



भारत सरकार, **GOVERNMENT OF INDIA**  
वित्त मंत्रालय, **MINISTRY OF FINANCE**  
राजस्व विभाग, **DEPARTMENT OF REVENUE**

सक्षम प्राधिकारी का कार्यालय [एस.ए. एफ.इ.एम (एफ.ओ.पी) ए. & एन.डी.पी. एस.ए]  
**OFFICE OF THE COMPETENT AUTHORITY [SAFEM (FOP)A & NDPSA]**  
SHASTRI BHAWAN, New Building Complex, (4<sup>th</sup> Floor),  
No. 26, Haddows Road, Nungambakkam, Chennai - 600 006  
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S.F. No.52/2023-24

दिनांक / Dated : 19.02.2024

**Vacancy Circular No. 01/2023-24**

Applications are invited from willing and eligible candidates to fill up the following posts on deputation basis in the office of the Competent Authority SAFEM(FOP)A & NDPSA, Chennai. The details regarding the posts are given as under:-

|                           |          |   |  |
|---------------------------|----------|---|--|
| Superintendent<br>(Admn.) | 01 (One) | PB-2 Rs.9300-34800<br>(Grade pay - 4600)<br>(Pre-revised)<br>Revised - 44900/- &<br>Pay Matrix<br>Level - 7 | Officers under the Central Government Departments or Organisations:<br><br>Eligibility:<br>Officers under Central Board of Direct Taxes, GST, Customs, Narcotics Department, Directorate of Enforcement and Central Police Organizations<br><br>(a) (i) holding analogous post on regular basis or<br>(ii) with three years regular service in the pay scale of Rs.5500-9000 (pre revised) or<br>(iii) with six years regular service in the pay scale of Rs.5000-8000 (pre revised) and<br>(b) Possessing two years' experience in administration, establishment and accounts matter. |
| Inspector                 | 01 (One) | PB-2 Rs.9300-34800<br>(Grade pay - 4200)<br>(Pre-revised)<br>Revised - 35400/- &<br>Pay Matrix<br>Level - 6 | Officers under the Central Government Departments or Organisations :<br><br>Eligibility :<br><br>(i) Inspector of Income-tax or Customs and GST (previously Central Excise) or Narcotics (Central Bureau of Narcotics or Narcotics Control Bureau) or Assistant Enforcement Officer or Sub-Inspector of Central  |

|  |  |  |  |
|--|--|--|--|
|  |  |  | <p>Police organization, Central Bureau of Investigation.<br/>OR<br/>(ii) Head Clerks or Tax Assistants or Upper Division Clerks of Income-tax, GST (previously Central Excise) and Customs Departments who have qualified in the Departmental Examination for promotion to the grade of Inspector in the respective Departments. Officials with flair for Income-tax Act, Customs Act, Foreign Exchange Maintenance Act and Narcotic Drugs and Psychotropic Substances Act will be given preference.</p> |
|--|--|--|--|

For the posts mentioned above, provision of knowledge in the operation of computers will be considered as additional qualification.

The deputation will be governed by the terms & conditions as contained in the DOP&T's O.M.No. 2/29/91/Estt(Pay-II) dated 05.01.94 and No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 as amended from time to time.

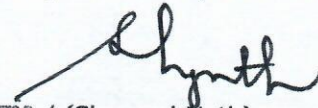
The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization / department of the Central Government shall ordinarily **not exceed three years, but extendable upto seven years**. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

The official selected can opt to draw the grade pay of the post (Matrix / Level as per 7<sup>th</sup> CPC) for which he/she is selected or his/her pay plus deputation allowance (10% of his/her basic pay in case of outstation officials and 5% for local officials, subject to maximum of Rs.9000/- and 4500/- respectively as per 7<sup>th</sup> CPC).

Bio-data in the prescribed format (**Annexure-I enclosed**) of the eligible and willing candidates in terms of the above criteria and who can be spared immediately may be forwarded to this office latest within 60 days from the issue of this circular through proper channel along with Integrity Certificate, Vigilance Clearance Certificate, Certificate showing that no major/minor penalty was imposed during the last 10 years and photocopies of ACRs/APARs for the last 05 years duly attested.

