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भारत सरकार / GOVERNMENT OF INDIA
वित्त मंत्रालय / MINISTRY OF FINANCE
राजस्व विभाग / DEPARTMENT OF REVENUE

केन्द्रीय उत्पाद शुल्क के मुख्य आयुक्त का कार्यालय, चेन्नै अंचल
OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CHENNAI ZONE
26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै-600 034
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034

सी.सं./C.No.II/13/02/2013-सं.नि.प्रा-स्था/.CCA.Estt.

दिनांक/Date: .01.2016

सेवा में To

All the Commissionerates in Tamilnadu/Puducherry
Cadre Control Area.

महोदय/महोदया Sir/Madam,

विषयSub : Estt - Filling up of the post of Administrative Officer in the Customs & Central Excise Settlement Commission, Principal Bench Delhi and Addl. Benches at Mumbai, Chennai and Kolkata on deputation basis - Calling for willingness - Regarding.

Please find enclosed herewith a copy of Corrigendum F.No.Q22012/1/2015-Ad.IC(AAR) dated 18.11.2015 received from Board calling for the willingness for filling up the post of Administrative Officer in the Customs & Central Excise Settlement Commission, Principal Bench Delhi and Addl. Benches at Mumbai, Chennai and Kolkata on deputation basis.

2. The willingness, if any, from the eligible officers in the prescribed proforma in duplicate alongwith the documents (as per the requirements specified in the above letter) may be forwarded to this office.

Yours faithfully,


(A.V.T. BHARATHI DHASAN)
DEPUTY COMMISSIONER (CCA)

संलग्नक Enclosure : यथोक्त As above

प्रतिलिपि प्रस्तुतCopy submitted to :

The Chief Commissioner of Central Excise, Coimbatore.
The Chief Commissioner of Customs (Preventive), Trichy.
The Chief Commissioner of Service Tax, Chennai.

प्रतिलिपिCopy to :

The Supdt. of C.Ex., (Computer Section), Chennai-I. - For display on Internet and Intranet.
The Hindi Cell, Chennai-I - For translation.

153/2015
F.NO.Q22012/1/2015-Ad.IC(AAR)

Government of India
Ministry of Finance
Department of Revenue

New Delhi, dated: the 18th November, 2015.

CORRIGENDUM

Subject: Filling up of the post of Administrative Officer in the Customs & Central Excise Settlement Commission, Principal Bench Delhi and Addl. Benches at Mumbai, Chennai and Kolkata on deputation basis- regarding.

The undersigned is directed to refer to the advertisement published in Employment News (31 January-6 February, 2015) for filling up four posts of Administrative Officer in the Pay Band-3 Rs. 15600-39100+Grade Pay of Rs.6600/- in the Customs, Central Excise and Service Tax Settlement Commission, one post each at Principal Bench Delhi and Additional Benches at Mumbai, Chennai and Kolkata on deputation basis and to say that the para 1 (a) (iii) of the vacancy circular may be treated as deleted. The applications (in duplicate) should reach the Under Secretary, Ad.I-C (AAR), Ministry of Finance, Department of Revenue, Room No.245(A), North Block, New Delhi within 45 (forty five) days from the date of publishing corrigendum in Employment News. The candidates who had applied in response to the above advertisement need not apply again.

2. The terms and conditions, instruction etc. are given below:-

I. Eligibility Conditions

Officers under the Central Government:

- (a) i) holding analogous post on regular basis in the parent Cadre/ Department; or
ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.8000-13500/- (PB-3 Rs. 15600-39100 + Grade Pay Rs.5400 – Revised) or equivalent in the parent Cadre/Department; or
(iii) with eight years' service in posts in the grade rendered after appointment thereto on a regular basis in the scale of Rs.6500-10500/- (PB-2 Rs. 9300-34800 + Grade Pay Rs.4600 – Revised) or equivalent in the parent Cadre/Department; and
(b) possessing five years' experience in administration, establishment and accounts matters.

II. The period of deputation including the 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 four years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

III. The Administrative officer is expected to handle all administrative work and also function as Drawing & Disbursing Officer. He will also have to discharge the functions of Secretary in the Commission.

18/11/15
Shri. Arid

Proforma

Application for the post of Administrative Officer in the Customs & Central Excise Settlement Commission, Principle/Additional Bench _____

1. Name and Address (In Block Letters) (Complete postal address official and residential)
2. Date of Birth (in Christian era)
3. 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
Essential (1) (2) (3)
Desired (1) (2) (3)

Qualifications /Experience
possessed by the officer

6. Please state clearly whether in the light of entries made by you above , you meet the requirements of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Official/Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties (In detail)

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 you belong.
10. Additional details about present Employment
Please state whether working under (Indicate the name of your employer in the relevant column):

(a) Central Government	(d) Universities
(b) Autonomous	(e) Others
(c) Government Undertakings	
- 11 Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
- 12 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
- 13 Total emoluments per month now drawn

Integrity Certificate

After scrutinizing the service records of Shri/Smt/Ms..... working as....., it is certified that there is no doubt about his /her integrity.

Name and Designation of the Officer
With Stamp
(to be signed by the Officer)
Not below the rank of
Deputy Secretary level

Major/Minor Penalties Certificate

This is certified that no major/minor penalties have been imposed on Shri/Smt/Ms.....working as During the last ten years.

Name and Designation of the Officer
With Stamp
(to be signed by the Officer)
Not below the rank of
Deputy Secretary level

Vigilance Clearance Certificate

This is to certify that neither Vigilance case/disciplinary/criminal proceedings are pending nor contemplated against Shri/Smt. working asHe/She is clear from Vigilance angle.

Name and Designation of the Officer
With Stamp
(to be signed by the Officer)
Not below the rank of
Deputy Secretary level

Cadre Clearance Certificate

This is to certify that the competent authority has granted Cadre Clearance to Shri/Smt..... for applying to the post of A.O. on deputation basis.

Name and Designation of the Officer
With Stamp
(to be signed by the Officer)
Not below the rank of
Deputy Secretary level