

**फॉ. सं./F. No. Q-22012/1/2021-AAR**  
**भारत सरकार/Government of India**  
**वित्त मंत्रालय/Ministry of Finance**  
**राजस्व विभाग/Department of Revenue**  
**अग्रिम विनिर्णय प्राधिकरण सेल/Authority for Advance Rulings Cell**

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North Block, New Delhi  
Dated 15 April, 2021

**VACANCY CIRCULAR**

**Subject: Filling up of the post of Administrative Officer in the Customs & Central Excise Settlement Commission, Additional Bench, Mumbai - Regarding.**

It is proposed to fill up the post of Administrative Officer in Level-11 of the Pay Matrix (Rs.67700-208700) in the Customs and Central Excise Settlement Commission, Additional Bench, Mumbai on Deputation (including short-term contract)/ Absorption basis on the following terms & conditions:

**I. Eligibility Conditions: -**

Officers under the Central or State Governments or Union Territory administration or Universities or Recognized Research institutions or Semi Government or Statutory or Autonomous Bodies or Public Sector Undertakings: -

- (A) (i) holding analogous post on regular basis in the Parent Cadre/ Department; or
- (ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-3 Rs.15600-39100/- with Grade Pay of Rs.5400/- (Pay level-10) or Equivalent in the Parent cadre or Department; or
- (iii) With Seven years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2, Rs.9300-34,800/- with Grade Pay of Rs. 4600/- (Pay level-7) or equivalent in the parent cadre of Department; and
- (B) Possessing the following qualification and experience: -
- (i) Bachelor's Degree from a recognized University or Institute.
- (ii) Five years' experience in Accounts, Administration, Establishment work in a Government office or Public Sector Undertaking or Autonomous body or statutory organization.

II. Officers from only Central or State Governments shall be eligible for consideration for absorption.

**From Pre-page: -**

Period of Deputation (Including short-term contract) including period of deputation (Including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed Four years. The Maximum age limit for appointment by Deputation (Including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

For the purpose of appointment on deputation (Including short- term contract)/ absorption basis, the service rendered on a regular basis by an officer prior to the 1.1.2006 (the date from which the revised pay structure based on the Sixth Central pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

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 along with the following documents: -

- a) Complete and up-do-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.
- b) Cadre Clearance Certificate; as per the format enclosed
- c) Vigilance Clearance as per the format enclosed
- d) Integrity Certificate, as per the format enclosed
- e) 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 applications should reach the Under Secretary, Ad.IC (AAR), Ministry of Finance, Department of Revenue, Room No. 51-II, North Block, New Delhi – 110001. The last date of receipt of application will be 60 days from the date of publication of this advertisement in the Employment News. Further information is available at website: dor.gov.in

**From Pre-page: -**

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. 011-23095369

To

1. Secretary (Revenue)/ Joint Secretary (Admn) Revenue/ JS(Admn) CBIC/ JS(Admn) CBDT/ Dir (Hqrs.).
2. All Ministries/Departments.
3. Commissioner, Customs & Central Excise Settlement Commission, New Delhi with the request to upload the circular on the website of Commission.
4. Director (NIC) for hosting the vacancy circular on the website of Deptt. of Revenue.
5. Webmaster, CBIC, Directorate of Systems, New Delhi for hosting this O.M. on the website of CBIC.
6. Webmaster, CBDT, Room No. 7008, Aayakar Bhawan, Vaishali, Ghaziabad. U.P. for hosting this O.M. on the website of CBDT.

# Proforma

## Application for the post of Administrative Officer in the Customs & Central Excise Settlement Commission, Additional Bench Mumbai

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.

<u>Official/ Institution</u>	<u>Post held</u>	<u>From</u>	<u>To</u>	<u>Scale of pay and basic pay</u>	<u>Nature of duties (In detail)</u>

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 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 or pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

**From Pre-page: -**

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:-
- Additional academic qualification
  - Professional trainings and
  - 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
- Research publication and reports and special projects;
  - Awards/Scholarships /Official Appreciation;
  - Affiliation with the professional bodies/ institutions /societies and
  - 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.**

**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 form 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