



भारत सरकार/ Government of India
वित्त मंत्रालय/ Ministry of Finance
राजस्व विभाग/ Department of Revenue
केन्द्रीय कर प्रधान मुख्य आयुक्त का कार्यालय, बेंगलूर अंचल,
केन्द्रीय राजस्व भवन, क्वीन्स रोड, बेंगलूरु-560001
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CENTRAL TAX,

Office email :- cbz-excise@nic.in

Section email :- ao.estt-pccobz@gov.in

Fax :- 080 – 2286 7101

File No. GCCO/II/13/ 21/2026-Estt.

दिनांक/Date: e-signature

परिपत्र/CIRCULAR

विषय: Central Board of Indirect Taxes and Customs के अधीन विभिन्न निदेशालयों में अतिरिक्त सहायक निदेशक के पद हेतु प्रतिनियुक्ति आधार पर आवेदन आमंत्रित करने संबंधी।

Sub: Inviting applications for the post of Additional Assistant Director in various Directorates under CBIC on deputation basis-reg.

Directorate General of Performance Management, नई दिल्ली द्वारा पत्र संख्या F. No. DGPM/CCA/REC/2/2026-CCA-O/o DG-DGPM-HQ-DELHI दिनांक 28.03.2026 के माध्यम से जारी रिक्ति परिपत्र (प्रतिलिपि संलग्न) के संदर्भ में, जिसमें Central Board of Indirect Taxes and Customs के अधीन विभिन्न निदेशालयों में अतिरिक्त सहायक निदेशक के पदों को प्रतिनियुक्ति आधार पर भरने के संबंध में उल्लेख किया गया है, इस ओर सादर ध्यान आकर्षित किया जाता है।

Kind attention is invited to the Vacancy Circular issued by the Directorate General of Performance Management (DGPM), New Delhi vide F. No. DGPM/CCA/REC/2/2026-CCA-O/o DG-DGPM-HQ-DELHI dated 28.03.2026, regarding filling up of the posts of Additional Assistant Director in various Directorates under CBIC on deputation basis (copy enclosed).

2. क्त परिपत्र के अनुसार, वेतन मैट्रिक्स स्तर-8 (₹47,600 – ₹1,51,100) में अतिरिक्त सहायक निदेशक के रिक्त पदों को भरने हेतु आवेदन आमंत्रित किए जाते हैं। पदों एवं रिक्तियों का विवरण निम्नानुसार है:

As per the said circular, applications are invited for filling up vacancies of Additional Assistant Director in Pay Matrix Level-8 (Rs. 47,600 – 1,51,100). The details of post and vacancies are as under:

Post	Pay scale	Vacancy	Proposed place of posting depending on vacancies

Additional Assistant Director	Pay Matrix Level - 8 (Rs.47,600/- to Rs.1,51,100/-) Remarks : Pay Matrix Level - 9 (Rs 53,100/- to 1,67,800/-) after completion of four years of regular service in the Pay Matrix level - 8 (Rs.47,600/- to 1,51,100/-).	Tentative vacancies: 172 (One Hundred Seventy two) for filling on deputation basis. (Exact number of vacancies may vary)	New Delhi, Mumbai, Kolkata, Chennai, Bengaluru or any other station where vacancies exist in the Directorates (under CCA, DGPM) spread across the country (a list of stations is being enclosed as “Annexure B (ii)”)
-------------------------------	---	---	---

3. पात्रता मानदंड (शैक्षणिक योग्यता, अनुभव आदि) तथा आवश्यक दस्तावेजों की सूची परिशिष्ट-C में दी गई है (Central Board of Indirect Taxes and Customs की वेबसाइट www.cbic.gov.in एवं <https://dgpm.gov.in> पर उपलब्ध है)।

The eligibility criteria (educational qualification, experience, etc.) and list of documents is listed in **Annexure - C (Available on CBIC website - www.cbic.gov.in and <https://dgpm.gov.in>)**.

