



भारत सरकार

वित्त मंत्रालय, राजस्व विभाग

राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी

आंचलिक परिसर, पोस्ट ऑफिस लेन, भांडुप (पूर्व), मुंबई- 400042

दूरभाष सं: 022-25666770

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ट्विटर- NACIN_OFFICIAL

CIRCULAR

To,

All Zones of Central GST/ Customs/ Directorates under CBIC

Madam/Sir,

Sub: Circular on deputation -Willingness for the post of Administrative Officer and Steno - I at NACIN, Zonal Campus, Mumbai-Reg.

Applications of willing officers are invited to fill up the following posts on deputation at NACIN, ZTI, Mumbai. Applications are sought from the officers holding analogous posts in the formations of Customs, CGST & Central Excise and officers holding analogous posts in the various Directorates under CBIC in the same pay scale.

Sr. No.	Name of the Post	Pay Level in Pay Matrix	No. of Vacancies
1	Administrative Officer	Pay Level-7	1 (One) (On Deputation)
2	Steno - I	Pay Level-6	1 (One) (On Deputation)

2. Officer/s selected on deputation would normally be appointed for a period of 3 years which can be further extended at the discretion of the Competent Authority subject to policies existing in force. The Officer selected on deputation basis will also be eligible for Deputation Allowance & Training Allowance as per extant instructions.

The Administrative Officer is expected to handle all Administration and Establishment related work and also function as Drawing & Disbursing officer.

3. It is requested that this Circular may please be brought to the notice of all Officers working under your jurisdiction. Officers who are desirous of being considered for the above deputation are requested to submit their application and bio data in prescribed proforma with the following particulars and with Vigilance Clearance Certificate, No Objection Certificate from the Cadre Controlling Authority (CCA) and APAR grading for the last three years through proper channel within 45 days from issue of this Circular. Advance copies of the applications, without NOC from the Zonal CCAs, will not be considered. It may be noted that the final selection/appointment is subject to the internal selection process of NACIN. Mumbai and clearance from the respective Cadre Controlling Authority.

Sr. No.	Particulars	Detail
1.	Name of the post applied	
2.	Name and Address (in Block Letters) of the Officer With email id and contact number	
3.	Designation	
4.	Date of Birth	
5.	Date of Joining the Department	
6.	Date of Superannuation	

7.	Category (Gen/OBC/SC/ST)	
8.	Educational Qualification	
9.	Present place of posting	
10.	Date from which present post is held & scale of Pay.	
11.	Awards/Distinction received if any	
12.	APAR grading for last five years (duly certified by an officer not below the grade of Joint Commissioner.)	
13.	Vigilance clearance till date (certifying that the officer is free from vigilance angle)	
14.	Name, Designation and contact details of present Controlling Officer	
15.	History of Posting (Attach separate sheet , if required)	

4. The maximum age limit for appointment by Deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

5. The selected candidate(s) will have to make his/her own arrangement for residential accommodation.

6. While forwarding the applications of the eligible and willing Officers, the particulars furnished by the applicants should be duly verified/countersigned by an officer, not below the rank of Joint Commissioner / Director.

7. It may also be brought to the notice of the willing Officers that once they are selected, they will not be allowed to withdraw their name on any ground and will also not be relieved till the expiry of the tenure of three years. Needless to say, if the performance and/or conduct of the Officer is not found to be satisfactory during his/her tenure at NACIN, the said Officer will be repatriated to the parent Commissionerate/Directorate even before completion of the deputation/ loan period.

8. It is requested that this letter may be widely circulated among the Officers working in your jurisdiction.

This issues with the approval of Pr. ADG, NACIN, ZTI, Mumbai.

Yours faithfully,

(Anirudha S. Kulkarni)
Additional Director

Copy to : Web Master, CBIC, Directorate of Systems, New Delhi for uploading the letter in CBIC Website.