



**प्रधानआयुक्तसीमाशुल्ककार्यालय) चेन्नै-सामान्य**  
**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)**  
**सीमाशुल्कभवन ,नं60 ., राजाजीसालै ,चेन्नै001 600-**  
**CUSTOM HOUSE, NO.60, RAJAJI SALAI, CHENNAI-600 001**  
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**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<br>(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:

**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 **30<sup>th</sup> 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.

| <b>PROFORMA</b><br>(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