4. इच्छुक एवं पात्र अधिकारियों से अनुरोध है कि वे आवेदन करते समय उपर्युक्त Directorate General of Performance Management के परिपत्र में निर्दिष्ट शर्तों का कड़ाई से पालन करें तथा दिए गए निर्देशों का अनुपालन सुनिश्चित करें।

The willing and eligible officers are requested to strictly adhere to the conditions laid down in the aforesaid DGPM Circular and comply with the instructions while applying.

5. दस्तावेजों की सूची/List of Documents:

i) Bio-data in prescribed proforma (**Annexure - D**) (Available on www.cbic.gov.in and <https://dgpm.gov.in>) duly countersigned by the AO/Superintendent (Admin.).

ii) Supporting certificate/ documents in respect of claimed educational qualification including essential qualification of Bachelor's degree.

iii) The History of Posting (HOP) as per the format prescribed at Point No. 7 of Annexure-D, clearly specifying the period of service rendered, including details of any past service in any Department on loan or deputation basis.

iv) Photo copies of APAR dossier from the year 2019-20 to 2023-24 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 (rank of Deputy / Assistant Commissioner in CBIC formations))**.

It may further be ensured that in case the APAR for any period is not available for three months or more during a particular year, a No Report Certificate (NRC) for

the concerned period is enclosed. In case the APAR for any year is entirely covered under NRC, the APAR of the immediately preceding year may be provided so as to ensure availability of five complete APARs in full-fledged form.

v) **Vigilance Clearance Certificate and Integrity Certificate in the prescribed format.**

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.

viii) The option preference form for Directorates {Annexure - B (i)} and Station {Annexure - B (ii)}.

ix) APAR Grading Sheet (**Annexure G**)

6. संबंधित आयुक्तालयों/निदेशालयों को यह सुनिश्चित करना होगा कि मूल आवेदनों का पूर्ण सेट, एक ही लॉट में, सतर्कता अनापत्ति प्रमाण पत्र, सत्यनिष्ठा प्रमाण पत्र, पिछले दस वर्षों में लगाए गए प्रमुख/लघु दंडों का विवरण, विधिवत सत्यापित एपीएआर डोजियर (जिसके प्रत्येक पृष्ठ का सत्यापन अवर सचिव स्तर से नीचे के अधिकारी द्वारा न किया गया हो) तथा अन्य सभी आवश्यक दस्तावेजों सहित, भौतिक रूप (हार्ड कॉपी) में अधोहस्ताक्षरी को **30.04.2026 तक** प्रेषित किया जाए। उक्त का सॉफ्ट कॉपी **ao.estt-pccobz@gov.in** पर ईमेल के माध्यम से भी भेजी जा सकती है।

The concerned Commissionerates/Directorates shall ensure that the complete set of original applications, in a single lot, along with the **Vigilance Clearance Certificate, Integrity Certificate, details of major/minor penalties** imposed during the last ten years, duly attested APAR dossiers (with each page attested by an officer not below the rank of Under Secretary), and all other requisite documents, are forwarded **in physical form (hard copy)** to the undersigned **on or before 30.04.2026**. A soft copy of the same may also be forwarded via email at **ao.estt-pccobz@gov.in**.

7. निर्धारित तिथि के पश्चात प्राप्त आवेदन, अथवा अपूर्ण आवेदन या आवश्यक दस्तावेजों से रहित आवेदन, पर विचार नहीं किया जाएगा।

Applications received after the due date, or those that are incomplete or not accompanied by the requisite documents, will not be considered.

8. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of the competent authority

Digitally signed by
Indira Priyadarshini A
Date: 10-04-2026
15:37:49

(इंदिरा प्रियदर्शिनी आनंदन)

(INDIRA PRIYADARSHINI ANANDHAN)

अपर आयुक्त(प्रमुआका)/ADDITIONAL COMMISSIONER

प्रति प्रस्तुत/Copy submitted to:

1. मुख्य आयुक्त, केंद्रीय कर, बेंगलूरु। The Chief Commissioner of Central Tax, Bengaluru.
2. मुख्य आयुक्त, सीमा शुल्क, बेंगलूरु। The Chief Commissioner of Customs, Bengaluru.
3. प्रधान आयुक्त/आयुक्त, केंद्रीय कर, बेंगलूरु-दक्षिण/पूर्व/उत्तर/पश्चिम/उत्तर-पश्चिम/मैसूरु/बेलगावी/मंगलूरु। The Principal Commissioner/Commissioner of Central Tax, Bengaluru-South/East/North/West/North-West/Mysuru/Belagavi/Mangaluru .
4. आयुक्त, केंद्रीय कर, बेंगलूरु लेखापरीक्षा-I/लेखापरीक्षा-II/बेंगलूरु अपील-I/अपील-II आयुक्तालय, बेंगलूरु। The Commissioner of Central Tax, Bengaluru Audit-I/Audit-II/Bengaluru Appeals-I/Appeals-II Commissionerates, Bengaluru.
5. आयुक्त, केंद्रीय कर, मैसूरु अपील/मैसूरु लेखापरीक्षा/बेलगावी अपील/बेलगावी लेखापरीक्षा/मंगलूरु सीटी। The Commissioner of Central Tax, Mysuru Appeals/Mysuru Audit/Belagavi Appeals/Belagavi Audit/Mangaluru CT.
6. आयुक्त, सीमा शुल्क, बेंगलूरु सिटी सीमा शुल्क/एयरपोर्ट एवं एसीसी/सीमा शुल्क अपील/मंगलूरु सीमा शुल्क। The Commissioner of Customs, Bengaluru City Customs/ Airport & ACC/Customs Appeals/Mangaluru Customs.
7. अपर महानिदेशक, नासिन (NACIN)/डीजी सिस्टम्स/डीजीटीएस/सेस्टेट (CESTAT), बेंगलूरु। The Additional Director General, NACIN/ DG Systems/DGTS/CESTAT, Bengaluru.
8. अपर महानिदेशक, डीजीजीआई (DGGI), बेंगलूरु/मंगलूरु/बेलगावी। The Additional Director General, DGGI, Bengaluru/Mangaluru/Belagavi.
9. अपर महानिदेशक, डीआरआई (DRI), बेंगलूरु/मंगलूरु। The Additional Director General, DRI, Bengaluru/Mangaluru.
10. सीएओ/एओ (स्थापना), एयरपोर्ट एवं एसीसी/सीमा शुल्क अपील/बेंगलूरु सिटी सीमा शुल्क/मंगलूरु सीमा शुल्क/बेंगलूरु-दक्षिण/पूर्व/उत्तर/पश्चिम/उत्तर-पश्चिम/बेंगलूरु लेखापरीक्षा-I/बेंगलूरु लेखापरीक्षा-II/बेंगलूरु अपील-I/बेंगलूरु अपील-II/मैसूरु अपील/मैसूरु लेखापरीक्षा/बेलगावी सीटी/बेलगावी अपील/बेलगावी लेखापरीक्षा/मंगलूरु सीटी। The CAO/AO(Estt), Airport& ACC/Customs Appeals/Bengaluru City Customs/Mangaluru Customs / Bengaluru-South/East/North/West/North-West/Bengaluru Audit-I /Bengaluru Audit-II/Bengaluru Appeals-I/Bengaluru Appeals-II/Mysuru Appeals/Mysuru Audit/Belagavi CT/Belagavi Appeals/Belagavi Audit/Mangaluru CT.
11. महासचिव, अधीक्षक संघ, कर्नाटक। The General Secretary, Superintendent Association, Karnataka.
12. अधीक्षक, बेंगलूरु पूर्व, वेबसाइट पर प्रति अपलोड करने हेतु। The Superintendent, Bengaluru East, to upload a copy on the website.



