



GOVERNMENT OF INDIA

MINISTRY OF FINANCE, DEPT. OF REVENUE

CUSTOMS, CENTRAL EXCISE & SERVICE TAX SETTLEMENT COMMISSION

ADDITIONAL BENCH :: KOLKATA

C.G.O. COMPLEX :: 3<sup>RD</sup> M.S.O. BUILDING :: DF BLOCK :: BLOCK - A :: 6<sup>TH</sup> FLOOR :: SALT LAKE

KOLKATA - 700 064 :: Phone : 2358 - 1918/2358-1939 :: Fax : 2358-1911

### Circular

Subject: - Application for Deputation of Various posts in Settlement Commission

In addition to this office circular dated 25.08.2017, further applications are invited from eligible and willing candidates for filling up the following posts in the Office of the Additional Bench of Customs, Central Excise & Service Tax Settlement at Kolkata on deputation basis: -

Sl. No.	Name of the Post	No of Vacancies	Pay Scale	Eligibility Criteria(s)
1.	Junior Investigation Officer	1	Pre-revised 9300 – 34800 + GP 4600, Revised Level 7 as per 7 <sup>th</sup> CPC	1. Inspector of Central Excise & Service Tax (presently GST). or 2. EA/TA in the DoR, having 6/10 years experience in parent cadre/dept and having experience in revenue/ investigation work
2.	Private Secretary	1	Pre-revised 9300 – 34800 + GP 4200, Revised Level 6 as per 7 <sup>th</sup> CPC	1. Holding Analogous posts in regular basis. or 2. Three (3) years in regular Service at Pay Scale of Level 5 (revised) as per 7 <sup>th</sup> CPC. or 3. Six (6) years combined Service in Pay Scale of Level 5 & 4 (revised) as per 7 <sup>th</sup> CPC in the parent cadre/dept. & having working speed at Stenography.
3.	Hindi Translator	1	Pre-revised 9300 – 34800 + GP 4200, Revised Level 6 as per 7 <sup>th</sup> CPC	1. Holding Analogous posts in regular basis. or 2. Three (3) years in regular Service at Pay Scale of Level 5 (revised) as per 7 <sup>th</sup> CPC. or 3. Five (5) years in regular Service at Pay Scale of Level 4(revised) as per 7 <sup>th</sup> CPC. or & a. Having Masters Degree in Hindi/English from a recognized University with Hindi/English as a main subject at the Degree level. or b. Masters Degree in any subject with Hindi as a medium as a medium of instruction and examination with English as a compulsory subject in Degree level. or c. Bachelors Degree in Hindi or English with either as medium of instruction and other as main subject plus Diploma/Certificate course in Translation from Hindi to English and vice-versa from recognized institutes.

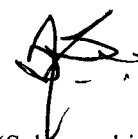
The period of Deputation shall initially be for 5(five) years which can be extended upto 7(seven) years subject to approval of the competent authority. The pay of the officer selected and other conditions of Service shall be regulated in accordance to DoPT O.M. No. 6/8/2009-Estt.(Pay II) Dated 17.06.2010, O.M. No. 2/6/2016-Estt. (Pay II) dated 17.02.2016 and subsequent amendments thereof.

Applications in prescribed format, as mentioned in Annexure – I enclosed, super-scribing the name of the post applied on the envelope, are to be submitted through proper channel with documents mentioned in Annexure -- I to the address as mentioned below: -

**The Vice – Chairman,  
Customs, Central Excise & Service Tax Settlement Commission, Additional Bench,  
Block – A, 6<sup>th</sup> Floor, CGO Complex,  
3<sup>rd</sup> MSO Building, DF Block,  
Salt Lake, Kolkata – 700 064.**

Last date for receipt of applications is **30.12.2017**. It may be noted that under no circumstances, the time-limit for receipt of applications would be extended.

This issues with the approval of the Competent Authority.



(Sabyasachi Sen)  
Admn. Officer & DDO

C.No. II/16/Deputation/SC/Kol/16/Pt.II/

Dated: -22.09.2017

Copy forwarded to: -

1. The Additional Commissioner, Customs, Central Excise & Service Tax Settlement Commission, Pr. Bench, New Delhi, in pursuance to this office letter of even no.559 dated 25.07.2017 for information of the Hon'ble Chairman. It is requested to kindly forward the Circular to the concerned office(s) for uploading in the DOR website as well as in Circular Portal.
2. All Chief Commissioners of GST through the Director General of Customs & GST (Systems), CBEC, Hotel Samrat, 4<sup>th</sup> & 5<sup>th</sup> Floor, Chanakya Puri, New Delhi – 110 021, with request to upload the circular in the official website of CBEC. (Soft copy sent via e – mail)
3. The Director General of Income Tax (Systems), CBDT, ARA Center, Gr. Floor, E2, Jhandewalan, New Delhi – 110 055, with request to upload the circular in the official website of CBDT. (Soft copy sent via e – mail)
4. The Webmaster – ICEGATE ([webmaster.cbec.@icegate.gov.in](mailto:webmaster.cbec.@icegate.gov.in)) with request to upload the circular in the official website of Settlement Commission. (Soft copy)
5. All Central Govt. Offices in Kolkata/Hqtrs. (as per attached list) for circulation.

Annexure -- I

Affix Self-attested  
photograph

8. Name of the Post applied for	
9. Name of the Applicant with present Address	
10. Present post held	
11. Present Pay Scale	
12. Educational / Technical Qualification	
13. Additional Qualification & Experience (if any)	
14. Whether the applicant is SC/ST/OBC/PH(VH,HH,OH)/ Ex-Serviceman	

Declaration: -

I, Shri / Smt. \_\_\_\_\_, s/o \ d/o Shri \_\_\_\_\_, do hereby declare that the details given above are correct to the best of my knowledge and belief. If any time during my deputation period the information stated above is found to be incorrect, my deputation will be cancelled and subsequently I will be liable for penal action.

Place: -

Date: -

(Signature of the applicant)

Documents required: -

- a. Up-to-date CR dossiers of the candidate concerned with photocopies of ACR/APAR for the last five (5) years.
- b. Vigilance Clearance report showing no disciplinary or criminal proceedings are either pending or contemplated against the candidate.
- c. Statement showing Major/Minor penalties, if any.
- d. Integrity Certificate.
- e. Documentary proof regarding Category of the Candidate (SC/ST/OBC/PH (VH, HH, OH)/Ex-Serviceman etc.)
- f. Certificate confirming speed in Stenography from the parent office of the Candidate (for Sr. P.S. & P.S. posts).
- g. Certificate confirming proficiency in translation from Hindi to English & Vice-versa along with supporting documents from the parent office of the Candidate. (for Hindi Translator post).