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
आयुक्त का कार्यालय
OFFICE OF THE 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-682 018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

C.No.II/7/1/2018-Estt Date: 20.09.2019

ESTABLISHMENT CIRCULAR NO. 7/2019

Attention is invited to the following letter received from the Ministry of Finance:

Sl. No.	Letter No. and date	Subject
1.	F.No: 11000/2/2013-IC (ICD) dated 03.09.2019	Vacancy of a Technical Officer (Grade A3) in the Capacity Building Directorate at the 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.

20/9/19

[Suresh Babu P G]
Assistant Commissioner [P&V]

To

1. **The DC/AC of divisions under Kochi commissionerate.**
2. **All Section Heads in Headquarters Kochi.**
3. **The Superintendent (EDP) for uploading in website.**
4. **Notice Board, Hqrs Kochi.**
5. **Notice Board, Central Excise Bhavan, Kathrikadavu.**

Copy to:

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

F. No: 11000/2/2013- IC (ICD)
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs (WCO Cell)
8th Floor, Tower 2, Jeevan Bharti Building,
New Delhi, Tel:- 011-21400124

3rd September, 2019

To,

All Members of Central Board of Indirect Taxes and Customs
All Chief Commissioners of Customs and Customs (Preventive)
All Chief Commissioners of GST / Customs
All Director Generals
All Joint Secretaries/Commissioners working in the Board

Subject: - Vacancy of a Technical Officer (Grade A3) in the Capacity Building Directorate at the WCO -reg.

Sir/ Madam,

The World Customs Organization (WCO) has invited nominations for a post of Technical Officer (Grade A3) in the Capacity Building Directorate at the WCO, Brussels, Belgium.

2. The required qualifications for the post of Technical officer (Grade A3) are as follows:

- A university degree or equivalent combination of professional experience, skills and knowledge relevant to the position.
- Demonstrated working experience in Customs management, particularly in organisational development and reform and modernisation projects.
- Demonstrated experience in some or all of the following : preparing project proposals/documents; managing mid- to long-term Capacity Building projects; managing project funds; engaging with Customs stakeholders including from other governmental agencies, private sector, academia and donor partners; providing advice to senior management; facilitating events/training/discussions; managing human resource policy and development issues.
- Strong interpersonal skills, writing and communication skills and team-orientation.
- Applicants must be proficient in drafting and speaking in at least one of the WCO's official languages (English and French) and have a good working knowledge of the other.

Additional assets

- Demonstrated ability to develop initiatives and strategies related to Organisational Development, support for implementation of the WTO TFA and trade facilitation measures including any knowledge on IT solutions within the Customs environment particularly in developing and/or least developed countries would be an advantage.

3. Technical Officer (Grade A3) in the Capacity Building Directorate at the WCO will be required to perform variety of functions in the areas of Capacity Building including diagnostics for reform and modernization, training, integrity development, business case development, performance measurement and technical assistance. The person appointed will be assigned primary responsibility for one or more of these functions but will be required to contribute to the others. Detailed information on the job description and the conditions of service is given in Annexure I & II respectively.

4. It is requested to forward nominations with completed application form of the willing and suitable officers, who fulfill the criteria specified by the WCO, along with the **vigilance clearance and APAR grading for the last 5 years** by e-mail to indiawco-cbec@nic.in and copy to jscus@nic.in and hardeep.batra@icegate.gov.in. The forwarding office must ensure that the applicant is free from vigilance angle. The nominations should be sent on or before **16th September, 2019. Also, enclosed is a proforma to be filled and submitted along-with the application. Incomplete applications and those received after the stipulated date will not be entertained.**

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

Yours faithfully,

(Hardeep Batra)
Additional Commissioner,
WCO Cell

Encl:-

1. Job Description (Annex-I)
2. Conditions of Services(Annex-II)
3. Application Form
4. Proforma

JOB DESCRIPTION

Post : **Technical Officer**
Capacity Building Directorate

Grade : **A3**

Main functions

A variety of functions are to be performed in the areas of Capacity Building includingdiagnostics for reform and modernization, training, integrity development, business case development, performance measurement and technical assistance. The person appointed will be assigned primary responsibility for one or more of these functions but will be required to contribute to the others. The functions may include:

- Provide Capacity Building support and advice to Members in various areas of organizational development.

