the terminal allowance. This allowance is equal to 3 times the official's contributions during the last 12 months of service multiplied by the number of years of service.

By way of example, the monthly net pay of an expatriate official, married with two young children, would be around € 7,865; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 123,180.

Duration of appointment

Five years. The first six months of service will be a probationary period.

January 2021.

APPLICATION FOR THE POST OF

WITHIN THE WORLD CUSTOMS ORGANIZATION



WORLD CUSTOMS ORGANIZATION

1. PARTICULARS

*Please affix a
 passport-sized
 photograph*

Family name <i>(in block capitals)</i>	Maiden name <i>(in block capitals)</i>	
First name(s) <i>(in block capitals)</i>		Sex <input type="checkbox"/> M <input type="checkbox"/> F
Date of birth	Place of birth	
Present nationality¹	Nationality at birth	

¹ If your present nationality is different from your nationality at birth, please give details of how and when it was acquired. Please indicate if you possess dual nationality.

2. CONTACT DETAILS**Postal address**

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Telephone number(s)

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E-mail address(es)

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3. PERSONAL DETAILS**Marital status**

- Single Married Other (please specify) :

Information about your spouse

Family name and first names(s) : Maiden name :

Date of birth : Nationality :

Profession :

Dependant(s) (family name, first name, date of birth and relationship)

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Compulsory military or non-military national service

Dates and latest rank :
Outstanding obligations (if applicable) :

State of health

Have you ever suffered any serious illness or accident ? Yes No
Do you have a disability that should be taken into consideration ? Yes No

If yes, please give details :
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Honour(s)

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Sanction(s)

Indicate any conviction, administrative sanction or pending case

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4. HIGHER EDUCATION, POST-GRADUATE QUALIFICATIONS, LANGUAGES, IT SKILLS AND PUBLICATIONS

Name, place and country of university or equivalent	Degree(s), distinction(s) obtained	From	To
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Knowledge of languages			
Mother tongue :			
	Read <i>Very well, Well, Fairly well</i>	Write <i>Very well, Well, Fairly well</i>	Speak <i>Very well, Well, Fairly well</i>
English			
French			
Spanish			
Other (1)			
Other (2)			

IT skills
<i>List the word-processing and other software with which you are familiar</i>
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Publication(s)
<i>Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)</i>
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5. PROFESSIONAL EXPERIENCE

Present post	
Since :	Description of your duties
Exact title of your post :	
Name and contact details of your employer	

Previous post	
From : To :	Description of your duties
Exact title of your post :	
Name and contact details of your employer	

Previous post	
From : To :	Description of your duties
Exact title of your post :	
Name and contact details of your employer	

Previous post	
From : To :	Description of your duties
Exact title of your post :
Name and contact details of your employer

Previous post	
From : To :	Description of your duties
Exact title of your post :
Name and contact details of your employer

Previous post	
From : To :	Description of your duties
Exact title of your post :
Name and contact details of your employer

7. ADDITIONAL INFORMATION

Have you previously applied for employment with the WCO ?

Yes

No

If yes, provide details :

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Have you lived abroad for any period(s) exceeding 3 months ?

Yes

No

If yes, provide details :

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Special aptitudes or interests

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8. REFERENCES

<i>Give the names and addresses of three persons, not related to you, who are able to vouch for your qualifications and character</i>		
FAMILY NAME AND FIRST NAME	OCCUPATION	CONTACT DETAILS Address, telephone number, e-mail

I certify that the statements made by me above are accurate and complete and I undertake to supply, on request, any documentary evidence required in support of them.

I am aware that any misrepresentation or material omission, even unintentional, may result in the rejection of my application or the annulment of any subsequent appointment.

I agree to undergo the medical examination required before any appointment.

.....

(Date)

.....

(Candidate's signature)

The World Customs Organization is an equal opportunities employer.