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 और केन्द्रीय उत्पाद शुल्क, कोच्चि,
CENTRAL TAX & CENTRAL EXCISE, KOCHI
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/13/2/2018 Estt. Pt. II Dated: 29.07.2020

ESTABLISHMENT CIRCULAR NO. 07/2020

Attention is invited to the following letter.

Sl. No.	File No. and Date	Subject
1.	C.No.II/13/3/2018/CC (TZ) I dated 08.07.2020	Inviting willingness for various posts on deputation basis in the office of the Competent Authority and Administrator, SAFEMA/ NDPSA, Chennai – reg.

Copy of the above mentioned letter may be downloaded from the website of Kochi Commissionerate – **www.cenexcisekochi.gov.in** for information and necessary action.

29/7/20

[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
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क
CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
तिरुवनंतपुरम क्षेत्र, THIRUVANANTHAPURAM 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 Phone: 0484-2394100/0404

C. No. II/13/3/2018/ CC (TZ) I Date: 08.07.2020

To,

1. The Principal Commissioner of Central Tax & Central Excise, Kochi.
2. The Commissioner of Central Tax & Central Excise, Thiruvananthapuram.
3. The Commissioner of Central Tax & Central Excise, Audit.
4. The Commissioner of Central Tax & Central Excise, Kozhikode.
5. The Commissioner of Central Tax & Central Excise, Appeals.
6. The Commissioner of Customs, Customs Preventive, Cochin.
7. The Commissioner of Customs, Customs House, Cochin.

Sir,

Sub: Inviting willingness for various posts on deputation basis in the office of the Competent Authority and Administrator, SAFEMA/NDPSA, Chennai- reg.

Please find enclosed copy of letter S.F. No.52/2020-21 dated 11.06.2020 on the above subject.

It is requested to forward the applications, if any, to this office along with required documents for further submission to office of the Competent Authority, Chennai.

Yours faithfully,

Encl: As above

(Anwar Ali T.P)
Additional 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

S.F. No.52/2020-21 Dated: 11.06.2020

Vacancy Circular No. 01/2020-21

Applications are invited from willing and eligible candidates to fill up the following posts on deputation basis in the office of the Competent Authority and Administrator, SAFEMA/NDPSA, Chennai.

(1) **Superintendent- 01 post in Chennai** -Required to be filled up on Deputation basis by officers under the Central Government Departments or Organisations in the Pre-revised Pay Scale of Rs.9300-34800 with a Grade Pay Rs.4600 (Level 7 as per 7th CPC Pay Matrix). (Vacancy likely to arise by July' 2020)

Eligibiity:-

Officers under Central Board of Direct Taxes, GST, Customs, Narcotics Department, Directorate of Enforcement and Central Police Organizations.

(a) (i) holding analogous post on regular basis or
(ii) with three years regular service in the pay scale of Rs. 5500-9000 (pre revised) or
(iii) with six years regular service in the pay scale of Rs. 5000-8000 (pre revised) and

(b) Possessing two years experience in administration, establishment and accounts matter.

(2) **Inspector- 03 posts in Chennai**- Required to be filled up on Deputation basis by officers under the Central or State Government Departments or Organisations in the Pre- revised Pay Scale of Rs.9300-34800 with a Grade Pay Rs.4200 (Level 6 as per 7th CPC Pay Matrix).

Eligibiity:-

(i) Inspector of Income-tax or Customs and GST (previously Central Excise) or Narcotics (Central Bureau of Narcotics or Narcotics Control Bureau) or Assistant Enforcement Officer or Sub-Inspector of Central Police Organization, Central Bureau of Investigation.

OR

(ii) Head Clerks or Tax Assistants or Upper Division Clerks of Income-tax, GST (previously 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 Maintenance Act and Narcotic Drugs and Psychotropic Substances Act will be given preference.

(3) **Assistant-02 posts in Chennai-** Required to be filled up on Deputation basis by the officials holding post of Assistant or Upper Division Clerk under the Central or State Government Departments or Organisations in the Pre- revised pay Scale of Rs.9300-34800 with a Grade Pay Rs.4200 (Level 6 as per 7th CPC Pay Matrix).

Eligibility:-

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 GST (previously Central Excise) or Customs, Directorate of Enforcement, Narcotics Control Bureau in the pre-revised scale of Rs.5200-20200 with Grade Pay Rs.2400/- with 8 years regular service in that grade **(AND)**

3. Possessing Computer Skill will be given preference.

NOTE

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 05.01.94 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, but extendable upto seven 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, subject to maximum of Rs. 9000/- and 4500/- respectively as per 7th CPC).

Bio-data in the prescribed format (**Annexure-I enclosed**) of the eligible and willing candidates in terms of the above criteria and who can be spared immediately may be forwarded to this office through proper channel along with Integrity Certificate, Vigilance Clearance Certificate, Certificate showing that no major/minor penalty was imposed during the last 10 years and photocopies of ACRs/APARs for the last 05 years duly attested.

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.

(ASHOK KUMAR SRIVASTAVA)
JOINT COMMISSIONER
SAFEMA/NDPSA, CHENNAI

To

1. The Chief Commissioner of GST,Chennai/Hyderabad/Bangalore/Cochin/Coimbatore.
2. The Chief Commissioner of Customs,Chennai/Bangalore/Customs Preventive Zone, Chennai.
3. The Principal Chief Commissioner of Income Tax, Chennai/Hyderabad/Cochin/Bangalore.
4. The Commissioner of GST,Chennai-I,II,III/Coimbatore/Salem/ Trichy/Madurai/ Pondicherry/ Tirunelveli/Bangalore-I,II,III/Guntur/Hyderabad-I,II,III/Cochin /Visakapatnam /Trivandrum/Calicut.
5. The Commissioner of Customs. Chennai(Port)/Chennai(Air)/Bangalore/ Cochin/Mangalore/Trichy/Visakapatnam.
6. The Zonal Director,Narcotics Control Bureau. Chennai/Bangalore.
7. The Regional Director,Enforcement Directorate / DRI, Chennai.
8. The Director General,Central Armed Police Forces (AR/BSF/CISF/CRPF/ ITBP/NSG /SSB).
9. The Joint Director, Central Bureau of Investigation, Chennai.
10. The Under Secretary (Competent Authority Cell), Ministry of Finance, Department of Revenue, North Block,New Delhi 110 001 with request to forward the circular to the Web Master, CBEC website, Dte of System, New Delhi to upload on CBEC Website.

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 indicted 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 organization

9.1 Note: In case of Officers already on deputation, the application 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/organization	
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 in you 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	

Basic Pay in PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization 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 non-Government Organizations are eligible only for Short Term Contract)	
#(The option '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 :

Encl.: Certification by the Employer / Cadre Controlling Authority.

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)