



**OFFICE OF THE CHIEF COMMISSIONER OF CGST & CUSTOMS, PUNE ZONE**  
**GST BHAVAN, 41/A SASSOON ROAD, P.B. NO. 273, PUNE-411001.**

**RECRUITMENT AGAINST SPORTS QUOTA IN THE CENTRAL TAX AND CUSTOMS**  
**DEPARTMENT PUNE-2022**

The Chief Commissioner of CGST & Customs, Pune Zone(CCA), invites applications for the recruitment of meritorious sportspersons who have represented the country in International/ National/ State/ University and Inter-University (conducted by the Inter-University Board) tournaments, in different games/ sports for the posts of Tax Assistant, Stenographer Grade-II and Havaldar as listed below:

Sl No	Name of the post	No of Vacancies	Pay & Allowances (As per 7 <sup>th</sup> CPC)
1	Tax Assistant	02	Level - 4 in the pay matrix (Rs. 25,500 - 81,100)
2	Stenographer Grade-II	06	Level- 4 in the pay matrix (Rs. 25,500 - 81,100)
3	Havaldar	03	Level- 1 in the pay matrix (Rs. 18,000 - 56,900)

- The application form along with terms, conditions and instructions to the candidates should be downloaded from the Central Board of Indirect Taxes and Customs official website <http://www.cbic.gov.in> and from the CGST & CUSTOMS, PUNE ZONE website <https://www.punecenexcise.gov.in/>. Further details regarding the disciplines of sports earmarked for recruitment, educational qualification, physical standards for the post of Havaldar, other eligibility conditions and procedures are available at the official website <https://www.punecenexcise.gov.in/> and <http://www.cbic.gov.in>. The posts are purely on temporary basis but are likely to be made permanent. The probation period is of two years.
- The sportspersons applying for the post of Stenographer Gr-II will have to appear for the stenography skill test one day before the field test in their sports discipline. The standards of skill test shall be as laid down in "Central Excise and Customs Department Stenographer- Grade-II & III Recruitment Rules 2014". The candidates who pass the stenography skill test will be shortlisted and only those successful shortlisted candidates will go through the field test in their sport discipline. Candidates who fail the stenography skill test will not be considered for any further selection process.
- The application form duly filled in all respects should be submitted in a closed cover super scribed with the words "Application of Meritorious Sportspersons" in Central GST and Customs Department, Pune – 2022. For the post of TAX ASSISTANT / STENOGRAPHER GRADE-II / HAVALDAR under Sports Quota – NAME OF THE SPORT: \_\_\_\_\_ and addressed to:

The Joint Commissioner (CCC)  
O/o the Chief Commissioner,  
Central GST and Customs, Pune Zone,  
GST Bhavan, Opposite Wadia College,  
41/A Sassoon Road, Pune-411001.

The applications may be sent by Speed Post so as to reach the above address before 1700 hr on **02.01.2023**. For candidates domiciled in North-Eastern States, Andaman & Nicobar Islands, Lakshadweep, Jammu & Kashmir the application should reach the above address by **09.01. 2023**. The applications received after the last date will not be entertained under any circumstances.

Sd/-

(Ms GOLDI SHARMA)  
JOINT COMMISSIONER  
CADRE CONTROL CELL  
CGST & CUSTOMS, PUNE ZONE

Date : 03.12.2022



**OFFICE OF THE CHIEF COMMISSIONER OF CGST& CUSTOMS, PUNE ZONE**  
**GST BHAVAN, 41/A SASSOON ROAD, P.B. NO. 273, PUNE-411001.**

The Chief Commissioner of CGST & Customs, Pune Zone (CC), invites applications for the recruitment of Meritorious Sportsperson in different Games / Sports as listed below for the posts of Tax Assistant, Stenographer Grade-II and Havaldar. The posts are purely on a temporary basis but likely to be made permanent. The probation period is of two years.

Game/ Event	Number of Posts		
	Tax Assistant	Stenographer- Gr-II	Havaldar
Badminton	01 Male	0	0
Boxing	0	0	1 Male
Table Tennis	01 Female	0	0
Hockey	0	01 Male	01 Male
Football	0	01 Male	01 Male (Goa)
Cricket	0	01 Male	0
Yoga	0	01 Female	0
Cycling	0	01 Male	0
Rifle Shooting	0	01 Male	0
<b>Total</b>	<b>02</b>	<b>06</b>	<b>03</b>

**01. ELIGIBILITY CONDITIONS**

Sl.No.	Name of the Post	Age Limit	Educational and other Qualification	Physical Standards
1.	<b>Tax Assistant</b>	The Age limit will be between 18 and 27 years of age as on 02. 01.2023 (the closing date of receipt of application) (relaxable upto 3 years for OBC candidate and 5 years in case of SC/ST candidates.	<b>Essential:</b> (i) Bachelor's Degree from a recognised University or equivalent; and (ii) possess a speed of not less than 8000 key depressions per hour for data entry work. <b>Note:</b> The speed of 8000 key depressions per hour for data entry work is to be examined by conducting a speed test on the electronic data processing machine. As per Central Excise and Customs Department Tax Assistant (Group 'C' post) Recruitment Rules 2014.	<b>NIL</b>

2.	Stenographer Gr-II		12th Class pass or equivalent from a recognized Board or University. <b>Skill Test Norms</b> <b>Dictation:</b> 10 Mins @ speed of 80 Words per minute, Transcription:- 50 Minutes (English) & 65 Minutes Hindi (On Computer). As per Central Excise and Customs Department Stenographer- Grade-II & III Recruitment Rules 2014	NIL
3.	Havaldar		(I) Matriculation or equivalent from any recognized Board	<p><b>For Male Candidates:-</b> Physical standard (minimum) Height:- 157.5 Cms, (Relaxable by 5 cms in the case of Garhwalis, Assamese, Gorkhas and member of the Scheduled Tribes) <b>Chest:-</b> 81 Cms. (fully expanded with minimum expansion of 5 cms) <b>Physical Test:-</b> Walking 1600 Meters in 15 minutes</p> <p><b>For Female Candidates:-</b> Physical Standard (Minimum) <b>Height :-</b> 152 Cms. <b>Weight :-</b> 42 Kgs , Height relaxable upto 2.5 Cms and Weight by 2 kgs in case of Garhwalis, Assamese, Gorkhas and member of the Scheduled Tribes <b>Physical Test:-</b> Walking 1 Km in 20 Minutes. As per Central Excise and Customs Department Havaldar Recruitment Rules 2014.</p>

**02. NUMBER OF VACANCIES**

Tax Assistant	Steno Gr-II	Havaldars	Total
02	06	03 (02 - Pune 01 - Goa)	11

### 03. TERMS & CONDITIONS

Candidates should read the below mentioned terms and conditions and instructions carefully before filling up the form.

(a) The application should be strictly as per the pro-forma prescribed. Application not accompanied by the prescribed forms and copies of relevant merit/participation certificates will be liable for rejection.

(b) Only one application should be submitted by the candidate for one post. If any candidate submits more than one application, all such applications will be summarily rejected and the candidate will not be eligible.

1. The application should be filled up in **BLOCK LETTERS** in English using ink pen or ballpoint pen preferably in **BLACK INK**.
2. Along with the application (Annexure-II), the following mentioned forms duly filled up and signed by the respective sports authorizes as mentioned in the forms (Enclosed as Annexure-A) should be submitted.

Sl.No.	Competition	Authority awarding Certificate	Form in which certificate is to be awarded.
1	International Competition	Secretary of the National Federation of the Game concerned.	1
2	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned.	2
3	Inter-University Tournaments	Dean of Sports or other officer in overall charge of sports of the University concerned.	3
4	National/Sports/ Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/Education of the State.	4

### 04. SPORTS ELIGIBILITY

The proficiency will be evaluated on the basis of their participation in recognized tournaments/ events in the calendar year's 2019, 2020, 2021 & 2022 for which details should be furnished as Annexure I. The tournaments/ events will be evaluated in the following descending order of importance.

1. International Tournaments/ Events like Olympics & World Championship.
2. International Tournaments/ Events of regional importance like Asian Games/ Commonwealth Games / Afro Asian Games.
3. Other International Tournaments / Events like SAF Games.
4. Domestic Tournaments / Senior National level Events like National Games, National Federation Games etc.
5. Domestic Tournaments / Junior National level Events
6. Inter University Tournaments.
7. National School Games

Only the best three performances in the calendar year's 2019, 2020, 2021 & 2022 will be considered for evaluation. These should be properly filled up in Annexure-I of the application.

