



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी,
आंचलिक परिसर, हैदराबाद
पिलर नंबर 170, पीवीएनआर एक्सप्रेसवे, अप्परपल्ली, अट्टापुर गांव,
राजेंद्रनगर मंडल, रंगारेड्डी जिला, हैदराबाद, तेलंगाना – 500 048
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES& NARCOTICS,
ZONAL CAMPUS, HYDERABAD
Pillar No.170, PVNR Expressway, Upperpally, Attapur Village, Rajendranagar Mandal,
Rangareddy District, Hyderabad, Telangana – 500 048
Email: adg.nacin-hyd@gov.in
Phone: 040-29885310 to 13 Fax: 040-29885314

F.No. NACIN/II/13/19/2020

Date: 12-11-2025

CIRCULAR

To

The Principal Chief Commissioners/Chief Commissioners of Central Tax (All)
The Principal Chief Commissioners/Chief Commissioners of Customs (All)
The Principal Director General/Director General of Directorates (All)

Sir/Madam,

Sub: Preparation of panel for selection for the posts of Administrative Officer/Private Secretary/ Stenographer Grade II/Head Hawaldar or Hawaldar on deputation – Calling for willingness- Reg.

Applications are invited from willing officers posted in Indirect Taxes and Customs Commissionerates for preparation of panel of officers for filling up the following vacancies in the Zonal Campus, NACIN, Hyderabad on deputation basis.

Sl No.	Name of the Post	Pay level No. (As per 7th CPC)	Grade Pay	No. of Posts
1	Administrative Officer	Level 7	Rs 4600/-	1
2	Private Secretary	Level 7	Rs 4600/-	1
3	Stenographer Grade II	Level 4	Rs 2400/-	1
4	Head Hawaldar/ Hawaldar	Level 2 & 1	Rs. 1900/- / Rs. 1800/-	1

2. These posts will be filled on deputation basis for a period of three years which may be further extended by two more years. The officers selected for deputation will be entitled for either Deputation allowance @ 10% or @5% in terms of DOP&T's O.M.No. 2/11/2017-Estt (Pay-II), dated 24.11.2017 or training allowance as applicable as per willingness of the officer while working in this Directorate.

3. Officer should have completed at least three years of regular service in the cadre for which they apply for.

4. Officer should have completed three years cooling off period as on the last date of submitting the application i.e., 10.12.2025 from the date of repatriation from the

previous deputation in terms of DoP&T OM No. 2/11/2016- Estt. (Pay-II) dated 20.07.2018.

5. It is requested that this Circular may please be circulated widely among all the officers in the formations under your jurisdiction and the applications of willing officers obtained in the Proforma enclosed to this letter may be forwarded to this office along with the following particulars.

- (i). Duly certified copies of APAR gradings for the last 5 years.
- (ii). History of postings right from joining the Department.
- (iii). Certificate of vigilance clearance
- (iv). No objection certificate from the cadre controlling authority to relieve the officer in the event of his/her selection.

6. It may be made clear to the willing officers that option once exercised will be final and in the event of selection, the willing officers will not be allowed to withdraw the same and are expected to serve NACIN, Hyderabad till expiry of the full tenure of three years.

7. In case, while working in this Directorate, if the conduct and / or work performance of the officer is not found satisfactory, the officer shall be liable to be repatriated to the parent Commissionerate/Directorate without assigning any reasons.

8. The applications of the willing officers in the Proforma along with other details as mentioned above, may be forwarded to this office on or before 10.12.2025. The applications received after the closing date will not be considered.

9. The willing officer may send advance copy of his/her application to Additional Director General, NACIN, Hyderabad but his/her application would be considered **only on receipt of his/her duly forwarded application from the Cadre Controlling Authority** on or before the last date.

This issues with the approval of the Additional Director General.

(MUDIGONDA SRIDEVI)
ADMINISTRATIVE
OFFICER

Copy submitted to:

1. The Director General, NACIN, Palasamudram for kind information please.
2. The Webmaster, CBIC website/ NACIN, Palasamudram with a request to upload and give wide publicity through their respective website.

PROFORMA

1. Name of the Officer :
2. Date of Birth :
3. Education Qualification :
4. Date of joining in the Department :
5. Date of joining in the Present Cadre :
6. Present Place of Posting :
7. Date from which working in the present Posting :
8. Scale of Pay
9. Deputation applied for the post of :

(Candidates who apply for the post cannot withdraw their candidature subsequently)

Date:

Signature of the willing officer

The above particulars have been verified with the Service Book of the officer and found correct.

Date:

Signature of the controlling officer