

File No.: DIC/POL/WCO/81/2021-POL-O/o Pr COMMR-DIC-DELHI
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes and Customs
WCO Cell
E-mail: indiawco-cbec@nic.in

Date: 17.01.2025

OFFICE MEMORANDUM

Sub: World Customs Organization (WCO)-Japan Career Development Programme 2024-2025, to be held from September 2024 at the WCO Headquarters -reg.

The undersigned is directed to inform that the WCO has invited nomination for the World Customs Organization (WCO)-Japan Career Development Programme 2025-26, which is scheduled to be held from September 2025 at the WCO Headquarters. The Funds for this Programme will be provided by the Japan Customs Administration.

2. The main objectives of the Programme are to provide developing-country Members with an opportunity for selected candidates to undertake work at the Secretariat as a Professional Associate to obtain knowledge, skills and international work experience; to promote the involvement of Members where neither of the two official WCO languages is widely spoken; to develop and enhance networks among WCO Members and the Secretariat; to support and assist the Secretariat in its missions, work and tasks; to enhance the research function of the WCO; and to develop a pool of highly competent officials with expertise in Member administrations.

3. Under this Programme, the selected Customs officials are expected to spend approximately ten months, starting from 15 September 2025, at the WCO Secretariat and thus gain valuable international experience. Each official will be assigned to an area of work which is commensurate with his/her skills and expertise.

4. The eligibility, requirements and conditions of candidacy as mentioned in annexures.

5. It is requested to forward applications of willing and suitable officers, who fulfill the criteria specified by WCO along with duly filled Proforma and Application form template by **e-mail to indiawco-cbec@nic.in**. The forwarding office must ensure that the applicant is free from vigilance angle. The nominations should be sent by **10.02.2025**. Incomplete proformas, applications not forwarded through proper channel, and applications received

after the stipulated date will not be entertained. The applicants must carefully read all the Annexures before applying.

6. It is requested that the officers be advised not to send their applications/nominations to WCO directly. Further, they should not enter into any correspondence with WCO in this regard. The nominations of suitable officers will be finalised after requisite approvals.

(Vivek Kumar)
Deputy Commissioner

Enclosures:

- WCO Invitation Letter
- Annex-I
- Annex-II
- Proforma
- Application Form Template

Signed by Vivek Kumar

Date: 17-01-2025 10:57:31

To,

1. All Members of CBIC
2. All Pr. Chief Commissioners/ Chief Commissioners of Customs and Customs (Preventive)
3. All Pr. Chief Commissioners/ Chief Commissioners of Customs and Central Tax
4. All Pr. Directors General/ Directors General
5. All Joint Secretaries/Commissioners working in the Board
6. Web Manager, CBIC with request to upload it on the CBIC website.



World Customs Organization

Rue du Marché 30, B-1210 Brussels, Belgium
T: +32 (0)2 209 92 11 / careerdevpro@wcoomd.org

9.1.2025 / Brussels
24SL0184E

Dear Director General,

I am pleased to inform you of **the World Customs Organization (WCO)-Japan Career Development Programme 2025-2026**, to be held from September 2025 at the WCO Headquarters in Brussels, Belgium. Funds for this Programme will be provided by the Japanese Customs Administration.

The main objectives of the Programme are to provide developing-country Members with an opportunity for selected candidates to undertake work at the Secretariat as a Professional Associate to obtain knowledge, skills and international work experience; to promote the involvement of Members where neither of the two official WCO languages is widely spoken; to develop and enhance networks among WCO Members and the Secretariat; to support and assist the Secretariat in its missions, work and tasks; to enhance the research function of the WCO; and to develop a pool of highly competent officials with expertise in Member administrations.

Under this Programme, the selected Customs officials are expected to spend approximately ten months, starting from 15 September 2025, at the WCO Secretariat and thus gain valuable international experience. Each official will be assigned to an area of work which is commensurate with his/her skills and expertise.

To nominate officials for this Programme, please access the application forms on the WCO website under *Members > Capacity Building* or via [this link](#), ensuring that they are duly completed by your Administration and the nominated candidate respectively **before 30 March 2025. Please note that each administration may nominate a maximum of three candidates. Only applications submitted via the WCO website before the deadline will be considered.**

In addition to submitting the application through the WCO website, it is **mandatory for Administrations nominating candidates to provide a formal letter addressed to the WCO Secretary General via e-mail to the designated contact point (careerdevpro@wcoomd.org) on behalf of the Head of Administration. This letter should clearly state the names and positions of the nominees. Furthermore, all additional supporting documents, such as certificates and diplomas, must be sent along with the nomination letter.**

More detailed information on the Programme, including the conditions of service, is set out in Annex I. When the selected applicant joins the Programme, a Tripartite Agreement among the WCO, the Member administration and the applicant from that Member administration will be signed. The draft agreement, subject to change in due course, is outlined in Annex II for your information. If you have any questions or need clarification regarding this Programme, you may contact careerdevpro@wcoomd.org.

I look forward to receiving nominations of good candidates for the WCO-Japan Career Development Programme.

Ian Saunders
WCO Secretary General

A handwritten signature in blue ink, appearing to read 'Ian Saunders'.

WCO-JAPAN CAREER DEVELOPMENT PROGRAMME

I. General Objectives

This programme aims to:

- Provide developing-country Members with an opportunity for selected candidates to undertake work at the Secretariat as a Professional Associate to obtain knowledge, skills and international work experience.
- Promote the involvement of Members where neither of the two official WCO languages (English and French) is widely spoken.
- Develop and enhance networks among WCO Members and the Secretariat.
- Support and assist the Secretariat in its missions, work and tasks.
- Enhance the research function of the WCO.
- Develop a pool of highly competent experts/managers with international experience.

II. Sponsorship

The programme is sponsored by the Customs Administration of Japan.

III. Programme at a Glance

(a) Duration and Participants

The programme will host up to 10 participants (known as Professional Associates) for a 10-month period starting on 15 September 2025.

(b) Venue

WCO Headquarters, Brussels, Belgium.

(c) Field Study Trip

A field study trip to the sponsoring Administration, Japan Customs, will be included.

(d) Office and Directorate of Assignment

Assignments will be determined in cooperation with Directorates, taking into account each participant's professional experience.

IV. Application and Selection

(a) Areas of Work

- Up to 2 Professional Associates will be selected for work in Intellectual Property Rights (IPR) and/or Risk Management.
- Up to 8 Professional Associates will be selected for work in other Customs issues, with candidates specifying a particular area of their expertise.

(b) Eligibility and Requirements

Mandatory Requirements

Applicants must:

- Be customs officers from a developing-country Member administration which has active status at the WCO.
- Be selected and nominated by the Head of their home Customs Administration.
- Have a minimum of 3 years' experience in Customs.
- Hold a university degree or equivalent professional qualification.

- Demonstrate proficient in English, as evidenced by work experience, certification from a recognised language testing body, and/or diplomas from international institutions of higher education where English is the medium of instruction¹.
- Not have any medical condition that would impair full engagement in the Programme.

Preferred Qualifications

It is advantageous for applicants to:

- Have work experience in policy making, policy implementation and/or research.
- Have prior international work experience, in particular related to WCO matters (e.g. participation to WCO committees or activities as a WCO accredited expert)
- Possess skills in data analysis.
- Be under 45 years of age.

(c) Additional Selection Factors

- Preference will be given to applicants from Members where neither of the two official WCO languages (English and French) is widely spoken, such as Arabic, Portuguese, Russian, and Spanish speaking Members. Applicants supported or recommended by a community or multiple Members sharing a common language will also receive special consideration.
- Applicants with sound experience in writing research papers and conducting analysis, particularly those who hold relevant degrees will be positively considered.
- Applicants will be evaluated based on their academic achievements, motivation, leadership potential, management capabilities, career progression, and relevant work experience.
- Preference will also be given to the applicants who have engaged in WCO programmes and activities.

V. Main Tasks and Responsibilities of Professional Associates

(a) Assisting and Supporting WCO Activities

Professional Associates will assist and support the activities and projects of the WCO, primarily within the Directorate to which they are assigned. In addition, they will provide support for linguistic matters as required.

