



Directorate General of Inspection
Customs & Central Excise,
5th & 6th Floor, Drum Shape Building,
I.P. Bhawan, I.P. Estate,
New Delhi - 110 002.

KAMESWARI SUBRAMANIAN
ADDL. DIR. GENERAL

Dated: 11.11.2011

C.No. II/3/1/2010-SRU(Pt.)

To

All the Chief Commissioners of Central Excise,
All Commissioners of Customs and Central Excise and Service Tax
All Directors General/Directorate offices under CBEC.

Sir,

Sub: Preparation of Panel for appointment of Group C & D officers in the office
of the Addl. Director General of Inspection, Customs and Central Excise,
South Regional Unit, Chennai.

It is proposed to prepare a panel for filling up the following vacancies of various
cadres (Group C & D) on deputation basis in the Directorate General of Inspection,
Customs & Central Excise, South Regional Unit, Chennai. This period of deputation
will be for three years and may be extended for two years if necessary.

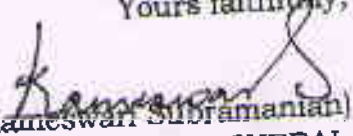
Sl.No.	Name of the post	No. of post	Scale of pay	Grade Pay
1.	Stenographer (Grade II/III)	1	9300-34800	4200/2400
2.	STA /TA	1	5200-20200	4200/2800
3.	Driver	1	3050-4590	1900
4.	Sepoy	1	5200-20200	1600

It is requested to forward the names of suitable and willing officers of your
Commissionerate(s) along with their willingness, bio-data in the prescribed proforma
(Annexure I) Vigilance Clearance Certificate and CCR Dossiers for the last 5 years to the
**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF INSPECTION, CUSTOMS
AND CENTRAL EXCISE, SOUTH REGIONAL UNIT, No.4, Pantheon Lane, Egmore,
Chennai-8, latest by 30.11.2011**

It may please be ensured that once such option is made and order of
appointment is issued, no change is permissible and the incumbent should be relieved
to enable to join for duty in the Directorate without delay.

It is requested that wide publicity may be given to the field formations in this
regard.

Yours faithfully,


(Kameswari Subramanian)
ADDITIONAL DIRECTOR GENERAL

DRAFT -

ANNEXURE-I

BIO-DATA

1. Post applied for :
2. Name of the applicant :
3. Date of Birth :
4. Date of entry in Govt. Service :
5. Present post held :
6. Date of appointment in the grade:
7. Present pay and scale of pay :
8. Experience :
9. Educational qualification :
10. Date of return from ex-cadre Post (if any) :
11. Brief service particulars :
12. Whether SC/ST :

Certificate by parent office

Signature of the applicant

1. The information furnished by the candidate has been verified from records and is found to be correct.
2. The applicant is not in the promotion zone in the next three years.
3. No vigilance or disciplinary case or any other dispute is pending against the candidate.
4. Original/photocopies of the ACRs of the candidate for last 5 years are enclosed/being sent separately.
5. The candidature will be relieved within 15 days of the receipt of the letter of his appointment on deputation.

**Signature
(Name in block letters)
Administrative Authority
Designation**

Dated: