



प्रधान आयुक्त कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
 केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय, जयपुर
CENTRAL GOODS & SERVICE TAX COMMISSIONERATE, JAIPUR
NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR-302005
 (कैडर कन्ट्रोल यूनिट)

VACANCY CIRCULAR –CCU/01/2022

To,

All Principal Chief Commissioners/ Chief Commissioners of CGST & CE,
 All Principal Chief Commissioners/ Chief Commissioners of Customs,
 All Principal Director General/ Director General of Directorates under the CBIC.

Madam/ Sir,

**Subject: Filling up of the posts of Administrative Officer, Group 'B' (Gazetted)
 in CGST & Customs, Jaipur Zone Jaipur - Regarding.**

In pursuance of the Board's letter F.No. A26017/91/2017-Ad.IIA dated 16.03.2022 and Administrative Officer, Group 'B' Post, Recruitment Rules, 2020; this office proposes to fill posts of Administrative Officer in CGST & CE, Jaipur Zone, Jaipur by way of deputation. The details are as under:

Name of Post	Classification of the Post	Level of the pay Matrix	No. of Posts to be Filled
Administrative Officer	General Central Service, Group 'B' Gazetted, Ministerial	Level-7 of the Pay Matrix (Rs.44900-142400)	10

2. The above post will be filled up by way of deputation 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, which is as under:

Deputation

- (a) (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. 35400-112400) or equivalent in the parent cadre or Department.
- (b) Possessing the following educational qualification and experience :
 (i) Bachelors degree from a recognized University or Institute.

(ii) Two years experience in Accounts, Administration, and 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 be exceeding fifty six years as on the closing date of receipt of application.

3. It is requested that the application of willing and eligible officers may be forwarded to this office with the following information/particulars for evaluation:

- i. Complete bio-data as per enclosed proforma and willingness of the officer along with history of previous postings.
- ii. ACR/APAR grading for the last 5 years (duly verified and attested by the Additional/Joint Commissioner (P&V)).
- iii. Vigilance clearance and
- iv. 'No objection' from the Cadre Controlling Authority to relieve the officers in the event of his selection.

4. The officers selected for a posting in the CGST & Central Excise, Jaipur Zone, Jaipur on Deputation basis would normally be appointed for a period of 03 years which is extendable by another 02 years. They will not be allowed to withdraw their name and also will not be relieved till the expiry of the deputation. They may be posted anywhere in the jurisdiction of the Jaipur Zone. If the work and conduct of the officer is not found to be satisfactory, the officer will be repatriated to the parent Commissionerate/directorate before the completion of the deputation period.

5. It is requested that this circular may please be brought to the notice of all the formations under your jurisdiction.

6. Number of post may differ depending upon actual requirement at the time of selection and this office reserves the right to modify and/or withdraw the vacancy circular at any time without assigning any reasons.

7. The last date of receipt of the application alongwith documents is 30 days from the date of publishing of this circular.

This issues with the approval of the competent authority.

(Sumit Kumar Yadav)
Additional Commissioner (CCU)

Copy to: The webmaster (CBIC), Directorate of Systems, CR Building, I.P Estate, New Delhi with a request to place this Circular on CBIC's website.

BIODATA

1	Name of the Officer:		
2	Category (SC/ST/OBC/Gen.):		
3	Date of Birth:		
4	Designation:		
5	Present Pay Scale/ Basic Pay:		
6	Date of Joining in the present post:		
7	Educational Qualification with faculty:		
8	Native Place:		
9	Date of Joining in Government Service:		
10	Present Office & address:		
11	Present place of posting:		
12	Experience in:	Period	
		From	To
	(i) Accounts		
	(ii) Administration		
	(iii) Establishment		
13	Languages Known:		
14	History of Posting:		
15	Contact Number (Mobile No.):		
16	E-mail ID:		

Signature of the officer with date

Certified that the particulars furnished above have been verified with the service Book.

Signature and designation of the verifying officer with seal