

F.No.19011/15/2012-SC
Government of India
Ministry of Finance
Department of Revenue
Customs & Central Excise Settlement Commission



Samrat Hotel, Chanakyapuri
New Delhi, 4th Dec, 2014

Circular

It is proposed to fill up the existing vacancies on deputation and to prepare a panel of suitable candidates for the vacancies likely to arise during the year (on deputation basis) in the Customs & Central Excise Settlement Commission, Principal Bench, New Delhi :-

1. Senior Private Secretary Pay Scale: Rs. 9300-34800+4800 Number of posts : 03

Eligibility Criteria

Central Government employees :

- i) Holding analogues posts on regular basis; or
- ii) 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 Pay Scale: Rs. 9300-34800+4200 Number of posts : 01

Eligibility Criteria

Central Government employees :

- i) Holding analogues posts on regular basis in the parent cadre; or
- ii) with three years regular service as Stenographer grade posts carrying the pay scale of Rs. 5500-9000/- (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 Investigating Officer Pay Scale: Rs. 9300-34800+4600 Number of posts : 01

Eligibility Criteria

Central Government employees :

- (a)
 - i) Holding analogues posts on regular basis; or
 - ii) with three years regular service in the posts carrying 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)
- (b) Possessing experience of investigating work in Customs & Central Excise matters.

4. Junior Investigating Officer Number of posts : 01

Pay Scale: Rs. 9300-34800+4200

Eligibility Criteria

a) Central Government employees:-

- i) Inspectors of Customs & Central Excise; or
- ii) Senior Tax Assistant/Tax Assistants in Customs & Central Excise Department, who are Graduates and have rendered 6/10 years regular service in their respective grades;

- b) and possessing experience of investigation work in Customs and Central Excise matters.

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2. The period of deputation shall be initially for one year extendable upto three years. The pay of the officer/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 for receipt of applications.

3. The applications 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 of issue of this Circular alongwith (a) up-to-date CR dossiers of the candidate concerned or 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.

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.

Applications may be sent on the following address:-

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

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(GULSHAN KUMAR)
ADMN. OFFICER

To

1. All Ministries/Departments of the Government of India
2. All Chief Commissioners/Directorates of Customs & Central Excise

PROFORMA

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- 1. Name of the post
- 2. Name
- 3. Date of Birth
- 4. Date of retirement under Central Government Rules :
- 5. Whether eligibility conditions required for the post of 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 PPLICANT

Essential.

Desirable

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

Name of the post & Office	pay scale	from	to	Nature of appointment whether ad-hoc or regular
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- 9. Whether belongs to SC/ST :
- 10. Remarks :

(Signature of Applicant)

Address _____

Telephone _____

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

(Signature of the Head of Office)