

राष्ट्रीयसीमाशुल्क, अप्रत्यक्षकरा एवं स्वंपकपदा रूअकदामा,, जालहल्ल, बेंगलुरु – 560013

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS,
No.40, HMT FACTORY MAIN ROAD,
NEXT TO HMT SCHOOL, JALAHALLI
BENGALURU - 560 013
Email- nacen.bangalore@nic.in**

Phone No. 080- 23091500

CIRCULAR NO. 02 /2023

Sub: Circular inviting applications for engaging the services of three retired departmental officers possessing excellent drafting skills in department correspondences and sound technical knowledge, etc., on contractual basis for NACIN, Bengaluru - Reg

The National Academy of Customs, Indirect Taxes & Narcotics (NACIN), the Premier Training Institute under CBIC, Ministry of Finance is coming up with a state-of-the-art Training Centre at the upcoming New Campus at Palasamudram, Sri Sathya Sai District of Andhra Pradesh.

2. Applications are hereby invited from eligible retired Department Officers possessing excellent drafting skills in department correspondences and possessing sound knowledge of Customs, GST and Narcotics cases, on contract basis in the areas of work prescribed in the table below. The other terms and conditions of the proposed contract is also indicated herein under:

Sl.No.	Terms of engagement	Details
01	Period of contract	Initially for a period of six months w.e.f the date of contract and may be extended to 12 months at the discretion of the Competent Authority subject to functional requirement and suitability.
02	Job location	NACIN, Bengaluru
03	Scope of Work	The officers must possess excellent drafting skills in department correspondences, letters to Board and higher formations, SOPs, Tender documents and to assist teams in content creation for various training facilities.
04	Age Eligibility	Applicants must be retired Departmental Officers. The age of the retired personnel should preferably be less than 65 years.
05	Eligibility Criteria & Experience	The person should preferably be retired from CBIC OR various Directorates of CBIC and should possess exceptional drafting skills in Department correspondences,

		letters to Board and higher formations, SOPs, Tender documents and to assist teams in content creation for various training facilities.
06	Remuneration	Fixed monthly remuneration shall be admissible as per the provisions of OM F.No. 3-25/2020- EIIIA dated 9.12.2020 of the Department of Expenditure, Ministry of Finance, Government of India
07	Leave	The Officers engaged will be eligible for 1.5 days of leave for each completed month of service which may be accumulated and availed during the period of contract period.
08	Working Hours	The engaged personnel will be required to observe the normal office hours between 9.30 AM to 6.00 PM on all working days. However, depending on the exigencies, they may have to attend office beyond office hours and also on Saturday/Sunday. No extra remuneration will be paid for the extra hours/holidays.
09	Application mode	Interested eligible applicants may submit their application in the proforma enclosed as "Annexure-I" at the following address addressed to the Additional Director General, NACIN, Bengaluru along with a copy of the Pension Payment Order: No.40, HMT Factory Main Road, Near HMT School, Jalahalli, Bengaluru. Last Date of receipt of application:02.04.2023 Applications received after due date will not be considered
10	General Conditions of the Engagement of the Consultant	1. The selected candidate will be governed by the Official Secret Act, 1923 as amended from time to time and will not disclose to any unauthorised person(s) any information /data that may come to their notice during the period of engagement at the Academy.

		<p>2. They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignment for NACIN without the express within consent of the Academy.</p> <p>3. They must act at all times in the interest of the Academy and render any advice/service with Professional integrity</p> <p>4. They will maintain the highest standards of integrity, transparency, competitiveness, economy and efficiency while working in the Academy.</p>
11	Selection Process	Written Test followed by Interview.
12	Termination Clause	<p>The Engagement of the said position may be terminated by either side at any time by giving one month's notice.</p> <p>The decision of the Principal Additional Director General, NACIN, Bengaluru will be final.</p>

(G.NARAYANASWAMY)
PRINCIPAL ADDITIONAL DIRECTOR GENERAL

**APPLICATION FOR THE POST OF CONSULTANT (EXPERT DRAFTING SKILLS) AT NACIN ,
BENGALURU ON CONTRACT BASIS**

Name in full		
Father's /Husband's name		
Nationality		
Date of Birth		
Age as on date		

I/1086364/2023

Present/Correspondence address		
Telephone No.		
Mobile No		
E-mail		
Permanent Address		
Whether SC/ST/OBC		
Whether Physically Handicapped		
Educational Qualification		
Experience details of all previous employemnt		
Any other relevant information		

DECLARATION: I Solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief, I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being deleted at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of NACIN

Signature

(Full name of the Applicant)

Place:

Date: