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**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (AUDIT)**  
**INDIRECT TAXES & CUSTOMS**  
**Chennai Zonal Unit, Chennai-600008**

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C.No.II/3/1/2018/1307

Dated: 12.12.2019

To  
All Principal Chief Commissioners of GST & Central Excise,  
All Principal Chief Commissioners of Customs,  
All Directors General.

Sir/Madam,

Sub :- Preparation of a panel for selection for various posts on deputation basis in the O/o the Additional Director General of Audit, Chennai Zonal Unit, Chennai.

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Applications are invited to fill up the following vacant posts in the O/o. the Additional Director General (Audit), Indirect Taxes & Customs, Chennai Zonal Unit, Chennai.

Sl.No.	Name of the Post	Existing vacancy	Anticipated vacancy
1	Addl. Assistant Director (Superintendent)	-	1 (w.e.from 15.12.2019)
2	Administrative Officer	-	1 (w.e.from 12.1.2020)
3	Private Secretary	1	-
4	Inspector	7	-
5	Executive Assistant	1	-
6	Steno Grade-I	1	-
7	Steno - II	1	-
8	Tax Assistant	2	-
9	Lower Division Clerk	1	-
10	Head Havildar	1	-

2. These posts will be filled up on deputation basis from amongst the officers of the similar rank working in the formations of Customs/Central GST & Central Excise or officers holding analogous post in the Directorate General/ Directorates under

CBIC in the same pay scale. They are eligible for deputation allowance as applicable.

3. Those officers selected for a posting in this Directorate would normally be appointed for a period of 5 years. (Ref: Government of India, DOPT, New Delhi's OM F.No.2/6/2016-Estt.(Pay-II) dated 17<sup>th</sup> February, 2016). Applications of the interested & eligible officers may be forwarded to this office with their particulars given below so as to reach this office on or before 03.01.2020.

- a) Name of the Officer.
- b) Educational qualification.
- c) Date of birth.
- d) Present post held.
- e) Date from which it is held.
- f) Scale of pay.
- g) Experience.
- h) ACR gradings for the last five years.
- i) Vigilance clearance Certificate.

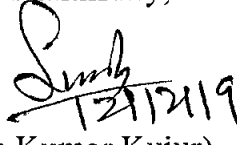
It may also be brought to the notice of the willing officers that once they are selected, they will not be allowed to withdraw their name and also will not be relieved till the expiry of the tenure period.

4. In case, while working in this office if the work and conduct of the officer is not found to be satisfactory, he/she is likely to be reverted to the parent Commissionerate/Directorate even before completion of the tenure.

5. It is requested that this letter may be widely circulated among the officers under your jurisdiction.

6 This issues with the approval of the ADG(Audit), CBIC, Chennai Zonal Unit, Chennai.

Yours faithfully,

  
(Suman Kumar Kujur)  
Additional Director

Copy to :

- 1) Webmaster, CBEC, New Delhi – for displaying it in CBEC Website.
- 2) The Addl. Commissioner (Systems), Chennai North commissionerate - with a request to display it in the [centralexcisechennai.gov.in](http://centralexcisechennai.gov.in) website.
- 3) All the Principal Commissioners/Commissioners of Customs.
- 4) All the Principal Commissioners/Commissioners of GST & Central Excise.