

फॉ. सं./F. No. Q-22012/1/2021- AAR

भारत सरकार/Government of India

वित्त मंत्रालय/Ministry of Finance

राजस्व विभाग/Department of Revenue

प्रशासन 1ग शाखा/Admin. 1C Branch

North Block, New Delhi

Dated 13 December, 2022

1. VACANCY CIRCULAR

Subject: Filling up of the post of Administrative Officer in the Customs & Central Excise Settlement Commission, Additional Bench, Mumbai - Regarding.

It is proposed to fill up the post of Administrative Officer in Level-11 of the Pay Matrix (Rs.67700-208700) in the Customs and Central Excise Settlement Commission, Additional Bench, Mumbai on Deputation (including short-term contract)/ Absorption basis on the following terms & conditions:

2. Eligibility Conditions: -

Officers under the Central or State Governments or Union Territory administration or Universities or Recognized Research institutions or Semi Government or Statutory or Autonomous Bodies or Public Sector Undertakings: -

(A) (i) holding analogous post on regular basis in the Parent Cadre/ Department; or

(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-3 Rs.15600-39100/- with Grade Pay of Rs.5400/(Pay level-10) or Equivalent in the Parent cadre or Department; or

(iii) With Seven years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2, Rs.9300-34,800/- with Grade Pay of Rs. 4600/(Pay level-7) or equivalent in the parent cadre of Department; and

(B) Possessing the following qualification and experience: -

(i) Bachelor's Degree from a recognized University or Institute.

(ii) Five years' experience in Accounts, Administration, Establishment work in a Government office or Public Sector Undertaking or Autonomous body or statutory organization.

II. Officers from only Central or State Governments shall be eligible for consideration for absorption.

3. From Pre-page: -

Period of Deputation (Including short-term contract) including period of deputation (Including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed Four years. The Maximum age limit for appointment by Deputation (Including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

For the purpose of appointment on deputation (Including short- term contract)/ absorption basis, the service rendered on a regular basis by an officer prior to the 1.1.2006 (the date from which the revised pay structure based on the Sixth Central pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

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.

IV. All Ministries/Departments are requested to circulate the vacancy amongst the eligible officers, under their control, and forward the applications of the eligible and willing officers in the enclosed proforma in duplicate along with the following documents: -

a) Complete and up-do-date Confidential Character Rolls dossiers or the attested photocopies of the ACRs (on each page) for the last 5 years duly attested by an officer, not below the rank of Under Secretary.

b) Cadre Clearance Certificate; as per the format enclosed

c) Vigilance Clearance as per the format enclosed

d) Integrity Certificate, as per the format enclosed

e) Statement indicating the major/minor penalties imposed upon the applicant during the last 10 years; as per the format enclosed.

V. While forwarding the applications of the eligible and willing officers, the particulars furnished by the applicants should be duly verified/countersigned by Parent Office. The applications should reach the Under Secretary, Ad.IC (AAR), Ministry of Finance,

Department of Revenue, Room No. 51-II, North Block, New Delhi - 110001. The last date of receipt of application will be 60 days from the date of publication of this advertisement in the Employment News. Further information is available at website: dor.gov.in

4. From Pre-page: -

VI. Incomplete applications or applications not received through proper channel or applications received after the specified date shall not be entertained and would be straightaway rejected.

VII. The candidates, in the event of their selection, will not be allowed to withdraw their candidature subsequently on any ground.

5. Encl: As above

(S. Bhowmick)

Under Secretary to the Government of India

Tel No. 011-23095369

To

- 1 Joint Secretary(Admn) CBIC/ Joint Secretary(Admn) CBDT
- 2 All Ministries/Departments.
- 3 Commissioner, Customs & Central Excise Settlement Commission, New Delhi with the request to upload the circular on the website of Commission.

- 4 Director (NIC) for hosting the vacancy circular on the website of Deptt. of Revenue.
- 5 Webmaster, CBIC, Directorate of Systems, New Delhi for hosting this vacancy circular on the official website of CBIC.
- 6 Webmaster, CBDT, Room No. 7008, Aayakar Bhawan, Vaishali, Ghaziabad. U.P. for hosting this vacancy circular on the official website of CBDT.
- 7 Under Secretary (Coord.), Department of Personnel & Training, Room No. 3, North Block, New Delhi for hosting this vacancy circular on the official website of DoPT & to forward it to all Chief Secretaries of States/UTs.

6. 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) | |
| Qualification/Experience required as mentioned in the advertisement/vacancy circular | Qualification/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: In the case of Degree and Post Graduate Qualification 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. | |

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-band and Grade Pay drawn under ACP/MACP scheme | From | To |
|--------------------|--|------|----|
| | | | |

- 8 Nature of present employment i.e. Ad-hoc or Temporary or QuasiPermanent 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 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/organization.

10 If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

7. 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 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)

8. 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. Parents registered in own name or achieved for the Organization
- v. Any research/innovative measure involving official recognition
- (vi) Any other information.

(Note: Enclosed 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 Organization 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 "Reemployment").

- 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 candidates)

Date:

Address

9. Countersigned

(Employer with seal and telephone number)

Note: whenever there is a change of address or change in telephone number, the candidate/Employer should intimate the same.

10. 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

11. Major/Minor Penalties Certificate

This is certified that no major/minor penalties have been imposed on Shri/Smt/Ms 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

12. Vigilance Clearance Certificate

This is to certify that neither Vigilance case/disciplinary/criminal proceedings are pending nor contemplated against Shri/Smt.

working as He/She is clear form Vigilance angle.

Name and Designation of the Officer

With Stamp

(to be signed by the Officer)

Not below the rank of

Deputy Secretary level

13. 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