(b) Research and Study Project

Professional Associates are expected to undertake a research project on a theme either assigned by the WCO or proposed by the Professional Associates themselves in consultation with a designated tutor from the Directorate and under the supervision of the Programme coordinator. The Professional Associates shall submit the outcome of the research project to the Office of the Secretary General before the end of the Programme.

(c) Field study trip

A field study trip is an essential part of the Programme, providing opportunity for Professional Associates to conduct research and deepen their understanding of the subject matter. Financial support will be granted for a visit to the donor country (Japan) and may also be extended to missions to other countries. Costs covered include economy-class travel, accommodation, and meals.

¹ The WCO working languages are English and French, however, main activities of the Programme, including the field study trip to Japan, are conducted exclusively in English.

VI. Duties, Obligations, and Privileges

(a) Status

The participants will hold the status of Professional Associate and will remain in a contractual relationship with their Home Administration as its customs officials throughout the duration of the programme.

(b) Recruitment, Terms of Appointment, Advancement:

- Appointment will be for fixed term for 10 months based on a Tripartite Agreement signed between the WCO, the Member administration, and the selected Customs official².
- Advancement or promotion within the WCO is not considered under this programme.

(c) Allowances and Benefits

- Monthly Allowance: Approximately 4,300 euro

Note: Additional benefits such as household allowances, expatriation allowances, dependants' allowances, terminal allowances, advances, or loans are not granted.

- Medical Insurance: All Professional Associates are required to enrol in a medical insurance plan covering emergency treatment (around 136 euro per year). This insurance is applicable only to the Professional Associates.

(d) Travel for Commencement and Conclusion of Duty

- Economy-class return air tickets will be provided.
- An installation allowance equivalent to half of one month's allowance will be paid upon commencement of duty.

(e) Working Conditions and Leave

- The WCO Staff Manual (provisions of Chapter VII) is applicable for working hours and public holidays.
- Professional Associates are entitled to 15 days of annual leave during the programme.

(f) Accommodation

- All Professional Associates must reside in accommodation arranged by the WCO. Changes to the designated housing arrangement will not be permitted.
- The monthly rental fee, including utilities, is approximately 1,500 euro and will be payable by the Professional Associate.

VII. Other Information

This programme is a short-term, non-family posting. The WCO will assist with visa arrangements exclusively for the Professional Associate.

² The renewal or extension of the term may be considered only in exceptional cases.

FOR INFORMATION ONLY



WORLD CUSTOMS ORGANIZATION

AGREEMENT
BETWEEN THE
CUSTOMS ADMINISTRATION OF XXXXXXX
THE
WORLD CUSTOMS ORGANIZATION
AND
[FIRSTNAME, SURNAME],
CONCERNING THE PARTICIPATION OF [FIRSTNAME, SURNAME]
IN THE **20254-20265 CAREER DEVELOPMENT PROGRAMME**
AS PROFESSIONAL ASSOCIATE

WHEREAS, the Customs Co-operation Council, an international organization established in 1952, also known as the **World Customs Organization** (hereinafter referred to as the “WCO”), has launched the Career Development Programme (hereinafter referred to as the “Programme”) in 2009, in cooperation with **Japan Customs**;

WHEREAS, the Programme provides an opportunity for selected candidates to undertake work at the WCO Secretariat for the duration of the Programme;

WHEREAS, the Programme enables the selected candidates to obtain knowledge, skills and international work experience, enhance their networks among WCO Members and the Secretariat and strengthen the Secretariat in the delivery of its mission and tasks;

WHEREAS, the selected candidates help to develop a pool of highly competent officials with Customs expertise within national administrations, help to promote the involvement of all WCO Members, and contribute positively to their administrations and regions on their return home, including acting as a liaison point between their administration and the Secretariat;

WHEREAS, the **Customs Administration of XXXXXXX** (hereinafter referred to as “the Home Administration”) wishes to collaborate with the WCO and has offered to make available the services of a Ceustoms official, in accordance with this Agreement;

