

Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
WCO Cell
8th Floor, Tower-II, Jeevan Bharti Building, New Delhi 110001
E-mail : indiawco-cbec@nic.in

F.No. 11000/2/2013-IC(ICD)

Dated 03.05.2021

To,

All Members of CBIC,
All Pr. Chief/Chief Commissioners of Customs & Customs (Preventive),
All Pr. Chief/Chief Commissioners of CGST and Central Excise and Customs,
All Pr. Director/Director Generals of the Directorates in CBIC
All Joint Secretaries/Commissioners working in the Board

Sir/Madam

**Subject : Vacancies for the Post of i) Technical Officer Nomenclature-
Chemicals Specialist (Grade A3)- 1Post. and ii) Technical Attaches
Nomenclature –HS- 2 Posts, in the Tariff and Trade Affairs Directorate
at the Secretariat of World Customs Organisation (WCO) – reg**

The World Customs Organisation (WCO) has invited applications as above at their Secretariat in Brussels, Belgium.

2. In this regard please refer to the attached documents viz the Job Description of the Technical Officer (Grade – A3) (Annexure-I), Conditions of Service for Grade A3 (Annexure-II), Job Description of Technical Attache (Annexure-III) and status of Technical Attaches (Annexure-IV) alongwith the application form.

3 The main functions/duties to be carried out by Technical Officer (Nomenclature-Chemical Specialist) are as follows:-

- Research and study classification questions under consideration, including drafting relevant documents and preparing letters and reports on particular aspects of the Directorate's work.
- Advise on policy issues and complex technical matters relating to the Harmonized System and classification, including the preparation of documents on such matters.
- Act as rapporteur in meetings of Committees, etc.
- Draft amendments and prepare updates to the Harmonized System, the Explanatory Notes, the Compendium of Classification Opinions, the Alphabetical Index and other HS-related publications.

- Represent the WCO at meetings of other international organizations which deal with questions relating to the work of the Directorate.
- Prepare and deliver lectures in his/her field of specialization, at training courses, seminars, workshops, etc., held at WCO Headquarters or elsewhere.
- Prepare working documents and briefs for the Policy Commission and the Council, assist with the preparation of documents for Chairpersons and cross-Directorates matters associated with meetings of Technical Committees.
- Draft articles for WCO publications and those of other international organizations.
- The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

3(a) The Qualifications required for the said post are as under:-

- Applicants for this position must have a university degree or equivalent professional qualification, in a branch of chemistry or a closely related area, comprehensive knowledge of the Harmonized System and at least five years' experience of practical issues relating to Nomenclature matters, in particular tariff classification, at the national level within their Customs administration.
- Applicants must have in-depth knowledge and experience of the Harmonized System. Specific experience in relation to Sections V to VII in the Harmonized System is required.
- Applicants must be proficient in drafting and speaking in at least one of the two official languages of the HS (French or English). A good working knowledge of the other would be highly desirable. Knowledge of one of the WCO working language for HS matters (Spanish, Russian, Portuguese or Arabic) would be an asset. Knowledge of other languages (written and spoken) would be advantageous.
- Excellent oral and written communication skills are essential.
- The candidate should have shown within their national administration the capacity to assume responsibilities equivalent in level to those carried by the post offered.
- The candidate should have the background and experience to be able to :
 - work independently with limited personal supervision;
 - work effectively in small teams and groups;
 - respond flexibly to changes in priorities and requests for work; and
 - meet deadlines.
- It is a requirement to be able to interact appropriately and effectively with a wide range of people from across the WCO's global membership and from other international organisations, so excellent interpersonal skills and the ability to work in a culturally diverse environment is essential.

- This role includes capacity building work and the candidate should have sound abilities in training. This also requires the ability to identify problems and solutions and to be able to think and interact strategically and innovatively while exercising sound judgment.
- Research and analytical skills and the ability to write understandably on technical subjects are also key skills.
- Applicants are expected to be able to work with Microsoft Office software.
- The successful candidate will be required to behave in a manner consistent with the WCO's values and Code of Conduct during their contract and applicants will be expected to have demonstrated such values and conduct over their work history.

