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**Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resource Development
507/8, Deep Shika, Rajendra Place
New Delhi – 110008**

File No. 504/1/2010-DGHRD

Dated: April, 2010

To

**All Chief Commissioners of Central Excise & Customs;
All Director Generals;
All Commissioners of Central Excise/Customs/Customs
(P)/Service Tax;
All Commissioners (in-charge of Directorates);
Narcotics Commissioner, Gwalior;**

Sub: Filling up the post of Additional Assistant Director in HRM
Wing of DGHRD – reg.

Sir/Madam,

It is proposed to draw a panel of suitable and eligible officers for one post of Additional Assistant Director in the pay Band of Rs. 9300-34800 with grade Pay of Rs. 4800 or Rs. 5400 to be filled on deputation basis, in this Directorate.

2. This post is analogous to the post of Superintendent of Central Excise/Superintendent of Customs (P)/ Appraiser. It is therefore, proposed to fill up the vacancy from the officers belonging to any of the following categories:

- (i) Officers holding analogous posts such as Superintendent, Central Excise/Superintendent, Customs (Prev.)/Appraiser on regular basis.
- (ii) Officers holding the posts of Inspector Central Excise/Preventive officer/ Examiner or equivalent on regular basis for a minimum period of 8 years.

Contd....2/-

3. The officers should possess Graduation degree or its equivalent. Preference will be given to those who have knowledge of Computer applications. The normal period of deputation is five years extendable by two years.

4. Officers selected for the post would be entitled for Deputation Allowance or Special pay as per instructions in this regard.

5. It is requested that the vacancy may be widely circulated amongst all the categories of staff referred in Para 2 above. Applications of officers willing for deputation to the said post may be forwarded to this Directorate along with their CCR Dossier or certified copies thereof for preceding five years accompanied with requisite personal details viz. Name, Date of Birth, Educational Qualification, Present Post with date, History of previous postings with charges held, pay scale and basic pay presently drawn etc., at the earliest. Vigilance Clearance Certificate should also be sent while forwarding applications of the candidates. Officers may be advised that willingness once exercised cannot be withdrawn later.

Yours faithfully,

(Renuka Mann)
Director General