

फॉ. सं./F. No. A-11011/01/2015-CA Cell  
भारत सरकार/Government of India  
वित्त मंत्रालय/Ministry of Finance  
राजस्व विभाग/Department of Revenue  
सक्षम प्राधिकारी सेल/Competent Authority Cell

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North Block, New Delhi  
Date: 23 September, 2021

**OFFICE MEMORANDUM**

**Subject:-** Filling up the post of Competent Authority and Administrator (Group 'A' Gazetted) in the Office of Competent Authority & Administrator, located at Kolkata - Reg.

Applications are invited for the post of Competent Authority & Administrator in the office of the Competent Authority & Administrator [Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976 and Narcotic Drugs and Psychotropic Substances Act, 1985], Kolkata under the Department of Revenue (Hqr. Division) on the following terms and conditions:

Name of the Post : Competent Authority & Administrator (Group 'A' Gazetted)

Scale of Pay : Level 14 (Rs.144200-218200)  
(Level in the Pay Matrix)

Eligibility : Commissioner of Customs or Commissioner of Central Excise 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. Applications, in the prescribed proforma (enclosed), of only those willing officers who are eligible and whose services can be spared immediately on their selection may be forwarded to the undersigned on or before 30.11.2021 along with cadre clearance, vigilance clearance, history of postings, integrity certificate and major/minor penalty certificate for the past 10 years, agreed list status and attested copies of ACR dossiers for the last 5 years.

3. Advance copy of the applications shall not be entertained. The selected officer shall not be allowed to withdraw his/her application.



From pre-page:-

4. This vacancy may be circulated among all field formations and wide publicity may be given by hosting the same on the website. This may kindly be accorded priority.

Encl: As above.

(S. Bhowmick)

Under Secretary to the Government of India  
Tel. No. 23095369

1. JS(Admn.), CBEC, Department of Revenue.
2. JS(Admn.), CBDT, Department of Revenue.
3. All Ministries/Departments.

Copy to:

- (i) Additional Secretary (Revenue)/Joint Secretary (Revenue)/Director (Hqrs./Admn.)
- (ii) O/o Competent Authorities, Delhi/Kolkata/Mumbai and Chennai, with the request to host this O.M. on their website.
- (iii) Narcotics Control Bureau, West Block No.1, Wing No.5, 1<sup>st</sup> & 2<sup>nd</sup> Floor, Sector-I, R.K. Puram, New Delhi-1100066.
- (iv) Enforcement Directorate, 6<sup>th</sup> Floor, Lok Nayak Bhavan, Khan Market, New Delhi-110003.
- (v) US(Ad.II), CBIC and US(Ad.VI), CBDT 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 (last date may be entered as 30.11.2021).
- (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



BIO-DATA

Application for the post of Competent Authority & Administrator, 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. Experience in the subject field:
7. Brief service particulars:
8. Nature of duties performed in brief:
9. History of Posting:
10. Whether belongs to SC/ST:
11. Remarks/Any other information:

Signature of the applicant with date  
Tel/Fax 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