भारत सरकार/ *GOVERNMENT OF INDIA*
वित्त मंत्रालय/ MINISTRY OF FINANCE
राजस्व विभाग/ DEPARTMENT OF REVENUE
राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी /
NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,
क्षेत्रीय प्रशिक्षण संस्थान/ REGIONAL TRAINING INSTITUTE,
५वां तल, कैथोलिक सेंटर /5th FLOOR, CATHOLIC CENTRE,
ब्रॉडवे, कोचीन /BROADWAY, COCHIN-682 031
ईमेल/e-mail id: nacenkochi2014@gmail.com
फ़ोन /Telephone: 0484-2363430

प.सं/C.No. II /13 / 01/ 2016-17 CHN/181 तारीख/Dated: 12.01.2017

CIRCULAR NO. 01/2017

**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.**

| Sl. No. | Designation | Level in VII CPC | Vacancy Existing/ Anticipated | Desirable Services*** |
|---|---|---|---|---|
| 1. | Administrative officer | 7 | 1 | Holding analogous post with atleast 2 (two) years of service |
| 2. | Inspectors | 7 | 1 | -do- |
| 3. | Steno G-II | 6 | 1 | -do- |
| 4. | Tax Assistant | 4 | 1 | -do- |
| 5. | Havildar | 1 | 1 | -do- |

***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

| Sl. No. | Post held | Place of working | Date | | Nature of duties |
|---|---|---|---|---|---|
| | | | From | To | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

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 28-02-2017.

भवदीय / Yours faithfully,

एम.मैथ्यू जॉली/M. Mathew Joly

अपर महा निदेशक / Additional Director General

**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.**