

Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes and Customs  
Directorate of International Customs (WCO Cell),  
8<sup>th</sup> Floor, Tower 2, Jeevan Bharti Building,  
Connaught Place, New Delhi-110001  
Email id: [indiawco-cbec@nic.in](mailto:indiawco-cbec@nic.in)

F.No. DIC/POL/WCO/29/2021-POL -Pt-I

Date:19.01.2022

To,

All Members of Central Board of Indirect Taxes and Customs  
All Pr. Chief Commissioners/Chief Commissioners of Customs/Customs (Preventive)  
All Pr. Chief Commissioners/Chief Commissioners of Customs and Central Tax  
All Pr. Directors General/Directors General  
All Joint Secretaries/Commissioners working in the Board

**Subject: 15<sup>th</sup> Session of the Virtual Customs Orientation Academy (VCOA) from 21<sup>st</sup> March, 2022 to 24<sup>th</sup> June, 2022-Reg**

Madam/Sir,

The World Customs Organization (WCO) will be holding the 15<sup>th</sup> Session of the Virtual Customs Orientation Academy (VCOA) from 21<sup>st</sup> March 2022 to 24<sup>th</sup> June 2022. WCO letter dated 04.01.2022 and Detailed Brochure on the VCOA (Annex I) are enclosed.

2. The Virtual Customs Orientation Academy VCOA aims to provide newly recruited Customs officials with basic Customs knowledge and skills through a tutored curriculum. The course introduces the core roles and functions of Customs officials, the principles and practices of Customs procedures and the main international conventions and instruments.

3. The suitable candidates should meet the following criteria:

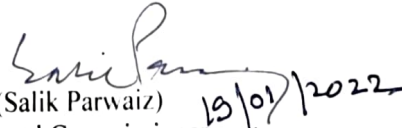
- Newly recruited Customs Official having less than 4 years of service in Customs;
- Proficiency in both written and spoken English;
- Good computer skills and having access to the Internet;
- Available during the whole period of the VCOA session and able to devote the necessary time(minimum of 8 hours per week); and
- Receive their Administration's approval to enroll into the Virtual Customs Orientation Academy.

4. It is requested to recommend names of the willing and suitable officers who fulfill the criteria specified by WCO, alongwith the vigilance clearance and APAR Grading for the last 05 years by email to [indiawco-cbec@nic.in](mailto:indiawco-cbec@nic.in). The forwarding office must ensure that the applicant is free from vigilance angle. The nominations should be sent on or before **04<sup>th</sup> February, 2022**. Also, enclosed proforma needs to be filled (typed), duly signed and submitted alongwith the application. Incomplete applications and those received after the stipulated date will not be entertained. All applications should be forwarded through proper channel only. On approval of the nomination by the Board, officer will be required to complete nomination via the CLiKC! Platform. The VCOA Application Guidance is enclosed in Annexure II.

5. It is requested that the officers may be advised not to send their applications to WCO directly. Further, they should not enter into any correspondence with the WCO in this regard.

This issues with the approval of the Pr. Commissioner, DIC.

Yours faithfully

  
(Salik Parwaiz) 15/01/2022  
Additional Commissioner  
WCO Cell, DIC

Enclosures:

- (i) Proforma
- (ii) WCO letter dated 04.01.2022
- (iii) Annexure I (Detailed Brochure)
- (iv) Annex II(VCOA Application Guidance)

Copy to: The Web Manager, CBIC with the request to upload on CBIC website.