निष्पादन प्रबंधन महानिदेशालय
Directorate General of Performance Management
 अप्रत्यक्ष कर एवं सीमा शुल्क
Indirect Taxes & Customs
 5 वीं मंजिल, ड्रम शेपड बिल्डिंग, आई. पी. भवन, आई. पी. इस्टेट,
5th Floor, Drum Shaped Building, I.P. Bhawan, I.P. Estate,
 नई दिल्ली/ New Delhi-110002

F. No. DGPM/CCA/REC/2/2026-CCA-O/o DG-DGPM-HQ-DELHI

Dated- .03.2026

To

1. All Ministries/ Departments of Government of India
2. The Chief Secretaries/ Administrators to the Government of all States/UTs.

Ma'am/ Sir

Subject: Inviting applications for the post of Additional Assistant Director in various Directorates under CBIC on deputation basis.- reg.

Applications are invited for the posts of Additional Assistant Director, for various Directorates under CCA, DGPM, CBIC, on deputation basis in terms of provisions laid down in Recruitment Rules of Additional Assistant Director dated 31.03.2022 for directorates under CBIC. The details of post and vacancies are as under:-

Post	Pay scale	Vacancy	Proposed place of posting depending on vacancies
Addition al Assistant Director	Pay Matrix Level - 8 (Rs.47,600/- to Rs.1,51,100/-) Remarks : Pay Matrix Level - 9 (Rs 53,100/- to 1,67,800/-) after completion of four years of regular service in the Pay Matrix level - 8 (Rs.47,600/- to 1,51,100/-).	Tentative vacancies : 172 (One Hundred Seventy two) for filling on deputation basis. (Exact number of vacancies may vary)	New Delhi, Mumbai, Kolkata, Chennai, Bengaluru or any other station where vacancies exist in the Directorates (under CCA, DGPM) spread across the country (a list of stations is being enclosed as " Annexure B (ii) ")

2. The Directorate General of Performance Management is the cadre control authority in respect of Group 'B' and 'C' cadres including the above referred post of Additional Assistant Director in various Directorates where this post exists (**as listed in Annexure - A** available on CBIC website www.cbic.gov.in and <https://dgpm.gov.in>) 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 may be posted to any of the Directorates/ Stations throughout India. The applicant may give the option of 05 Directorates in { **Annexure - B (i)** } and 03 Stations in{ **Annexure - B (ii)**} in order of their preference

(Available on CBIC's website- www.cbic.gov.in and <https://dgpm.gov.in>). The options exercised do not guarantee that an applicant will be posted at the said Directorate/ Station.

3. The eligibility criteria (educational qualification, experience, etc.) and list of documents is listed in **Annexure - C (Available on CBIC website - www.cbic.gov.in and <https://dgpm.gov.in>).**

The candidates whose applications for the post are forwarded by the concerned Ministry/ Department/ Organization once received in DGPM, will not be allowed to withdraw their candidature subsequently.

4. It is requested that the above advertisement may kindly be circulated among all Departments/Institutions/Offices under your charge and also hosted on their websites. The nominations of eligible officers along with the required documents duly attested in Hard Copy either by post or through special messenger by concerned CCAs should reach the Joint Director (CCA), DGPM Hqrs., 5th Floor, Drum Shaped Building, I.P. Estate, New Delhi-110002, through proper channel on or before **12th May, 2026 (by 5:00 PM) i.e., within 45 days** from the date of publication in the Employment News/Rozgar Samachar published on **28.03.2026**. Applications/Documents received through e-Office of concerned CCAs will be accepted only where the same are duly received in hard copy. Applications/Documents received only through email will not be accepted.

