



**GOVERNMENT OF INDIA  
DIRECTORATE GENERAL OF AUDIT  
CENTRAL TAXES & CUSTOMS,  
C. R. BUILDING, I. P. ESTATE,  
NEW DELHI-110109**

**☎ 011-23370075, 23705874, Fax No. 011-23370839  
E-mail address : [dg.audit-cbec@nic.in](mailto:dg.audit-cbec@nic.in)  
[adg-dadthqrs-cbec@nic.in](mailto:adg-dadthqrs-cbec@nic.in)**

**F. No.381/092/2018**

**Dated: 21.08.2020**

To

The Zonal Chief Commissioner of CGST & Central Excise (All),  
The Zonal Chief Commissioner of Customs (All),  
The Principal Director General/ Director General of Directorates (All),  
The Principal Chief Commissioner/ Commissioner of CGST (All),  
The Principal Chief Commissioner/ Commissioner of Customs (All),

Madam/Sir,

**Sub:-Preparation of Panel of Group “B” and Group “C” officers for  
appointment on deputation basis in Directorate General of Audit  
(Head Quarters), New Delhi -reg.**

\*\*\*\*\*

Directorate General of Audit (Head Quarters), New Delhi is in process of drawing a panel of suitable candidates for filling up the existing/anticipated vacancies of Group “B” and Group “C” officers on deputation basis for the following posts:

<b>Sr. No.</b>	<b>Designation</b>	<b>Pay Band with Level no. (As per 7<sup>th</sup> CPC)</b>	<b>Grade Pay</b>	<b>No. of Posts</b>
<b>1</b>	<b>Inspector</b>	9300-34800/ Level-7	Rs. 4600/-	5
<b>2</b>	<b>Private secretary</b>	9300-34800/ Level-7	Rs. 4600/-	1
<b>3</b>	<b>Administrative Officer</b>	9300-34800/ Level-7	Rs. 4600/-	1
<b>4</b>	<b>Steno-I</b>	9300-34800/Level-6	Rs. 4200/-	1

2. The selected officers while working in Directorate will be entitled for deputation allowance as admissible. Normally, the Deputation is for a period of three (3) years which is extendable by another 2 years, subject to willingness of the officers, his/her performance and concurrence of his/her parent Commissionerate and approval of the Competent Authority. It may be made clear to the willing officers that the option once exercised would be final and in the event of selection, they will not be allowed to withdraw the same.

3. It is requested that the circular may please be brought to the notice of all the formations under your jurisdiction and the applications of the willing officers be forwarded to this office furnishing the following details on or before 15.09.2020.

- a) Complete bio-data and willingness of the officer with history of postings.
- b) ACR/APAR grading for the last five years duly verified and attested by the Additional/Joint Commissioner (P&V).
- c) Vigilance Clearance Certificate till date.
- d) 'No Objection Certificate' from the Cadre Controlling Authority to relieve the officer in the event of his/her selection.

4. The above information/details may please be arranged to be furnished to this office preferably by 07.09.2020.

5. In case, while working in this Directorate, if the conduct and work of the officer is not found satisfactory, the officer shall be reverted to his/her parent Commissionerate prematurely without assigning any reasons.

Yours faithfully,

(Dr. Amandeep Singh)  
Additional Director General