

**निष्पादन प्रबंधन महानिदेशालय**  
**Directorate General of Performance Management**  
**अप्रत्यक्ष कर एव सीमा शुल्क/Indirect Taxes and Customs**  
**ड्रम शेपड बिल्डिंग,आइ पी भवन,आइ पी इस्टेट/ Drum Shaped Building, I P Bhawan, I P Estate**  
**नई दिल्ली/ New Delhi-110 002; Email : dgpm-cbic@gov.in**

**Notice for inviting applications for the post of Additional Assistant Director, in various Directorates under CBIC, on deputation basis.**

Applications are invited for the posts of Additional Assistant Director, in various Directorates under Central Board of Indirect Taxes and Customs, on deputation basis. Details of post and vacancies are as under:-

Post	Pay scale	Vacancy	Proposed place of posting depending on vacancies
<b>Additional Assistant Director</b>	<b>Pay Matrix Level-8 (Rs.47600/- to Rs.1,51,100/-)</b> <b>Remarks :</b> <b>Level-9 (Rs 53100-Rs 167800) in the pay matrix after completion of four years of regular service in the Level-8 (Rs 47600-Rs.151100) in the pay matrix.</b>	Tentative vacancies 100* (One Hundred) for filling on deputation basis. (Exact number of vacancies may vary)	Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Ahmedabad, Lucknow or any other station where vacancies exist in the Directorates spread across the country.

The Directorate General of Performance Management is the cadre control authority in respect of several Group 'B' and 'C' cadres including the above referred post of Additional Assistant Director of all 18 Directorates (as listed in Annexure-A available on CBIC's website- [https://www.cbic.gov.in/htdocs-cbec/deptt\\_offcr/vacancy\\_circ](https://www.cbic.gov.in/htdocs-cbec/deptt_offcr/vacancy_circ)) under the Central Board of Indirect Taxes and Customs. Together, these Directorates deal with a myriad of functions such as investigations in the cases of evasion of duties/ taxes, human resource development and infrastructure, audit, inspections, legal and appellate matters, systems and data management, and data analysis. The selected officers can be posted to any of the Directorates/ Stations and they can also be transferred from one Directorate/ Station to another Directorate/ Station during their deputation tenure keeping in view the administrative exigencies. The applicant may give the option of 05 Directorates and 03 Stations in order of their preference in Annexue-B (Available on CBIC's website- [https://www.cbic.gov.in/htdocs-cbec/deptt\\_offcr/vacancy\\_circ](https://www.cbic.gov.in/htdocs-cbec/deptt_offcr/vacancy_circ)). The options exercised do not guarantee that an applicant will be posted at the said Directorate/ Station. The selected officers can be posted to any of the Directorate/ Station.

2. The eligibility criteria (educational qualification, experience, etc.) is listed in **Annexure-C (Available on CBIC's website- [https://www.cbic.gov.in/htdocs-cbec/deptt\\_offcr/vacancy\\_circ](https://www.cbic.gov.in/htdocs-cbec/deptt_offcr/vacancy_circ))**. The candidates whose applications for the post have been forwarded by the concerned Ministry/ Department/ Organization and are

duly received in DGPM will not be allowed to withdraw their candidature subsequently.

3. The applications of eligible officers along with following documents ( in hard copy) should reach to the **Assistant Director (Cadre), DGPM Hqrs., 5th floor, Drum Shaped Building, I.P. Estate, New Delhi-110002**, through proper channel, within 02 (Two) months from the date of publication of this advertisement in 'Employment News' (12.11.2022, in its 12th-18th November edition). Applications/Documents received through e-mail will not be entertained.

- i) Bio-data in prescribed proforma (**Annexure-D**) (**Available on [https://www.cbic.gov.in/htdocs-cbec/deptt\\_offcr/vacancy\\_circ](https://www.cbic.gov.in/htdocs-cbec/deptt_offcr/vacancy_circ)**) duly countersigned by the competent authority.
- ii) Supporting certificates/ documents in respect of claimed educational qualifications including essential qualification of Bachelor's Degree.
- iii) Cadre clearance certificate in the prescribed format issued by the concerned Cadre Controlling Authority.
- iv) Photo copies of APAR dossier from the year 2015-16 to 2020-21 duly attested (it may be ensured that the same are attested on each page with rubber stamp by an officer not below the rank of an Under Secretary to the Government of India.)
- v) Vigilance Clearance Certificate, and Integrity Certificate in the prescribed format issued by the concerned Cadre Controlling Authority.
- vi) The details of major/minor penalties imposed on the officer during the last 10 years.
- vii) The latest pay slip issued by the Organization, in case the applicant belongs to an organization which is not following the Central Government Pay scales.

