



भारत सरकार GOVERNMENT OF INDIA  
 वित्त मंत्रालय MINISTRY OF FINANCE  
 राजस्व विभाग DEPARTMENT OF REVENUE  
 केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड  
 CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS  
 सीमा शुल्क आयुक्त का कार्यालय  
 OFFICE OF THE COMMISSIONER OF CUSTOMS  
 सीमा शुल्क गृह, विल्लिंग्डन आईलैंड, कोचिन  
 CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009

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### CIRCULAR

**Subject: Willingness for the post of 'Administrative Officer' in Cochin Customs on deputation basis - reg.**

In pursuance of the Board's letter F.No.A-26017/91/2017-Ad.IIA dated 16.03.2022, it is to apprise that application of willing officers are invited to fill up the following post in Cochin Customs in the pay level mentioned against the posts from Officers of the Central Government or State Government or Union territories holding analogous posts on regular basis in the parent cadre or Department. The details are as under-

Sl. No.	Name of the Post	Pay Level in Pay Matrix	Details of Vacancies	
			Commissionerate	Vacancies
1.	Administrative Officer, General Central Service, Group-B, Gazetted, Ministerial	Level 7 in the Pay Matrix (Rs. 44900-142000/-)	Cochin Customs	8

**2.** The above post will be filled up by way of deputation basis as per the eligibility criteria prescribed in the Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes and Customs, Administrative Officer, Group 'B' Post

Recruitment Rules, 2020, which is as follows-

**Deputation:**

Officers of the Central Government or State Government or Union Territories:

- a. i. Holding analogous posts on regular basis in the parent cadre or Department;
- or
- ii. With five years regular service in the grade rendered after appointment thereto on regular basis in level-6 in the pay matrix (Rs. 35400-112400) or equivalent in the parent cadre or Department.
- b. Possessing the following educational qualification and experience:
  - i. Bachelor's degree from a recognized University or Institute.
  - ii. Two years experience in Accounts, Administration, Establishment work in a Government Office or Public Sector Undertaking or Autonomous body or Statutory body.

**Note 1:** The period of deputation including the period in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government, shall ordinarily not exceed five years or extended as per the guidelines issued by the Government of India from time to time.

**Note 2:** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3:** The Maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of application.

**3 .** It is requested that applications of willing and eligible officers may be

forwarded to this office with their particulars as per the attached proforma (Annexure I) alongwith APAR grading for the last 5 years, Vigilance Clearance & Integrity Certificate, statement indicating the major / minor penalties imposed upon the applicant during the last 10 years and 'No Objection Certificate' from the Cadre Controlling Authority to relieve the officer in the event of his/ her selection. The willing and eligible officers are requested to send their application only through proper channel addressed to 'The Commissioner of Customs, Custom House, Willingdon Island, Cochin - 682009'. Incomplete applications or applications not received through proper channel will not be considered.

4. The officers who are selected would be normally appointed for a period of 2 years only, which may be extended by one year at a time to a maximum of 5 years by the Competent Authority. The officers will be eligible for Deputation Allowance as applicable. They will not be allowed to withdraw their name and will also not be relieved till the expiry of the tenure of three years. If the performance and/or the conduct of the officer is not found to be satisfactory during his/her tenure in Cochin customs, the officer will be repatriated to the parent Department/Commissionerate/Directorate/Public Sector Undertaking/Autonomous body even before completion of the deputation period.

5. It is requested that this circular may please be brought to the notice of all the formations under your jurisdiction.

6. The last date of receipt of the application is **31.10.2024**.

7. This is issued with the approval of the Commissioner of Customs.

**Signed by Subha Chandran**

**Date: 03-09-2024 10:59:54**

(शुभा चंद्रन Subha Chandran)

सहायक आयुक्त (स्थापना) Assistant Commissioner (Estt.)

Copy submitted to:

1. The Webmaster (CBIC), Directorate of Systems, CR Building, IP Estate, New Delhi- with a request to place this Circular on CBIC's website.

2. All Ministries & Department of Government of India with request that this circular may be circulated in their Ministries / Departments and also among their attached / subordinate Offices.
3. The Chief Secretaries to the Government of all States/UTs.
4. The Director General of BSF, CRPF, CISF, SSB, ITBP, RPF, Assam Rifles, NCRB with request that this circular may be circulated in their Departments and also among their attached/ subordinate offices.
5. The Chief Postmaster General / Postmaster General / Director Postal Service, Thiruvananthapuram/ Kochi/ Kozhikode/ Chennai/ Bengaluru/ Vijayawada Regions with request that this circular may be circulated in their Departments and also among their attached/subordinate offices.
6. All Principal Chief Commissioners / Chief Commissioners / Director Generals of CBDT.
7. All Principal Chief Commissioners / Chief Commissioners / Director Generals of CBIC.

**ANNEXURE-I****PROFORMA****APPLICATION FOR THE POST OF  
ADMINISTRATIVE OFFICER IN COCHIN CUSTOMS  
ON DEPUTATION BASIS**

1. Name (IN BLOCK LETTERS) :
2. Date of Birth :
3. Date of Retirement :
4. Age as on the closing date of receipt  
of application :
5. Educational Qualification :
6. Present post held and the date from  
which held :
7. Whether the present Grade is granted  
by way of MACP or Regular Promotion :
8. Pay level in Pay Matrix :
9. Details of service\* :

\*Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your Signature, if the space below is insufficient.

Name of the Post	Whether post held on regular basis or on adhoc	Pay level in Pay Matrix	Nature of duties performed

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10. Name and designation of the  
Cadre Controlling Authority :

11. Name, address and telephone  
number of concerned officer  
in the office of the Cadre  
Controlling Authority :

12. Mobile No., E-mail id and  
Official Land Line No. of the  
Applicant :

13. Home State :

**Declaration:**

I have carefully gone through the vacancy circular and I hereby declare that the details submitted are true and correct to the best of my knowledge, belief and information.

**Date:**

**Signature of the candidate**

It is certified that the information/ entries furnished by the officer/official have been verified from the service records.

**Countersigned  
(Employer with Seal)**

**Note : All fields in the Application Proforma are to be filled mandatorily. Incomplete application will not be considered and will be rejected without any intimation.**