South Eastern Railway

Office of the
Sr.Divl.Personnel Officer
S.E Railway, Adra
Dt. 13.08.2024

No. SER/P-ADA/EP/209/AO/2024

To
All the Branch Officer
S.E. Railway,Adra

Sub: Willingness for the post of Administrative Officer in Chennai Customs Zone by Deputation-reg.

Ref: i) APO /R/GRC's Letter No. SER/P-HQ/Ruling/0/867/Pt.II dated 06.08.2024
ii) Deputy Commissioner/Customs/Establishment/Chennai Zone's F.No.II/346/2024-ESTT dated 26.07.2024

Enclosed please find herewith the APO/R/GRC's Letter No. SER/P-HQ/Ruling/0/867/Pt.II dated 06.08.2024 and Deputy Commissioner/Customs/Establishment/Chennai Zone's F.No.II/346/2024-ESTT dated 26.07.2024 under reference, which speaks for itself.

Therefore you are requested to give wide publicity amongst the eligible staff under your kind control and please arrange to send the applications of willing candidates to OS/ OMS of Sr.DPO's office, Adra within 23.08.2024 positively for further course of action.

This is for your kind information and necessary action please.

Encl. : As above.

13/8/2024

Asst. Personnel Officer
For Sr.Divl. Personnel Officer
S.E. Railway,Adra

Copy to: OS(G) to DRM/Adra is advised to upload the same to the railway website of Adra division please.

13/8/2024

Asst. Personnel Officer
For Sr.Divl. Personnel Officer
S.E. Railway,Adra

दक्षिण पूर्व रेलवे / SOUTH EASTERN RAILWAY

Office of the
Pr. Chief Personnel Officer
11, Garden Reach Road
Kolkata – 700 043

संख्या/ No.SER/P-HQ/Ruling/0/867/Pt.II

दिनांक/Dated : 06.08.2024

To
The All Concerned
S.E. Railway

Sub: Willingness for the post of Administrative Officer in Chennai Customs Zone by Deputation – reg.

Ref: Deputy Commissioner of Customs/Establishment/ Office of the Principal Commissioner of Customs (General)'s notification no. II/346/2024-ESTT dated 26.07.2024.

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Deputy Commissioner of Customs/Establishment/ Office of the Principal Commissioner of Customs (General)'s notification no. II/346/2024-ESTT dated 26.07.2024 regarding willingness for the post of Administrative Officer in Chennai Customs Zone by Deputation basis is sent herewith for information and necessary action at your end please.

You are requested to circulate the same so that the willing eligible candidates can apply in prescribed proforma enclosed complete in all respects, Vigilance /D&AR Clearance, Integrity Certificate, duly certified copies of APARs/ACRs ratings for the last five (05) years, through proper channel directly to the office of **The Deputy Commissioner of Customs (Establishment), Custom House, No. 60, Rajaji Salai, Chennai-600001 latest by 30.08.2024.**

Encl: As above

06/8/2024

(चित्तरंजन कुमार)
(Chittaranjan Kumar)
सहायक कार्मिक अधिकारी(आर)
Asstt. Personnel Officer(R)
कृते प्रधान मुख्य कार्मिक अधिकारी
for Pr. Chief Personnel Officer

भारतसरकार / Govt of India
वित्तमंत्रालय / Ministry of Finance
राजस्वविभाग / Dept of Revenue

Azadi Ka Amrit Mahotsav

दूरभाष / Telephone: 044-25254419
ईमेल/Email :cuschn-estt@gov.in

प्रधानआयुक्तसीमाशुल्ककाकार्यालय) चेन्नै-सामान्य
OFFICE OF THE PRINICIPAL COMMISSIONER OF CUSTOMS (GENERAL)
सीमाशुल्कभवन ,नं60 ., राजाजीसाले ,चेन्नै001 600-
CUSTOM HOUSE, NO.60, RAJAJI SALAI, CHENNAI-600 001
cuschn-estt@gov.in
फैक्स/Fax : (044) 2522 0093 दू/Ph : (044)2522 4308

F.No.II/346/2024-ESTT

दिनांक/Date: 26-07-2024

CIRCULAR

Subject: Willingness for the post of Administrative Officer in Chennai Customs Zone by Deputation – Reg.