4. Applications received after the last date, or applications incomplete in any respect or those not accompanied by the documents/ information as listed in Para-3 above will not be considered. **The Cadre Controlling Authorities shall certify that the particulars sent by the officer are correct as per the records.**

5. The eligibility criteria and application form is **available on [https://www.cbic.gov.in/htdocs-cbec/deptt\\_offcr/vacancy\\_circ](https://www.cbic.gov.in/htdocs-cbec/deptt_offcr/vacancy_circ)**. The Recruitment Rules for the post of AAD are also available on **[https://www.cbic.gov.in/resources/htdocs-cbec/deptt\\_offcr/administrative-wing/admn-wing-rrules/RRs-additional-assistant-director.pdf](https://www.cbic.gov.in/resources/htdocs-cbec/deptt_offcr/administrative-wing/admn-wing-rrules/RRs-additional-assistant-director.pdf)**

Sd/-

(Anit Jain)

Assistant Director (Cadre)

**LIST OF DIRECTORATES UNDER CBIC**

<b>S.No.</b>	<b>Name of the Directorate</b>
1.	Directorate General of Performance Management
2.	Directorate General of Human Resource Development
3.	Directorate General of Revenue Intelligence
4.	Directorate General of GST Intelligence
5.	Directorate General of Tax Payer Services
6.	Directorate General of Systems & Data Management
7.	Directorate General of Vigilance
8.	Directorate General of Audit
9.	Directorate General of Anti Profiteering
10.	Directorate General of Export Promotion
11.	Directorate General of Analytics and Risk Management
12.	Directorate General of Valuation
13.	Directorate General of Goods & Service Tax
14.	Customs Excise and Service Tax Appellate Tribunal (CESTAT)
15.	Directorate of Logistics
16.	Central Revenue Control Laboratory
17.	Directorate of Legal Affairs
18.	Directorate of International Customs

**ANNEXURE-B****OPTIONS - DIRECTORATES & STATIONS**

***Applicants may tick any 05 Directorates and 03 Stations & mention their preference number in the boxes***

<b>Name of the Directorate</b>	<b>Option</b>	<b>Major Station</b>	<b>Option</b>
1. Directorate General of Performance Management		1. Delhi	
2. Directorate General of Human Resource Development		2. Mumbai	
3. Directorate General of Revenue Intelligence		3. Kolkata	
4. Directorate General of GST Intelligence		4. Chennai	
5. Directorate General of Tax Payer Services		5. Bengaluru	
6. Directorate General of Systems & Data Management		6. Ahmedabad	
7. Directorate General of Vigilance		7. Hyderabad	
8. Directorate General of Audit		8. Lucknow	
9. Directorate General of Anti Profiteering		9. Rohtak	
10. Directorate General of Export Promotion		10. Jaipur	
11. Directorate General of Analytics and Risk Management		11. Chandigarh	
12. Directorate General of Valuation		12. Meerut	
13. Directorate General of Goods & Service Tax		13. Ludhiana	
14. Customs Excise and Service Tax Appellate Tribunal (CESTAT)		14. Durgapur	
15. Directorate of Logistics		15. Guwahati	
16. Directorate of Legal Affairs		16. Nashik	
		17. Goa	
		18. Rajkot	
		19. Surat	
		20. Indore	
		21. Madurai	
		22. Kochi	

Note:- The options exercised does not guarantee that an applicant will be posted at the said Directorates/ Stations.

