To

All Chief Commissioners/ Directors/ Generals/ Commissioner of Central Excise/ Customs

Sir/Madam,

Sub: Option for the post of Superintendent of Central Excise, Group ‘B’ in NACEN, Regional Training Institute, Patna on deputation basis.

Options are invited to fill up a vacancy of Superintendent, Group ‘B’ in the pay scale of Rs. 9300-34800 in National Academy of Customs Excise & Narcotics, Patna on deputation basis. The period of deputation will normally be of 03(three) years extendable upto 05(five) years and will be entitled to a training allowance @ 30% of the basic pay.

The job requirements of the post is that the officers should be fully associated with the training activities of the Academy involving designing, preparation, and execution of training modules, development of training materials on Customs, Excise & Narcotics and any other matter including administration and accounts, as may be entrusted by the competent authority.

Kindly circulate this letter widely among your formation and get the option from eligible superintendents. We shall be grateful if you could kindly recommend the names of willing and suitable officers to be considered for selection as Superintendent of this Academy. The particulars of such officers with their bio-data viz; name, educational qualification, date of birth, present post with date from which held etc along with the grading of their Annual confidential report (now APAR) for the last 5(five) years and vigilance clearance certificate may kindly be forwarded this Academy latest by 20th of June 2011.

Yours faithfully,

[Signature]

Deputy Director
RTC, NACEN, Patna