

No.25/7/2016-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
New Delhi – 110 003.  
Dated the 8<sup>th</sup> November, 2016

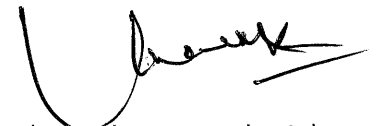
OFFICE MEMORANDUM

Subject:- Filling up the posts of Senior Private Secretary in the Customs, Central Excise & Service Tax, Settlement Commission, Additional Bench, Chennai on deputation basis.

The undersigned is directed to refer to Department of Revenue's Circular No.II/16/1/2015-SC dated 26.10.2016 (copy enclosed) on the subject mentioned above, for the information of all CSSS officers of this Department. All eligible and willing officers may, accordingly, apply through proper channel, in time so as to complete the process of routing the applications to Customs & Central Excise, Settlement Commission, Additional Bench, Chennai.

2. It may be noted that Cadre Clearance from CS.II Division will be required in case of Principal Private Secretary and above level officers of CSSS applying for deputation.

Encl.: As above.



(Umesh Kumar Bhatia)  
Under Secretary to the Govt. of India  
Tel: 24623157

To,

All Ministries/Departments (through website of DoP&T)



भारत सरकार / GOVERNMENT OF INDIA

वित्त मंत्रालय / MIN. OF FINANCE, राजस्व विभाग / DEPT. OF REVENUE

सीमा शुल्क और केंद्रीय उत्पाद शुल्क समझौता आयोग  
CUSTOMS, CENTRAL EXCISE and SERVICE TAX SETTLEMENT COMMISSION

अतिरिक्त न्यायपीठ, दुसरी मंजिल, नर्मदा ब्लॉक, कस्टम हाउस  
ADDITIONAL BENCH, II FLOOR, NARMADA BLOCK, CUSTOM HOUSE

60, राजाजी सालै / RAJAJI SALAI, चेन्नै / CHENNAI-600 001

दूरभाष / Tel.: 044-25216136; फ़ैक्स / Fax: 044-25216137

समझौता आयोग के सामो प्रस्तुत कार्यवाही

C.No.II/16/1/2015-SC

Dated : 26.10.2016

Applications are invited for filling up the Senior Private Secretary in the Customs, Central Excise & Service Tax, Settlement Commission, Additional Bench, Chennai on deputation basis:-

### SENIOR PRIVATE SECRETARY

Pay Scale : Rs. 9300-34800+4800  
Number of Posts : 3

### Eligibility Criteria

Central Government employees:-

- holding analogous post 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.500-9000 (pre-revised) or Rs. 6500-10500 (pre-revised) or equivalent in the parent cadre/Department in the Stenographer cadre.

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 Additional Commissioner at the address mentioned below within 30 days from the date of issue 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.

Applicants should address their applications to the "Additional Commissioner" and the same sent to the undermentioned address.

Additional Bench, Chennai  
Customs & Central Excise, Settlement Commission, Additional Bench,  
2<sup>nd</sup> Floor, Narmada Block, Customs House,  
33 Rajaji Salai, Chennai – 600001.

  
(R. CHANDRASEKARAN)  
Assistant Commissioner

Copy to :

**1. Principal Bench, Delhi:**

Commissioner, Customs, Central Excise, Settlement Commission, Room No. 345-363, 3<sup>rd</sup> floor, Hotel Samrat, Kautilya Marg, Chanakayapuri, New Delhi – 110021

**2. Additional Bench, Kolkata:**

Commissioner, Customs, Central Excise, Settlement Commission, Additional Bench, CGO Complex, 3<sup>rd</sup> MSO Building, DF Block – A. 6<sup>th</sup> Floor, Salt Lake, Kolkata – 700064.

**3. Additional Bench, Mumbai:**

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

4. 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](http://www.Cbec.gov.in)

✓ 5. 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 field of Selection:
8. Details of services:

Name of the Post & Office	Pay Scale	From	To	Nature of appointment whether adhoc or regular

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

**(Signature of Applicant)**  
**Address** \_\_\_\_\_  
**Telephone** \_\_\_\_\_

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

**(Signature of the Head of Office)**