

E-MAIL / FAX / SPEED POST



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS
REGIONAL TRAINING INSTITUTE
PLOT NO.3/86-B, 2ND STREET
AMBATTUR INDUSTRIAL ESTATE, CHENNAI-600 088
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Phone No.044-2625 0083(ADG), 2625 0187, 2625 0189 Fax No.044-2625 0155, 2625 0156
C.No.VI/02/10/2012-Eatt (Deputation) / 116 to 155 Dated. 05.02.2016

CIRCULAR

To

The Chief Commissioner(s) of Central Excise/ Customs/ Service Tax (All).

The Commissioner(s) of Central Excise/ Customs/Service Tax (All).

All Directorate Generals/ Directorates under CBEC and Commissioner (Narcotics).

Sir/Madam,

Sub: Preparation of a Panel for selection for the Posts of Administrative Officer / Inspectors/ Senior Private Secretary/Steno Gr-I / Havildar/ Sepoy on Deputation - Calling for Willingness- Reg.

Applications are invited from willing officers to fill up the following vacancies in Regional Training Institute, NACEN, Chennai on deputation basis for a period of 3 (three) years.

S.NO	Name of the Post	Grade Pay	Vacancy Existing/ Anticipated	Desirable Service ***
1	Administrative Officer	4600/4800	01	Holding analogous post with atleast 2 (two) years of service
2	Inspector	4500/4800	01	---do---
3	Senior Private Secretary	4600	01	---do---
4	Stenographer Gr I	4200	02	---do---
5	Havildar/ Sepoy	1800	02	---do---

*** If any willing officer is found otherwise suitable, the minimum prescribed service can be reduced by the Competent Authority.

2. The officers would normally be appointed for a period of 3 (three) years, which is extendable upto 2 (two) years subject to satisfactory performance of the Officer, his/ her willingness and concurrence from the concerned Cadre Controlling Authority.

3. It is requested that this circular may please be brought to the notice of all Officers in the formation of your jurisdiction and the applications of the willing officers may please be forwarded to this office with the following particulars.

- 1) Name of the Officer
- 2) Date of Birth
- 3) Educational Qualification
- 4) Present Post held & Place of Working
- 5) Date from which present post is held & present scale of pay
- 6) Duly Certified copies of ACR/ APAR grading from 2009-2010 onwards
- 7) Certificate of Vigilance Clearance
- 8) History of Postings right from joining the Department in the following format

S.NO	Post Held	Place of Working	Date		Nature of Duties
			From	To	
1					
2					
3					

4. It may be made clear to the willing officers that option once exercised will be final and in the event of selection, they will not be allowed to withdraw the same and they have to serve NACEN till the expiry of the full tenure of 3 (three) years.

5. It may also be certified that no vigilance/ non-vigilance case is pending or being contemplated in respect of any such officer.

6. In case, while working in this Directorate, the conduct and/ or work performance of the officer is not found to be satisfactory, the officer shall be liable to be reverted and repatriated to the parent Commissionerate/ Directorate without assigning any reasons.

7. The Circular may please be widely circulated among all eligible Officers and the applications of the willing officers along with the required data, NOC and Vigilance clearance Certificates may please be forwarded to this Office on or before **23.02.2016**.

Yours faithfully,

o/c

 05.02.2016
 Principal Additional Director General

Copy Submitted to the Director General, NACEN, Faridabad.

Copy to:

1. The Additional Director General, NACEN, Faridabad.
2. The Systems/Website-in-charge, CBEC/NACEN/Chennai Central Excise/ Colmhatore Central Excise with a request to give wide publicity to this letter through the respective Websites.