4. The main functions/duties to be carried out by Technical Attache Nomenclature are as follows:-

- Study the application of the Harmonized System (HS) Nomenclature by stakeholders and users with a view to the development of appropriate capacity building assistance, matters for raising for the consideration of HSC in the HS review cycle and other HS development activities as required.
- Prepare proposals and working documents for the amendment of the HS Nomenclature and the Explanatory Notes for presentation to the HS Review Sub-Committee and the HS Committee.
- Co-ordinate with external stakeholders, including other international organisations, to obtain information as required.
- Contribute to the development of appropriate capacity building assistance, educational material and other HS development activities as required.
- Act as rapporteur in meetings of HS-related Committees.
- Advise on complex technical matters relating to the Harmonized System and classification.
- The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

4(a). The Qualifications/ Requirements for the said post are as under:-

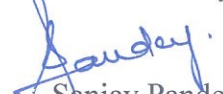
- The candidate **must have a comprehensive knowledge of the Harmonized System** and at least five years' experience of practical issues relating to Nomenclature matters, in particular tariff classification, at the national level within the Customs administration.
- The candidate **must be proficient in drafting and speaking in one of the official languages of the WCO** (English or French) and have a good working knowledge of the other.
- The candidate must have **high level analytical skills**. Previous experience in studying the application of systems in a complex environment would be beneficial.

- A high level of proficiency in **written and oral communication skills, including analytical writing**, is required.
- The candidate must have good interpersonal skills, be prepared to work in a team in an international environment, be able to respond flexibly to changes in priorities and requests for work and meet deadlines.
- The candidate is expected to be capable of working with Microsoft Office.

5. In this regard, you are requested to forward the nominations with completed application forms of willing and suitable officers who fulfil the criteria specified by the WCO alongwith their vigilance clearance and APAR grading for the last five years from your side. The nominations in pdf format should be sent by e-mail to indiawco-cbec@nic.in . The nominations should be sent as soon as possible but not later than 15.05.2021. Incomplete applications and those received after the stipulated date will not be entertained.

6. It is requested that the officers may be advised not to send their applications/nominations to WCO directly. Further, they should not enter into any correspondence with WCO in this regard. The nomination of suitable officers will be sent to WCO after necessary approval from Board.

Yours sincerely,



Sanjay Pandey

Deputy Commissioner (WCO Cell)

Enclosures:

1. Annex I (Job description for TO- Nomenclature-Chemicals Specialist)
2. Annex II (Conditions of Service for TO- Nomenclature-Chemicals Specialist)
3. Annex III (Job description for Technical Attache Nomenclature-HS).
4. Annex IV (Status of Technical Attache).
5. Application form
6. Proforma

Proforma

1. Name, Designation of the officer :
2. (a) Service to which the officer belongs :
(b) Present pay and pay level of the officer :
3. Year of allotment to the cadre :
4. Date of Birth :
5. Whether the officer has completed 9 years :
In his/her own cadre (Yes/No)
6. Whether the officer has been on Central Deputation under the Central Staffing Scheme (CSS) earlier, if so details thereof alongwith the dates and the period
7. Whether the officer has been on foreign assignment earlier, if so, details thereof alongwith dates and total period.

JOB DESCRIPTION

Post : **Technical Officer (Nomenclature - Chemicals Specialist)**
 Tariff and Trade Affairs Directorate

Grade : **A3**

Main functions

As an experienced specialist in Nomenclature matters, with a thorough knowledge of the Harmonized System (HS), the incumbent will be expected to carry out the following duties :

- Research and study classification questions under consideration, including drafting relevant documents and preparing letters and reports on particular aspects of the Directorate's work.
- Advise on policy issues and complex technical matters relating to the Harmonized System and classification, including the preparation of documents on such matters.
- Act as rapporteur in meetings of Committees, etc.
- Draft amendments and prepare updates to the Harmonized System, the Explanatory Notes, the Compendium of Classification Opinions, the Alphabetical Index and other HS-related publications.
- Represent the WCO at meetings of other international organizations which deal with questions relating to the work of the Directorate.
- Prepare and deliver lectures in his/her field of specialization, at training courses, seminars, workshops, etc., held at WCO Headquarters or elsewhere.
- Prepare working documents and briefs for the Policy Commission and the Council, assist with the preparation of documents for Chairpersons and cross-Directorates matters associated with meetings of Technical Committees.
- Draft articles for WCO publications and those of other international organizations.
- The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

Qualifications

- Applicants for this position must have a university degree or equivalent professional qualification, in a branch of chemistry or a closely related area, comprehensive knowledge of the Harmonized System and at least five years' experience of practical issues relating to Nomenclature matters, in particular tariff classification, at the national level within their Customs administration.
- Applicants must have in-depth knowledge and experience of the Harmonized System. Specific experience in relation to Sections V to VII in the Harmonized System is required.