WHEREAS, **[FIRSTNAME, SURNAME]** (hereinafter referred to as the “Professional Associate” or the “PA”), Ceustoms official of the Home Administration, has been selected to participate in the Programme following a competitive selection process conducted by the WCO;

WHEREAS, the WCO, the Home Administration and the PA (hereinafter collectively referred to as the “Parties”) are confident that the obligations devolving upon each Party as a result of entering into this Agreement, will be fulfilled in a spirit of friendly cooperation and on the basis of mutual understanding;

NOW THEREFORE, the Parties have agreed as follows:

Article 1

Terms of participation in the Programme

- 1.1 Following an initial selection process and after a careful review of the profiles suggested by WCO Members, the WCO selected a Ceustoms official of the Home Administration, **[FIRSTNAME, SURNAME]**, who meets the requirements for participating in this Programme as the PA:

Last name:
First name:
Date of birth:
Nationality:
Address:
Tel.:
Email:

- 1.2 The Home Administration will proceed to release the PA for him/her to join the WCO for the entire duration of the Programme for 2025⁴/2026⁵. This Programme will be from [Start date] to [End date]. Such assignment might be renewed or extended only in exceptional cases, and by mutual consent of the Home Administration, the WCO and the PA.

Article 2

Obligations of the Home Administration

- 2.1 The Home Administration undertakes to maintain the PA in his/her quality of Ceustoms official. On completion of the Programme, the Home Administration commits itself to ensure that the PA will either retrieve his/her position when he/she left the Home Administration for participation in this Programme, or an equivalent or better position within his/her area of competence.
- 2.2 The Home Administration shall verify and ensure that the PA has secured adequate global insurance coverage before departing, including medical coverage for occupational and non-occupational injuries, accidents and illnesses, evacuation, repatriation, life insurance or its equivalent, and disability, incapacity and third party

liability insurance. The WCO shall ensure an emergency medical insurance, in accordance with Article 3.9.

- 2.3 The Home Administration acknowledges that Article 32 (a) and (c) of the Staff Manual (see Annex I), as well as the Standards of Conduct for WCO Officers will be fully applicable to the PA for the duration of the Programme.
- 2.4 The Home Administration shall ensure that the PA is made aware of and complies with the obligations provided in Article 4 of this Agreement.

Article 3

Obligations of the WCO

- 3.1 The WCO shall provide the PA with office space, support staff, equipment, and other resources necessary to carry out the assigned tasks.
- 3.2 In order to cover the costs related to the Programme, the WCO shall allocate to the PA a monthly subsistence allowance corresponding to four thousand three hundred euro (**4,300.00€**).
- 3.3 The WCO shall take necessary arrangement to provide the PA with an apartment for the duration of the Programme. In order to facilitate the PA arrival in Belgium, the rental fee for the first month as well as a final cleaning fee will be directly deducted from the amount referred to in Article 3.4.
- 3.4 The WCO shall allocate the PA an installation allowance that equals to a half of the monthly subsistence allowance for compensation of the expenses incurred when arriving in Belgium for the start of the Programme.
- 3.5 The WCO shall ensure that the PA will benefit, for the whole duration of the Programme, of fifteen (15) days of leave. The leave plans must be approved in advance by the ~~External Relations Programme~~ Officer and the PA's tutor from a designated Directorate of the Secretariat, as indicated in Article 4.
- 3.6 The WCO shall bear the costs of the Economy class ticket from the PA's place of living to Belgium, when taking up duties and when leaving the WCO, as well as the costs of the Economy class tickets for the field study, if any.
- 3.7 The WCO shall provide the PA with an official visa support letter certifying enrolment in the Programme in order for the PA to be able to apply to the Belgian Embassy in his/her home country for a Schengen Visa.
- 3.8 Upon his/her arrival to the WCO, the PA shall be provided with a Belgian Special Identity Card for the duration of the Programme.
- 3.9 The WCO shall provide medical emergency coverage for the PA, in accordance with Article 4.5 (vi).
- 3.10 The WCO shall not be liable for any claims for compensation in respect of illness, injury, disability, incapacity or death of the PA arising from or related to the participation in the Programme under this Agreement, except where such illness, injury, disability, incapacity or death results directly from the gross negligence of the WCO or of its staff members.