5. **List of Documents: -**

- i) Bio-data in prescribed proforma (**Annexure - D**) (Available on www.cbic.gov.in and <https://dgpm.gov.in>) duly countersigned by the AO/Superintendent (Admin.).
- ii) Supporting certificate/ documents in respect of claimed educational qualification including essential qualification of Bachelor's Degree.
- iii) The History of Posting (HOP) as per the format prescribed at Point No. 7 of Annexure-D, clearly specifying the period of service rendered, including details of any past service in any Department on loan or deputation basis.
- iv) Cadre clearance certificate/NOC in the prescribed format issued by the concerned Cadre Controlling Authority (As per the format prescribed in **Annexure C**).
- v) Photo copies of APAR dossier from the year 2019-20 to 2023-24 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 (rank of Deputy / Assistant Commissioner in CBIC formations).

It may further be ensured that in case the APAR for any period is not available for three months or more during a particular year, a No Report Certificate (NRC) for the concerned period is enclosed. In case the APAR for any year is entirely covered under NRC, the APAR of the immediately preceding year may be provided so as to ensure availability of five complete APARs in full-fledged form.

- vi) Vigilance Clearance Certificate (**Annexure - E**) and Integrity Certificate (**Annexure - F**) in the prescribed format issued by the concerned Cadre Controlling Authority.
- vii) The details of major/minor penalties imposed on the officer during the last 10 years.
- viii) 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.
- ix) The option preference form for Directorates {**Annexure - B (i)**} and Station {**Annexure - B (ii)**}.
- x) APAR Grading Sheet (**Annexure G**)

6. **The respective Cadre Controlling Authorities shall certify that the particulars sent by the officers are correct as per the records.** The Cadre Controlling Authority must also ensure that no application is forwarded, where

- a) 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, exceeds three years.
- b) The age of the applicant for appointment by deputation exceeds fifty six years as on the last date of receipt of applications.

(as per Note-1 of Schedule (column 11) of Central Excise and Customs Directorates, Additional Assistant Director (Group 'B', Gazetted, Non-Ministerial Posts) Recruitment Rules, 2022, dated 31.03.2022)

- c) The mandatory "cooling off" period of three years after last period of deputation has not been completed.

(as per DoPT OM 6/812009-Estt. (Pay II), dated 17.06.2010)

7. The eligibility criteria and the required documents are available on www.cbic.gov.in and <https://dgpm.gov.in>. The Recruitment Rules for the post of AAD are also available on <https://dgpm.gov.in/DGPMwebSiteData/CCA/RRs%20-%20Supdt.pdf>.

CCAs are requested to ensure that the applications of eligible candidates, along with Cadre clearance certificate / NOC and all required documents, are forwarded in complete form so as to reach this office on or before the closing date. Applications received after the last date, or applications incomplete in any respect or those not accompanied by the documents/ information as per the advertisement circular will not be considered. **No Direct or Advance copy of application will be entertained.**

8. Attention is also invited to CBIC's Office Memorandum dated 20.06.2014 issued vide F.No. C.50/54/2014-Ad.II regarding bringing of non-official or other outside influence in respect of service matters. Rule 20 of the Central Civil Services (Conduct) Rules, 1964 states "No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government". Accordingly, the provisions of the above rule may be strictly adhered to, and no outside influence should be brought for posting on deputation basis, which otherwise will be viewed seriously.

9. This issues with the approval of competent authority.

Encl : Annexure A, B(i), B(ii), C, D, E, F & G.

Digitally signed by
Indu Bhardwaj
Date: 28-03-2026
09:31:55
(Indu Bhardwaj)
Joint Director (Cadre)

Copy forwarded for information and necessary action to:-

- (i) All CCAs under CBIC, with a request to give wide publicity of the above.
- (ii) The webmaster, CBIC with request to upload the same vacancy circular on CBIC website/portal.

