

F.No.A.12026/19/2014-Ad.I  
Government of India  
Ministry of Finance  
Department of Revenue

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New Delhi, dated the 8<sup>th</sup> October, 2015

**Office Memorandum**

Subject: Selection for the post of Special Secretary-cum-Director General in Central Economic Intelligence Bureau (CEIB)-reg

The undersigned is directed to state that the post of Special Secretary-cum-Director General in Central Economic Intelligence Bureau (CEIB) under the Department of Revenue in the Apex Scale of Rs. 80,000/- (fixed) is vacant w.e.f. **01.05.2015**. In terms of the Central Economic Intelligence Bureau (Special Secretary-cum-Director General) Recruitment Rules, 2015, this post is to be filled up on deputation basis. The said Rules are available on the website of the Department @ [http://dor.gov.in/acts\\_rules](http://dor.gov.in/acts_rules). The following categories of officers are eligible for appointment to this post:

“ Officers of the Central Government;-

(a) (i) holding analogous posts on regular basis in the parent cadre or Department;

or

(ii) with one year service in the grade rendered after appointment thereto on a regular basis in the post in the Higher Administrative Grade+ scale of pay of Rs. 75500-80000/-; or

(iii) with two years service in the grade rendered after appointment thereto on a regular basis in the post in the Higher Administrative Grade scale of pay of Rs. 67,000-79,000/-; and

(b) possessing the following qualifications:-

having at least twenty years of experience in administering and running the direct tax or indirect tax administration in the Central Government with at least ten years experience in the field formations of Central Board of Direct Taxes or Central Board of Excise and Customs.

Note 1. – No person with less than one year residual service on the date of occurrence of the vacancy for which selection is to be made shall be eligible for consideration for selection.

Note 2. – The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organisation or Department of the Central Government shall not exceed five years.

Note 3.- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended shall be deemed to be the service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one

pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.”

2. It is requested that application of the officers fulfilling the eligibility criteria as specified above may be forwarded through the respective Cadre Controlling Authority to the Revenue (Headquarters) latest by 09.11.2015 in the enclosed proforma, alongwith their vigilance clearance in the prescribed format (Part-C) and history of posting. Advance copies of applications as well as the application of officers who submit their applications to the Cadre Controlling Authority after the closing date, will not be entertained.

3. This vacancy Circular can also be accessed from the Website of the Department i.e. [dor.gov.in/vacancies\\_circulars](http://dor.gov.in/vacancies_circulars).

  
(Rajinder Kumar)

Under Secretary to the Government of India  
Ph:011-23093277  
23095416

1. Chairperson,  
Central Board of Direct Taxes  
(Ms. Anita Kapur)  
North Block,  
New Delhi
2. Chairman,  
Central Board of Excise and Customs,  
(Sh. Najib Shah)  
North Block,  
New Delhi

It is requested to  
circulate the  
vacancy  
among all  
eligible officers

Copy to:

1. President, CESTAT & ITAT with the request to circulate this amongst all the Members and forward the applications of eligible officers along with cadre and vigilance clearance not later than 09.11.2015.
2. Joint Secretary (Admn.-CBEC & CBDT) with the request to forward the applications of the all the eligible officers completed in all respects in the enclosed proforma (Part-A, B & C) not later than 09.11.2015.
3. Director General of Income Tax(Systems), CBDT, ARA Centre, Ground floor, E-2, Jhandewalen, New Delhi with the request to upload the vacancy circular on the website of CBDT for wider circulation.
4. Director General (Systems), CBEC, 4<sup>th</sup> & 5<sup>th</sup> Floor, Hotel Samrat, Chanakayapuri, New Delhi with the request to upload the vacancy circular on the website of CBEC for wider circulation

  
(Rajinder Kumar)

Under Secretary to the Government of India  
Ph:011-2309-3277

**PROFORMA FOR APPLICATION TO THE POST OF**  
**Special Secretary-cum-Director General in Central Economic Intelligence**  
**Bureau (CEIB)**

Circular No.A.12026/19/2014-Ad.I  
Dated 8<sup>th</sup> October, 2015

**PART – A**

1. NAME :
2. DATE OF BIRTH :
3. SERVICE :
4. PRESENT POST / ORGANISATION :
5. PAY-SCALE :
6. DATE OF FROM WHICH WORKING  
IN PRESENT PAY-SCALE :
7. DETAILS OF EXPERIENCE IN ADMINISTERING & RUNNING THE INDIRECT  
TAX/DIRECT TAX ADMINISTRATION IN THE CENTRAL GOVERNMENT

**(EXPERIENCE OTHER THAN THAT SPECIFIED SHOULD NOT BE INDICATED)**

S.NO.	POST HELD	PERIOD OF POSTIN SPECIFIC DATES	WHETHER FIELD FORM CBEC/CBDT OR NOT

8. BRIEF DESCRIPTION OF WORK THAT CAN BE CLASSIFIED AS THAT OF HIGH PROFESSIONAL MERIT & EXCELLENCE IN THE ENTIRE CAREER (NOT MORE THAN 100 WORDS )

9. DATE OF SUPERANNUATION :

10. DATE OF APPOINTMENT TO THE POST  
OF CHIEF COMMISSIONER/EQUIVALENT :

**DECLARATION**

I undertake that the information given above is true and correct to the best of my knowledge. In case, some information is found incorrect, my candidature is liable to be cancelled without any intimation.

DATE:

(SIGNATURE OF THE APPLICANT)

**PART-B**

**(TO BE FILLED & SIGNED BY THE CADRE CONTROLLING AUTHORITY)**

**( INDICATE “YES” OR “NO” IN THE BOX PROVIDED )**

1. Whether details of experience in administering & running the Indirect tax/direct tax administration in the Central Government with at least 10

years of experience in the field formations of the Central Board of Excise & Customs/Central Board of Direct Taxes indicated by the applicant in Part –A are correct as per records:

☐

2. Whether full History of Posting of the officer is furnished:  
(Please give detailed history of postings)

☐

3. Whether cadre clearance is being granted for this post:

☐

4. Whether the office is clear from vigilance angle

☐

5. Whether upto date vigilance status in the attached format is enclosed

☐

**(Signature & seal of the cadre controlling authority)**

## **PART – C**

### **PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS BEING SOUGHT**

**( To be furnished and signed by the CVO or HOD)**

1. Name of the Officer(in full) :
2. Father's name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service :
6. Service to which the officer  
Belongs including batch/year  
/cadre etc. wherever applicable:
7. Positions Held ( during ten preceding years):

S. No.	Organisation (name in full)	Designation & Place of Posting	Administrative/ nodal Ministry/ Department concerned( in case of officers of PSUs etc)	From	To

8. Whether the officer has been placed on the  
Agreed List or List of Officers of Doubtful  
Integrity(If yes, details to be given) :
9. Whether any allegation of misconduct  
involving vigilance angle was examined  
against the officer during the last 10  
years and if so with what result(\*) :
10. Whether any punishment was awarded to the  
Officer during the last 10 years and if so the date  
Of imposition and details of penalty(\*) :
11. Is any disciplinary/criminal proceedings or  
Charge sheet pending against the officer as  
On date ( if so, details to be furnished, including  
Reference number, if any of the Commission) :
12. Is any action contemplated against the officer  
As on date( if so, details to be furnished)(\*) :

DATE:

(NAME AND SIGNATURE)

(\*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.