Article 4

Rights and obligations of the Professional Associate

- 4.1 The PA shall assist and support the tasks and projects of the Secretariat, primarily in the Directorate in which he/she has been assigned.
- 4.2 The PA shall provide support for linguistic matters in his/her native language.
- 4.3 The PA shall undertake research on a theme set by the WCO or by the PA or a special project. The PA shall submit a final report to the Programme coordinator~~Office of the Secretary General~~ before the end of the Programme.
- 4.4 A field study will enable the PA to conduct and enhance his/her research and study. Financial support will be granted for a mission to Japan. In specific cases, support may also be granted for a mission to another country. In exceptional cases, the field study may be cancelled.
- 4.5 The PA, while participating in the Programme, shall take note and comply with the followings:
 - (i) The PA shall perform his/her functions under the authority, and in full compliance with the instructions of the Programme coordinator~~External Relations Officer~~ and of his/her tutor from a designated Directorate, and any person acting on his/her behalf, at the WCO Headquarters, in Brussels, Belgium;
 - (ii) The PA shall undertake to respect the impartiality and independence of the WCO and shall neither seek nor accept instructions regarding the services performed under this Agreement from any authority external to the WCO;
 - (iii) The PA shall refrain from any conduct that would adversely reflect on the WCO and shall not engage in any activity that is incompatible with the aims and objectives of the WCO;
 - (iv) The PA shall comply with all regulations, rules, instructions, procedures or directives issued by the WCO and applicable to him/her, as well as with the provisions of Article 32 (a) and (c) of the Staff Manual (see Annex I), and including the security requirement and instructions provided, as well as the Standards of Conduct for WCO Officers.
 - (v) The PA shall exercise the utmost discretion in all matters relating to his/her functions and shall not communicate, at any time, without the authorization of the WCO to the media or to any institution, person, government or other authority external to the WCO, any information that has not been made public, and which has become known to his/her by reason of his/her association with the WCO. The PA shall not use any such information without the written authorization of the WCO, and in any event, such information shall not be used for personal gain. These obligations do not lapse upon the end of the participation in the Programme nor upon expiration of this Agreement.
 - (vi) The PA shall fully support the premiums for the emergency medical insurance.
 - (vii) Each month, the rental and utility fees of the apartment as indicated in Article 3.3 will be directly deducted from the PA's allowance.

- (viii) Each month and in addition to the amount indicated in Article 4.5 (vii) above, a share of the deposit for the apartment, corresponding to two months of rental fee, will be directly deducted from the PA's allowance.
- (ix) The PA shall note that the Programme is considered as a non-family programme, and that the WCO will provide necessary assistance solely for the PA, notably in terms of visas and medical insurance.

Article 5

Legal status of the Professional Associate

The PA shall continue to be under a contractual relationship with the Home Administration as its Ceustoms official for the entire duration of the Programme, and shall only be considered as a participant of the Programme, organized under the auspices of the WCO.

Article 6

Accountability

- 6.1 The PA's unsatisfactory performance or failure to comply with his/her obligations (as set out in Article 4 above) may lead to the early termination of his/her participation in the Programme, for cause, at the initiative of the WCO and after consultation with the Home Administration.
- 6.2 In case of any serious misconduct by the PA of his/her obligations (as set out in Article 4 above), the WCO may immediately suspend the PA from taking part in the Programme. In such cases, the WCO will inform the Home Administration without delay. The WCO may at its discretion decide to limit or bar access to the WCO premises, property, archive, personnel and corporate portal by the PA when the circumstances so warrant.
- 6.3 The Home Administration will reimburse the WCO for financial loss or for damage to the WCO, its premises, property or goods, or death or personal injury to the WCO staff members, caused by the PA, when such loss or damage (a) occurred outside his/her performance of services to the WCO or (b) arose or resulted from the PA's gross negligence or wilful misconduct, or from his/her violation or reckless disregard of applicable rules and policies, in connection with his/her performance of services to the WCO.