**Annexure-C**

**ELIGIBILITY CRITERIA POR THE POST OF AAD ON DEPUTATION**

Name of Post	Additional Assistant Director AAD
Nos of Posts	100 Posts (Tentative)
Classification of the post	General Central Service, Non-ministerial, Gazetted Group B
Scale of pay	Pay Matrix Level — 8 (Rs 47600/ — to 1,51,100/— Remark- Level-9 (Rs 53100-167800) in the pay matrix after completion of four years of regular service in the level-8 ( Rs. 47600-15110) in the pay matrix
DA, HRA, TPT & Other allowances	As admissible under the Central Government orders from time to time.
Eligibility Criteria	<p>Officers of the Central Government or the State Government or the Union Territories :-</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department: or</p> <p>(ii) with two years regular service in a post in level-7 (Rs.44900-142400) in the pay matrix or equivalent in the parent cadre or Department;</p> <p style="text-align: center;"><b>And</b></p> <p>(b) possessing the following educational qualifications and experience:</p> <p>(i) Bachelor's degree from a recognized University or Institute; and</p> <p>(ii) Three years of experience in the matters of levy, assessment and collection of Customs duty, Central Excise duties, Goods and Service Tax and Integrated Goods and Service Tax, Intelligence and Investigation, enforcement of border control on goods and conveyances, dispute resolution including drafting of Show Cause Notices, adjudication and appeals or Audit of assessments for ensuring tax compliance.</p> <p><b>Note 1:</b> The period of deputation including the period of deputation 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 three years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the last date of receipt of applications.</p> <p><b>Note 2:</b> 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, the deputationists shall not be eligible for consideration for appointment by promotion.</p>

Nature of Duties	<p>The nature of duties of the selected applicants may include one or more duties as listed below:</p> <ul style="list-style-type: none"> <li>➤ To assist Board in policy matters relating to GST policy, Export Promotion schemes and policy matters relating to valuation.</li> <li>➤ To carry out detection and investigation of commercial frauds &amp; Customs Duty evasion, Goods &amp; Services Tax, Central Excise Duty and curbing of illicit trade in drug trafficking and other contrabands.</li> <li>➤ To carry out inspection of field formations of CBIC.</li> <li>➤ To assist in planning, development &amp; maintenance of Department's automated systems &amp; IT infrastructure.</li> <li>➤ To assist in publicity campaigns concerning public awareness of CGST, Central Excise and Customs.</li> <li>➤ To carry out investigation of matters relating to Anti Profiteering.</li> <li>➤ To assist in manpower and infrastructure management of CBIC.</li> <li>➤ To assist in Co-ordination with Law Ministry etc. on legal issues.</li> <li>➤ To provide intelligence inputs and carry out big data analytics for CBIC.</li> <li>➤ Monitoring the logistical requirements of field formations pertaining to Anti-smuggling, Communication and Marine.</li> <li>➤ To assist in presenting indirect taxation cases before the Tribunal.</li> <li>➤ To carry our vigilance investigation and examination of vigilance complaints</li> <li>➤ Work relating to general administration.</li> </ul>
Deputation	<p>The other terms and conditions of deputation will be governed as laid down in the Govt. of India, DoP&amp;T OM No. 6/08/2009-Estd(PAY-II) dated 17.06.2010 as amended from time to time.</p>

**BIO-DATA / CURRICULUM VITAE PROFORMA**

{DOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15}

Post Applied for.....

1. Name and Address (in Block Letters)	
2. Date of birth (in Christian Era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A)
B) Experience	B)
<b>Desirable</b>	Desirable
A) Qualification	A)
B) Experience	B)
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate may be indicated as below;

Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad- hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on deputation/contract basis, please state-

a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/ organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization



**9.1 Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parentcadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.

**9.2 Note:** Information under column 9(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in hisparent cadre/organization.

10. If any post held on Deputation in the past by the applicant, date of return fromthe last deputation and other details			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)			
a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre- revised scale			
14. Total emoluments per month now drawn			
Basic Pay in the PB		Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/interim relief, other allowances etc., (with break-up details)	

**16.A Additional Information**, if any, relevant to the post you applied for in support of your suitability for the post.

This among other things may provide information with regard to i) Additional academic qualifications (ii) Professional training & Work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

**16.B Achievements:**

The candidates are requested to indicate information with regard to;

- Research publications and reports and special projects.
- Awards/ Scholarships/ Official Appreciation Affiliation with the professional bodies/ institutions/ societies and;
- Patents registered in own name or achieved for the organization. Any research/innovative measure involving official recognition. Any other information

(Note: Enclose a separate sheet, if the space is insufficient)

17. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address :

Date :

Contact No. :

Email id :

**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.\_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested on each page with rubber stamp by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Sign by the Employer/ Cadre Controlling Authority with Seal**