

F.No. A-32012/2/2015-Ad.IIB
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs

Room No. 243E, North Block,
New Delhi, the 31st July, 2019

OFFICE MEMORANDUM

Subject: Filling up of one post of Director (RL), Group 'A' Gazetted in Level-14 of the Pay Matrix (Rs. 144200-218200) [pre-revised pay scale PB-4 (Rs.37400-67000/-; Grade Pay Rs. 10,000/-)] in Central Revenues Control Laboratory (CRCL) under Department of Revenue on deputation (including short-term contract) basis.

The undersigned is directed to say that one post of Director (Revenue Laboratories) in Level-14 of the Pay Matrix (Rs. 144200-218200) [pre-revised pay scale PB-4 (Rs.37400-67000/-; Grade Pay Rs. 10,000/-) in the Central Revenues Control Laboratory (CRCL) under the Department of Revenue, Ministry of Finance is required to be filled up by deputation (including short-term contract) from amongst the officers possessing the qualification and experience as indicated in Annexure - A.

2. Previously the post had been advertised in the Employment News (20-26th October, 2018 edition), the process of which has been cancelled on administrative grounds. Accordingly, the post is being re-circulated/re-advertised.

3. The pay of the officers selected for the post will be fixed in terms of the instructions contained in the Department of Personnel and Training's O.M. No. 6/8/2009-Estt. (Pay II) dated 17th June, 2010 and as amended from time to time.

4. The details like General conditions, Eligibility Criteria, Age-limit, pro-forma of application form etc. are also available on the website of CBIC i.e. www.cbic.gov.in.

5. All the Ministries/Departments of the Government of India/State Govt./UTs are requested to circulate the post amongst the officers working under their charges. The applications in the enclosed proforma (Curriculum Vitae) along with complete and up-to-date APARs of the applicants, who could be spared in the event of their selection, Vigilance Clearance, Integrity Certificate and a statement indicating Major-Minor Penalty imposed, if any, during the last 10 years, may be sent so as to reach Shri Rajendra Kumar, Deputy Secretary (Ad.IIA&B), Department of Revenue, Ministry of Finance, Room No.274-A, North Block, New Delhi, within 60 days from the date of publication in the Employment News.



Services-II Branch
Dir. No. 108601
22/8/19

6. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to post on deputation (including short-term contract) basis.
7. While forwarding the application, it may please be certified that the particulars furnished by the applicant are correct and that no disciplinary case is pending or contemplated against the officer concerned.
8. The applications received after the last date or without attested copies of APARs and other certificates or otherwise found incomplete will not be considered.
9. It should be made clear to the candidates that if, after selection, they are offered appointment, they will not be allowed to withdraw their names and they will be required to report for duty at a short notice.


(Nagendra Kumar)

Under Secretary to the Govt. of India

Encl: As above.

1. All Ministries/Departments of the Government of India.
(The concerned Ministries/ Departments are also requested to circulate these posts to Public Undertakings/ Universities/ Research Institute/ Government/ Autonomous Organizations under their administrative control.)
- ✓ 2. Chief Secretaries of all State Governments and Union Territories. It is requested that the post may be circulated and particulars of willing candidates sent by due date.
3. The Director, DAVP, Ministry of Information and Broadcasting, Soochna Bhawan, Phase - V, CGO Complex, Lodhi Road, New Delhi-110003 (for publishing the same in the Employment News).
4. The DG (System), CBIC - for uploading the vacancy circular on the website of CBIC.
5. The Pr. Commissioner (Logistics)/ Director (RL), CRCL, 'A' Wing, Lok Nayak Bhawan, Khan Market, New Delhi.
6. All Officers/ Sections in the Department of Revenue.
7. Ad.I Section.

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1. Designation of the post : Director (Revenue Laboratories)
2. Level in Pay Matrix : Level 14 in Pay Matrix (Rs. 144200-218200/-)
3. Classification : General Central Service, Group 'A', Gazetted, Non-Ministerial
4. Mode of Recruitment : Deputation (including short-term contract)
5. Age limit : 58 years as on the closing date of receiving applications
6. Eligibility Condition : **Deputation (including short-term contract):-**
Officers of the Central Government or State Government or Union territories or Universities or Recognised Research Institution or Public Sector Undertakings or Semi Government or Autonomous Organisations, -
(A)(i) holding analogous post on regular basis in the parent cadre or Department;
or
(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in level 13A in pay matrix (Rs. 131100-216600) or equivalent in the parent cadre or Department;
or
(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in level 13 in pay matrix (Rs. 118500-214100) or equivalent in the parent cadre or Department;
or
(iv) with eight years' service in the grade rendered after appointment thereto on a regular basis in level 12 in pay matrix (Rs. 78800-209200) or equivalent in the parent cadre or Department;
and
(B) possessing the following educational qualifications and experience:-

Essential:

(i) Ph.D degree in Chemistry or allied subjects from a recognised University;

(ii) twelve years' experience in Chemical Analysis of different commodities or Research in Analytical or Inorganic or Organic Chemistry from Government or Autonomous Bodies or Statutory Bodies or University or recognised Research Institute, [Research in Analytical or Inorganic or Organic Chemistry' is for that experience which individual gains during his regular studies for doctoral degree (Ph.D) (not along with the job after getting registered with a recognised university or equivalent for that degree in the field of Analytical or Inorganic or Organic Chemistry and has also been awarded a doctoral degree (Ph.D) on the basis of that experience].

Desirable:

One year training or experience in modern methods of Chemical Analysis including spectroscopic and chromatographic methods of analysis from Government or Autonomous Bodies or Statutory Bodies or University or recognised Research Institute.

Note 1: 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 and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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.

Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 58 years as on the closing date of the receipt of applications.

ANNEXURE-I

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 are 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 on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on 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 parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

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 you in 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

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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 break-up 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)	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/Institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (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 of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of '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 Qualification/ 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 _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)