



भारत सरकार/ GOVERNMENT OF INDIA
 वित्त मंत्रालय/ MINISTRY OF FINANCE
 राजस्व विभाग/ DEPARTMENT OF REVENUE
 राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी/
 NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
 आंचलिक परिसर/ ZONAL CAMPUS
 ३ एवं ४ तल, एम. टी. प्लाजा /3rd & 4th FLOOR, MT PLAZA
 कलूर-कडवन्ना मार्ग, कोचीन/KALOOR- KADAVANTHRA ROAD, COCHIN-682 017
 ईमेल/e-mail id: nacen.cochin@gov.in
 फ़ोन/Telephone: 0484-4868311/फ़ैक्स/Fax: 0484-4868322

दिनांक/Dt.15/09/2021

प्रति/To,

The Principal Chief Commissioner/ Chief Commissioner of CGST/ Customs (All),
 The Principal Director General/ Director General (All Directorates),
 The Pr. Commissioner/ Commissioner of CGST/ Customs (All)

विषय/Sub: **Circular on preparation of panel for appointment to various posts
 on Deputation at NACIN, Cochin - Calling for applications**

महोदय/ महोदया/ Sir/Madam,

The National Academy of Customs, Indirect Taxes and Narcotics (NACIN), ZTA, Cochin, is in the process of drawing up a panel of willing and suitable candidates for filling up the following vacancies/ anticipated vacancies in the cadre of Administrative Officer/ Inspector/Executive Assistant/ Tax Assistant, as indicated below:

SI	Designation	Level in VII CPC	Number of Vacancies	Eligibility *
1	Administrative Officer	7	1	Holding analogous post with at least two years of service
2	Inspector	7	1* (Anticipated)	
3	Executive Assistant/ Tax Assistant	6/4	1* (Anticipated)	

* If any officer is found otherwise suitable for this office, the minimum prescribed eligibility can be reduced by the Competent Authority.

2. The officer would normally be appointed for a period of 3 (three) years, which is extendable by 2 more years subject to satisfactory performance of the officer, his/ her willingness and concurrence from the concerned Cadre Controlling Authority.

3. It is requested that this Circular may be brought to the notice of all the officers in the formations under your jurisdiction and the applications of willing officers forwarded to this office with the following particulars:

- i. Name of the Officer
- ii. Date of Birth
- iii. Educational Qualification
- iv. Present post held and place of working
- v. Date from which present post held, and scale of pay
- vi. Duly certified copies of ACR/ APAR gradings from 2015-16 onwards
- vii. Certificate of Vigilance Clearance
- viii. History of posting, right from joining the department, in the following format:

SI	Post Held	Place of working	Date		Nature of Duties
			From	To	

4. The option once exercised will be final and in the event of selection, the officer will not be allowed to withdraw and they are expected to serve NACIN till the expiry of the full tenure of three years. Officers with less than three years of service remaining in the Department, are not eligible to apply.

5. In case while working in this Directorate, the conduct and/ or work performance of the officer is not found to be satisfactory, the officer shall be liable to be repatriated back to the parent Commissionerate/ Directorate without assigning any reasons.

6. The application, complete in all respects, may be forwarded to this office on or before 15/11/2021.

भवदीय/Sincerely,

मनीष चन्द्र/MANISH CHANDRA
अतिरिक्त महानिदेशक/ ADDITIONAL DIRECTOR GENERAL

Copy

1. The Pr. Director General, NACIN, Faridabad
2. The Web Master, CBIC website/ NACIN Faridabad – with a request to upload this Circular on website.