

Ministry of Finance

Department of Revenue

(Customs, Central Excise & Service Tax Settlement Commission)

Room Nos. 345-363, 3rd Floor, Hotel Samrat, Chanakayapuri

New Delhi-110021

Applications are invited for filling up the following posts in the Customs, Central Excise & Service Tax, Settlement Commission, Principal Bench, New Delhi on deputation basis:-

1. SENIOR INVESTIGATION OFFICER

Pay Scale: Rs. 9300-34800 + 4600 (Pre-revised)

Number of Posts: 01 Delhi

Eligibility Criteria

Central Government employees:

- Holding analogous posts on regular basis; **or**
- 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)
- Possessing experience of investigating work in Customs, Central Excise & Service Tax matters.

2. JUNIOR INVESTIGATION OFFICER

Pay Scale: Rs. 9300-34800 + 4200 (Pre-revised)

Number of Posts: 02 Delhi

Eligibility Criteria

Central Government employees:

- Inspectors of Customs, Central Excise & Service Tax (CGST) with three years regular service; **or**
- 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;
- and possessing experience of investigation work in Customs, Central Excise & Service Tax matters.

3. SENIOR PRIVATE SECRETARY

Pay Scale : Rs. 9300-34800+4800 (Pre-revised)

Number of Posts: 03 Delhi

Eligibility Criteria

Central Government employees:-

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

4. PRIVATE SECRETARY

Pay Scale: Rs. 9300-34000 + 4200 (Pre-revised)

Number of Posts : 01 Delhi

Eligibility Criteria

Central Government employees:

- holding analogous posts on regular basis in the parent cadre; **or**
- 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.

5. STENOGRAPHER GR. II

Pay Scale: Rs. 9300-34800 + 4200 (Pre-revised)

Number of Posts: 03 Delhi

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).

6. STENOGRAPHER GR. III

Pay Scale: Rs.5200-20200 + 2400/- (Pre-revised)

Number of Posts: 02 Delhi

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.

7. HINDI TRANSLATOR

Pay Scale: Rs. 9300-34800+4200/- (Pre-revised)

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 (Pre-revised) or equivalent for three years on regular basis; **or**
- iii) Holding post in the Scale of pay of Rs. 3050-75-4590 (Pre-revised) 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 either 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.

8. LOWER DIVISION CLERK

Pay Scale: Rs.5200-20200 + 1900/- (Pre-revised)

Number of Posts: 01 Delhi

Eligibility Criteria

i) Central Government Employees holding analogous posts on regular basis.
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.
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 60 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 **Commissioner, Customs, Central Excise & Service Tax (CGST), Room Nos. 345-363, 3rd floor, Hotel Samrat, Kautilya Marg, Chanakayapuri, New Delhi-110021.**

(D.P. Chamoli)
Administrative Officer
ANNEXURE-I

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 ad-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.