BY SPEED POST/E-MAIL

To,

The Pr. Commissioner/Commissioner,
Goods & Service Tax and Central Excise,
Vadodara-I/Vadodara-II/Surat/Daman,
Audit Vadodara/Appeals Vadodara,
Audit Surat/Appeals Surat.

Sir,

Sub.: Posting of officers in the grade of Tax Assistants, Executive Assistant, PS/Steno Grade-I/ Steno Grade-II in DGGI Surat Zonal Unit at Surat on Local Rotational Transfer/Loan basis – Reg.

It is proposed to draw a panel of suitable & willing officers to fill up following vacant post in DGGI Surat Zonal Unit at Surat on Local Rotational Transfer/Loan basis for a period of two years,

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Post</th>
<th>Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive Assistant</td>
<td>01 Post</td>
</tr>
<tr>
<td>2</td>
<td>Tax Assistant</td>
<td>03 Post</td>
</tr>
<tr>
<td>3</td>
<td>PS/Steno Grade-I/ Steno Grade-II</td>
<td>01 Post</td>
</tr>
</tbody>
</table>

2. All Commissionerates are requested to give it vide publicity among officers to obtain willingness from the Tax Assistants, Executive Assistant, PS/Steno Grade-I/ Steno Grade-II working under their jurisdiction for above said posting and forward the same through proper channel alongwith APAR gradings for the last 5 years, History of posting and Vigilance Clearance, to this office, latest by 15.06.2020.

3. It may please be noted that while forwarding applications of the willing officers, instructions issued vide this office letter F. No. II/39-28/CCO/2019 dated 03.10.2019 and Board’s guidelines issued vide Letter F.No. A-35017/28/92-AD-III-B dated 30.06.1994, regarding cooling off period, must be adhered to.

4. The applications received in this office after the due date or applications incomplete in any manner shall not be entertained.

5. This issues with approval of the Chief Commissioner, GST & CE Zone, Vadodara.

Yours faithfully

(Harkirpal Khatana)
Joint Commissioner (CCO)

Copy to: The Superintendent (Tech), CCO Vadodara to upload the same on website in vacancy circular section.