

फॉ. सं./ F. No. A-12026/5/2026-CA Cell
भारत सरकार/Government of India
वित्त मंत्रालय/Ministry of Finance
राजस्व विभाग/Department of Revenue
सक्षम प्राधिकारी सेल/Competent Authority Cell

Work Hall no. 14108, C-Wing,
Kartavya Bhawan -1, New Delhi
Dated 03 August, 2026

OFFICE MEMORANDUM

Subject: - Filling up two posts of Competent Authority and Administrator (Group 'A' Gazetted) one each in the Office of Competent Authority & Administrator, Delhi & Kolkata – Reg

It is proposed to fill up the posts of Competent Authority & Administrator, one each in the Office of the Competent Authority & Administrator, Delhi & Kolkata [Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976 and Narcotic Drugs and Psychotropic Substances Act, 1985], under the Department of Revenue (Hqrs. Division) on the following terms and conditions:

Name of the Post	:	Competent Authority & Administrator (Group- 'A' Gazetted)
Scale of Pay (Level in the Pay Matrix)	:	Level 14 (Rs.144200-218200)
Eligibility	:	Commissioner of Customs or Commissioner of Central Excise (Commissioner of Central Goods & Service Tax) or Commissioner of Income Tax or any other officer not below the rank of Joint Secretary to the Government of India.
Tenure	:	5 years

2. It is requested that the vacancy may be circulated among field formations and the applications in the prescribed Performa (enclosed) along with Bio data, Cadre clearance, Vigilance clearance, No Major/Minor penalty certificate for the past 10 years, integrity certificate, agreed list status if any, history of postings and attested copies of ACRs/APARs dossiers for the last 5 years, may be forwarded to the undersigned at **Work Hall No. 14108, 4th Floor, C Wing, Kartavya Bhawan-1, Department of Revenue, Ministry of Finance, New Delhi-110001** within 60 days from the date of issue of this vacancy circular or may be emailed at deepak.23@gov.in or avneeshpratap.singh@gov.in. The selected officers shall not be allowed to withdraw his/her application.

From pre-page:-

3. Applications in the prescribed pro-forma of only those officers who are eligible and willing and whose services can be spared immediately on their selection may be forwarded to this Department. Further information is available at website: <https://www.dor.gov.in>.

4. The vacancy may be given wide publicity and a copy of the same may be hosted on the website of your organization also. This may kindly be accorded priority.

Encl: As above.



(Avneesh Pratap Singh)

Under Secretary to Government of India

Tel: 011-24012544

1. Commissioner (Coord.), CBIC, Department of Revenue
2. JS(Admn.), CBIC, Department of Revenue.
3. JS(Admn.), CBDT, Department of Revenue.
4. Director General, DGIT(HRD), New Delhi.
5. Director General, DGHRD, CBIC, New Delhi
6. All Ministries/Departments.

Copy to:

- (i) Additional Secretary (Revenue)/Joint Secretary (Revenue)/Director (Hqrs./Admn.)
- (ii) Competent Authorities, Delhi/Kolkata/Mumbai and Chennai, with the request to host this O.M. on their website.
- (iii) Narcotics Control Bureau, Ministry of Home Affairs, West Block No.1, Wing No.5, 1st& 2nd Floor, Sector-I, R. K. Puram, New Delhi-110066.
- (iv) Directorate of Enforcement, Pravartan Bhawan, Dr. APJ Abdul Kalam Road, New Delhi-110011.
- (v) US(Ad.II), CBEC with the request to circulate the vacancy amongst field formation and host this O.M. on their website and forward the applications of eligible candidates to CA Cell along with necessary documents.
- (vi) Computer Section for hosting this O.M. on the website of Department of Revenue.
- (vii) Webmaster, CBIC, Directorate of Systems, New Delhi for hosting this O.M. on the website of CBIC.
- (viii) Webmaster, CBDT, Room No. 7008, Aayakar Bhawan, Vaishali, Ghaziabad. U.P. for hosting this O.M. on the website of CBDT.
- (ix) Under Secretary (Coord.), Department of Personnel & Training, Working Hall no. 31049, Kartavya Bhawan -3, New Delhi for hosting this vacancy circular on the website of DoPT

BIO-DATA

Application for the post of Competent Authority & Administrator

Preference of location (Delhi or Kolkata) –

1. Name of the Applicant:
2. Date of Birth:
3. Date of Retirement:
4. Educational Qualification:
5. Present Post held, date from which held and the scale of Pay therein:
6. Whether ad-hoc or regular:
7. Scale of Pay, Basic Pay and Grade Pay:
8. Experience in the subject field:
9. Brief service particulars:
10. Nature of duties performed in brief:
11. History of Posting:
12. Remarks/Any other information:

Signature of the applicant with date

Tel/Fax No.(office)

Mobile No.

Certificate by Parent Office:

The information furnished by the candidate has been verified from the records and is found correct.

**Signature
With rubber stamp**