



भारत सरकार/ **GOVERNMENT OF INDIA**
 वित्त मंत्रालय/ **MINISTRY OF FINANCE**
 राजस्व विभाग/ **DEPARTMENT OF REVENUE**
 राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी/
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
 आंचलिक परिसर/ **ZONAL CAMPUS**
 ३ एवं ४ तल, एम. टी. प्लाजा /3rd & 4th FLOOR, MT PLAZA
 कलूर-कडवन्ना मार्ग, कोचीन/KALLOOR- KADAVANTHRA ROAD, COCHIN-682 017
 ईमेल/e-mail id: **nacen.cochin@gov.in**
 फ़ोन/Telephone: 0484-4868311

Dt. /03/2025

To,

The Zonal Principal Chief Commissioner/ Chief Commissioner of CGST/ Customs (All),
 The Principal Director General/ Director General (All Directorates),
 The Pr. Commissioner/ Commissioner of CGST/ Customs (All)

Sir/Madam,

Sub: **Circular on preparation of panel for appointment to various posts on Deputation at NACIN, Cochin – Calling for applications**

Sl.	Designation	Number of Vacancies	Pay Level as per 7th CPC
1	Private Secretary	1	7
2	Inspector	1	7
3	Steno GR II	1	4
4	Head Havildar / Havildar	1	3/2

2. Officers with at least 2 years experience in the grade will be preferred for Sl. No 2 and 1 year experience for Sl. No.1, 3 and 4.

3. In case of Deputation, the officer would normally be appointed for a period of 3 (three) years, which is extendable by 2 more years subject to satisfactory performance of the officer, his/ her willingness and concurrence from the concerned Cadre Controlling Authority.

4. It is requested that the Circular may be brought to the notice of all the officers in the formations under your jurisdiction and the applications of willing officers may be forwarded to this office with the following particulars:

- i. Name of the Officer
- ii. Date of Birth

- iii. Educational Qualification
- iv. Present post held and place of working
- v. Date from which present post held, and scale of pay
- vi. Duly certified copies of ACR/ APAR gradings from 2021-22 onwards
- vii. Certificate of Vigilance Clearance
- viii. History of posting, right from joining the department, in the following format:

SI	Post Held	Place of working	Date		Nature of Duties
			From	To	

5. It may be made clear to the willing officers that option once exercised will be final and in the event of selection, they will not be allowed to withdraw the same and they are expected to serve NACIN till the expiry of the full tenure of three years. Officers with less than three years of service remaining in the Department are not eligible to apply.

6. In case while working in this Directorate, the conduct and/ or work performance of the officer is not found to be satisfactory, the officer shall be liable to be repatriated back to the parent Commissionerate/ Directorate without assigning any reasons.

7. The application, complete in all respects, may be forwarded to this office **on or before 15/04/2025.**

Sincerely,

मीनु प्रमोद, भा.रा.से./ MINU PRAMOD

अपर महानिदेशक/ ADDITIONAL DIRECTOR GENERAL

Copy

1. The Pr. Director General, NACIN, Palasamudram
2. The Web Master, CBIC website/ NACIN Palasamudram - with a request to upload this Circular on website.