

	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय Office of the Principal Chief Commissioner of GST & Central Excise तमिलनाडु एवं पुदुच्चेरी, चेन्नई अंचल Tamilnadu & Puducherry, Chennai Zone जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034 GST Bhawan, No.26/1, Mahatma Gandhi Road, Chennai -600 034</p> <hr/> ई-मेल / Email: ccaestt-prcco@gov.in / ccaestt.chennaigst@gmail.com दूरभाष / Ph: 28331011/28335007 फैक्स / Fax: 044-28331050/1015	 
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GCCO/II/13/5/2025-CCAESTT

26-02-2025

To

The Principal Commissioner / Commissioner of GST & C.Excise,
Chennai North / South / Outer / Audit-I / Audit-II/ Appeals-I/ Appeals-II/
Puducherry/ Coimbatore GST / Coimbatore Audit/ Coimbatore Appeals/
Tiruchirappalli/ Salem/Madurai Commissionerates.

Sir,

Sub: Estt. – Circulation of DGPM Circular for applications for the post
of Additional Assistant Director in various Directorates under CBIC
on deputation basis.- reg.

Please find enclosed letter DGPM/CCA/REC/2/2025-CCA-O/o DG-DGPM-HQ-DELHI dated 22.02.2025 issued by the Directorate General of Performance Management inviting applications for the post of Additional Assistant Director in various Directorates under CBIC on **Deputation basis**.

02. The above vacancy circular of DGPM is hereby circulated in terms of this office letter dated 07.09.2023 as corrigendum to the circular dated 30.08.2023 regarding Instructions in respect of Applications for Deputation / Loan Basis (copy enclosed).

03. The willingness, if any, received from the eligible officers for the post of Additional Assistant Director along with the essential documents may be forwarded to this office (in Hard Copy) **through proper channel on or before 14.03.2025**.

04. It is requested that the Commissionerates may peruse the Annexures C, D, E and F and ensure that the data given by the applicants are correct before forwarding the applications please.

Yours faithfully,

Encl: As above

Digitally signed by
C THIYAGARAJAN
Date: 26-02-2025

C THIYAGARAJAN
13:17:46
ADDITIONAL COMMISSIONER

Copy submitted to:

1. The Chief Commissioner of Customs (Preventive), CC(P) Zone, Tiruchirappalli

Copy to:

1. The Additional Commissioner, Chennai North i/c of Pr.CCO Admin.

2. The Chief Accounts Officer, Pr.CCO.
2. All Sections in Pr. CCO.
3. The Superintendent (Computer Section), Pr.CCO Chennai – for displaying in official zonal website.



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



कृषेव कृदुमकम्
 ONE EARTH • ONE FAMILY • ONE FUTURE

DGPM/CCA/REC/2/2025-CCA-O/o DG-DGPM-HQ-DELHI

Dated - .02.2025

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
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: 130 (One Hundred Thirty) for filling on deputation basis. (Exact number of vacancies may vary)	New Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Ahmedabad, Nashik, Kochi, Guwahati, Lucknow 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 several Group ‘B’ and ‘C’ cadres including the above referred post of Additional Assistant Director in all 18 Directorates (**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.) 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 has been 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 following documents in Hard Copy should reach to the **Additional Director (CCA)**,

DGPM Hqrs., 5th floor, Drum Shaped Building, I.P. Estate, New Delhi-110002, through proper channel on or before 8th April, 2025 (by 5 PM) i.e., within 45 days from the date of publication in the Employment News/Rozgar Samachar published on 22.02.2025. Applications/Documents received through e-mail will not be entertained.

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 competent authority/HoD/HoO.
- ii) Supporting certificate/ documents in respect of claimed educational qualification 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 2018-19 to 2022-2023 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 (**Annexure - E**) and Integrity Certificate (**Annexure - F**) 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.

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 application form is 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>.

8. This issues with the approval of Competent authority.

Encl: Annexure A, B, C, D, E & F.

Signed by Ravindra Singh

Date: 22-02-2025 09:47:11
(Ravindra Singh)

Deputy 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.

LIST OF DIRECTORATES OF CBIC
(UNDER CCA, DGPM)

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
17.	Directorate of International Customs
18.	Central Revenue Control Laboratory

OPTIONS - DIRECTORATES

(Applicants may tick any 05 Directorates & mention their 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.

OPTIONS - STATIONS

(Applicants may tick any 03 Stations & mention their in the boxes)

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

ELIGIBILITY CRITERIA FOR THE POST OF AAD ON DEPUTATION

Name of Post	Additional Assistant Director (AAD)
Nos. of Posts	130 Posts (Tentative) Note: No. of vacancies can be increased or decreased as per latest requirements of Directorates.
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 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	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.

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

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	* 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		

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 -

ANNEXURE – ‘E’

{VIGILANCE CERTIFICATE SHOULD BE ISSUED BY THE CCA (CADRE CONTROL AUTHORITY) IN 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 applicantduring the last 10 years.

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

ANNEXURE – ‘F’

{INTEGRITY CERTIFICATE SHOULD BE ISSUED BY THE CCA (CADRE CONTROL AUTHORITY) IN 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)