

## PROFORMA

1	Name of the applicant	
2	Date of Birth	
	Age	
3	Batch	
4	Current Charge held	
5	Employee Code	
6	<b>Qualifications:</b>	
<b>Personal Skills</b>		
(i)	Excellent interpersonal and communication skills.(Yes/No)	
<b>Academic and Professional Career Expertise</b>		
(ii)	University level education or equivalent ongoing professional experience of working within a Customs Administration (at least 5 years)(Yes/No) (attach HOP in support)	
(iii)	Proven experience in implementing Customs modernization processes.(Yes/No)	
(iv)	Expertise of AEO Implementation and Validation.(Yes/No)	
(v)	Understanding of risk management procedures.(Yes/No)	
(vi)	Understanding of Coordinated Border Management.(Yes/No)	
(vii)	Understanding of major challenges for AEOs. (Yes/No)	
(viii)	Understanding of the process of negotiating and implementing AEO MRAs.(Yes/No)	
(ix)	Demonstrated understanding of the latest trends in AEO developments, including developments in the use of IT and data exchange. (Yes/No)	
(x)	Experience as an advisor, facilitator, trainer or mentor. (Yes/No)	
(xi)	Customs management experience. (Yes/No)	
<b>Knowledge of WCO Standards and Instruments</b>		
(xii)	Thorough understanding of WCO strategies and approach. (Yes/No)	
	Robust knowledge of the key WCO standards and tools such as, <i>inter alia</i> :	
(xiii)	SAFE Framework of Standards. (Yes/No)	
(xiv)	The Revised Kyoto Convention; (Yes/No)	
(xv)	AEO Implementation and Validation Guidance; (Yes/No)	
(xvi)	Customs - Business Partnership Guidance; (Yes/No)	
(xvii)	Strategy Guide for AEO MRA; (Yes/No)	
(xviii)	AEO Compendium; (Yes/No)	
(xix)	WCO Customs Risk Management Compendium. (Yes/No)	
<b>International Experience</b>		
(xx)	Experience in working in multiple cultures and in an international environment. (Yes/No)	
<b>Vocational Skills</b>		
(xxi)	Ability to communicate effectively and engage with senior Customs managers, as well as other border management and trade representatives and private sector representatives.(Yes/No)	
(xxii)	Ability to facilitate group discussions relating to public administration reform and modernization.(Yes/No)	
(xxiii)	Ability to work effectively in a team by contributing to common objectives. (Yes/No)	
(xxiv)	Ability to communicate clearly in writing, demonstrating the competence to think and analyze logically and comprehensively.(Yes/No)	
(xxv)	Proven analytical abilities and reporting skills.(Yes/No)	
(xxvi)	Excellent oral, written and IT communication skills.(Yes/No)	

<b>Language Skills</b>		
(xxvii)	Proficiency level of French required. Additional languages are an advantage. (Yes/No) (attach document in support)	
7	Special Achievements / Honour / Awards / Commendation Certificate	
8	APAR grading for last 5 years (in case of NRC, the APAR grading of the previous year to be provided)	<b>Year Grading</b>
9	Vigilance Status	
10	Contact details- Tel/Mobile	
11	Email ID.	
12	Aadhaar No. (Enclose copy)	
13	PAN No. (Enclose copy)	
14	Whether applied for/ nominated for/selected for same or similar programme /foreign assignment earlier? If yes, please provide details.	
	<b>Enclosures Checklist:</b>	
15	Whether Nomination Form has been filled (typed), duly signed and attached. (Yes/No)	
16	Signature of the candidate	
17	Signature and Seal of the Nominating Officer	