Annex I

- Applicants must be proficient in drafting and speaking in at least one of the two official languages of the HS (French or English). A good working knowledge of the other would be highly desirable. Knowledge of one of the WCO working language for HS matters (Spanish, Russian, Portuguese or Arabic) would be an asset. Knowledge of other languages (written and spoken) would be advantageous.
- Excellent oral and written communication skills are essential.
- The candidate should have shown within their national administration the capacity to assume responsibilities equivalent in level to those carried by the post offered.
- The candidate should have the background and experience to be able to :
 - work independently with limited personal supervision;
 - work effectively in small teams and groups;
 - respond flexibly to changes in priorities and requests for work; and
 - meet deadlines.
- It is a requirement to be able to interact appropriately and effectively with a wide range of people from across the WCO's global membership and from other international organisations, so excellent interpersonal skills and the ability to work in a culturally diverse environment is essential.
- This role includes capacity building work and the candidate should have sound abilities in training. This also requires the ability to identify problems and solutions and to be able to think and interact strategically and innovatively while exercising sound judgment.
- Research and analytical skills and the ability to write understandably on technical subjects are also key skills.
- Applicants are expected to be able to work with Microsoft Office software.
- The successful candidate will be required to behave in a manner consistent with the WCO's values and Code of Conduct during their contract and applicants will be expected to have demonstrated such values and conduct over their work history.

April 2021.

CONDITIONS OF SERVICE

Grade : A3

(The general conditions of service are set out in the WCO Staff Manual, a copy of which has been issued to all Member Administrations.)

Emoluments

At present, the A3 monthly salary scale is € 6,834.10 to € 9,239.35 (11 steps).

In addition, where conditions are met, a Basic Family Allowance (BFA) and an expatriation allowance of 10 % of the basic salary calculated on the first step of the grade during the first five years, then reduced to zero over five years, will be paid. Dependants' and education allowances are available and there are sickness and life insurance schemes in place. Officials and their dependants are entitled to the reimbursement of home leave travel expenses (economy class) every two years.

All emoluments are free of tax.

Terminal Allowance

A deduction of 9 % is made from the official's salary as a contribution towards the terminal allowance. This allowance is equal to 3 times the official's contributions during the last 12 months of service multiplied by the number of years of service.

By way of example, the monthly net pay of an expatriate official, married with two young children, would be around € 7,865; and on leaving the service after five years, he would be entitled to a terminal allowance of approximately € 123,180.

Duration of appointment

Five years. The first six months of service will be a probationary period.

April 2021.

JOB DESCRIPTION

Post : **Technical Attaché**
 Nomenclature - HS
 Tariff and Trade Affairs Directorate

Main functions

- Study the application of the Harmonized System (HS) Nomenclature by stakeholders and users with a view to the development of appropriate capacity building assistance, matters for raising for the consideration of HSC in the HS review cycle and other HS development activities as required.
- Prepare proposals and working documents for the amendment of the HS Nomenclature and the Explanatory Notes for presentation to the HS Review Sub-Committee and the HS Committee.
- Co-ordinate with external stakeholders, including other international organisations, to obtain information as required.
- Contribute to the development of appropriate capacity building assistance, educational material and other HS development activities as required.
- Act as rapporteur in meetings of HS-related Committees.
- Advise on complex technical matters relating to the Harmonized System and classification.
- The person appointed will also be required to perform such other duties as may be assigned and may be subject to reassignment within the WCO Secretariat.

Requirements

- The candidate **must have a comprehensive knowledge of the Harmonized System** and at least five years' experience of practical issues relating to Nomenclature matters, in particular tariff classification, at the national level within the Customs administration.
- The candidate **must be proficient in drafting and speaking in one of the official languages of the WCO** (English or French) and have a good working knowledge of the other.
- The candidate must have **high level analytical skills**. Previous experience in studying the application of systems in a complex environment would be beneficial.
- A high level of proficiency in **written and oral communication skills, including analytical writing**, is required.
- The candidate must have good interpersonal skills, be prepared to work in a team in an international environment, be able to respond flexibly to changes in priorities and requests for work and meet deadlines.
- The candidate is expected to be capable of working with Microsoft Office.

STATUS OF TECHNICAL ATTACHES

1. In addition to the officials on the Secretariat staff, the WCO has recourse to the services of Technical Attachés.
 2. Many countries express a keen interest in assigning officials to the WCO Secretariat to gain experience in WCO matters and international activities in general.
 3. Under the terms of this specific recruitment of Technical Attachés, national officials are attached to the Secretariat for a tour of duty financed entirely by their home administration. These officials are posted to the WCO by their home administration and retain their national salary, retirement benefits, etc. The WCO provides furnished office accommodation and the assistance of support staff, and pays for missions carried out as part of the Attachés' work.
 4. For reasons of efficiency and effectiveness, the length of the posting, agreed jointly with the home administration, should in principle not be less than three years. This period may subsequently be extended, subject to satisfactory performance and positive results. Unsatisfactory performance by a Technical Attaché during the period of posting will lead to termination of the posting.
 5. The essential qualifications for Technical Attachés are :
 - established Customs or related experience in one or more areas of WCO activity as contained in the Strategic Plan;
 - good spoken and written knowledge of one of the two official languages of the WCO (English or French).
 6. The Secretary General will inform the Members at least once a year of those Customs fields where the Secretariat has a special need for Technical Attachés, and Members will be invited to submit nominations of highly qualified experts in those fields. Selection is at the direction and discretion of the Secretary General, assisted by the Administration Committee which assesses the candidate's suitability for the position. This Committee assesses the candidate's knowledge, skills, experience, personal attributes and overall potential for assuming the responsibilities attached to the position of Technical Attaché.
 7. During their period of posting, Technical Attachés work solely on behalf of the WCO under the instructions of their line managers. They do not report to, or receive instructions from, their home administration regarding the content of their work. They are, moreover, subject to the same rules of discretion and intellectual property as the WCO's permanent or fixed-term staff. The field of their work is the same as that of Grade A3 Technical Officers.
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APPLICATION FOR THE POST OF

