

दूरभाष / Telephone:044-28331011
फेक्स / Fax : 044-28331015



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

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE,
TAMILNADU AND PUDUCHERRY ZONE,
26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 600 034.

C.No.II/39/178/2017-CCA.Estt.

दिनांक/Date: 25.05.2018

सेवा में To

The Principal Commissioner / Commissioner, GST & Central Excise,
Chennai North / South / Outer / Puducherry / Chennai Audit-I / II / Appeals-I / II
Coimbatore / Madurai / Salem / Trichy / Coimbatore Audit / Appeals.

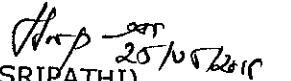
महोदय/महोदया Sir/Madam,

Sub : Estt – Filling up of the post of PA-cum-Confidential Assistant at the COIN Units at
London and Brussels - Calling for willingness – Reg.

Please see a Vacancy Circular which is uploaded on the official website of Central Excise,
Chennai Zone (vide reference F.No.A-44014/01/2018-Estt. dated 15.05.2018 of DRI New Delhi)
calling for the willingness for the post of **PA-cum-Confidential Assistant** on deputation basis.

2. The willingness, if any, from the eligible officers under your charge **alongwith their complete history of Posting, ACR grading for last 5 years duly verified and Vigilance clearance** may be forwarded to this office **immediately**.

Yours faithfully,



(S.SRIPATHI)

ASSISTANT COMMISSIONER (CCA)

प्रतिलिपि प्रस्तुत Copy submitted to:

1. The Chief Commissioner of Customs (Preventive), Trichy.

प्रतिलिपि Copy to :

The Superintendent of GST & Central Excise., (Computer Section), Chennai North - For display on
Internet and Intranet.
The Hindi Cell (For translation).

21 MAY 2018

नुंगम्बाकम, चेन्नै-34
Nungambakkam, Chennai-34



भारत सरकार/Government of India
वित्त मंत्रालय (राजस्व विभाग)

Ministry of Finance (Department of Revenue)

राजस्व आसूचना निदेशालय /DIRECTORATE OF REVENUE INTELLIGENCE

7 वीं मंजिल, ड्रम शेप भवन, डी ब्लॉक, आई.पी. भवन, आई.पी.स्टेट, नई दिल्ली -110 002

7th Floor, Drum Shape Bldg., D Block, I.P.Bhawan, I.P.Estate, New Delhi-110 002

Fax No.23370954, Tel: 23378629, 23379871, email: drihqsadmn-cbec@nic.in

DRI F. No. A-44014/01/2018-Estt. /1232

दिनांक: 15 मई 2018

MEMORANDUM

सेवा में/To

All Members (CBIC)
All Chief Commissioners of Customs,
All Chief Commissioners of GST, (Chennai Zone)
All Directors General,
Narcotics Commissioner, CBN, Gwalior.

Madam/Sir,

Subject: Filling up of the post of PA-cum-Confidential Assistant at the COIN Units at London and Brussels –reg.

One post each of PA-cum-Confidential Assistant for COIN Units at London and Brussels is to be filled up.

2. The said post is to be filled up on Deputation basis for a period of three years. For the said post, officers of the rank of **Inspectors /Preventive Officers/ Intelligence Officers** of Central Board of Indirect Taxes and Customs (CBIC) who fulfill the following criteria, are eligible:-

- Candidate should have at least **2 years of Customs experience** as Executive Officer.
- Candidate should be a Graduate.
- Experience in Stenography and word, excel & PPT is desirable.

3. It is, therefore, requested to nominate **eligible and suitable officers** working under your jurisdiction along with their complete history of posting and ACR grading for the last 5 years, copies of documents in support of claims, if any made in application, **latest by 31/05/2018 along with duly certified copies of ACR/APARs of last 10 years.** A certificate that No vigilance/disciplinary case is either pending or contemplated against the officer and details of penalty imposed (if any) during the last 10 years may also be forwarded.

Contd -2

4. Information regarding the nominated officials may please be furnished only in the format given below (duly verified):-

WORK PROFILE

Name of the officer	Date of Birth	Educational Qualification	Date of Joining in the concerned Deptt.	Date of becoming Inspector/ Intelligence officer/ Preventive Officer	Experience in Customs work as Insp/IO/PO (No. of years)
1	2	3	4	5	6

Experience of Stenography Work (No. of years)	Details of Exceptional Work/Cases done, if any	Proficiency in Foreign Language, if any, Read/Write/Speak	Qualification and experience in Computure related work including Risk Management, Data Analysis, if any	Driving Experience of Four Wheelers, if any	Health issues, if any
7	8	9	10	11	12

Details of Training undertaken, if any	Details of Foreign visits, if any	History of Posting (HOP)*	Whether next promotion is due within 3 years**	Mobile No.	Email ID	Remarks (if any)
13	14	15	16	17	18	19

- * Please attach History of Postings (HoP) since joining till date separately.
** Candidates applying for the post may please note that no promotional benefit (on the basis of the promotion of similarly placed officer in India) should be claimed during deputation.

PERSONAL PROFILE

Name of Child/Children	Class in which presently studying
1	2

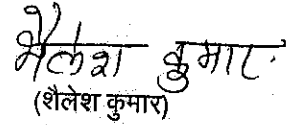
Note: Candidate applying for the post may please note that extension of tenure cannot be sought on the basis of Children Study.

5. The Candidates should also be informed to send a note, not exceeding 500 words, stating why they consider themselves suitable for the post.
6. The Candidate should mention his/her Name, Designation & Date below the application.

भवदीय,
शैलेश कुमार
(शैलेश कुमार)
अपर निदेशक (प्रशा)

Copy to:

1. The All Pr. ADGs/ADGs of DRI/DGGI.
2. The Deputy Director (Admin), DRI (Hqrs.), New Delhi for information please.
3. The US (Ad.II), CBIC w.r.t. letter dated 19/05/2018 for information please.
4. The Webmaster, CBIC with a request to upload the same on CBIC website.
5. The CI / GI /Policy/Administration Section, DRI (Hqrs.), New Delhi.
6. The Confidential Section/Guard File, DRI (Hqrs.), New Delhi.


(शैलेश कुमार)

अपर निदेशक (प्रशा)