



केंद्रीय शुल्क के प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX
हैदराबाद जीएसटी आयुक्तालय
HYDERABAD GST COMMISSIONERATE

CADRE CONTROLLING AUTHORITY - कैडर नियंत्रण प्राधिकरण

जीएसटी भवन, एल बी स्टेडियम रोड, बशीर बाग, हैदराबाद - 500004

GST BHAVAN, L B STADIUMROAD, BASHEERBAGH, HYDERABAD-500004

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C.No.II/(3)/122/2024-CA-O/o Pr Commr-CGST-Hyd

Dated: As e-signed

CIRCULAR

To,

The Principal Chief Commissioner/Chief Commissioner of Central Tax (All),

The Principal Chief Commissioner/Chief Commissioner of Customs (All),

The Principal Director General/Director General of Directorates (All),

Madam/Sir,

Sub : Circular on Deputation – Willingness for the post of
Administrative Officer at Hyderabad and Visakhapatnam Zones –
Reg.

Applications are invited from willing officers working in various zones including Directorates under CBIC for filling up the following vacancies in Hyderabad and Visakhapatnam Zones on deputation basis.

S.No.	Name of Post	Pay Level (Pay Scale)	No. of Posts
1.	Administrative Officer	Level 7 (44,900-142,400)	31

2. Eligibility Conditions:

(a) Officer holding analogous posts on regular basis or with five years regular service in the grade rendered after appointment there to on regular basis in level-6 in the pay matrix (Rs. 35400-112400) or equivalent in the parent cadre or Department.

(b) Possessing the following educational qualification and experience:

- Bachelors degree from a recognised University or Institute.
- Two years experience in Accounts, Administration, Establishment work in a government office or Public Sector Undertaking or Autonomous body or Statutory body.

3. These posts will be filled on deputation basis for a period of three years which may be further extended by two more years. The officers selected for deputation will be entitled for prescribed allowance(s) as per extant instructions.

4. It is requested that this circular may please be circulated widely among all the officers in the formations under your jurisdiction and the applications of willing officers may be obtained in the Proforma enclosed to this letter and forwarded to this office along with the following particulars.

- (i) Duly certified copies of ACR/APAR grading for the last 5 years
- (ii) History of posting right from joining the Department
- (iii) Certificate of Vigilance clearance
- (iv) No objection certificate to relieve the officer in the event of his/her selection from the respective Cadre Controlling Authority

5. It may be made clear to the willing officers that option once exercised will be final and in the event of selection, the willing officers will not be allowed to withdraw the same. The officers on deputation are expected to serve Hyderabad/Visakhapatnam Zones till expiry of the full tenure.

6. In case, while working in the Hyderabad CCA (Hyderabad Zone & Visakhapatnam Zone), if the conduct and/or work performance of the officer is not found satisfactory, the officer shall be liable to be repatriated to the parent Commissionerate/Directorate without assigning any reasons.

7. The applications of the willing officers in the Proforma along with other details as mentioned above, may be forwarded to this office on or before 30.04.2026. The applications received after closing date would not be considered.

This issues with the approval of the Competent Authority.

Yours faithfully

Encl: Proforma

Digitally signed by
MUPPALLA VENKATA RAMA KRISHNA
Date: 26-03-2026 06:12:00
(M.V. Ramakrishna)
Chief Accounts Officer(CCA)

PROFORMA

1	Name of Officer	
2	Date of Birth	
3	Educational Qualification	
4	Date of Joining in the Govt. Service	
5	Date of Joining in the Present Cadre	
6	Present Place of Posting	
7	Date from which working in the present place of posting	
8	Pay Scale and Present pay	
9	Experience	
10	Awards/Distinctions	
11	APAR grading for last five years (duly certified by the Controlling officer)	
12	Vigilance clearance till date (Certifying that the officer is free from vigilance angle)	
13	History of Postings (Attach separate sheet, if required)	
14	Name, Designation and contact details of present Controlling Officer	

I undertake to work on deputation anywhere in the jurisdiction of Hyderabad Zone (State of Telangana) and Visakhapatnam Zone (State of Andhra Pradesh)

Date:-

Signature of the willing officer

The above particulars have been verified with Service Book of the officer and found correct. His/Her case is recommended for consideration on deputation basis.

His/Her APARs for the last 10 years (2014-15 to 2024-25) are enclosed herewith.

Date:-

Signature of the willing officer