APAR Grading Sheet	
Name (Sh./Ms./Mrs.)	
Designation	
Employee Code (for Sparrow Module)	
Name of the CCA	
Present Office	
APAR Periods	Grade
2019-20	
2020-21	
2021-22	
2022-23	
2023-24	

***If APAR for any of the above period is bifurcated then the grades of part APARs are to be mentioned along with the time period.**

ANNEXURE – ‘F’

{INTEGRITY CERTIFICATE SHOULD BE ISSUED BY THE CCA (CADRE CONTROL AUTHORITY) ON LETTER HEAD OF CCA .}

F. No.

Dated ...

TO WHOM SO EVER IT MAY CONCERN

INTEGRITY CERTIFICATE

As per the available records of this office, it is certified that integrity of (Name of applicant)....., (Designation of applicant) is beyond doubt.

(Name & Signature of Signatory authority)
Designation of Signatory authority (Vigilance)

ANNEXURE – ‘E’

{VIGILANCE CERTIFICATE SHOULD BE ISSUED BY THE CCA (CADRE CONTROL AUTHORITY) ON LETTER HEAD OF CCA .}

F. No.

Dated ...

TO WHOM SO EVER IT MAY CONCERN

VIGILANCE CERTIFICATE

As per the available records of this office, it is certified that No Vigilance/Non-Vigilance case is pending or being contemplated against (Name of applicant)....., (Designation of applicant) It is also certified that no major/minor penalty has been imposed on (Name of applicant)....., (Designation of applicant)during the last 10 years.

(Name & Signature of Signatory authority)
Designation of Signatory authority (Vigilance)

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)
Desirable	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	Whether the post held on loan/deputation/regular basis	* 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/Loan basis, please state-			
a) The date of initial appointment and mode of recruitment either Deputation or Loan	b) Period of appointment on deputation/ Loan	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
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>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 his parent cadre/organization.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the 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)	
<p>16. Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
17. Whether belongs to SC/ST (indicate category, i.e., SC/ST/OBC/UR)		

DECLARATION

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)

Name (In Capital Letter) -

Present Place of Posting -

Date -

Place -

Name of Cadre Control Authority -

Contact no. of the candidate -

ELIGIBILITY CRITERIA FOR THE POST OF AAD ON DEPUTATION

Name of Post	Additional Assistant Director (AAD)
Classification of the post	General Central Service, Non-Ministerial, Gazetted Group B
Scale of pay	Pay Matrix Level - 8 (Rs 47,600/- to 1,51,100/-) Remark - Pay Matrix Level-9 (Rs 53,100/- to 1,67,800/-) after completion of four years of regular service in the Pay Matrix Level - 8 (Rs. 47,600/- to 1,51,100/-).
DA, HRA, TPT & Other allowances	As admissible under the Central Government orders from time to time.
Eligibility Criteria	Officers of the Central Government or the State Government or the Union Territories: - (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with two years regular service in a post in Pay Matrix Level - 7 (Rs. 44,900/- to 1,42,400/-) or equivalent in the parent cadre or Department; And (b) possessing the following educational qualifications and experience: (i) Bachelor's degree from a recognized University or Institute; and (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.
	Note 1: 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. 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, the deputationists shall not be eligible for consideration for appointment by promotion.