WITHIN THE WORLD CUSTOMS ORGANIZATION



WORLD CUSTOMS ORGANIZATION

1. PARTICULARS



Family name <i>(in block capitals)</i>	Maiden name <i>(in block capitals)</i>
First name(s) <i>(in block capitals)</i>	Sex <input type="checkbox"/> M <input type="checkbox"/> F
Date of birth	Place of birth
Present nationality ¹	Nationality at birth

¹ If your present nationality is different from your nationality at birth, please give details of how and when it was acquired. Please indicate if you possess dual nationality.

2. CONTACT DETAILS

Postal address

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.....
.....

Telephone number(s)

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.....
.....

E-mail address(es)

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.....
.....

3. PERSONAL DETAILS

Marital status

- Single Married Other (please specify) :

Information about your spouse

Family name and first names(s) : Maiden name :
Date of birth : Nationality :
Profession :

Dependant(s) (family name, first name, date of birth and relationship)

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Compulsory military or non-military national service

Dates and latest rank :
Outstanding obligations (if applicable) :
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State of health

Have you ever suffered any serious illness or accident ? Yes No
Do you have a disability that should be taken into consideration ? Yes No
If yes, please give details :
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Honour(s)

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Sanction(s)

Indicate any conviction, administrative sanction or pending case

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**4. HIGHER EDUCATION, POST-GRADUATE QUALIFICATIONS, LANGUAGES,
IT SKILLS AND PUBLICATIONS**

Name, place and country of university or equivalent	Degree(s), distinction(s) obtained	From	To
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Knowledge of languages			
Mother tongue :			
	Read <i>Very well, Well, Fairly well</i>	Write <i>Very well, Well, Fairly well</i>	Speak <i>Very well, Well, Fairly well</i>
English			
French			
Spanish			
Other (1)			
Other (2)			

IT skills
<i>List the word-processing and other software with which you are familiar</i>
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Publication(s)
<i>Indicate the title of any significant publications you have written (in particular any publications relevant to the post applied for)</i>
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5. PROFESSIONAL EXPERIENCE

Present post	
Since :	Description of your duties
Exact title of your post :
Name and contact details of your employer

Previous post	
From : To :	Description of your duties
Exact title of your post :
Name and contact details of your employer

Previous post	
From : To :	Description of your duties
Exact title of your post :
Name and contact details of your employer

Previous post	
From : To :	Description of your duties
Exact title of your post :
Name and contact details of your employer

Previous post	
From : To :	Description of your duties
Exact title of your post :
Name and contact details of your employer

Previous post	
From : To :	Description of your duties
Exact title of your post :
Name and contact details of your employer

6. CANDIDATE'S VISION OF THE POST

Without exceeding the space provided, describe your vision of the post for which you are applying

A large rectangular area with a dotted grid pattern, intended for the candidate to write their response.

A large rectangular area containing a grid of horizontal dotted lines, intended for writing or drawing.

7. ADDITIONAL INFORMATION

Have you previously applied for employment with the WCO ?

Yes

No

If yes, provide details :

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Have you lived abroad for any period(s) exceeding 3 months ?

Yes

No

If yes, provide details :

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Special aptitudes or interests

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8. REFERENCES

<i>Give the names and addresses of three persons, not related to you, who are able to vouch for your qualifications and character</i>		
FAMILY NAME AND FIRST NAME	OCCUPATION	CONTACT DETAILS <small>Address, telephone number, e-mail</small>

I certify that the statements made by me above are accurate and complete and I undertake to supply, on request, any documentary evidence required in support of them.

I am aware that any misrepresentation or material omission, even unintentional, may result in the rejection of my application or the annulment of any subsequent appointment.

I agree to undergo the medical examination required before any appointment.

.....

(Date)

.....

(Candidate's signature)

The World Customs Organization is an equal opportunities employer.