



Government of India
Ministry of Finance - Department of Revenue
Office of the Competent Authority
Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) & Narcotic Drugs & Psychotropic Substances Acts

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S.F. No.52/2020-21

Vacancy Circular No. 03/2020-21

Dated: 01.03.2021

Filling up of the posts of Inspector, Assistant & Stenographer Gr.II in the office of the Competent Authority, SAFEM (FOP) A & NDPSA, Chennai on deputation basis-regarding.

Applications are invited from suitable candidates for appointment on transfer on deputation basis for the post of **Inspector, Assistant & Stenographer Gr.II** in the office of the Competent Authority, SAFEM (FOP) A & NDPSA, and Chennai. The details regarding the posts are given as under:-

Inspector	02 (Two)	PB-2 Rs. 9300-34800-4200 (Pre-revised). Revised-35400/- & Pay Matrix Level-6	Officers under the Central or State Government Departments or Organisations: Eligibility:- (i) Inspector of Income-tax or Customs and GST (previously Central Excise) or Narcotics (Central Bureau of Narcotics or Narcotics Control Bureau) or Assistant Enforcement Officer or Sub-Inspector of Police Organization, Central Bureau of Investigation. OR (ii) Head Clerks or Tax Assistants or Upper Division Clerks of Income-tax, GST (previously Central Excise) and Customs Departments who have qualified in the Departmental Examination for promotion to the grade of Inspector in the respective Departments. Officials with flair for Income-tax Act, Customs Act, Foreign Exchange Maintenance Act and Narcotic Drugs and Psychotropic Substances Act will be given preference.
Assistant	03 (Three)	PB-2 Rs. 9300-34800-4200 (Pre-revised). Revised-35400/- & Pay Matrix Level-6	Officials under the Central or State Government Departments or Organisations: Eligibility:- 1. Holding analogous posts on regular basis in the parent cadre or department. (OR) 2. Upper Division Clerk or Tax Assistant of the Central or State Government Departments or Organizations and of Income Tax or GST (previously Central Excise) or Customs, Directorate of Enforcement, Narcotics Control Bureau in the pre-revised scale of Rs. 5200-20200 with Grade Pay Rs.2400/- with 8 years regular service in that grade.
Steno-grapher Gr.II	01 (one)		Officials under the Central or State Government Departments or Organisations: Eligibility:- i. Holding analogous posts; or ii. With 8 years' regular service in the grade of Stenographer Grade III iii. Possessing a speed of 100 words per minute in Stenography (English)

For the posts mentioned above, provision of knowledge in the operation of computers will be considered as additional qualifications.

The deputation will be governed by the terms & conditions as contained in the DOP&T'S O.M.No.2/29/91/Estt(Pay-II) dated 05.01.94 and No. 6/8/2009-Estt. (Pay II) dt17.06.2020 as amended from time to time.

The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily **not exceed three years, but extendable upto seven years**. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

The official selected can opt to draw the grade pay of the post (Matrix / Level as per 7th CPC) for which he is selected or his pay plus deputation allowance (10% of his basic pay in case of outstation officials and 5% for local officials, subject to maximum of Rs. 9000/- and 4500/- respectively as per 7th CPC).

Bio-data in the prescribed format (Annexure-I) of the eligible and willing candidates in terms of the above criteria and who can be spared immediately may be forwarded to this office latest by 60 days from the date of issue of this circular through proper channel along with Integrity Certificate, Vigilance Clearance Certificate, Certificate showing that no major/minor penalty was imposed during the last 10 years and photocopies of ACRs/APARs for the last 05 years duly attested.

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 by the ACRs / APARs and Vigilance Clearance, will be considered.

J. NARAYANAN
Superintendent (Admin)
SAFEMA/NDPSA, CHENNAI
Annexure-I

BIO-DATA/CURRICULUM VITAE PROFORMA

1.	Name and Address (in BLOCK letters)	
2.	Date of Birth (in Christian era)	
3(i)	Date of entry into service	

3(ii)	Date of retirement under Central/State Government Rules				
4.	Educational Qualifications				
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)				
	Qualifications/Experience required as mentioned in the advertisement/ vacancy circular			Qualifications/experience possessed by the officer	
	Essential			Essential	
	A) Qualification			A) Qualification	
	B) Experience			B) Experience	
	Desirable			Desirable	
	A) Qualification			A) Qualification	
	B) Experience			B) Experience	
	5.1 Note : This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.				
	5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.				
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.				
6.1	Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.				
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
	Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis
					Nature of Duties (in detail) highlighting experience required for the post applied for
	* Important: Pay-band & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:				
	Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme		From	To
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
9.	In case the present employment is held on deputation/contract basis, please state-				
	a) The date of Initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation	
	9.1 Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.				
	9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.				
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.				
11.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others				
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.				
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.				

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