



GOVERNMENT OF INDIA

MINISTRY OF FINANCE, DEPT. OF REVENUE

CUSTOMS, CENTRAL EXCISE & SERVICE TAX SETTLEMENT COMMISSION

ADDITIONAL BENCH :: KOLKATA

C.G.O. COMPLEX :: 3RD M.S.O. BUILDING :: DF BLOCK :: BLOCK - A :: 6TH FLOOR :: SALT LAKE
KOLKATA - 700 064 :: Phone : 2358 - 1918/2358-1939 :: Fax : 2358-1911

Circular

Subject: - Application for Deputation & Loan (Posting) of Various posts in Settlement Commission

- (i) Applications are invited from eligible and willing **Central Govt. serving** candidates for filling up the following posts in the Office of the Additional Bench of Customs, Central Excise & Service Tax Settlement at Kolkata on **deputation** basis: -

<u>Sl. No.</u>	<u>Name of the Post</u>	<u>No of Vacancies</u>	<u>Pay Scale</u>	<u>Eligibility Criteria(s)</u>
1.	Jr. Investigation Officer	1	Revised Level 7 as per 7 th CPC	1. Inspector of Central Excise & Service Tax (presently GST). & 2. Having experience in revenue/ investigation work.
2.	Hindi Translator	1	Revised Level 6 as per 7 th CPC	1. Holding Analogous posts in regular basis. or 2. Three (3) years in regular Service at Pay Scale of Level 5 (revised) as per 7 th CPC. or 3. Five (5) years in regular Service at Pay Scale of Level 4(revised) as per 7 th CPC. & a. Having Masters Degree in Hindi/English from a recognized University with Hindi/English as a main subject at the Degree level. or b. Masters Degree in any subject with Hindi as a medium as a medium of instruction and examination with English as a compulsory subject in Degree level. or c. Bachelors Degree in Hindi or English with either as medium of instruction and other as main subject plus Diploma/Certificate course in Translation from Hindi to English and vice-versa from recognized institutes.
3.	Stenographer Gr. I	2	Revised Level 6 as per 7 th CPC	1. Holding Analogous posts in regular basis. 2. Three (3) years in regular Service at Pay Scale of Level 5 (revised) as per 7 th CPC. & a. Knowledge of stenography and/or typing with speed of 80 words or more per minute.
4.	Stenographer Gr. II	2	Revised Level 5 as per 7 th CPC	1. Holding Analogous posts in regular basis. Or 2. Three (3) years in regular Service at Pay Scale of Level 4 (revised) as per 7 th CPC. & a. Knowledge of stenography and/or typing with speed of 80 words or more per minute.
5.	Lower Div. Clerk	1	Revised Level 2 as per 7 th CPC	1. Holding Analogous posts in regular basis. 2. Three (3) years in regular Service at Pay Scale of Level 1 (revised) as per 7 th CPC.

(P.T.O)

The period of Deputation shall initially be for 3(three) years which can be extended subject to approval of the competent authority. The pay of the officer selected and other conditions of Service shall be regulated in accordance to DoPT O.M. No. 6/8/2009-Estt.(Pay II) Dated 17.06.2010, O.M. No. 2/6/2016-Estt. (Pay II) dated 17.02.2016 and subsequent amendments thereof.

- (ii) Further, applications are invited from eligible and willing **Central Govt. serving** candidates for filling up the following posts in the Office of the Additional Bench of Customs, Central Excise & Service Tax Settlement at Kolkata on **loan** basis: -

<u>Sl. No.</u>	<u>Name of the Post</u>	<u>No of Vacancies</u>	<u>Eligibility Criteria(s)</u>
1.	Superintendent (Tech & Inv)	1	a. Having in depth knowledge in Customs, Central Excise & Service Tax and / or GST matters including legal provisions involving Settlement Commission. b. Holding posts at Pay Scale of Level 8 (revised) or above as per 7 th CPC in regular basis.
2.	Inspector (Tech & Inv)	1	a. Having in depth knowledge in Customs, Central Excise & Service Tax and / or GST matters including legal provisions involving Settlement Commission. b. Holding posts at Pay Scale of Level 7 (revised) or above as per 7 th CPC in regular basis.
3.	Tax Assistant	1	a. Having in depth knowledge in Administrative as well as Accounts matter including various Acts, Circulars and Notifications issued by DoPT & CAG time-to-time. b. Holding posts at Pay Scale of Level 4 (revised) or above as per 7 th CPC in regular basis.
4.	Stenographer	2	a. Knowledge of stenography and/or typing with speed of 80 words or more per minute.

