

F.No.A-19011/15/2012-SC
Government of India
Ministry of Finance
Department of Revenue
(Customs, Central Excise & Service Tax Settlement Commission)
Room Nos. 345-363, 3rd Floor,
Hotel Samrat, Chanakayapuri

New Delhi, dated the : October, 2015

Application are invited for filling up the following posts in the Customs, Central Excise & Service Tax, Settlement Commission, Principal Bench, New Delhi and the Additional Benches at Mumbai, Chennai and Kolkata on deputation basis :-

1. SENIOR PRIVATE SECRETARY

Number of Post: 12

Pay Scale : Rs. 9300-34800+4800
Number of Posts : 12 (03 Delhi, 03 Mumbai, 03 Kolkata & 03 Chennai)

Eligibility Criteria

Central Government employees:-

- a) holding analogous posts on regular basis; or
- b) with three years regular service as Private Secretary in the posts carrying the pay scale of Rs, 6500-200-10,500/- (pre-revised); or
- c) 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

Number of Post: 03

Pay Scale : Rs. 9300-34000+4200
Number of Posts : 03 (01 Delhi, 01 Mumbai, 01 Kolkata)

Eligibility Criteria

Central Government employees:

- a) holding analogous posts on regular basis in the parent cadre; or
- b) with three years' regular service as Stenographer grade post carrying the pay scale of Rs, 5500-175-9000/- (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 INVESTIGATION OFFICER

Number of Post: 01

Pay Scale : Rs. 9300-34800+4600
Number of Posts : 01 (Kolkata)

Eligibility Criteria

Central Government employees:

- a) Holding analogous posts on regular basis; or

- b) with three years' regular service in 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)
- c) Possessing experience of investigating work in Customs & Central Excise matters.

4. JUNIOR INVESTIGATION OFFICER

Number of Post: 06

Pay Scale : Rs. 9300-34800+4600

Number of Posts : 06 (02 Delhi, 01 Mumbai, 02 Kolkata & 01 Chennai)

Eligibility Criteria

Central Government employees:

- a) Inspectors of Customs & Central Excise ; or
- b) Senior Tax Assistants/Tax Assistants in the Customs & Central Excise Department, who are Graduate and have rendered 6/10 years regular service in their respective grades;
- c) and possessing experience of investigation work in Customs & Central Excise matters.

5. ASSISTANT

Number of Post: 02

Pay Scale: : Rs. 9300-34800+4200

Number of Posts: : 02 (01 Delhi & 01 Chennai)

Eligibility Criteria

Central Government employees:

- i) Holding analogous posts on regular basis; or
- ii) Upper Division Clerk of eight years regular service in the grade.

6. STENOGRAPHER GR. II

Number of Post: 11

Pay Scale : Rs. 9300-34800+4200

Number of Posts : 03 (Delhi), 03(Mumbai), 03(Chennai), 02(Kolkata)

Eligibility Criteria

Central Government employees:

- i) Holding analogous posts on regular basis; or
- ii) With five years regular service as Stenographer in pay scale of Rs, 4000-100-6000/- (Pre-revised).

7. STENOGRAPHER GR. III

Number of Post: 06

Pay Scale : Rs.5200-20200+2400/-

Number of Posts : 02 (Delhi), 02(Mumbai) & 02(Chennai)

Eligibility Criteria

Central Government employees:

- i) Holding analogous posts on regular basis;
- ii) and should be matriculate & equivalent with a speed of 80 words per minute in stenography.

8. **HINDI TRANSLATOR**

Number of Post: 01

Pay Scale: Rs. 9300-34800+4200

Number of Posts: 01 (Delhi)

Eligibility Criteria

Central Government employees:

- i) Holding analogous posts on regular basis; or
- ii) Holding post in the Scale of pay of Rs. 4000-6000 or equivalent for three years on regular basis; or
- iii) Holding post in the Scale of pay of Rs. 3050-75-4590 or equivalent for five years on regular basis; and
 - a) Having Masters Degree of a recognized University in Hindi/English with English/Hindi as a main subject at the degree level; or
 - b) Master's Degree of a recognized University in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at the degree level; or
 - c) Bachelor's Degree with Hindi and English as main subject or wither of the two as medium of examination and other as main subject plus recognized Diploma/Certificate Course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central/State Government Offices.

9. **LOWER DIVISION CLERK**

Number of Post: 03

Pay Scale : Rs.5200-20200+1900/-

Number of Posts : 01 (Delhi), 01(Kolkata) & 01(Chennai)

Eligibility Criteria

- i) Central Government Employees holding analogous posts on regular basis.

The period of deputation shall be initially for one year extendable up to three years. The pay of the officers/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 of receipt of applications.

The application 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 issue of this Advt. along with (a) up-to-date CR dossiers of the candidate concerned of 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.

Incomplete applications or applications not received through proper channel or applications received after the specified date shall not be entertained and would be straight-way rejected.

The applicant should address their applications to the respective Commissioner directly, in whose jurisdictional Bench, They are willing to apply as their applications will be considered by the concerned jurisdictional Bench.

ADDRESS OF THE BENCHES

1. PRINCIPAL BENCH, DELHI

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

2. ADDITIONAL BENCH, KOLKATA


Commissioner, Customs & Central Excise Settlement Commission, Additional Bench, CGO Complex, 3rd MSO Building, DF Block, Block -A, 6th Floor, Salt Lake, Kolkata-700064.

3. ADDITIONAL BENCH CHENNAI

Commissioner, Customs & Central Excise Settlement Commission, Additional Bench 2nd Floor, Narmada Block, Customs House, 33 Rajaji Salai, Chennai-600001.

4. ADDITIONAL BENCH IN MUMBAI

Commissioner, Customs & Central Excise Settlement Commission, Additional Bench, C-24, Utpad Shulk Bhawan, Bandra Kurla Complex, Mumbai-400051.


27/7/2015
(Mamta Trikha)
D.D.O.

Copy to :-

1. The Webmaster, Directorate General of Systems, Customs & Central Excise, C.R. Building, I.P. Estate, New Delhi with the request to uploading the same into official website i.e. www.cbec.gov.in.
2. ✓ The Director, Department of Personnel & Training, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with the request to uploading the same into official website.

PROFORMA

1. Name of the Post:
2. Name:
3. Date of Birth:
4. Date of retirement under Central Government Rules:
5. Whether eligible conditions 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.

ELIGIBILITY CONDITIONS POSSESSED BY THE APPLICANT

Essential :

Desirable :

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

Name of the post & Office	Pay Scale	From	To	Nature of appointment whether as-hoc or regular

9. Whether belongs to SC/ST:
10. Remarks:

(Signature of
Applicant)

Address: -----

Telephone:-----

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

(Signature of the Head of Office)