Article 7

Third-party claims

The WCO shall be responsible for dealing with claims by third parties where the loss of or damage to their property and goods, or death or personal injury, was caused by the actions or omissions of the PA during the course of the Programme. However, if the loss, damage, death or injury arose or resulted from gross negligence or wilful misconduct of the PA, the Home Administration shall be liable to the WCO for all amounts paid by the WCO to the claimants and all the costs related to the settlement of such claims.

Article 8

Intellectual Property

All intellectual property rights including – but not limited to – patents, copyrights, trademarks and ownership of data relating to or resulting from the services provided by the PA during his/her assignment with the WCO shall be vested in the WCO. This should include, without any limitation, the rights to use, reproduce, adapt, publish and distribute any item or part thereof, for free or against payment. All profit and future profit of the exploitation of work as described above shall be for the benefit of the WCO.

Article 9

Entry into force and termination

- 9.1 This Agreement shall enter into force on the date of its signature by the Parties and not later than on the start date of the Programme, and remain in force until completion of all obligations of the Parties under this Agreement.
- 9.2 In the event that notice of termination in writing is given by either party to the others before its scheduled date of completion, this Agreement shall terminate one (1) month after the date of receipt by the other parties of such notice, or at the end date of the Programme, whichever earlier. The PA shall not be entitled to any benefits under this Agreement from the date of the termination.

Article 10

Consultation

The WCO, the PA and the Home Administration shall consult with each other in respect of any matter that may arise in connection with or related to this Agreement.

Article 11

Settlement of Disputes

Any dispute, controversy or claim arising out of or in relation to this Agreement, or the breach, or termination thereof, will be settled amicably by negotiation between the WCO, the PA and the Home Administration.

Article 12

Privileges and Immunities

Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, to any privileges and immunities enjoyed by the WCO as an intergovernmental organization.

*
* * *
*

Done at Brussels in three (3) original copies, each Party acknowledging receipt of one.

For the WCO,	For the Customs Administrations of XXXXXXX,
<hr/> XXXXXXX, Head of Administration and Personnel Date : _____	<hr/> XXXXXXX <i>Title</i> Date : _____
The Professional Associate,	
<hr/> XXXXXXX Date : _____	

Article 32 (a) and (c) of the Staff Manual

Extract of the WCO Staff Manual:

Chapter VIII: Working Conditions and Leave

Article 32: General

- (a) Officials in service shall be at the Organization's disposal at all times. However the normal working week shall not exceed 37 hours and 40 minutes, worked in accordance with a general schedule which can be found at Annex X, drawn up by the Secretary General with reference to the requirements of the Organization. Subject to this maximum duration the Secretary General may, after consulting the Staff Committee, determine suitable working hours for certain groups of Officials who perform particular tasks.

- (c) The public holidays to which an Official shall be entitled shall be determined in accordance with Belgian Government practice. An annual list of public holidays observed by the Secretariat and other Secretariat closing days will be displayed on the Organization's Intranet.

Application Form Template

First name	
Last name	
Gender (Ms./Mr./Non-binary)	
Nationality at birth	
Current nationality (as per passport)	
Passport Number	
Place of birth (City, Country)	
Date of birth (YYYY-MM-DD)	
Passport expiration date (YYYY-MM-DD)	

2. Contact Information

Email address(es)	
Phone number (with country code)	
Official postal address (including city and country)	

3. Job Information

Name of Administration (Employer)	
Current job title of the nominee	
Honours, awards, or recognitions received (if any)	
Record of sanctions or penalties (if any)	

4. Education

Highest Level of Education Achieved (Ph.D/Master's Degree/Bachelor's Degree/High School Diploma/Other)	Specify Other
Academic Background (1)	
	<p>For up to 5 institutions. For each institution, detail the following points i. to iii.:</p> <p>i. Institution name, city, and country</p> <p>ii. Degree(s) obtained (e.g., MSc in International Relations), distinctions/awards (if any)</p> <p>iii. Period of study: From (YYYY-MM) to (YYYY-MM)</p>

Academic Background (2)	
Academic Background (3)	
Academic Background (4)	
Academic Background (5)	
Publications	<hr/> <hr/> <hr/> <p>Indicate the title of any significant publications you have written (in particular any publications relevant to your customs expertise)</p>
Language Proficiency (Mother tongue)	
Language Proficiency (English/Arabic/Russian/Spanish/Portuguese/French/Other) Indicate proficiency in the following languages (check all that apply): (check box doesn't work)	Specify other
IT Skills	Briefly list relevant IT skills (e.g., Excel, Data Analysis Tools, Customs-specific systems, etc.)

