



**DIRECTORATE OF REVENUE INTELLIGENCE  
DRUM SHAPE BUILDING: I.P.BHAVAN: I.P.ESTATE, NEW DELHI**

**FAX NO. 23370954, TEL: 23378629, 23379871; E-MAIL: drihgrsadm-cbec@nic.in**

DRI.F.No A-44014/02/2019 -Estt/3076

Dated: Nov 2019

To,

All Pr. Chief Commissioners of Customs,  
All Pr. Chief Commissioners of GST,  
All Pr. Director Generals,  
All Chief Commissioners of Customs,  
All Chief Commissioners of GST,  
All Director Generals,  
The Chief Departmental Representative.

Madam/ Sir,

**Subject: - Selection of IRS (C&CE) Officers for COIN postings - reg.**

It is to inform that as per the directions of the Board, the process of selection of IRS (C&CE) officers for the following COIN postings is to be taken up by this Directorate –

- (i) Consul (Eco), CGI, Dubai,
- (ii) Consul (Eco), CGI, Hong Kong,
- (iii) First Secretary (Trade), HCI, London and
- (iv) Second Secretary (Trade), HCI, Brussels


2. The Criteria/Procedure for selection of the officers for the aforesaid posts, as approved by the competent authority, is enclosed.

3. It is requested that the applications for the aforesaid posts may be invited from amongst the officers at the level of Additional/ Joint Commissioner and Deputy/ Assistant Commissioner of GST, Customs & Central Excise working under your jurisdiction(s). The applicants should be directed to clearly specify the experience gained by them in each of the relevant fields as indicated in the enclosed annexure. The duration and the place of posting(s), when experience was gained, should also be clearly mentioned.

4. It is requested that you may verify the information furnished by each applicant and forward the applications to the undersigned **latest by 05.12.2019**. The application must be forwarded by the concerned Member/ Pr. Chief Commissioner/ Pr. Director General/ Chief Commissioner/ Director General. For officers on deputation, duly verified application may be submitted through their Competent Authority.

Yours faithfully,


Encl: As above.

  
(Vivek Chaturvedi)  
Pr. Additional Director General

Copy to –

1. The Chairman, CBIC and all Members of CBIC, Ministry of Finance, New Delhi with request to forward applications of Additional/ Joint Commissioners and Deputy/ Assistant Commissioner working under their charge in the Board as well as any Authority/ Commissioner under their charge.
2. All Zonal Pr. ADGs/ ADGs of DRI for similar action.
3. The Web Master, CBIC with the request to upload the Circular on CBIC's website.
4. Confidential / Guard File.

Encl: As above.

  
(Vivek Chaturvedi)  
Pr. Additional Director General

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ANNEXURE

**Subject :Criteria/procedure for selection of IRS(C&CE) Officers for COIN postings.**

The following criteria/procedure for selection of IRS(C&CE) officers for COIN postings:-

**1. Criteria :**

(a) 25 marks shall be awarded on the basis of APARs of the last five years (5 marks for 'Outstanding', 4 marks for 'Very Good' and 3 for 'Good'). In case of NRC for any year, the APAR of the year prior to five years may be assessed.

(b) For filling up all posts, 25 marks shall be awarded based on relevant experience in anti-smuggling, anti-evasion and other international trade-related activities.

Experience in the following fields shall be considered relevant :

- (i) DRI, Customs (Preventive) charge, Airport etc., involving intelligence gathering and investigation.
- (ii) CEI, work relating to anti-evasion in a Central Excise Commissionerate requiring collection of intelligence and investigations as part of job profile.
- (iii) Central Excise Divisions having preventive activities.
- (iv) CEIB, NCB and Directorate of Enforcement.
- (v) Multilateral / Regional / Bilateral Negotiations in International Trade.
- (vi) Matters related to international trade defence, trade facilitation and related dispute settlement or in intelligence collection activities in posts under any other Ministry/Department etc.

There shall be 5 marks for each year of relevant experience, subject to a maximum total 25 marks. The relevant 5 years experience should be counted out of total experience of the officer.

2. Procedure :

- (a) The applications for the vacant posts shall be invited by the DG(DRI) while indicating the eligibility criteria to all Chief Commissioners / Directors General or in respect of officers working in Board, to their respective Members. The applicants can route their applications through their CCs/DGs/Members.
- (b) After scrutiny of applications, DG(DRI) shall compile a list of officers who meet the eligibility criteria and send it to Board.
- (c) The Board shall provide HOPs and APARs of the concerned officers alongwith their vigilance status to the DG(DRI) for evaluation.
- (d) An Evaluation Committee comprising DG(DRI), DG(CEI), DG(NACEN) and DG(HRD) shall evaluate the service records of the concerned officers taking into account the prescribed criteria.
- (e) DG(DRI) shall forward minutes of proceedings of the Committee alongwith evaluation chart indicating marks given to each candidate on assessment of their APARs and work experience.
- (f) A Board level Committee comprising Chairman(CBEC), Member(P&V), Member(Customs) and DG(DRI) shall interview officers who secure 60% marks (i.e. 30 out of 50 ) and above, based on assessment by the Evaluation Committee.
- (g) Maximum marks for interview will be 10.
- (h) The Board, after taking into account the marks secured by an officer in the interview and the marks given by the Evaluation Committee, shall recommend a panel of three officers for each post for approval of Hon'ble FM.
- (i) As per procedure, after obtaining Hon'ble FM's approval, the panel shall be forwarded to MEA for their concurrence followed by reference to ACC for final approval.