Nature of Duties	<p>The nature of duties of the selected applicants may inter alia include one or more duties as listed below:</p> <ul style="list-style-type: none"> ➤ To assist Board in policy matters relating to GST policy, Export Promotion schemes and policy matters relating to valuation, etc. ➤ To carry out detection and investigation of commercial frauds & Customs Duty evasion, Goods & Services Tax, Central Excise Duty and curbing of illicit trade in drug trafficking and other contrabands. ➤ To carry out inspection of field formations of CBIC. ➤ To assist in planning, development & maintenance of Department's automated systems & IT infrastructure. ➤ To assist in publicity campaigns concerning public awareness of CGST, Central Excise and Customs. ➤ To carry out investigation of matters relating to Anti Profiteering. ➤ To assist in manpower and infrastructure management of CBIC. ➤ To assist in Co-ordination with Law Ministry etc. on legal issues. ➤ To provide intelligence inputs and carry out big data analytics for CBIC. ➤ Monitoring the logistical requirements of field formations pertaining to Anti-smuggling, Communication and Marine. ➤ To assist in presenting indirect taxation cases before the Tribunal. ➤ To carry our vigilance investigation and examination of vigilance complaints ➤ Work relating to general administration
Deputation	<p>The other terms and conditions of deputation will be governed as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estd. (PAY-II) dated 17.06.2010 as amended from time to time.</p>
List of Documents	<ul style="list-style-type: none"> (i) Bio-data in prescribed proforma (Annexure - D) (Available on www.cbic.gov.in and https://dgpm.gov.in) duly countersigned by the AO/Superintendent (Admin.). (ii) Supporting certificate/ documents in respect of claimed educational qualification including essential qualification of Bachelor's Degree. (iii) The History of Posting (HOP) as per the format prescribed at Point No. 7 of Annexure-D, clearly specifying the period of service rendered, including details of any past service in any Department on loan or deputation basis. (iv) Cadre clearance certificate in the prescribed format issued by the concerned Cadre Controlling Authority (As per the format prescribed in Annexure C). (v) Photo copies of APAR dossier from the year 2019–20 to 2023–24 duly attested (it may be ensured that the same are attested on <u>each page</u> with rubber stamp by an <u>officer not below the rank of an Under Secretary (rank of Deputy / Assistant</u>

	<p><u>Commissioner in CBIC formations</u>) to the Government of India.</p> <p>It may further be ensured that in case the APAR for any period is not available for three months or more during a particular year, a No Report Certificate (NRC) for the concerned period is enclosed. In case the APAR for any year is entirely covered under NRC, the APAR of the immediately preceding year may be provided so as to ensure availability of five complete APARs in full-fledged form.</p> <p>(vi) Vigilance Clearance Certificate (Annexure - E) and Integrity Certificate (Annexure - F) in the prescribed format issued by the concerned Cadre Controlling Authority.</p> <p>(vii) The details of major/minor penalties imposed on the officer during the last 10 years.</p> <p>(viii) 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.</p> <p>(ix) The option preference form for Directorates {Annexure - B (i)} and Station {Annexure - B (ii)}.</p> <p>(x) APAR Grading Sheet (Annexure G).</p>
--	--

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)
- v) The mandatory cooling off period (if applicable) of three years has been completed by the officer.

Sign by the Employer/ Cadre Controlling Authority with Seal

OPTIONS - STATIONS

(Applicants may tick any 03 Stations and mention their preference numbers (1-3) in the boxes)

Sr. No.	Name of Major Station	Option
1.	Ahmedabad	
2.	Bengaluru	
3.	Calicut	
4.	Chennai	
5.	Hyderabad	
6.	Indore	
7.	Jaipur	
8.	Kochi	
9.	Kolkata	
10.	Lucknow	
11.	Ludhiana	
12.	Madurai	
13.	Mangalore	
14.	Mumbai	
15.	New Delhi	
16.	Rourkela	
17.	Surat	
18.	Vadodara	
19.	Vapi	
20.	Vishakhapatnam	
21.	Any other	

Note:- The applicant should indicate choice of station by writing “1” as first choice, “2” as second choice and so on. However, the options exercised does not guarantee that an applicant will be posted at the preferred Stations.

OPTIONS - DIRECTORATES

(Applicants may tick any 05 Directorates and mention their preference numbers (1-5) in the boxes)

S. No.	Name of the Directorate	Option
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.	Directorate of Legal Affairs	

Note:- The applicant should indicate choice of Directorate by writing “1” as first choice, “2” as second choice and so on. However, the options exercised does not guarantee that an applicant will be posted at the preferred Directorates.

ANNEXURE-A

**LIST OF DIRECTORATES UNDER
CBIC WITH CCA DGPM FOR AAD
DEPUTATION**

S. No.	Name of the Directorate
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.	Directorate of Legal Affairs