The notification and application form are available on this office website viz. [www.cachennai.gov.in](http://www.cachennai.gov.in).

The applicants who volunteer to apply for the suitable post will not be permitted to withdraw their names at a later date and only such applications which are duly forwarded by the concerned office through proper channel and accompanied by the ACRs / APARs and Vigilance Clearance, only will be considered.

  
(श्यामल नाथ) / (Shyamal Nath)

Inspecting Officer / DDO  
O/o. Competent Authority & Administrator  
SAFEMA & NDPSA, Chennai – 600 006.

To

1. The Chief Commissioner of GST, Chennai/Hyderabad/Bangalore/Cochin/Coimbatore/Ahmedabad / Bhopal / Bhubaneswar / Chandigarh / Delhi / Guwahati / Jaipur / Kolkata / Lucknow / Meerut / Mumbai / Nagpur / Panchkula / Pune / Ranchi / Vadodara / Visakhapatnam.
2. The Chief Commissioner of Customs, Chennai/Bangalore/Customs Preventive Zone, Chennai / Ahmedabad / Delhi / Delhi Preventive Zone, Kolkata, Mumbai – I, Mumbai – II, Mumbai – III, Patna, Tiruchirappalli.
3. The Principal Chief Commissioner of Income Tax, Chennai / Hyderabad / Cochin / Bangalore / Mumbai /Delhi / Nagpur/Odisha/Pune/Rajasthan/Gujarat/ Patna / Kanpur / Kolkata / Bhopal / Chandigarh.
4. The Commissioner of GST, Chennai-I,II,III/Coimbatore/Salem/Trichy/Madurai/Pondicherry / Tirunelveli / Bangalore-I,II,III / Guntur / Hyderabad-I,II,III / Cochin / Visakapatnam/Trivandrum/ Calicut.
5. The Commissioner of Customs, Chennai (Port) / Chennai (Air) / Bangalore/ Cochin/ Mangalore/Trichy/Visakapatnam.
6. The Zonal Director, Narcotics Control Bureau, Chennai/Bangalore.
7. The Regional Director, Enforcement Directorate / DRI, Chennai.
8. The Director General, Central Armed Police Forces (AR/BSF/CISF/CRPF/ITBP/NSG/ SSB).
9. The Joint Director, Central Bureau of Investigation, Chennai.
10. The Under Secretary (Competent Authority Cell), Ministry of Finance, Department of Revenue, North Block, New Delhi - 110 001 with request to forward the circular to the Web Master, CBEC website, Date of System, New Delhi to upload on CBEC Website.

**It is requested that a wider circulation of this letter may please be given among the other departments/sections in the Ministry to enable this office to fill up the post on deputation.**

**BIO-DATA / CURRICULUM VITAE PROFORMA**

|      |  |                            |  |    |   |  |
|------|--|----------------------------|--|----|---|--|
| 1.   | Name and Address<br>(in BLOCK Letters)   | :                          |  |    |   |  |
| 2.   | Date of Birth (in Christian Era)   | :                          |  |    |   |  |
| 3.   | (i) Date of Entry into service   | :                          |  |    |   |  |
|      | (ii) Date of retirement under Central / State Government Rules   | :                          |  |    |   |  |
| 4.   | Educational Qualifications   | :                          |  |    |   |  |
| 5.   | Whether Educational and other qualifications required for the post age satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)  | :                          |  |    |   |  |
|      | Qualifications / Experience required as mentioned in the advertisement / vacancy circular  | :                          | Qualifications / Experience possessed by the officer |    |   |  |
|      | Essential  |                            | Essential  |    |   |  |
|      | (A) Qualification  | :                          | A) Qualification                                     |    |   |  |
|      | (B) Experience   | :                          | B) Experience  |    |   |  |
|      | Desirable  |                            | Desirable  |    |   |  |
|      | (A) Qualification  | :                          | A) Qualification                                     |    |   |  |
|      | (B) Experience   | :                          | B) Experience  |    |   |  |
| 5.1. | Note : This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry / Department / Office at the time of issue of Circular and issue of Advertisement in the Employment News. |                            |  |    |   |  |
| 5.2. | In the case of Degree and Post Graduate Qualifications, Elective / main subjects and subsidiary subjects may be indicated by the candidate.  |                            |  |    |   |  |
| 6.   | Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post  | :                          |  |    |   |  |
| 6.1. | Note : Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied                   |                            |  |    |   |  |
| 7.   | Details of Employment in chronological order : Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.  |                            |  |    |   |  |
|      | Office Institution   | Post held as regular basis | From   | To | *Pay Band and Grade pay / Pay scale of the post held as regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
|      |  |                            |  |    |   |  |