- Develop initiatives, research and strategies to promote Capacity Building in the Customs administrations of developing and least developed countries.

- Prepare project proposals/business cases to secure funding for capacity building activities.

- Draft Capacity Building policy papers, especially for the WCO Policy Commission and Capacity Building meetings.

- Initiate, develop and maintain WCO Customs Capacity Building instruments and tools (organizational development tools, Maturity Models and other evaluation criteria that can support measurement of Members' progress towards implementation of WCO standards, tools and instruments including TFA implementation).

- Act as a "Regional Development Manager" for one of the regions of the WCO by closely cooperating with the Members of the region, the Regional Office for Capacity Building, the Regional Training Centres and other regional stakeholders in the area of Capacity Building.

- Co-ordinate and manage regional development initiatives and provide support to WCO Capacity Building regional structures.

- Represent the WCO at meetings and other fora.

- 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.

Annex I

Qualifications

- A university degree or equivalent combination of professional experience, skills and knowledge relevant to the position.

- Demonstrated working experience in Customs management, particularly in organisational development and reform and modernisation projects.

- Demonstrated experience in some or all of the following : preparing project proposals/documents;managing mid-to long-term Capacity Building projects; managing project funds; engaging with Customs stakeholders including from other governmental agencies, private sector, academia and donor partners; providing advice to senior management; facilitating events/training/discussions; managing human resourcepolicy and development issues.

- Strong interpersonal skills, writing and communication skills and team-orientation.

- Applicants must be proficient in drafting and speaking in at least one of the WCO's official languages (English and French) and have a good working knowledge of the other.

Additional assets

- Demonstrated ability to develop initiatives and strategies related to Organisational Development, support for implementation of the WTO TFA and trade facilitation measures including any knowledge on IT solutions within the Customs environment particularly in developing and/or least developed countries would be an advantage.

August2019.

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 € 6,726.48 to € 9,093.83 (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 € 7,700; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 118.000.

Duration of appointment

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

August 2019.

PROFORMA

S.No.	Name of the Applicant	
1.	Designation	
2.	Batch	
3.	Current Charge held	
4.	Brief resume / description of Customs work handled by the officer during her/his service with specific inputs related to Capacity Building and job description details as required by WCO	
5.	Special Achievements/ Honour/Award / Commendation Certificate	
6.	APAR grading for last 5 years (in case of NRC, the APAR grading of the previous year to be provided)	**Year Grading**
7.	Vigilance Status	
8.	Contact details- Tel/Mobile	
9.	E-mail id	
10.	Aadhar No. (Enclose copy)	
11.	PAN No. (Enclose copy)	
12.	Details of official foreign visits / deputation / CDP during the last 03 years	
13.	Signature	

APPLICATION FOR THE POST OF

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WITHIN THE WORLD CUSTOMS ORGANIZATION

WORLD CUSTOMS ORGANIZATION

1. PARTICULARS

Please affix a passport-sized photograph

Family name *(in block capitals)*	**Maiden name** *(in block capitals)*
First name(s) *(in block capitals)*	**Sex** ☐ M ☐ F
Date of birth	**Place of birth**
Present nationality[1]	**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 *Very well, Well, Fairly well*	**Write** *Very well, Well, Fairly well*	**Speak** *Very well, Well, Fairly well*
English			
French			
Spanish			
Other (1)			
Other (2)			

IT skills

List the word-processing and other software with which you are familiar

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Publication(s)

Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)

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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	....

6. CANDIDATE'S VISION OF THE POST

Without exceeding the space provided, describe your vision of the post for which you are applying

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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AC P&V

8. REFERENCES

Give the names and addresses of three persons, not related to you, who are able to vouch for your qualifications and character

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.