



GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER
CENTRAL EXCISE, KOLKATA ZONE, KOLKATA
KENDRIYA UTPAD SHULK BHAWAN (2ND FLOOR), 180, SHANTI PALLY
RAJDANGA MAIN ROAD, R.B.CONNECTOR, KOLKATA- 700 107.
Phone No. 2441- 6842/6797; Fax No. 2441- 6834/6798; E-mail :- cckolkatazone@yahoo.co.in

C.No. I (22)6-ET/SC/CCO/CE/KOL/2013/

31760-74

Dated: 11 /12/2015.

To
The Chief Commissioner of Service Tax, Kolkata Zone, Kolkata.
The Principal Commissioner of Central Excise, Kolkata-I Commissionerate, Kolkata.
The Commissioner of Central Excise, Kolkata – II / III / IV / V Commissionerate, Kolkata
The Commissioner of Central Excise & Service Tax, Haldia / Bolpur Commissionerate.
The Commissioner of Central Excise, Audit – I / II Commissionerate, Kolkata.
The Commissioner of Central Excise, Appeal – I / II Commissionerate, Kolkata.
The Commissioner of Central Excise, Customs & Service Tax, Durgapur / Siliguri Commissionerate.
The Commissioner of Central Excise & Service Tax, Large Taxpayer Unit, Kolkata.

Sir / Madam,

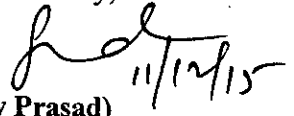
Subject: Filling up of various posts Officer in the Customs & Central Excise Settlement Commission, Principal Bench Delhi and Additional Benches at Mumbai, Chennai and Kolkata on deputation basis - reg.

Enclosed please find (i) a copy of letter bearing F.No. Q22012/1/2015-Ad.IC(AAR) dated 18.11.2015 received from the Under Secretary, Ministry of Finance, Department of Revenue, New Delhi and (b) a copy of letter bearing F.No. A-19011/15/2012-SC dated November,2015 received from DDO, Customs, Central Excise & Service Tax Settlement Commission, New Delhi, on the above mentioned subject.

It is requested to forward options of the willing and eligible officers complete in all respect by 31.12.2015 for further necessary action at this end.

Encl: As above (08 Sheets).

Yours faithfully,


(Sanjay Prasad)
Deputy Commissioner

C.No. As above/

31775

Dated: 11 /12/2015.

Copy is forwarded to:-

✓ Superintendent (Systems), Kolkata-I Central Excise Commissionerate for uploading the Circular in the official website www.centralexcisekolkata.gov.in.


Deputy Commissioner

F.No.A-19011/15/2012-SC
Government of India
Ministry of Finance
Department of Revenue
(Customs, Central Excise & Service Tax Settlement Commission)
Room Nos. 345-363, 3rd Floor,
Hotel Samrat, Chanakayapuri

Pr. Chief Commissioner's Office (Admin.)
11 DEC 2015
AO
केन्द्रीय उत्पाद शुल्क / Central Excise
कोलकाता क्षेत्र, कोलकाता / Kolkata Zone, Kolkata
समाप्ति के सत्यापन के लिए
Receipts
11/12/15
DC

New Delhi, dated the : November, 2015

Application are invited for filling up the following posts in the Customs, Central Excise & Service Tax, Settlement Commission, Principal Bench, New Delhi and the Additional Benches at Mumbai, Chennai and Kolkata on deputation basis :-

1. SENIOR PRIVATE SECRETARY

Number of Post: 12

Pay Scale : Rs. 9300-34800+4800
Number of Posts : 12 (03 Delhi, 03 Mumbai, 03 Kolkata & 03 Chennai)

Eligibility Criteria

Central Government employees:-

- holding analogous posts on regular basis; or
- with three years regular service as Private Secretary in the posts carrying the pay scale of Rs, 6500-200-10,500/- (pre-revised); or
- with seven years combined service in the pay scale of Rs. 5500-9000 (pre-revised) or Rs. 6500-10500 (pre-revised) or equivalent in the parent cadre/Department in the Stenographer cadre.

2. PRIVATE SECRETARY

Number of Post: 03

Pay Scale : Rs. 9300-34000+4200
Number of Posts : 03 (01 Delhi, 01 Mumbai, 01 Kolkata)

Eligibility Criteria

Central Government employees:

- holding analogous posts on regular basis in the parent cadre; or
- with three years' regular service as Stenographer grade post carrying the pay scale of Rs, 5500-175-9000/- (pre-revised); or six years combined service in the pay scale of Rs. 5500-9000/- (pre-revised) and Rs. 5000-8000(pre-revised) or equivalent in the parent cadre/Department in Stenographer Grade-I & II.