## 05. SELECTION OF CANDIDATES

- i. The applications will be scrutinized and suitable candidates will be shortlisted for further selection process. Department reserves the right to decide the number of candidates to be called for field trials based on the credentials of the candidates. The eligible candidates will have to appear in the field test relevant to sports discipline.
- ii. Success in the above tests confers no right to appointment unless the department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.
- iii. Field trial will be conducted to check the fitness levels and performance of the candidates. Field trials will carry marks and will also be counted for ranking purpose. In case any candidate is unable to take the fitness test for any reason whatsoever or having taken the test is not found fit, he/she would not be considered for the post. The current form will be evaluated based on the year of participation in recognized tournaments/events in the calendar year's 2019, 2020, 2021 & 2022 for which the details should be furnished as per Annexure-I.
- iv. The shortlisted candidates will be called for written test. The written examination for the post of Tax Assistant will be in English/Hindi and will consist of objective type multiple choice questions in General Knowledge, Reasoning, Numerical/ Quantitative Aptitude, General English and General Awareness. Written test is purely qualifying in nature. The candidates applying for Tax Assistants posts will be required to take a data entry test for 15 minutes. Based on the aggregate marks obtained in the field trials and merit certificates, the candidates will be ranked for selection.
- v. The field trials and written exam will be held in Pune. The selected candidates will be required to appear for the same at their own expenses on the dates and time to be indicated later.
- vi. They should enclose self-attested copies of the following certificates:
  - Matriculation/SSC or equivalent certificate for proof of age
  - Education qualification
  - Sports/games certificates/forms as mentioned in Annexure-A
  - Caste certificate in proof of caste.
- vii. Sports achievements certified by authorities other than those recognized by the Ministry of sports and youth welfare shall not be considered.
- viii. Sports persons who are already employed in Central Government or State Government or PSU should submit an NOC from the present employer which should be enclosed with the application.
- ix. The selected candidates will be on probation for 02 years or such period as per extant instructions of the Government of India. His /Her participation in the tournaments meets on behalf of the Department will also be a deciding factor in the declaration of his probation. The selected candidates will be required to represent the Central Tax and Customs Department, Pune region, in the tournament /meets as decided at least for 10 years.
- x. In case suitable candidates are not available in any of the above Games/ Sports, the Department will not consider recruitment in that particular Games/ Sports.
- xi. In case of any Sports person who has been shortlisted in a particular game, his/her candidature will be considered only for the particular post opted for by him/her, unless the applicant has opted for either of the post of Tax Assistant or Havaldar.

## 06. HOW TO APPLY

Application on plain paper duly signed and completed in all respect must be submitted in prescribed format to the "Additional Commissioner, Cadre Control Cell, CGST & Customs, Pune Zone, GST Bhavan, opp. Wadia College, 41/A Sassoon Road, Pune-411001." By post or by hand on or before **17.00 hrs of 02.01.2023**. The detailed advertisement along with proforma of application and Annexures can be downloaded from the website <https://www.punecenexcise.gov.in/>.

**The candidates are requested to kindly read the Advertisement carefully and apply if eligible. The applications found ineligible will be liable for rejection and no communication will be made in this regard.**

**On envelope, please mention clearly**

**“APPLICATION FOR THE POST OF TAX ASSISTANT / STENO GR-II / HAVALDAR UNDER SPORTS QUOTA”**

**NAME OF THE SPORTS:-** \_\_\_\_\_

**07.** Eligibility of the candidates will be considered on the performance in the championships / tournaments held from **01.01.2019** or afterwards only and sportspersons shall be a currently active player. For this purpose, concluding day of the championships/ tournaments will be taken in to account. Performance in earlier championships / tournaments i.e. on or before **31.12.2018** will not be taken into consideration.

**08.** In case of Team games, preference of selection for recruitment will be given to those candidates who have actually played and participated as a playing member as compared to those who were included in the team but did not actually play.

**09.** The Candidates who are already employed with any government department should send their applications “Through Proper Channel” only, failing which the application will be rejected.

**10. Selected candidates will be required to give an undertaking not to apply for inter-Commissionerate transfer for minimum period of 10 years.**

**11.** Only **self-attested copies** of the documents in support of claim regarding Date of Birth, Educational Qualification, Sports Eligibility Certificates, Caste Certificate etc. should invariably be accompanied with the application.

**12.** Any form of canvassing by any candidate will render his/her candidature liable to be rejected summarily at any stage of the recruitment process.

**13.** In event of any tie, the decision of the appointing authority will be final.

**14.** This recruitment is subject to applicable rules for recruitment of meritorious sports persons, issued by Government of India from time to time.

**15.** In case of any applicants found submitting false/fabricated documents, the same will be viewed seriously and appropriate legal action will be initiated.

**16.** The candidate on appointment will be liable for posting at any place in Pune Cadre Controlling Region i.e. any formation of Pune, Mumbai, Nasik, Aurangabad, Kolhapur and Goa Commissionerates. The declaration to this effect to work at any place should be submitted along with the application.

**17.** The Candidate after appointment has to pass the Departmental Computer Proficiency Test of 8000 Key depressions per hour in case of Tax Assistant only within a period of two years i.e. before completion of his / her probation, failing which the probation period will be extended.

**18.** Application for each post should be sent separately.

**19.** Application received after the due date will not be entertained under any circumstances. Incomplete and unsigned applications will be rejected and no correspondence in the matter will be made with the applicant. Eligible candidates will be called for above said tests and interview. The date and venue for tests and interview will be intimated to the eligible candidates in due course.

**20.** The department reserves the right to consider only those candidates who have potential to strengthen the Department’s existing teams on the basis of field trial conducted.

21. The Chief Commissioner of Central GST & Customs, Pune Zone has got the right to cancel the recruitment process.

*Goldi*  
*5/12/22*

(Ms GOLDI SHARMA)  
JOINT COMMISSIONER  
CADRE CONTROL CELL,  
CGST & CUSTOMS, PUNE ZONE

Enclosures:

- i) Annexure-I Details of Tournaments/events participated in the calendar years 2019, 2020, 2021 & 2022.
- ii) Annexure-II : Application form
- iii) Annexure-A : Form-1, Form-2, Form-3 & Form-4.

ANNEXURE 'A'

Specimen forms referred to in Col. 3 of the Table in Para A.V

FORM -1

(for representing India in an international Competition in one of the recognized Games/Sports).  
NATIONAL FEDERATION / NATIONAL ASSOCIATION OF \_\_\_\_\_  
Certificate to meritorious sportsmen for employment to Group C Service under the Central Government

Certified that Shri/Smt./Kumar \_\_\_\_\_ Son/Wife/Daughter of  
Shri \_\_\_\_\_ and \_\_\_\_\_ resident of  
\_\_\_\_\_ represented the

(complete address)

country in the game/event of \_\_\_\_\_ in  
\_\_\_\_\_ competition/Tournament held at  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament  
was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the office of National Federation/  
National Association of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Name \_\_\_\_\_

Designation \_\_\_\_\_

**Name of the Federation/National**

Association \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note: This Certificate will be valid only when signed personally by the Secretary, alongwith Seal of the National federation.

(Annexure B of the Department of Personal and Administrative Reforms O.M. No. 14015/1/78-  
Estt(D)dated 4<sup>th</sup> August 1980)



ANNEXURE-I

Details of Participation in Sports/Games

Sl.No	Date of event	Place where event is held	Name of the tournament/event	Events participated	Position earned
<b>Best three performances during the year 2022</b>					
1					
2.					
3.					
<b>Best three performances during the year 2021</b>					
1.					
2.					
3.					
<b>Best three performances during the year 2020</b>					
1.					
2.					
3.					
<b>Best three performances during the year 2019</b>					
1.					
2.					
3.					

