F.NO.Q22012/1/2020-AAR
Government of India
Ministry of Finance
Department of Revenue

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New Delhi, the 19th Feb, 2020

CIRCULAR

Subject: Filling up of the post of Administrative Officer in the Customs & Central Excise Settlement Commission, Principal Bench, Delhi and Addl. Bench, Chennai - Regarding.

It is proposed to fill up the post of Administrative Officer in Level-11 of the Pay Matrix(Rs.67700-203700) in the Customs and Central Excise Settlement Commission, one post each at Principal Bench, Delhi and Addl. Bench, Chennai on Deputation (including short-term contract)/ Absorption basis on the following terms & conditions:

I. Eligibility Conditions

Officers under the Central or State Governments or Union Territory administration or Universities or Recognised 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 organisation.

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

   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 organisation 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 grace 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 alongwith the following documents:

i) 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.

ii) Cadre Clearance Certificate; as per the format enclosed

iii) Vigilance Clearance as per the format enclosed

iv) Integrity Certificate, as per the format enclosed

v) 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 within 60 (sixty) days from the date of issue of this circular. The name of the Bench applied for, should be clearly specified on the application.

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.

Encl: As above

(S. Bhownick)
Under Secretary to the Government of India
Tel No. 2309 5369

To
1. JS(Admn)CBIC/ JS(Admn)CBDT/All Ministries/Departments
2. Secretary, Customs & Central Excise Settlement Commission, New Delhi with the request to upload the circular on the website of Commission.
3. SO(Computer Cell) with the request to upload the circular on the website of this Department under the heading “Vacancy Circular”
Proforma

Application for the post of Administrative Officer in the Customs & Central Excise Settlement Commission, Principal/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.

<table>
<thead>
<tr>
<th>Official/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and basic pay</th>
<th>Nature of duties (in detail)</th>
</tr>
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<td></td>
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</tbody>
</table>

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 relevant column):
    (a) Central Government
    (b) Autonomous
    (c) Government Undertakings
    (d) Universities
    (e) Others

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 or 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
14. Additional Information, if any, which you would like to mention is support of your suitability / for the post (This among other things may provide information with regard to :-
(i) Additional academic qualification
(ii) Professional trainings and
(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement).
(Note: Enclose a separate sheet, if the space is insufficient).

15 Whether belongs to SC/ST
16 Remarks : (The candidates may indicate information with regard to
(i) Research publication and reports and special projects;
(ii) Awards/Scholarships /Official Appreciation ;
(iii) Affiliation with the professional bodies/ institutions /societies and
(iv) Any other information.
(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the Vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection for the post.

Date

Signature of the candidate

Address

Telephone No.

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.
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 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

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