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भारत सरकार / GOVERNMENT OF INDIA  
वित्त मंत्रालय / MINISTRY OF FINANCE  
राजस्व विभाग / DEPARTMENT OF REVENUE

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE,  
TAMILNADU AND PUDUCHERRY ZONE,  
26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 600 034.

C.No.II/13/07/2019-CCA.Estt.

Date : 12.12.2019

To  
The Principal Commissioner/ Commissioner of GST & Central Excise,  
Chennai North/ South/ Outer/ Audit-I/ Audit-II/ Appeals-I/ Appeals-II/ Madurai/  
Salem/ Trichy/ Puducherry/ Coimbatore/ Cbe Audit/ Cbe Appeals Commissionerates

Sir,

विषय/Sub : Estt. - Circulation of Memorandum - Reg.

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Please find enclosed herewith a copy of Circular Memorandum issued by the  
Subsidiary Intelligence Bureau, Ministry of Home Affairs, Chennai vide File No. MS-  
I/1513/2019(2) - 7526 dated 02.12.2019 regarding vacancy for the post of  
Accountant.

2. The willingness, if any, from the eligible Officers for the post of Accountant  
along with bio-data & history of posting of the officer in duplicate may be forwarded to  
this office on or before 27.12.2019. The ACR gradings for the last five years and  
Vigilance Clearance, Integrity and Major/Minor Penalty Certificate for last 10 years of  
the officer may also be forwarded.

Yours faithfully,

Encl: As above

(K V MURALIDHER)  
ASSISTANT COMMISSIONER CCA

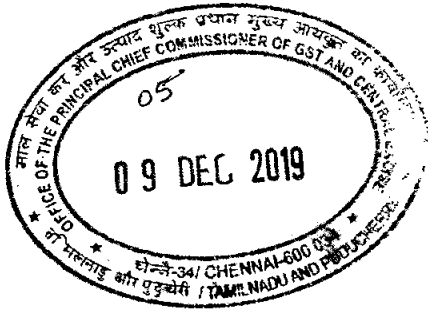
Copy submitted to:

The Chief Commissioner of Customs (Preventive), Trichy

Copy to :

✓ The Supdt. (Computer Section), Chennai North. - For display on official website

The Hindi Cell - For translation.



No.MS-I/1513/2019(2) -7526  
Subsidiary Intelligence Bureau,  
MHA, Govt. Of India  
No.29, Papanasam Sivan Salai,  
Santhome, Mylapore  
Chennai-600004

*Handwritten signature and initials*

Dated: 02/12/2019

**CIRCULAR MEMORANDUM**

It is proposed to fill up one post of Accountant each in Subsidiary Intelligence Bureau (SIB), Rajaji Bhavan, Chennai and Bureau of Immigration, Shastri Bhavan, Chennai under the Ministry of Home Affairs on deputation basis.

**Accountant (Total -2 vacancies), General Central Service (Group-B), Non Gazetted, Ministerial, in Level 6 of the pay matrix ( Rs. 35400-112400) (old Pay Band: 9300-34800 plus Grade Pay Rs.4200)**

The eligibility conditions for the post are enclosed.

2. Officers, who fulfil the conditions of eligibility may submit their applications to their employers, who may forward the same with the following papers/documents so as to reach the undersigned within 30 days from the date of issuance of this circular:

- Bio-data in the prescribed pro-forma (as per Annexure A) in duplicate duly signed by the candidate and forwarded through proper channel
- Copies of APAR/ACRs for the last 5 years attested on each page by an officer not below the rank of Under Secretary
- Vigilance clearance certificate
- Integrity certificate
- A statement of major/minor penalty, if any, imposed on the officer during the last 10 years
- Cadre Clearance Certificate

3. The officer inducted/selected to these posts will be on deputation for a period as specified in the eligibility conditions. This period can be curtailed or extended if exigencies of service so require.

*Handwritten signature of T. Selvaraj*

(T.Selvaraj)  
Assistant Director

To  
THE PR. CHIEF COMMISSIONER OF GST & CX  
26/1, UTTAMAR GANDHI ROAD,  
NUNGAMBAKKAM, CHENNAI 600 034.

Encl: as stated

BIO-DATA PROFORMA FOR DEPUTATION IN IB

1. Name & address (in block letters)
2. Father's name
3. Place of birth
4. Home State
5. Date of birth (in Christian era)
6. Date of joining Govt. Service and name of the parent department/Ministry/ PSU/Autonomous body etc.
7. Date of retirement in parent department
8. Educational qualifications including extra Professional qualification
9. Training undergone  
(Copy of certificates to be enclosed)
  - (i) A pass in the Subordinate Accounts Service or equivalent examination conducted by the organised Accounts Departments of the Central Government.
  - (ii) Training in Cash and Accounts work in the Institute of Secretariat Training and Management and three years experience in cash, accounts and budget work.
10. Details of employment, in chronological order (Enclose a separate sheet, Duly authenticated by your signature, if the space below is insufficient)

Office/ Inst./ Organisation	Post held	From	To	*Pay band With Grade pay/Level in Pay Matrix	Nature Of Duties

\*(Pay Band and Grade Pay of the post being held on regular basis)

P.T.O.

11. Nature of present employment i.e. ad-hoc  
Or temporary or quasi-permanent or  
Permanent /contract
12. In case the present employment is held on  
deputation/contract basis, please state
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation/  
Contract
  - (c) Name of the parent office/organisation  
to which you belong
13. If earlier worked on deputation whether cooling                      Yes/No  
Off period of 3 years since last deputation  
Completed, as per rules  
(if yes, please also indicate the date of repatriation)
14. Additional information, if any, which you would like  
to mention in support of your suitability for the post.  
Enclose a separate sheet, if the space is insufficient.
15. Please intimate whether the officer is likely to  
be promoted in near future
16. Whether belongs to SC/ST/OBC
17. Remarks

Signature of candidate

Name  
Address  
Mobile/Phone No.  
E-Mail Address

Date:

(To be filled by the Department)

1. Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete CR dossier/APARs for the last 5 years duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- (iii) His Integrity is beyond doubt.
- (iv) No Major/minor penalties have been imposed on him during the last 10 years/list of Major/minor penalties imposed on him/her during the last 10 years is enclosed.

[Strike out which is not applicable]

Dated:

Signature:

Place:

Name & Designation of  
the employer  
(not below the rank  
of Under Secretary  
in the Govt. of  
India).

[with Seal]

## Eligibility Conditions

Officers under the Central Government

- (a) (i) holding analogous posts on regular basis in the parent department or
- (ii) with six years regular service in the grade rendered after appointment thereto on a regular basis in post in the Grade Pay Rs.2800 or equivalent in the parent cadre or department; or
- (iii) with ten years regular service in the grade rendered after appointment thereto on a regular basis in post in the Grade Pay Rs.2400 or equivalent in the parent cadre or department; and
- (b) possessing any one of the following qualifications:-
- (i) A pass in the Subordinate Accounts Service or equivalent examination conducted by the organised Accounts Departments of the Central Government.
- (ii) Training in Cash and Accounts work in the Institute of Secretariat Training and Management and three years experience in cash, accounts and budget work.

Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed three years.

Note 2: The maximum age limit for appointment by deputation or absorption shall be not exceeding fifty-six years as on the closing date of receipt of application.

Note 3: For the purpose of deputation basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay scale is the normal replacement grade without any upgradation.