3. SENIOR INVESTIGATION OFFICER

Number of Post: 01

Pay Scale : Rs. 9300-34800+4600
Number of Posts : 01 (Kolkata)

Eligibility Criteria

Central Government employees:

- Holding analogous posts on regular basis; or

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- b) with three years' regular service in the pay scale of Rs. 5500-175-9000 (pre-revised) or with six years service in the pay scale of Rs. 5000-150-8000 (pre-revised)
- c) Possessing experience of investigating work in Customs & Central Excise matters.

4. JUNIOR INVESTIGATION OFFICER

Number of Post: 06

Pay Scale : Rs. 9300-34800+4600

Number of Posts : 06 (02 Delhi, 01 Mumbai, 02 Kolkata & 01 Chennai)

Eligibility Criteria

Central Government employees:

- a) Inspectors of Customs & Central Excise ; or
- b) Senior Tax Assistants/Tax Assistants in the Customs & Central Excise Department, who are Graduate and have rendered 6/10 years regular service in their respective grades;
- c) and possessing experience of investigation work in Customs & Central Excise matters.

5. ASSISTANT

Number of Post: 02

Pay Scale : Rs. 9300-34800+4200

Number of Posts : 02 (01 Delhi & 01 Chennai)

Eligibility Criteria

Central Government employees:

- i) Holding analogous posts on regular basis; or
- ii) Upper Division Clerk of eight years regular service in the grade.

6. STENOGRAPHER GR. II

Number of Post: 11

Pay Scale : Rs. 9300-34800+4200

Number of Posts : 03 (Delhi), 03(Mumbai), 03(Chennai), 02(Kolkata)

Eligibility Criteria

Central Government employees:

- i) Holding analogous posts on regular basis; or
- ii) With five years regular service as Stenographer in pay scale of Rs, 4000-100-6000/- (Pre-revised).

7. STENOGRAPHER GR. III

Number of Post: 06

Pay Scale : Rs.5200-20200+2400/-

Number of Posts : 02 (Delhi), 02(Mumbai) & 02(Chennai)

Eligibility Criteria

Central Government employees:

- a) Holding analogous posts on regular basis;
- ii) and should be matriculate & equivalent with a speed of 80 words per minute in stenography.

8. **HINDI TRANSLATOR**

Pay Scale: Rs. 9300-34800+4200

Number of Posts: 01 (Delhi)

Eligibility Criteria

Central Government employees:

- i) Holding analogous posts on regular basis; or
- ii) Holding post in the Scale of pay of Rs. 4000-6000 or equivalent for three years on regular basis; or
- iii) Holding post in the Scale of pay of Rs. 3050-75-4590 or equivalent for five years on regular basis; and
 - a) Having Masters Degree of a recognized University in Hindi/English with English/Hindi as a main subject at the degree level; or
 - b) Master's Degree of a recognized University in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at the degree level; or
 - c) Bachelor's Degree with Hindi and English as main subject or either of the two as medium of examination and other as main subject plus recognized Diploma/Certificate Course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central/State Government Offices.

9. **LOWER DIVISION CLERK**

Number of Post: 03

Pay Scale : Rs.5200-20200+1900/-

Number of Posts : 01 (Delhi), 01(Kolkata) & 01(Chennai)

Eligibility Criteria

- i) Central Government Employees holding analogous posts on regular basis.

The period of deputation shall be initially for one year extendable up to three years. The pay of the officers/officials selected will be regulated in accordance with DOPT instructions. The maximum age limit for appointment shall not exceed 56 years as on the closing date of receipt of applications.

The application in the prescribed Proforma (Annexure-I) from eligible officers/officials who can be spared in the event of their selection may be forwarded directly to the Commissioner at the address mentioned below within 30 days from the date issue of this Advt. along with (a) up-to-date CR dossiers of the candidate concerned of photocopies of annual confidential reports for the last five years; (b) vigilance clearance report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the official concerned; (c) statement showing the minor/major penalties imposed, if any, and (d) integrity certificate.

Incomplete applications or applications not received through proper channel or applications received after the specified date shall not be entertained and would be straight-way rejected.

The applicant should address their applications to the respective Commissioner directly in whose jurisdictional Bench. They are willing to apply as their applications will be considered by the concerned jurisdictional Bench.

