

 <p>भारतसरकार / Govt of India वित्तमंत्रालय / Ministry of Finance राजस्वविभाग / Dept of Revenue</p>		 <p>दूरभाष / Telephone: 25268925 फैक्स / Fax : 25222548 ईमेल/Email : cuschn-estt@gov.in</p>
--	---	--

प्रधानआयुक्तसीमाशुल्ककार्यालयचेन्नै-(सामान्य)
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS, CHENNAI (GENERAL)
सीमाशुल्कभवन, 60, राजाजीसालै, चेन्नै-600 001.
CUSTOM HOUSE, NO.60, RAJAJI SALAI, CHENNAI 600 001.

फा.सं./F.No. II/(31)/37/2024-ESTT

दिनांक/DATE:15-02-2024

VACANCY CIRCULAR

Sub: Filling up one (01) post of Manager (Canteen) (General Central Service, Group 'B', Non Gazetted, Non Ministerial) in Level 6 (35,400 - 1,12,400) in the pay matrix on deputation basis -reg.

It is proposed to fill up one (01) post of Manager (Canteen) (General Central Service, Group 'B', Non Gazetted, Non Ministerial) in Level 6 (35,400 - 1,12,400) in the pay matrix on deputation basis in the Office of the Principal Commissioner of Customs (General), Chennai.

2. Eligibility Conditions:

Deputation: Officers under the Central Government , -

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

(ii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in level - 5 (Rs.29200-92300/-) in the pay matrix in the parent cadre or department; or

(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in level - 4 (Rs.25500-81100/-) in the pay matrix in the parent cadre or department; and

(b) possessing the educational qualifications

Essential: Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration from a recognized University or Institute.

Desirable: Two years experience in Accounts work in any Government office or Public Sector Undertaking or Autonomous or Statutory organization.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation including period of deputation in any other ex- cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not ordinarily exceed three years.

Note 3: The maximum age-limit for appointment by deputation shall not exceed fifty-six years as on the last date of receipt of applications.

3. List of duties & responsibilities attached to the post of Manager (Canteen):

(i) Responsible for ensuring smooth and proper functioning of the canteen;

- (ii) Ensure that all operations in the canteen are carried out uninterruptedly;
- (iii) Supervision of work of subordinates;
- (iv) Ensure that entries in all records/accounts including Cash Book, Ledger, Stock Register, Dead Stock Register are made timely and accurately. Annual Account and Balance Sheet maintenance.
- (v) Catering to foreign delegation, VIPs and VVIPs
- (vi) Any other additional duty allotted by the Canteen in-charge .

4. Regulation of pay and other terms of deputation:

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt. (Pay-II) dated 17/06/2010 as-amended from time to time.

5. Age limit:

The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

6. Period of deputation:

The period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

It is also be brought to the notice of those willing to apply that once selected they will not be allowed to withdraw their candidature and will not be relieved before the expiry of three years tenure. During their tenure in Chennai Customs Zone, if the conduct and work of the official found unsatisfactory, they shall be reverted prematurely to their parent office without assigning any reasons.

7. The applications should reach this office along with the enclosures (Annexure - A, Annexure - B) **within 30 days** from the date of issue of this circular. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

This issues with the approval of Pr. Commissioner of Customs, Chennai (General).

अपर आयुक्त सीमा शुल्क/ **ADDITIONAL COMMISSIONER OF CUSTOMS**
स्थापना/ **ESTABLISHMENT**

To

1. All office of Central Government (as per standard list)
2. All Commissionerate in Chennai Customs Zone
3. The Web Master (CBIC), Dte. Systems, C R Building, IP Estate, New Delhi (with the request to place this Circular on CBIC's Website)
4. Notice Board of Custom House/ EDI (with a request to upload the vacancy circular in website)

Annexure-A

**Proforma for application for the post of Manager (Canteen) on Deputation basis
in the Office of the Principal Commissioner of Customs, Chennai (General)**

1.	Name (in capital letters):	:	
2.	Date of retirement under Central Govt. Rules:	:	
3.	Educational qualifications:	:	
4.	Do you possess Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration from a recognized University or Institute?	:	
5.	Name of parent office/Organization to which you belong:	:	
6.	Present Post & Group:	:	
7.	Present Pay (as per 7 th CPC):	:	
8.	Date from which the above said post is held and Scale of Pay:	:	
9.	History of Postings for last five years (viz. Department, Office, Post held, Pay level, Nature of work)	:	(Enclose in a separate sheet)
10.	Additional information, if any, which you would like to mention in support of your suitability for the post.	:	(Enclose in a separate sheet)

Signature of the candidate with name

Place:

Date:

Annexure-B

(Certificate to be furnished by the Employer/ Head of Office/Forwarding Authority)

Certified that the information/details provided in the above application by the applicant namely Shri/Smt._____are true and correct as per the facts available on records. He/she possesses educational qualifications 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. Photocopies of the ACR/APARs for the last 5 years duly attested by the proper officer of the concern section/department are enclosed.

iv. a) No major/minor penalty has been imposed on him/her during the last 10 years

or

b) A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

[for 2. iv. strikeout which is not applicable]

Signature :

Name & Designation:

Office Seal

Place:

Dated:

List of enclosure:

1.

2.

3.