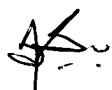
The period of Loan shall initially be for 3(three) years which can be extended subject to approval of the competent authorities. Other conditions of Service of the officers shall be regulated in accordance to CCS (Conduct) Rules, 1964 read with Handbook for Personnel Officers, 2013.

Applications in prescribed format, as mentioned in Annexure – I enclosed, super-scribing the name of the post applied on the envelope, are to be submitted **through proper channel** (including NOC from the controlling officer) with documents mentioned in Annexure – I (as applicable) to the address as mentioned below: -

**The Vice – Chairman,
Customs, Central Excise & Service Tax Settlement Commission, Additional Bench,
Block – A, 6th Floor, CGO Complex,
3rd MSO Building, DF Block,
Salt Lake, Kolkata – 700 064.**

Last date for receipt of applications is **31.08.2018**, which may be extended as per statutory provisions.

This issues with the approval of the Competent Authority.


(Sabyasachi Sen)
Admn. Officer & DDO

C.No. II/16/Deputation/SC/Kol/16/Pt.II/

Copy forwarded to: -

1. The Additional Commissioner, Customs, Central Excise & Service Tax Settlement Commission, Pr. Bench, New Delhi for information of the Hon'ble Chairman.
2. The Deputy Secretary (Admn.), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi – 110 091, for information & Circulation / upload in official website please.
3. All Chief Commissioners of Customs & GST through the Director General of Customs & GST (Systems), CBEC, Hotel Samrat, 4th & 5th Floor, Chanakya Puri, New Delhi – 110 021, with request to upload the circular in the official website of CBEC. (Soft copy sent via e – mail)
4. The Webmaster – ICEGATE (webmaster.cbec.@icegate.gov.in) with request to upload the circular in the official website of Settlement Commission. (Soft copy)
5. The WIM, NIC (wim@nic.in & Support@nic.in) with request to upload the circular in the official website of other Central Govt. Deaprtments.
6. All Central Govt. Offices in Kolkata/Hqtrs. (as per attached list) for circulation.

Annexure – I

Affix Self-attested
photograph

1. Nature of Post applied	Deputation / Loan (Cross out as applicable)
2. Name of the Post applied for	
3. Name of the Applicant with present Address	
4. Present post held (w/ parent department)	
5. Present Pay Scale	
6. Educational / Technical Qualification	
7. Additional Qualification & Experience (if any)	
8. Whether the applicant is SC/ST/OBC/PH(VH,HH,OH)/Ex-Serviceman	

Declaration: -

I, Shri / Smt. _____, s/o \ d/o Shri _____, do hereby declare that the details given above are correct to the best of my knowledge and belief. If any time during my deputation / loan posting period the information stated above is found to be incorrect, my deputation / loan posting will be cancelled and subsequently I will be liable for penal action.

Place: -

Date: -

(Signature of the applicant)

Documents required: -

- a. Up-to-date CR dossiers of the candidate concerned with photocopies of ACR/APAR for the last five (5) years. (for deputation posts)
- b. Vigilance Clearance report showing no disciplinary or criminal proceedings are either pending or contemplated against the candidate.
- c. Statement showing Major/Minor penalties, if any.
- d. Integrity Certificate.
- e. Documentary proof regarding Category of the Candidate (SC/ST/OBC/PH (VH, HH, OH)/Ex-Serviceman etc.)
- f. Certificate confirming speed in Stenography and/or typewriting from the parent office of the Candidate (for Stenographer posts).
- g. Certificate confirming proficiency in translation from Hindi to English & Vice-versa along with supporting documents from the parent office of the Candidate. (for Hindi Translator post).