

	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय Office of the Principal Chief Commissioner of GST &amp; Central Excise तमिलनाडु एवं पुदुच्चेरी, चेन्नई अंचल Tamilnadu &amp; Puducherry, Chennai Zone जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034 GST Bhawan, No.26/1, Mahatma Gandhi Road, Chennai -600 034</p> <hr/> <p>ई-मेल / Email: <a href="mailto:ccaestt-prcco@gov.in">ccaestt-prcco@gov.in</a>/<a href="mailto:ccaestt.chennaigst@gmail.com">ccaestt.chennaigst@gmail.com</a> दूरभाष / Ph: 28331011/28335007 फैक्स / Fax: 044-28331050/1015</p>	 
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GCCO/II/3/441/2024-CCAESTT

Date:22-10-2024

## CIRCULAR

**Subject: - Willingness for the post of Administrative Officer in Chennai CGST Zone by Deputation – Reg.**

Applications are invited to fill up the following posts in Chennai CGST Zone, in the pay scale mentioned against the posts from Officers of the Central Government or State Government or Union territories holding analogous posts on regular basis in the parent cadre or department. The details are as under:

S.No.	Name of the Post	Pay Scale (Pay Scale)	No. of Vacancies
1.	Administrative Officer	Level 7 (Rs. 44,900-1,42,400)	79

2. The above post will be filled up by way of deputation basis as per under mentioned eligibility criteria as prescribed in the Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes & Customs, Administrative Officer, Group B Post Recruitment Rules, 2020 dated 21<sup>st</sup> May 2020, which is as under:

### Deputation:

- a. Officers of the Central Government or State Government or Union Territories:
  - i. holding analogous posts on regular basis in the parent cadre or Department; or
  - ii. with five years regular service in the grade rendered after appointment thereto on regular basis in Level-6 in the pay matrix (Rs. 35,400 - 1,12,400) or equivalent in the parent cadre or Department.
- b. Possessing the following educational qualification and experience:
  - i. Bachelor's degree from a recognized University or Institute.
  - ii. Two years' experience in Accounts, Administration, Establishment work in a

Government Office or Public Sector Undertaking or Autonomous body or Statutory body.

**Note 1:** The period of deputation including the period in another ex - cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government, shall ordinarily not exceed five years or extended as per the guidelines issued by the Government of India from time to time.

**Note 2:** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3:** The Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

3. It is requested that this circular may please be brought to the notice of all eligible officers, under your charge and the applications of the willing officers may please be forwarded to this office as per proforma enclosed to this letter along with the following particulars below.

1. Duly certified copies of APAR gradings for the last 5 years
2. Vigilance Clearance Certificate
3. Integrity Certificate
4. No Objection Certificate from Cadre Controlling Authority

4. The willing and eligible officers are requested to send their application through proper channel, addressed to “**The Assistant Commissioner, CCA Establishment, Pr.CCO Chennai Zone, No.26/1, Mahatma Gandhi Road, Nungambakkam, Chennai-600034**” on or before **1<sup>st</sup> November 2024**. However, the Circular shall prevail until the vacancies are filled. Incomplete applications or applications not received through proper channel shall not be entertained and would be rejected.

5. The officers who are selected would be normally appointed for a period of 3 years. They will not be allowed to withdraw their name and will also not be relieved till the expiry of the tenure of three years. They may be posted anywhere in the jurisdiction of Chennai CGST Zone. If the performance and/or the conduct of the officer is not found to be satisfactory during his / her tenure at Chennai CGST Zone, the officer will be repatriated to the parent Department / Commissionerate / Directorate / Public Sector Undertaking / Autonomous body even before completion of the deputation period.

6. This issues with the approval of the Principal Chief Commissioner of GST and Central Excise, Tamil Nadu & Puducherry, Chennai Zone.

Signed by  
C.Thiyagarajan  
(सी त्यागराजन / C. THIYAGARAJAN)  
अपर आयुक्त / ADDITIONAL COMMISSIONER  
Date: 22-10-2024 16:46:10

Copy for information and necessary action to:

1. The Webmaster (CBIC), Directorate of Systems, CR Building, IP Estate, New Delhi - 110 002, with a request to place this Circular in CBIC website.
2. All Ministries & Department under Government of India with a request that this circular may be circulated in their Ministries / Departments and among their attached / subordinate offices.
3. All Principal Chief Commissioners / Chief Commissioners / Director Generals of CBDT.
4. All Principal Chief Commissioners / Chief Commissioners / Director Generals of CBIC.
5. The Superintendent/ Computer Section, Chennai North, with a request to place this Circular in Chennai CGST Zonal website.

<b>Proforma</b> <b>(For the post of Administrative Officer in Chennai CGST Zone by Deputation)</b>		
1	Name of the Officer	
2	Designation	
3	Date of Birth	
4	Date of joining in the Government Service	
5	Date of Joining in the Present Cadre	
6	Date of Superannuation	
7	Category	
8	Educational Qualification	
9	Present place of Posting	
10	Date from which working in the present place of posting	
11	Present Pay and Pay scale	
12	Experience	
13	Awards/Distinctions received, if any	
14	History of Postings (attach separate sheet, if required)	
15	Name, Designation and Contact details of Present Controlling Officer	

I hereby declare that all the details filled in this proforma are true, complete and correct to the best of my knowledge and I undertake to work on deputation anywhere in the jurisdiction of Chennai CGST Zone.

Date:

Signature of willing officer