

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE COMPETENT AUTHORITY & ADMINISTRATOR,
SMUGGLERS AND FOREIGN EXCHANGE MANIPULATORS
(FORFEITURE OF PROPERTY) ACT, 1976 AND NDPS ACT, 1985
10-B, Middleton Row, 1st Floor, Income Tax Building, Kolkata-700071.**

F.No.CA/KOL/I-6/PS/2022-23/178

Dated: 11.05.2022.

VACANCY CIRCULAR

Filling up of the Post of Private Secretary in the office of the Competent Authority & Administrator, SAFEM(FOP)A,1976 & NDPSA, 1985 Kolkata, on deputation basis – regarding.

Applications are invited from suitable candidates for appointment on transfer on deputation basis for the Post of Private Secretary in the O/o. the Competent Authority & Administrator, SAFEM(FOP)A,1976 & NDPSA,1985 Kolkata. The details regarding the Post is given as under :-

Private Secretary	01(One)	PB-2 Rs. 9300 – 34800 + 4600 (Pre Revised) Revised Rs. 44900/- & Pay Matrix Level : 7	Officers under Central Government (i) Holding analogous post ; or (ii) Stenographer with 3 years regular service in the pay scale of Rs. 9300 – 34800 + 4200 or with 5 years regular service in the pay scale Rs. 9300-34800+4200 Grade Pay (Pre-Revised) & Revised Rs. 44900/- (iii) The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. Essential Qualification : A self declaration towards possessing speed @ 100 words per minute in English shorthand is essential.
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For the Post mentioned above, provision of knowledge in the operation of computers will be considered as additional qualifications.

The deputation would ordinarily be for a period of three years. However, the appointment would be given initially for a period of one year, extendable on year-to-year basis depending on satisfactory performance. In the event of misconduct or unsatisfactory performance, the incumbent may be repatriated before completion his/her tenure of one year.

The deputation will be governed by the terms and conditions as contained in the DoPT's O.M. No. 6/8/2009-Estt. (Pay II) dated : 17.06.2010 as amended from time to time. The applications from suitable candidates who are willing and eligible in terms of the above criteria and who can be spared immediately may be forwarded to this office latest by 30 days from the date of issue of this circular along with their Bio-Data in the prescribed form (Annexure-I) duly certified by the office.

The attested photocopies of the ACRs/APARs of the applicants for the last 5 years along with Vigilance Clearance & Integrity Certificate, completed in all respect may also be sent along with his/her applications.

The applicants who volunteer for the Post will not be permitted to withdraw their names at a later date and only such applications which are duly forwarded by the office and accompanied with the ACRs/APARs and Vigilance Clearance will be considered.

The circular may be given wide publicity.

This vacancy circular is being issued with the approval of Competent Authority & Administrator, Kolkata.

Encl :- As above.



(SANKAR NASKAR)
JOINT COMMISSIONER

OFFICE OF THE COMPETENT AUTHORITY & ADMINISTRATOR
SAFEM(FOP)A,1976 & NDPS ACT,1985, KOLKATA

Copy forwarded to :-

1. The Under Secretary, Competent Authority Cell, Department of Revenue, Ministry of Finance, Room No. 245A, North Block, New Delhi. All Ministries/Department of Government of India with request to publish the same on the website of Deptt. of Revenue, Ministry of Finance, New Delhi.

BIO-DATA

1. Post Applied for ::
2. Name of the Applicant ::
3. Date of entry in Govt. Service ::
4. Present Post held ::
5. Date of appointment in the grade ::
Adhoc/Regular
6. Present Pay Scale ::
7. Experience ::
8. Educational Qualification ::
9. Date of return from ex-cadre post,
if any ::
10. Brief Service particulars ::
11. Whether SC/ST ::

SIGNATURE OF THE APPLICANT

Certificate by Parent Office :-

12. The information furnished by the candidate has been verified from records and is found to be correct.
13. The applicant is not in the promotion zone in the next three years.
14. No Vigilance or Disciplinary case or any other dispute is pending against the candidate.
15. Original/photocopies of the ACRs/APARs of the candidate for last 5 years are enclosed/being sent separately.
16. The candidate will be relieved within 15 days of the receipt of the letter of his appointment on deputation.

Date :
Place:

Signature
(Name in Block Letters)
(Head of Office)