ADDRESS OF THE BENCHES

1. PRINCIPAL BENCH, DELHI

Commissioner, Customs & Central Excise Settlement Commission Room Nos. 345-363 3rd floor, Hotel Samrat, Kautilya Marg, Chanakayapuri, New Delhi-110021.

2. ADDITIONAL BENCH, KOLKATA

Commissioner, Customs & Central Excise Settlement Commission, Additional Bench, CGO Complex, 3rd MSO Building, DF Block, Block -A. 6th Floor, Salt Lake, Kolkata-700064.

3. ADDITIONAL BENCH CHENNAI

Commissioner, Customs & Central Excise Settlement Commission, Additional Bench 2nd Floor, Narmada Block, Customs House, 33 Rajaji Salai, Chennai-600001.

4. ADDITIONAL BENCH IN MUMBAI

Commissioner, Customs & Central Excise Settlement Commission, Additional Bench, C-24, Utpad Shulk Bhawan, Bandra Kurla Complex, Mumbai-400051.

(Mamta Trikha)
D.D.O.

Copy to :-

1. The Webmaster, Directorate General of Systems, Customs & Central Excise, C.R. Building, I.P. Estate, New Delhi with the request to uploading the same into official website i.e. www.cbec.gov.in.
2. The Director, Department of Personnel & Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with the request to uploading the same into official website.

PROFORMA

- 1. Name of the Post:
- 2. Name:
- 3. Date of Birth:
- 4. Date of retirement under Central Government Rules:
- 5. Whether eligible conditions 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.

ELIGIBILITY CONDITIONS POSSESSED BY THE APPLICANT

Essential :

Desirable :

- 6. Present post held, date from which held and pay-scale and present Pay therein:
- 7. Experience in the subject filed of selection:
- 8. Details of services:

| Name of the post & Office | Pay Scale | From | To | Nature of appointment whether as-hoc or regular |
|---------------------------|-----------|------|----|---|
| | | | | |

9. Whether belongs to SC/ST:

10. Remarks:

(Signature of Applicant)

Address: -----

Telephone:-----

Certificate that the information furnished above by the officer has been verified from the official records of this Department.

(Signature of the Head of Office)

राखती / Receipt
 प्रधान मुख्य आसुक्त वन कार्यालय (प्रशासनिक शाखा)
 Pr. Chief Commissioner's Office (Admin.)

08 DEC 2015

केन्द्रीय उपभोग शुल्क / Central Excise
 कोलकाता क्षेत्र, कोलकाता / Kolkata Zone, Kolkata
 समाप्ती के साथसाथ वन विना प्राप्त किया
 Received Without Verification of Contents

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

Government of India
 Ministry of Finance
 Department of Revenue

New Delhi, dated: the 13th November, 2015.

CORRIGENDUM

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 on deputation basis- regarding.

The undersigned is directed to refer to the advertisement published in Employment News (31 January-6 February, 2015) for filling up four posts of Administrative Officer in the Pay Band-3 Rs. 15600-39100+Grade Pay of Rs.6600/- in the Customs, Central Excise and Service Tax Settlement Commission, one post each at Principal Bench Delhi and Additional Benches at Mumbai, Chennai and Kolkata on deputation basis and to say that the para 1 (a) (iii) of the vacancy circular may be treated as deleted. The applications (in duplicate) should reach the Under Secretary, Ad.I-C (AAR), Ministry of Finance, Department of Revenue, Room No.245(A), North Block, New Delhi within 45 (forty five) days from the date of publishing corrigendum in Employment News. The candidates who had applied in response to the above advertisement need not apply again.

2. The terms and conditions, instruction etc. are given below:-

I. 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 scale of pay of Rs.8000-13500/- (PB-3 Rs. 15600-39100 + Grade Pay Rs.5400 - Revised) or equivalent in the parent Cadre/Department; or
 (iii) with eight years' service in posts in the grade rendered after appointment thereto on a regular basis in the scale of Rs.6500-10500/- (PB-2 Rs. 9300-34800 + Grade Pay Rs.4600 - Revised) or equivalent in the parent Cadre/Department; and
 (b) possessing five years' experience in administration, establishment and accounts matters.

II. 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 organization/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.

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-to-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 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. Bhowmick)

Under Secretary to the Government of India
Tel No. 2309 5359

To
CBEC/CBDT/All Ministries/ Departments

Proforma

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

| 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 in the 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 of 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.(Office/Residence)

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 from 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