5. Professional Experience

Total time in Customs Service (Provide in Years and Months)	
Detailed Work Experience (1)	<p>For up to 5 positions (5 forms). For each position, detail the following points i. to v.:</p> <ul style="list-style-type: none"> i. Job title ii. Name and contact details of employer iii. City and country of employment iv. Period of service: From (YYYY-MM) to (YYYY-MM) v. Summary of duties and achievements
Detailed Work Experience (2)	
Detailed Work Experience (3)	
Detailed Work Experience (4)	

Detailed Work Experience (5)	
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6. Nomination Information

Current Employment in Customs	State the date of joining Customs Administration: (YYYY-MM)
<p>Areas of Interest (Select up to 3):</p> <ul style="list-style-type: none"> IPR (Intellectual Property Rights) Security RKC (Revised Kyoto Convention) SAFE/AEO Nomenclature HRM (Human Resource Management) Capacity Building Risk Management PCA (Post Clearance audit) E-Commerce Trade Facilitation Customos Valuation Leadership Management Environment Single Window Data Model Origin Integrity CBM (Coordinated Border Management) PM/TRS (Performance Measurement/Time Release Studies) Gender Other 	Specify Other.
Vision Statement	

	Describe your vision and goals for the position you are applying for. (Max. 500 words)
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7. Pre-Screening Questions (Answer the following with Yes or No)

Are you a Customs officer from a developing country member administration with active status at the WCO?	Yes/No
Do you have at least 3 years of experience in Customs?	Yes/No
Do you hold a university degree or equivalent professional qualification?	Yes/No
Are you proficient in English?	Yes/No
Are you in good health?	Yes/No
Are you committed to working in your home Customs Administration for at least 3 years after completing the programme?	Yes/No
Have you previously applied for employment at the WCO?	Yes/No
Have you participated in WCO programs or activities?	Yes/No
Have you lived abroad for periods exceeding 3 months?	Yes/No
Do you have any special aptitudes or interests that would contribute to the role?	Yes/No If yes, specify.

PRO-FORMA

1	Name of the applicant	
2	Date of Birth	
	Age	
3	Batch/Employee Code	
4	Current Charge held and Formation	
5	Required Qualifications:	
(i)	Minimum of 3 years' experience in Customs (Yes/No)	
(ii)	Educational Qualification (university degree or equivalent professional qualification)	
(iii)	Proficient in English (Yes/No)	
(iv)	Any medical condition that would impair your full engagement in the Programme (Yes/No)	
6	Recommended qualifications, if any	
(i)	Have work experience in policy making, policy implementation and/or research and study (Yes/No)	
(ii)	Have work experience in an international environment, in particular regarding WCO matters (e.g. participation to WCO committees, activities as WCO accredited expert) (Yes/No)	
(iii)	Have working knowledge of data analysis and/or computer applications (Yes/No)	
(iv)	Younger than 45 years of age (Yes/No)	
7	Special Achievements/ Honour/ Awards/Commendation Certificate	
8	APAR grading for last 5 years (in case of NRC, the APAR grading of the previous year to be provided)	Year-wise Grading
9	Vigilance Status <i>(Vigilance clearance of Gr. A applicants will be sought by WCO Cell)</i>	

10	Mobile Number	
11	Email ID.	
12	Aadhaar No.	
13	PAN	
14	Details of official foreign visits/deputation during the last 03 years	
15	Whether applied for/selected for any WCO scholarship programme earlier? If yes, please provide details.	
16	Enclosures Checklist:	
(i)	Whether duly filled Application Form Template is attached? (Yes/No)	
17	Signature of Candidate	
18	Signature and Seal of the Nominating Officer	