

F.No.A-12026/19/2012-Ad.I

Government of India  
Ministry of Finance  
Department of Revenue

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New Delhi, dated the <sup>26<sup>th</sup></sup> August, 2013.

OFFICE MEMORANDUM

Subject: Filling up the post of Indirect Tax Ombudsman at Chennai in the HAG+ Pay Scale of Rs. 75500-80000/-.

It is proposed to fill up one post of Indirect Tax Ombudsman at Chennai in HAG+ Pay Scale of Rs. 75500-80000/-. The eligibility criteria as per Indirect Tax Ombudsman Guidelines, 2011 is given in Annexure-I.

2. Applications of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at Annexure-II (ii) clear photocopies of the up-to-date CR/APAR dossier of the officer containing CR/APARs of atleast last ten years duly attested by a Group A officer (iii) cadre clearance (iv) clearance from vigilance and disciplinary angle as in Annexure-IV and (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

3. All Ministries/Departments are requested to forward the applications of willing and eligible officers in the prescribed proforma to the undersigned latest by 15.10.2013.

  
26/8/13  
(Ajay Kumar Nema)  
Director(HQ)

To

1. Joint Secretaries(Admn) of all the Ministries/Departments of Government of India
2. Technical Director, NIC, Department of Personnel and Training, Room No. 11/A, North Block, New Delhi with the request to post this circular on the DoP&T website under the heading "Vacancies in the Autonomous Organisations".
3. Section Officer (Computer Cell), Department of Revenue, with the request that this vacancy circular may be posted on the official web site of the Department of Revenue.

**Annexure-I**

**Eligibility criteria for the post of Indirect Tax Ombudsman at Chennai, Department of Revenue, New Delhi.**

1.	Name of the post	Indirect Tax Ombudsman
2.	Scale of pay	HAG+ Pay Scale of Rs. 75500-80000/-.
3.	Eligibility	<p>Officers who have held a post in the Government of India in the HAG scale of pay of Rs. 67,000-79,000/-(pre-revised pay scale of Rs. 22,400-525-24,500) on regular basis for at least one year and shall preferably be a resident of the city where he/she is proposed to be appointed.</p> <p>He/she shall be a serving officer (as on the last date for receipt of applications) of Group 'A' service of the Central Government. When appointed as Ombudsman, the officer, if he/she is still in service under the Government of India, shall seek retirement from Government service, before entering upon the office as an Ombudsman.</p>

**PROFORMA**

1.	Name					
2.	Date of birth					
3.	Designation & Pay Band with Grade Pay					
4.	Cadre/Service to which belong					
5.	Educational qualification					
6.	Name of Home Town with State					
7.	Details of the present post held: (a) Date from which held (b) Pay Band with Grade Pay (c) Whether regular/ adhoc/deputation (d) If the present post is held on deputation basis, since when and the date on which the deputation period will be completed (e) If the position held is on deputation, the regular post held in the cadre, with pay band, grade pay and from which date					
8.	Position held during the past:-					
S.No	Name of Office/Organisation where employed	Post held and service/cadre to which belongs	From	To	Pay Band with grade pay	Nature of duties in brief
(1)	(2)	(3)	(4)	(5)	(6)	(7)
9.	Additional information, if any, which you would like to mention in support of the application for the post:					

Signature of the candidate:

Place:

Date:

Tel.No-----

Mob.No.-----

(c) Office Address:

(d) Residential Address:

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE  
CLEARANCE IS BEING SOUGHT**

**( To be furnished and signed by the CVO or HOD)**

1. Name of the Officer(in full) :
2. Father's name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service :
6. Service to which the officer  
Belongs including batch/year  
/cadre etc. wherever applicable:
7. Positions Held ( during ten preceding years):

S. No.	Organisation (name in full)	Designation & Place of Posting	Administrative/nodal Ministry/ Department concerned( in case of officers of PSUs etc)	From	To

8. Whether the officer has been placed on the Agreed List or List of Officers of Doubtful Integrity(If yes, details to be given) :
9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result(\*) :
10. Whether any punishment was awarded to the Officer during the last 10 years and if so the date Of imposition and details of penalty(\*) :
11. Is any disciplinary/criminal proceedings or Charge sheet pending against the officer as On date ( if so, details to be furnished, including Reference number, if any of the Commission) :
12. Is any action contemplated against the officer As on date( if so, details to be furnished)(\*) :

DATE:

(NAME AND SIGNATURE)

(\*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.

**Annexure-III**

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD  
OF OFFICE/FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt/Kum-----  
----- are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II.
2. It is also certified that there is no vigilance/disciplinary case either pending or being contemplated against him/her and vigilance clearance issued by CVO in the enclosed Annexure (IV).
3. His/her integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt/Kum-----  
----- during the last 10 years period.
5. The up-to-date attested Photostat copies of ACR/APARs of last 10 years( each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt/Kum----- is enclosed herewith.

Seal & Signature of the cadre controlling Authority