

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

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The undersigned is directed to say that the post of Administrative Officer in the Pay Band 3 Rs.15600 – 39100 + Grade Pay of Rs.6600/- in the Customs & Central Excise Settlement Commission's Principal Bench, Delhi and Addl. Benches at Mumbai, Chennai and Kolkata are proposed to be filled up on deputation basis on the following terms & conditions:

**Eligibility Conditions**

Officers under the Central Government:

- (a)
  - i) holding analogous post on regular basis in the parent Cadre/ Department; or
  - ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the PB-3 Rs. 15600-39100 + Grade Pay Rs.5400 (Rs.8000-13,500/- pre-revised) or equivalent in the parent Cadre/Department; or
  - (iii) with seven years' service in the grade rendered after appointment thereto on a regular basis in the PB-2 Rs.9300-34800 + Grade Pay. Rs.4600 or equivalent in the parent Cadre/Department; or
  - (iv) with eight years' service in posts in the grade rendered after appointment thereto on a regular basis in the scale of Rs.6500-10,500 or equivalent in the parent Cadre/Department; and
- (b) possessing five years' experience in administration, establishment and accounts matters.

2 The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

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.

2. 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.

3. While forwarding the applications of the eligible and willing officers, the particulars furnished by the applicants should be duly verified. The applications should reach the Under Secretary, Ad.I-C (AAR), Ministry of Finance, Department of Revenue, Room No.245(A) 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.

4. 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.

5. The candidates, in the event of their selection, will not be allowed to withdraw their candidature subsequently on any ground.

**F.No.Q22012/1/2015-Ad.IC(AAR)**

## Application for the post of Administrative Officer

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.

Official/Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties ( In detail)

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	(d ) Universities
(b) Autonomous	(e) Others
(c) Government Undertakings	
- 11 Please state whether your 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 in 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