



राष्ट्रीयसीमाशु ल्क, अप्रत्यक्षकरा एवं स्वंपकपदा र्अकदामा,, जालहल्ल, बेंगलरु – 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**

**Ph No: 080 23091500**

**NACIN/II/13/3/2020**

**Date: 22.10.2023**

### **CIRCULAR**

Sub: Filling up of Various posts at NACIN, ZTI, Bangalore-Reg.

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It is proposed to fill up the following vacancies in Group B and C cadres on deputation basis at the Zonal Training Institute, NACIN, Bangalore. The period of deputation will initially be for 3 years extendable by 2 years subject to the individual's suitability and aptitude. Only officers with a minimum residual service of atleast three years are eligible to apply.

Sl.No.	Details of Post	Level of pay	No. of posts available
01	Superintendent ( Gr.B)	08/09/10	01
02	Administrative Officer (Gr.B)	07	01
03	Senior PS ( Gr.B)	08/09	01
04	Tax Assistant (Gr.C)	04	01
05	Head Havaldar (Gr.C)	02	01

The officer selected for appointment at NACIN, Bangalore is entitled to training allowance @ 24% of their basic pay as per order of Director General, NACIN in reference F.No.NACIN/II/7/1/2023 dated 11.09.2023 subject to conditions in circular F.No.2/6/2016-Estt(Pay-II) dated 17.12.2016. The selected candidate will have to make his/her own arrangement for residential accommodation.



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The selected officers would be required to be fully associated with training activities of the Academy involving:

- (a) Preparation of training materials
- (b) Administration and preparation of all infrastructure and other requirements to conduct the training courses.

The job requirements in the Group B cadres would indicate a high degree of excellence and expertise on technical and administration matters, proper attitude, and ability to prepare the training materials and imparting training and above all dedication and loyalty to the work. While making the final selection due weightage will be given to:

- 1) Experience in the field with outstanding service record
- 2) Educational qualification – Preferably post graduate qualification in Law/Economics/MBA/Accountancy/Information Technology
- 3) Teaching experience, if any-As guest faculty at NACIN/elsewhere

The job requirements for the officers selected to the grade of Tax Assistant /H.Havaldar will involve work relating to administration/accounts in addition to assisting in conduct of training at the Academy, as and when required.

Therefore, it is requested to kindly circulate this requirement amongst the officer under your charge and those officers who are desirous of being considered for the above position are requested to submit their application and bio data through proper channel by 20.11.2023. An advance copy of the application may be sent to the Pr. Additional Director General, NACIN, Bangalore. It may also be noted that the final selection /appointment is subject to the clearance from the cadre controlling authority.

The bio-data in the prescribed proforma along with their willingness may be forwarded to the undersigned, along with the following particulars at the earliest for further necessary action at this end.

- 1) ACR gradings for the last five years
- 2) Vigilance clearance certificate
- 3) Bio data in the prescribed proforma as enclosed

**Signed by Narayanaswamy G**

**Date: 22-10-2023 09:28:17**

**Reason: Approved**

(G.NARAYANASWAMY)  
PR.ADDITIONAL DIRECTOR GENERAL

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To

All Zones of Central Taxes/ Customs/Directorates under CBIC

**PROFORMA OF BIO-DATA IN RESPECT OF OFFICERS WILLING TO  
WORK AT NACIN, BENGALURU ON DEPUTATION BASIS**

NAME	
DESIGNATION	
DATE OF BIRTH	
DATE OF JOINING THE DEPARTMENT	
DATE OF SUPERANNUATION	
DATE OF JOINING IN THE PRESENT GRADE	
PRESENT PLACE OF POSTING	
CATEGORY: GEN/SC/ST/OBC	
ACADEMIC QUALIFICATION	
WHETHER CONVERSANT IN USING COMPUTERS FOR OFFICE WORK	
HISTORY OF POSTING	
AWARDS/DISTINCTIONS	
APTITUDE FOR TRAINING.	



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DETAILS OF TEACHING EXPERIENCE AS FACULTY/GUEST FACULTY MAY BE INDICATED	
ANY OTHER RELEVANT INFORMATION	

Signature of the officer