



**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (AUDIT)**  
**Customs, Central Excise & Service Tax**  
**Chennai Zonal Unit, Chennai-600008**

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C.No.II/3/1/2015

Dated: 22.04.2016

To  
All Chief Commissioners of Central Excise & Service Tax,  
All Chief Commissioners of Customs,  
All Director Generals.

Sir/Madam,

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

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Options are invited to fill up the following vacant posts in the O/o. the  
Additional Director General (Audit), Customs, Central Excise & Service Tax,  
Chennai Zonal Unit, Chennai..

Sl.No.	Name of the Post	Existing Vacancy
1	Inspectors	7
2	Steno – I	1
3	Steno - II	1
4	Tax Assistant	2
5	Lower Division Clerk	1
6	Head Havaldar	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 and Central Excise or officers holding analogous post in the Directorate General / Directorates under CBEC in the same pay scale. They will also be eligible for deputation allowance as may be applicable.

3. Those officers selected for a posting in this Directorate would normally be appointed for a period of 3 years which can be extended by another two years. 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 31.05.2016.

- 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 of three years.

4. In case, while working in this Directorate General the work and conduct of the officer is not found to be satisfactory, the officer is likely to be reverted to the parent Commissionerate/Directorate even before completion of the deputation period.

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

Yours faithfully,

**Sd/-**

(S.Ravi Selvan)

Additional Director General

Copy to :

- 1) Webmaster, CBEC, New Delhi – for displaying it in CBEC Website.
- 2) The Addl. Commissioner (Systems), Chennai – I with a request to display it in the **centralexcisechennai.gov.in** website.
- 3) All the Principal Commissioners/Commissioners of Customs.
- 4) All the Principal Commissioners/Commissioners of Central Excise & Service Tax.
- 5) All the Commissioners of Large Tax Payers Unit (L.T.U).