**ANNEXURE-II**  
**PROFORMA OF APPLICATION.**

**APPLICATION FOR THE POST OF TAX ASSISTANT/STENOGRAPHER GRADE-II**  
**/HAVALDAR UNDER SPORTS QUOTA.**

POST APPLIED FOR (Please tick the relevant)

Tax Assistant :  
Stenographer Grade –II :  
Havalдар :

Paste your passport  
size photograph and  
your signature on it

- A) Name in Full :-  
( in block letters, Surname first)
- B) Name of the Father :-
- C) Permanent Residential Address :-
- D) Address for Communication :-
- E) Contact No. :-
- F) Email id :-
- G) Date of Birth (DD/MM/YYYY) :-
- H) Age as on 02.01.2023 :-
- I) Category :- SC/ST/OBC/GENERAL  
(Tick whichever is applicable)
- J) Educational Qualification :-
- K) Sports Event / Game :-
- L) Details of Best Performance :-  
State whether State / International importance :-  
Year and Month in Which event was held :-  
Details of latest performance in the year 2022-23 (if any)
- M) Documents to be Submitted :-
- a) Matriculation / Graduate / Post Graduate Mark List and Certificate of the University:-
- b) Age Proof:-
- c) Sports Certificate:-
- d) Caste Certificate (in case of SC/ST/OBC candidates) :-

**DECLARATION.**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the tests / interview, my candidature / appointment is liable to be cancelled / terminated. I have not submitted any other application for this post. I am aware that if I contravene this Rule, my application will be rejected summarily by the Department.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification & Sports eligibility etc. prescribed for the post.

Date:-  
Place:-

Signature of the Candidate  
Full Name

FORM -2

(For representing a State in India in a Nation competition in one of the recognized Games/Sports.)

STATE ASSOCIATION OF \_\_\_\_\_ IN THE GAME \_\_\_\_\_ OF \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to a Group C service under the Central Government**

Certified that Shri/Smt./Kumar \_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_ and resident of  
\_\_\_\_\_ represented the State of  
(complete address)

\_\_\_\_\_ in the game/event of  
\_\_\_\_\_ in the National Competition/Tournament held at  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual /team in the above said  
Competition/Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of the State Association of  
\_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Name \_\_\_\_\_

Designation \_\_\_\_\_

**Name of the State Association**

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note: This Certificate will be valid only when signed alongwith Seal personally by the Secretary of the State Association.

(Annexure B of the Department of Personal and Administrative Reforms O.M. No. 14015/1/78-Estt(D)dated 4<sup>th</sup> August 1980)

FORM-3

(For representing a University in the Inter-University Competition in one of the recognized Games/sports).

UNIVERSITY OF \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to a Group C service under the Central Government.**

Certified that Shri/Smt./Kumari \_\_\_\_\_  
Son/Wife/Daughter of Shri \_\_\_\_\_  
Resident of \_\_\_\_\_ student of \_\_\_\_\_  
Represented the University of \_\_\_\_\_ in Inter-  
the game/event of \_\_\_\_\_ in Inter-  
University Competition/Tournament held at \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said competition/tournament was \_\_\_\_\_.

The certificate is being given on the basis of records available in the office of Dean of Sports or Officer in overall charge of sports in the University of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Name \_\_\_\_\_

Designation \_\_\_\_\_

**Name of the University:**

\_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note: This Certificate will be valid only when signed personally alongwith Seal of the University by Dean/Director or other officer in overall charge of sports in the University of \_\_\_\_\_

(Annexure B of the Department of Personal and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4<sup>th</sup> August 1980)

**FORM - 4**

**DIRECTORATE OF PUBLIC INSTRUCTIONS/ EDUCATION OF THE STATE OF \_\_\_\_\_**

**Certificate to meritorious sportsmen for employment to a Group C & D services under the Central Government.**

Certified that Shri/Kumari \_\_\_\_\_  
\_\_\_\_\_ son/daughter \_\_\_\_\_ of  
Shri \_\_\_\_\_ resident \_\_\_\_\_ of  
student of \_\_\_\_\_

\_\_\_\_\_ (Complete address)

Represented the \_\_\_\_\_ State School Team in the  
game/event of \_\_\_\_\_ in the  
National Games for \_\_\_\_\_ schools held  
at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

The position obtained by the individual / team in the above said Competition/Tournament  
was \_\_\_\_\_.

The certificate is being given on the basis of records available in the office of Directorate  
of Public Instructions / education of \_\_\_\_\_

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal \_\_\_\_\_

Note: This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games/for schools in the Directorate of Public Instruction / Education of the State.

(Annexure B of the Department of Personal and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4<sup>th</sup> August 1980)