KAMESWARI SUBRAMANIAN  
ADDL. DIR. GENERAL

C.No. 11/3/1/2010-SRU(Pt.)  
Dated: 11.11.2011

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.

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

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
## 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**

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: