

फॉ. सं./F.No.A-50050/40/2018-CA Cell  
भारत सरकार/Government of India  
वित्त मंत्रालय/Ministry of Finance  
राजस्व विभाग/Department of Revenue  
सक्षम प्राधिकारी सेल/Competent Authority Cell  
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North Block, New Delhi  
Dated 18 June, 2020

**OFFICE MEMORANDUM**

**Subject:-Filling up various vacant posts in the Office of Competent Authority & Administrator, Chennai – reg**

The undersigned is directed to forward herewith a Vacancy Circular no. 01/2020-21 dated 11.06.2020 received from the Office of Competent Authority & Administrator, Chennai inviting applications to fill up 01 post of Superintendent, 03 posts of Inspectors & 02 posts of Assistants in the office of Competent Authority & Administrator, Chennai on deputation basis. It is requested that the vacancy circular may be circulated among all field formations.

**Encl: As above**

(S. Bhowmick)  
Under Secretary to the Govt. of India  
Tel.No.23095369

1. JS(Admn.), CBEC, Department of Revenue.
2. JS(Admn.), CBDT, Department of Revenue.
3. Director General, DGIT(HRD), New Delhi.
4. All Ministries/Departments.
5. The Director, Central Bureau of Investigation, New Delhi
6. The Director, Enforcement Directorate, New Delhi
7. The Director General, Narcotics Control Bureau, New Delhi
8. The Director General, Central Reserve Police Force, New Delhi
9. The Director General, Central Industrial Security Force, New Delhi
10. The Director General, Sashastra Seema Bal, New Delhi
11. The Director General, Border Security Force, New Delhi
12. The Director General, Indian Tibet Boarder Police, New Delhi
13. The Director General, National Security Guard, New Delhi
14. The Commissioner, Central Bureau of Narcotics, New Delhi
15. Webmaster, CBIC, Directorate of Systems, New Delhi for hosting this O.M. on the website of CRIC
16. Webmaster, CBDT, Room No. 7008, Aayakar Bhawan, Vaishali, Ghaziabad. U.P. for hosting this O.M. on the website of CBDT

**Copy to:**

Competent Authorities, Delhi/Kolkata/Mumbai and Chennai, with the request to host this O.M. on their website.



GOVERNMENT OF INDIA  
Ministry of Finance - Department of Revenue  
Office of the Competent Authority  
Smugglers and Foreign Exchange Manipulators (Forfeiture of Property)  
& Narcotic Drugs & Psychotropic Substances Acts  
"UTSAV", No.64/1, G.N. Chetty Road, T.Nagar, Chennai-600017  
Ph : 28152826 / 28150896 :: Fax 044-28154636  
E-Mail : [casafemfop.tnchn@nic.in](mailto:casafemfop.tnchn@nic.in)

S.F. No.52/2020-21

Dated: 11.06.2020

**Vacancy Circular No. 01/2020-21**

Applications are invited from willing and eligible candidates to fill up the following posts on deputation basis in the office of the Competent Authority and Administrator, SAFEMA/NDPSA, Chennai.

(1) **Superintendent- 01 post in Chennai** -Required to be filled up on Deputation basis by officers under the Central Government Departments or Organisations in the Pre-revised Pay Scale of Rs.9300-34800 with a Grade Pay Rs.4600 (Level 7 as per 7<sup>th</sup> CPC Pay Matrix). (Vacancy likely to arise by July' 2020)

**Eligibility:-**

Officers under Central Board of Direct Taxes, GST, Customs, Narcotics Department, Directorate of Enforcement and Central Police Organizations.

- (a) (i) holding analogous post on regular basis or  
(ii) with three years regular service in the pay scale of Rs. 5500-9000 (pre revised) or  
(iii) with six years regular service in the pay scale of Rs. 5000-8000 (pre revised) and  
(b) Possessing two years experience in administration, establishment and accounts matter.

(2) **Inspector- 03 posts in Chennai** - Required to be filled up on Deputation basis by officers under the Central or State Government Departments or Organisations in the Pre- revised Pay Scale of Rs.9300-34800 with a Grade Pay Rs.4200 (Level 6 as per 7<sup>th</sup> CPC Pay Matrix).

**Eligibility:-**

- (i) Inspector of Income-tax or Customs and GST (previously Central Excise) or Narcotics (Central Bureau of Narcotics or Narcotics Control Bureau) or Assistant Enforcement Officer or Sub-Inspector of Central Police Organization, Central Bureau of Investigation.

OR

- (ii) Head Clerks or Tax Assistants or Upper Division Clerks of Income-tax, GST (previously Central Excise) and Customs Departments who have qualified in the Departmental Examination for promotion to the grade of Inspector in the respective Departments. Officials with flair for Income-tax Act, Customs Act, Foreign Exchange Maintenance Act and Narcotic Drugs and Psychotropic Substances Act will be given preference.