Applications are invited to fill up the following posts in Chennai Customs Zone, in the pay scale mentioned against the posts from Officers of the Central Government or State Government or Union territories holding analogous posts on regular basis in the parent cadre or department. The details are as under :

S. No	Name of Post	Pay Level (Pay Scale)	No. of vacancy
1	Administrative Officer	Level 7 (Rs. 44,900 – 1,42,400)	21

2. The above post will be filled up by way of deputation basis as per under mentioned eligibility criteria as prescribed in the Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes & Customs, Administrative Officer, Group B Post Recruitment Rules, 2020 dated 21 May 2020, which is as under:

APO/K

Deputation:

a. Officers of the Central Government or State Government or Union Territories:

i. holding analogous posts on regular basis in the parent cadre or Department; or
ii. with five years regular service in the grade rendered after appointment thereto on regular basis in Level-6 in the pay matrix (Rs. 35,400 - 1,12,400) or equivalent in the parent cadre or Department.

b. Possessing the following educational qualification and experience:

i. Bachelor's degree from a recognized University or Institute.
ii. Two years experience in Accounts, Administration, Establishment work in a Government Office or Public Sector Undertaking or Autonomous body or Statutory body.

Note 1: The period of deputation including the period 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 exceed five years or extended as per the guidelines issued by the Government of India from time to time.

Note 2: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 3: The Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

3. It is requested that this circular may please be brought to the notice of all eligible officers, under your charge and the applications of the willing officers may please be forwarded to this office as per proforma enclosed to this letter along with the following particulars below.

1. Duly certified copies of APAR gradings for the last 5 years
2. Vigilance Clearance Certificate
3. Integrity Certificate
4. No Objection Certificate from Cadre Controlling Authority

4. The willing and eligible officers are requested to send their application through proper channel, addressed to **"The Deputy Commissioner of Customs (Establishment), Custom House, No. 60, Rajaji Salai, Chennai-600001" on or before 30th August 2024.** Incomplete applications or applications not received through proper channel or applications received after the specified date shall not be entertained and would be rejected.

5. The officers who are selected would be normally appointed for a period of 3 years. They will not be allowed to withdraw their name and will also not be relieved till the expiry of the tenure of three years. They may be posted anywhere in the jurisdiction of Chennai Custom Zone. If the performance and / or the conduct of the

officer is not found to be satisfactory during his / her tenure at Chennai Custom Zone, the officer will be repatriated to the parent Department / Commissionerate / Directorate / Public Sector Undertaking / Autonomous body even before completion of the deputation period.

6 . This issues with the approval of the Principal Commissioner of Customs, General Commissionerate.

Signed by Babukumar Jacob
Date: 26-07-2024 16:53:27

(एस बाबूकुमार जैकब / S. Babukumar Jacob)
सीमा शुल्क उपायुक्त / Deputy Commissioner of Customs
(स्थापना / Establishment)

Copy for information and necessary action to:

1. The Webmaster (CBIC), Directorate of Systems, CR Building, IP Estate, New Delhi - 110 002, with a request to place this Circular in CBIC website.
2. All Ministries & Department under Government of India with a request that this circular may be circulated in their Ministries / Departments and among their attached / subordinate offices.
3. All Principal Chief Commissioners / Chief Commissioners / Director Generals of CBDT.
4. All Principal Chief Commissioners / Chief Commissioners / Director Generals of CBIC.
5. The Assistant Commissioner (EDI), Chennai Customs, with a request to place this Circular in Chennai Customs Zone website.

PROFORMA (for the post of Administrative Officer in Chennai Customs Zone by Deputation)		
1	Name of the Officer	
2	Designation	
3	Date of Birth	
4	Date of Joining in the Government Service	
5	Date of Joining in the Present Cadre	
6	Date of Superannuation	
7	Category	
8	Educational Qualification	
9	Present Place of Posting	
10	Date from which working in the present place of posting	
11	Present Pay and Pay Scale	
12	Experience	
13	Awards/Distinctions received, if any	
14	History of Postings (Attach separate sheet, if required)	
15	Name, Designation and Contact details of present Controlling Officer	

I hereby declare that all the details filled in this proforma are true, complete and correct to the best of my knowledge and I undertake to work on deputation anywhere in the jurisdiction of Chennai Customs Zone.

Date :

Signature of willing officer