



राजस्व आसूचना निदेशालय

DIRECTORATE OF REVENUE INTELLIGENCE

7<sup>th</sup> फ्लोर, ड्रम शेपड बिल्डिंग, आई.पी. भवन, आई.पी. एस्टेट, नई दिल्ली

7<sup>th</sup> FLOOR, DRUM SHAPED BUILDING, I.P. BHAVAN, I.P. ESTATE, NEW DELHI

FAX NO. 23370954, TEL: 23378629, 23379871;

E-MAIL: [drihqrsadmn-cbec@nic.in](mailto:drihqrsadmn-cbec@nic.in), [drihqrs@nic.in](mailto:drihqrs@nic.in)

DRI F.No. A-44014/01/2025-EST.

Dated 30.05.2025

To,

All Members (CBIC)  
All Pr. Chief Commissioners/Chief Commissioners of Customs,  
All Pr. Chief Commissioners/Chief Commissioners of GST,  
All Pr. Director General/Directors General of Directorates, Pr. DG, NACIN,  
Narcotics Commissioner, CBN, Gwalior.

Madam/Sir.

**Sub: Filling up of 02 posts of PA-cum-CA at the overseas Units at London and Brussel respectively — reg.**

One post each of PA-cum-Confidential Assistant for overseas Units at London and Brussel is to be filled up.

2. The said post is to be filled up on Deputation basis for a period of three years. For the said post, officers of the rank of **Inspector/Preventive Officer/ Intelligence Officer** of Central Board of Indirect Taxes and Customs (CBIC) are eligible. Accordingly, it is requested to forward applications of **eligible and suitable officers** working under your jurisdiction along with their complete History of Postings, a written Statement of Purpose (SOP) detailing the vision and suitability of the candidate (of not more than 500 words) **along with duly certified copies (certified by an officer not below the rank of Administrative Officer) of APARs of last 10 years or as available till date**, copies of documents in support of claims, if any, made in the application, latest by 31.07.2025 by speed post as well as via e-mail on [drihqrsadmn-cbec@nic.in](mailto:drihqrsadmn-cbec@nic.in). A certificate that No Vigilance/ disciplinary case is either pending or contemplated against the officer and details of penalty imposed (if any) may also be forwarded.

3. Certified information regarding the applicant may please be furnished in the format given in the enclosed **Annexure-I** (duly verified and attested by an officer, not below the rank of Addl. Commissioner/Joint Commissioner).

4. The candidate should mention his Name, Designation & Date below the application.

5. It is requested that you may verify the information furnished by the each applicant and forward the application to undersigned **latest by 31.07.2025 by speed post as well as via e-mail on [drihqrsadmn-cbec@nic.in](mailto:drihqrsadmn-cbec@nic.in)** clearly mentioning the subject as **"Filling up of the post of PA-cum-CA at the COIN Units at London and Brussel"**. The applications must be forwarded through proper channel. For officers on deputation, duly filled application may be submitted through their Cadre Control Office.

Yours faithfully

Encl — As above

*Anchita Pandoh*  
30/5/2025  
(Anchita Pandoh)  
Joint Director (Admn.)

Copy to — The Under Secretary, Ad. II, CBIC, New Delhi for kind information, w.r.t Board's letter F.No. A-35017/61/2025-Ad.II dated 27-05-2025.

## Annexure—I

### Format of the application for the post of PA-cum-CA in London and Brussel

1. Name of the officer, current Designation and Place of Posting (Division/Section/Commissionerate/Zone/Directorate):
2. Date of Birth:
3. Educational Qualification:
4. Date of joining in the department:
5. Date of joining as Inspector / Intelligence Officer / Preventive Officer:
6. Experience in Investigations/ Policy related work in DRI / DGGI/Customs/GST or International Customs Division or GST/Customs Policy matters, handling of overseas enquiry requests in any formation (no. of years) (Details of DRI I/EA-1 filed by the officer may be mentioned which may be verified with resume APAR/ACR of the officer):
7. Details of exceptional work/ cases done (Details may be submitted in separate sheet):
8. Proficiency in Foreign Language, other than English, if any, Read/ Write/ Speak (Certification, if any, to be attached separately):
9. Qualification and experience in computer related work including Risk Management and Data analysis/works:
10. Driving experience of four wheelers, if any (Copy of Driving Licence to be enclosed):
11. Health issues, if any:
12. Details of Training undertaken (Separate sheet to be attached):
13. Details of foreign visits (Separate sheet to be attached):
14. History of Postings (HOP)\*:
15. Written Statement of Purpose (SOP) (not more than 500 words) detailing the vision and suitability of the candidate for the post (in a separate sheet):
16. Whether promotion due within 3 years \*\* (Admn. Section of the officer to certify this):
17. Mobile No.:
18. E-Mail ID:
19. Applying for: (PA-cum-CA- London and Brussel/Both):
20. Remarks, if any:

\*Please attach Vigilance Clearance and Penalty Statement.

\*Please attach HOP (duly certified HOP should clearly indicating name of sections and nature of work handled).

\*Please attach all APARs of 10 years or as available (duly certified).

\*Please attach APAR Chart of last 10 years or as available (duly certified by confidential section) in form of Annexure-2.

\* \*\*Candidates applying for the post may please note that no promotional benefit (on the basis of the promotion of similarly placed offer in India) should be claimed during deputation.

#### PERSONAL PROFILE

1. Name of the child/ children, if any
2. Class in which presently studying

Note — Candidates applying for the post may please note that extension of tenure cannot be sought on the basis of child/children's study.

Signature of the applicant

(Name of the applicant)

Place:

Date:

Name of the officer: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Sr. No.	Period of APAR (dd.mm.yyyy-dd.mm.yyyy)	Grading by Reporting Authority	Grading by Reviewing Authority	Adverse Remarks (if any)