

ELIGIBILITY CRITERIA FOR THE POST OF AAD ON DEPUTATION

Name of Post	Additional Assistant Director (AAD)
Classification of the post	General Central Service, Non-Ministerial, Gazetted Group B
Scale of pay	Pay Matrix Level - 8 (Rs 47,600/- to 1,51,100/-) Remark - Pay Matrix Level-9 (Rs 53,100/- to 1,67,800/-) after completion of four years of regular service in the Pay Matrix Level - 8 (Rs. 47,600/- to 1,51,100/-).
DA, HRA, TPT & Other allowances	As admissible under the Central Government orders from time to time.
Eligibility Criteria	Officers of the Central Government or the State Government or the Union Territories: - (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with two years regular service in a post in Pay Matrix Level - 7 (Rs. 44,900/- to 1,42,400/-) or equivalent in the parent cadre or Department; And (b) possessing the following educational qualifications and experience: (i) Bachelor's degree from a recognized University or Institute; and (ii) Three years of experience in the matters of levy, assessment and collection of Customs duty, Central Excise duties, Goods and Service Tax and Integrated Goods and Service Tax, Intelligence and Investigation, enforcement of border control on goods and conveyances, dispute resolution including drafting of Show Cause Notices, adjudication and appeals or Audit of assessments for ensuring tax compliance.
	Note 1: The period of deputation including the period of deputation 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 three years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the last date of receipt of applications. 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, the deputationists shall not be eligible for consideration for appointment by promotion.

Nature of Duties	<p>The nature of duties of the selected applicants may inter alia include one or more duties as listed below:</p> <ul style="list-style-type: none"> ➤ To assist Board in policy matters relating to GST policy, Export Promotion schemes and policy matters relating to valuation, etc. ➤ To carry out detection and investigation of commercial frauds & Customs Duty evasion, Goods & Services Tax, Central Excise Duty and curbing of illicit trade in drug trafficking and other contrabands. ➤ To carry out inspection of field formations of CBIC. ➤ To assist in planning, development & maintenance of Department's automated systems & IT infrastructure. ➤ To assist in publicity campaigns concerning public awareness of CGST, Central Excise and Customs. ➤ To carry out investigation of matters relating to Anti Profiteering. ➤ To assist in manpower and infrastructure management of CBIC. ➤ To assist in Co-ordination with Law Ministry etc. on legal issues. ➤ To provide intelligence inputs and carry out big data analytics for CBIC. ➤ Monitoring the logistical requirements of field formations pertaining to Anti-smuggling, Communication and Marine. ➤ To assist in presenting indirect taxation cases before the Tribunal. ➤ To carry our vigilance investigation and examination of vigilance complaints ➤ Work relating to general administration
Deputation	<p>The other terms and conditions of deputation will be governed as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estd. (PAY-II) dated 17.06.2010 as amended from time to time.</p>
List of Documents	<ul style="list-style-type: none"> (i) Bio-data in prescribed proforma (Annexure - D) (Available on www.cbic.gov.in and https://dgpm.gov.in) duly countersigned by the AO/Superintendent (Admin.). (ii) Supporting certificate/ documents in respect of claimed educational qualification including essential qualification of Bachelor's Degree. (iii) The History of Posting (HOP) as per the format prescribed at Point No. 7 of Annexure-D, clearly specifying the period of service rendered, including details of any past service in any Department on loan or deputation basis. (iv) Cadre clearance certificate in the prescribed format issued by the concerned Cadre Controlling Authority (As per the format prescribed in Annexure C). (v) Photo copies of APAR dossier from the year 2019–20 to 2023–24 duly attested (it may be ensured that the same are attested on <u>each page</u> with rubber stamp by an <u>officer not below the rank of an Under Secretary (rank of Deputy / Assistant</u>

	<p><u>Commissioner in CBIC formations</u>) to the Government of India.</p> <p>It may further be ensured that in case the APAR for any period is not available for three months or more during a particular year, a No Report Certificate (NRC) for the concerned period is enclosed. In case the APAR for any year is entirely covered under NRC, the APAR of the immediately preceding year may be provided so as to ensure availability of five complete APARs in full-fledged form.</p> <p>(vi) Vigilance Clearance Certificate (Annexure - E) and Integrity Certificate (Annexure - F) in the prescribed format issued by the concerned Cadre Controlling Authority.</p> <p>(vii) The details of major/minor penalties imposed on the officer during the last 10 years.</p> <p>(viii) The latest pay slip issued by the Organization, in case, the applicant belongs to an organization which is not following the Central Government Pay-scales.</p> <p>(ix) The option preference form for Directorates {Annexure - B (i)} and Station {Annexure - B (ii)}.</p> <p>(x) APAR Grading Sheet (Annexure G).</p>
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Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. __
- ii) His/ Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested on each page with rubber stamp by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)
- v) The mandatory cooling off period (if applicable) of three years has been completed by the officer.

Sign by the Employer/ Cadre Controlling Authority with Seal