\* Important : Pay band and Grade Pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay, Pay scale of the post held on regular basis to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below.

|                      |   |      |    |
|----------------------|---|------|----|
| Office / Institution | Pay, Pay Band and Grade Pay drawn under ACP / MACP Scheme | From | To |
|                      |   |      |    |

|                                    |  |  |   |                  |
|------------------------------------|--|--|---|------------------|
| 8.                                 | Nature of present employment i.e. Ad-hoc or Temporary or Quasi Permanent or Permanent  |  | :   |                  |
| 9.                                 | In case the present employment is held on deputation / contract basis please state   |  | :   |                  |
| a) The date of initial appointment | b) Period of appointment on deputation / contract  | c) Name of the office / organization to which the applicant belongs        | d) Name of the post and Pay of the post held in substantive capacity in the parent organization |                  |
| 9.1.                               | Note : In case of officers already on deputation, the application of such officers should be forwarded by the parent cadre Department along with Cadre Clearance Vigilance Clearance and Integrity certificate   |  | :   |                  |
| 9.2.                               | Note : Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post of deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization   |  | :   |                  |
| 10.                                | If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.  |  | :   |                  |
| 11.                                | Additional details about present employment.<br>Please state whether working under (Indicate the name of your employer against the relevant column)<br>a. Central Government<br>b. State Government<br>c. Autonomous Organization<br>d. Government Undertaking<br>e. Universities<br>f. Others |  | :   |                  |
| 12.                                | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade  |  | :   |                  |
| 13.                                | Are in you Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale  |  | :   |                  |
| 14.                                | Total emoluments per month now drawn   |  | :   |                  |
|                                    | Basic Pay in PB  | Grade Pay  |   | Total Emoluments |
| 15.                                | In case the applicant belongs to and Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.   |  | :   |                  |
|                                    | Basic pay with scale of pay and rate of increment  | Dearness Pay / Interim relief/ Other allowances etc (with breakup details) |   | Total Emoluments |
|                                    |  |  |   |                  |
| 16.                                | A. Additional information, if any relevant to the post you applied for in support of your suitability for the post.  |  | :   |                  |

|     |  |   |  |
|-----|--|---|--|
|     | (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)<br><br>(Note : Enclose a separate sheet, if the space is insufficient)  |   |  |
|     | B. Achievements<br><br>The candidates are requested to indicate information with regard to<br>(i) Research publications and reports and special projects<br>(ii) Awards / Scholarships / Official<br>(iii) Affiliation with the professional bodies / Institutions / societies and<br>(iv) Patents registered in own name or achieved for the organization<br>(v) Any research / innovative measure involving official recognition<br>(vi) Any other information<br><br>(Note : Enclose a separate sheet if the space is insufficient) | : |  |
| 17. | Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis # (Officers under Central / State Governments are only eligible for "Absorption" Candidates non-Government Organizations are eligible only for Short Term Contract)   | : |  |
|     | # (The option "STC" / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by 'STC' or 'Absorption' or 'Re-employment')   | : |  |
| 18. | Whether belongs to SC / ST   | : |  |

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualifications / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)  
Address

Date :

Encl. : Certificates by the Employer / Cadre Controlling Authority