भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

GEXCOM/II/7/1/2020-Estt **Date: As E-signed**

ESTABLISHMENT CIRCULAR

Sub: Posting of Tax Assistants (TAs) in the O/o Commissioner (IT & CV), CBIC, Delhi from Field Formations of CBIC on loan basis - Reg.

Please find enclosed Board's vacancy circular dated 09.05.2025 on the above subject for information. Nominations, if any, may be sent to this office in the prescribed proforma.

Signed by
Maya Kurian
Date: 29-05-2025 14:40:21

[Maya Kurian]
Deputy Commissioner [P&V]

To

1. **All Deputy/Assistant Commissioners in Kochi commissionerate.**
2. **All Section Heads in Central Tax and Central Excise, Hqrs Kochi.**
3. **The Superintendent (Systems), Central Tax and Central Excise, Hqrs Kochi - for uploading on website.**

Copy to:

1. **The Assistant Commissioner (CCO), Hqrs Kochi - for information.**

F. No. 50394/5/2025-AS
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes and Customs
Office of Commissioner (IT & CV)

Room No. 503, 5th Floor, Hudco Vishala Building,
R. K. Puram, New Delhi – 110066.
Dated: 09-05-2025

VACANCY CIRCULAR

Subject: Posting of Tax Assistants (TAs) in the O/o Commissioner (IT & CV), CBIC, Delhi from Field Formations of CBIC on loan basis – reg.

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The office of Commissioner (IT & CV) proposes to appoint three (03) Tax Assistants on loan basis from field formations for an initial period of two years extendable by one more year.

2. Accordingly, applications are invited from willing officers. The officers will be selected based on aptitude and suitability to the area of working in the grade of Tax Assistant.

3. In view of above, you are requested to bring this circular to the notice of all the formations under your charge & forward the applications of the willing officers to this office. While forwarding the names of willing officers, the following information may be furnished:

(a) Complete Bio-data of willing officers in prescribed proforma.
(b) ACR/APAR gradings of last three years.
(c) Vigilance Clearance.
(d) 'No objection' from the Cadre Controlling Authority to relieve the officer in the event of her/his selection

4. The willing officers may submit their application within one month from the date of issuance of this circular. The period of loan will be for an initial period of two years extendable by one more year subject to the individual's performance on the post.

5. Willing officers may however send advance copies of their applications addressed to the Joint Commissioner (Admin) O/o Commissioner (IT & CV) Room No. 505, 5th Floor, Hudco Vishala Building, R. K. Puram, New Delhi – 110066 or by mail at commras-cbec@nic.in .

Encl:- Proforma

Digitally signed by
Prem Babu
Date: 09-05-2025
16:23:24

(Prem Babu)
Under Secretary to the Govt. of India
Tel. Fax: 011 26177328
Email - premb.mahor@nic.in

To,

All the Pr. Chief Commissioners/ Chief Commissioners of CGST& Central Excise,
All the Pr. Chief Commissioners/Chief Commissioners of CGST & Customs.
All the Pr. Chief Commissioners/Chief Commissioners of Customs (Preventive).
All the Pr. Commissioners/Commissioners of Customs.
All the Pr. Director Generals/Director Generals under CBIC.

Copy to:-
The Webmaster, CBIC with the request to upload the circular on CBIC website .

Annexure

Pro-forma of Bio-data in respect of Tax Assistants willing to work in the office of Commissioner (IT & CV), CBIC, New Delhi on loan basis

Name	
Designation	
Date of Birth	
Category: Gen/SC/ST/OBC	
Date of joining the Department	
Date of Superannuation	
Date of Joining in the grade of Tax Assistant	
Present place of posting	
Academic Qualification	
Whether conversant in using Computer for Officer work	
History of Postings year wise & formation wise (In detail)	
Professional Training(s) attended during the last 5 years	
Mobile Number/Email Id	
Whether promotion is due within 2 years	
Reason behind applying for transfer on loan basis	
Any other relevant information	