E-MAIL/FAX/SPEED POST

भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय उत्पाद शुल्क, सीमा शुल्क और सेवा कर
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
कोच्चिन क्षेत्र, COCHIN ZONE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई एस प्रेस रोड: कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cccochin@nic.in Fax: 0484-2397614 Ph: 0484-2394100/0404

C.No. II/13/1/2009 CC(KZ)I Pt II Date : 10.03.2017

To

The Principal Commissioner of Central Excise,
Cochin.

The Commissioner of Central Excise,
Calicut/Trivandrum/Audit.

The Commissioner of Customs,
Customs House/Customs Preventive,
Cochin.

केन्द्रीय उत्पाद शुल्क, सीमा शुल्क और सेवा कर
कोच्चिन - 18 के प्रधान आयुक्त के कार्यालय
कोच्चिन/आयुक्तालय
14 MAR 2017
इनवार्ड नं INWARD No. 2677
Office of the Principal Commissioner of Central Excise, Customs & Service Tax, Cochin-18
Cochin- Commissionerate

Sir,

Sub:-**Forwarding letter of Deputation for the various posts Under Central Board of Excise & Customs – reg.**

Please find enclosed a copy each of the following letters calling willingness for deputation for your information and necessary action.

Sl. No.	F. No.	Subject
1	S.F.No.52/2016-17 dated 03.03.2017	Filling up of two posts of Assistant in the Office of the Competent Authority, SAFEM (FOP)&NDPS Acts, Chennai-reg.
2	S.F.No.52/2016-17 dated 03.03.2017	Filling up of three posts of Inspector in the office of the Competent Authority, SAFEM (FOP) & NDPS Acts, Chennai-reg.
3	S.F.No.52/2016-17 dated 03.03.2017	Filling up of one post of Inspecting Officer in the office of the Competent Authority, SAFEM (FOP) & NDPS Acts, Chennai-reg.

Yours faithfully,

Encl. : As above.

Rajeswari

(RAJESWARI R NAIR)
DEPUTY COMMISSIONER (CCO)

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.tnchn@nic.in

06.03.2017
Dc(CCO)

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,
Chennai-I,II,III/Coimbatore/Salem/Trichy/Madurai/Pondicherry/Tirunelveli/Bangalore-I,II,III/Guntur/Hyderabad-I,II,III/Cochin/Visakapatnam/Trivandrum/Calicut.

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

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

ANNEXURE-I

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)	

Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs 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.

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

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

*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;

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
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/ organization but still maintaining a lien in his parent cadre/ organisation			

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	

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional 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)	
16.B 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 (ISTC)/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_____

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 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)

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

www.cachennai.gov.in

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HOME

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VACANCIES

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Click : "Common Bio-Data for all the Posts"

T.C.No : 4393

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.tnchn@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-I,II,III/Guntur/Hyderabad-I,II,III/Cochin/Visakapatnam/Trivandrum/Calicut.

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

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.

ANNEXURE-I

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)	

Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs 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.

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

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

*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;

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
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/ organization but still maintaining a lien in his parent cadre/ organisation			

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

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional 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)**	
16.B 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 (ISTC)/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_____

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 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)

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

www.cachennai.gov.in

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VACANCIES

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Click : "Common Bio-Data for all the Posts"

Sc.no: 4394



Government Of India
Ministry of Finance
Department of Revenue

Office of the Competent Authority

Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976 &
Narcotic Drugs and Psychotropic Substances Act, 1985

"UTSAV", No.64/1, G.N.Chetty Road, T.Nagar, Chennai – 600 017
Phone : 044-2815 2826, 2815 0896 :: Fax : 2815 4636
E-Mail : casafemfop.tnchn@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-I,II,III/Guntur/Hyderabad-I,II,III/Cochin/Visakapatnam/Trivandrum/Calicut.

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

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.2/29/91/Estt(Pay-II) dated 5.1.94 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 56 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

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.

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)**	
16.B 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 (ISTC)/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_____

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

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

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

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

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

*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;

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

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-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
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/ organization but still maintaining a lien in his parent cadre/ organisation			

ANNEXURE-I

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)	

Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs 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.

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 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)

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"