

फॉ. सं./F. No. A-50050/40/2018-CA Cell-DoR-DoR-Part(1)

भारत सरकार/Government of India  
वित्त मंत्रालय/Ministry of Finance  
राजस्व विभाग/Department of Revenue  
सक्षम प्राधिकारी सेल/Competent Authority Cell

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North Block, New Delhi  
Dated: 27<sup>th</sup> March, 2025

OFFICE MEMORANDUM

**Subject: - Filling up one post of inspector and one post of Assistant in the Office of the Competent Authority & Administrator, Chennai on deputation basis-reg.**

The undersigned is directed to forward herewith a vacancy circular no. S.F. No.52/2024-25 dated 21.03.2025 received from the office of the Competent Authority & Administrator, Chennai inviting applications to fill up 01 post of Inspector and 01 post of Assistant on deputation basis. It is requested that the vacancy circular may be circulated among all Ministries/Departments and field formations of CBDT and CBIC.

**Encl: As above**

  
(Kuldeep Chaudhary)

Under Secretary to the Government of India

Tel. No: - 011-23095369

**Copy to:**

1. All Ministries/Departments.
2. The Webmaster, CBIC, Directorate of Systems, New Delhi for hosting the vacancy circular on the website of CBIC.
3. The Web manager, CBDT, Room No. 7008, Aayakar Bhawan, Vaishali, Ghaziabad, U.P. for hosting the vacancy circular. on the website of CBDT.
4. Section Officer (Computer Cell) for hosting the vacancy circular on the website of Deptt. of Revenue.



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, (4<sup>th</sup> Floor)  
No. 26, Haddows Road, Nungambakkam, Chennai - 600 006  
Ph : 044-28210535, 28218159, 28210519; E-Mail : [casafemfop.tnchn@nic.in](mailto:casafemfop.tnchn@nic.in)

S.F. No.52/2024-25

Dated: 21.03.2025

Vacancy Circular No. 05/2024-25

Filling up of the posts Inspector & Assistant in the office of the Competent Authority, SAFEM(FOP)A & NDPSA, Chennai on deputation basis- regarding.

Applications are invited from suitable candidates for appointment on transfer on deputation basis for the post of Inspector & Assistant in the office of the Competent Authority, SAFEM (FOP) A & NDPSA, Chennai. The details regarding the posts are given as under:-

Inspector	01 (One post)	PB-2 Rs.9300 - 34800 Grade Pay :4200 (Pre-revised).  Revised – Rs.35400 - 112400 & PayMatrix Level-6	Officers under the Central or State Government Departments or Organisations: <u>Eligibility:-</u> (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 police Organisation, Central Bureau of Investigation.  (OR) (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
Assistant	01 (one post)	PB-2 Rs.9300 - 34800 Grade Pay :4200 (Pre-revised).  Revised – Rs.35400 - 112400 & PayMatrix Level-6	Officials under the Central or State Government Departments or Organisations: <u>Eligibility:-</u> (i) Holding analogous posts on regular basis in the parent cadre or department.  (OR) (ii) Upper Division Clerk or Tax Assistant of the Central or State Government Departments or Organizations and of Income Tax or GST (previously CentralExcise) or Customs, Directorate of Enforcement, Narcotics Control Bureau in the pre-revised scale of Rs.5200-20200 with Grade Pay Rs.2400/- with 8 years regular service in that grade.

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

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) dtd17.06.2020 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 some 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 is selected or his pay plus deputation allowance (10% of his 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 90 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 for the post will not be permitted to withdraw their names at a later date and only such applications which are duly forwarded by the office and accompanied by the ACRs / APARs and Vigilance Clearance, will be considered.



(SHYAMAL NATH)

INSPECTING OFFICER

O/O THE COMPETENT AUTHORITY & ADMINISTRATOR  
SAFEM(FOP)A & NDPSA, CHENNAI

To

1. 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/CBIC/CBDT 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 (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		
	<b>Essential</b>		<b>Essential</b>		
	(A) Qualification	:	A) Qualification		
	(B) Experience	:	B) Experience		
	<b>Desirable</b>		<b>Desirable</b>		
	(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. Please state whether working under (Indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities 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)  (Note : Enclose a separate sheet, if the space is insufficient)		:	

	<p><b>B. Achievements</b></p> <p>The candidates are requested to indicate information with regard to</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards / Scholarships / Official</p> <p>(iii) Affiliation with the professional bodies / Institutions / societies and</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research / innovative measure involving official recognition</p> <p>(vi) Any other information</p> <p>(Note : Enclose a separate sheet if the space is insufficient)</p>	:	
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