(3) **Assistant-02 posts in Chennai-** Required to be filled up on Deputation basis by the officials holding post of Assistant or Upper Division Clerk under the Central or State Government Departments or Organisations in the Pre-revised pay Scale of Rs.9300-34800 with a Grade Pay Rs.4200 (Level 6 as per 7<sup>th</sup> CPC Pay Matrix).

**Eligibility:-**

1. Holding analogous posts on regular basis in the parent cadre or department **(OR)**
2. Upper Division Clerk or Tax Assistant of the Central or State Government Departments or Organizations and of Income Tax or GST (previously Central Excise) or Customs, Directorate of Enforcement, Narcotics Control Bureau in the pre-revised scale of Rs.5200-20200 with Grade Pay Rs.2400/- with 8 years regular service in that grade **(AND)**
3. **Possessing Computer Skill will be given preference.**

**NOTE**


The deputation will be governed by the terms & conditions as contained in the DOP&T'S O.M.No.2/29/91/Estt(Pay-II) dated 05.01.94 as amended from time to time.

The period of deputation including 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 three years, but extendable upto seven years**. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

The official selected can opt to draw the grade pay of the post (Matrix / Level as per 7<sup>th</sup> CPC) for which he is selected or his pay plus deputation allowance (10% of his basic pay in case of outstation officials and 5% for local officials, subject to maximum of Rs. 9000/- and 4500/- respectively as per 7<sup>th</sup> CPC).

Bio-data in the prescribed format (**Annexure-I enclosed**) of the eligible and willing candidates in terms of the above criteria and who can be spared immediately may be forwarded to this office through proper channel along with Integrity Certificate, Vigilance Clearance Certificate, Certificate showing that no major/minor penalty was imposed during the last 10 years and photocopies of ACRs/APARs for the last 05 years duly attested.

The applicants who volunteer for the post will not be permitted to withdraw their names at a later date and only such applications which are duly forwarded by the office and accompanied by the ACRs / APARs and Vigilance Clearance, will be considered.



(ASHOK KUMAR SRIVASTAVA)  
JOINT COMMISSIONER  
SAFEMA/NDPSA, CHENNAI

To

1. The Chief Commissioner of GST, Chennai/Hyderabad/Bangalore/Cochin/Coimbatore.
2. The Chief Commissioner of Customs, Chennai/Bangalore/Customs Preventive Zone, Chennai.
3. The Principal Chief Commissioner of Income Tax, Chennai/Hyderabad/Cochin/Bangalore.
4. The Commissioner of GST, Chennai-I, II, III/Coimbatore/Salem/ Trichy/Madurai/ Pondicherry/ Tirunelveli/Bangalore-I, II, III/Guntur/Hyderabad-I, II, III/Cochin /Visakapatnam /Trivandrum/Calicut.
5. The Commissioner of Customs, Chennai(Port)/Chennai(Air)/Bangalore/ Cochin/Mangalore/Trichy/Visakapatnam.
6. The Zonal Director, Narcotics Control Bureau, Chennai/Bangalore.
7. The Regional Director, Enforcement Directorate / DRI, Chennai.
8. The Director General, Central Armed Police Forces (AR/BSF/CISF/CRPF/ ITBP/NSG /SSB).
9. The Joint Director, Central Bureau of Investigation, Chennai.
10. The Under Secretary (Competent Authority Cell), Ministry of Finance, Department of Revenue, North Block, New Delhi 110 001 with request to forward the circular to the Web Master, CBEC website, Dte of System, New Delhi to upload on CBEC Website.

**It is requested that a wider circulation of this letter may please be given among the other departments/sections in the Ministry to enable this office to fill up the post on deputation.**

**ANNEXURE-I**

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (In BLOCK Letters)	
2. Date of Birth (In Christian Era)	
3. i) Date of Entry into service	
ii) 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 as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications, Elective/main subjects and subsidiary subjects may be indicated by the candidate	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
6.1 Note : Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate			
9.2. Note: Information under Column 9(c) &(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
13. Are in you Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basic Pay in PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/Other Allowances etc. (with break-up details)	Total Emoluments	
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.  (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)  (Note: Enclose a separate sheet, if the space is insufficient)			

<p>16.B. Achievements:</p> <p>The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects  (ii) Awards/Scholarships/Official Appreciation  (iii) Affiliation with the professional bodies/institutions/societies and;  (iv) Patents registered in own name or achieved for the organization  (v) Any research/innovative measure involving official recognition vi)any other information</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.#  (Officers under Central/State Governments are only eligible for "Absorption". Candidates non-Government Organizations are eligible only for Short Term Contract)</p>	
<p>#(The option 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)  
Address:

Date :

Encl.: Certification by the Employer / Cadre Controlling Authority.

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**Certification by the Employer / Cadre Controlling Authority**

The information /details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy Circular, if selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri./Smt. \_\_\_\_\_.
- ii) His / Her Integrity is certified;
- iii) His / Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years Or A list of major/minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be).

**Countersigned**

**(Employer/Cadre Controlling Authority with Seal)**