

**भारत सरकार****GOVERNMENT OF INDIA****वित्त मंत्रालय, राजस्व विभाग****MINISTRY OF FINANCE, DEPARTMENT OF REVENUE****मुख्य आयुक्त का कार्यालय, सी.जी.एस.टी., केन्द्रीय उत्पाद वसीमा शुल्क, गुवाहाटी ज़ोन**
OFFICE OF THE CHIEF COMMISSIONER, CGST, CENTRAL EXCISE & CUSTOMS, GUWAHATI ZONE**जी.एस.टी. भवन, ५ तला, केदार रोड, गुवाहाटी- 781001****GST BHAWAN, 5th FLOOR, KEDAR ROAD, GUWAHATI-781001****दूरभाष/Tel.Nos.0361-2735999, फ़ैक्स /Fax nos.0361-2735979, ई-मेल/E-mail: cgo-cgstguwahati@nic.in****VACANCY CIRCULAR- 01/2024***Guwahati, the 14th of November, 2024***Subject: Filling up of the posts of Administrative Officer, Group 'B' (Gazetted) in CGST, Central Excise & Customs, Guwahati Zone on deputation basis-reg.**

In pursuance of the Board's letter A-12/1/2023-Ad-IIA Section-CBEC I/98340/2024 dated 27-09-2024, application of willing officers is invited to fill up the vacant posts of '**Administrative Officer**' in **CGST, Central Excise & Customs, Guwahati Zone**. The description of the post and vacancy position is as under:

| Sl. No. | Name of Post | Classification of the post | Pay Level (Pay Scale) | No. of vacancy |
|---------|------------------------|--|---|----------------|
| 1. | Administrative officer | General Central Service, Group-B Gazetted, Ministerial | Level-7 in the 7 th CPC Pay Matrix (Rs.44,900/-1,42,400/-) | 05 nos. |

2. The above posts are proposed to be filled up by way of deputation as per the under-mentioned eligibility criteria as prescribed in the Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes & Customs, Administrative Officer, Group 'B' Post, Recruitment Rules, 2020 dated 21 May 2020:

Deputation:

Officers of the Central Government or State Government or Union Territories:

- (a) (i) Holding analogous posts on regular basis in the parent cadre or Department, or
(ii) With five years regular service in the grade rendered after appointment thereto on regular basis in level-6 in the pay matrix (Rs.35400 –112400) or equivalent in the parent cadre or department.
- (b) Possessing the following educational qualification and experience:
(i) Bachelor's degree from a recognized University or Institute.
(ii) Two years experience in Accounts, Administration and Establishment work in a Government Office or Public Sector Undertaking or Autonomous body or Statutory body.

Note 1: The period of deputation including the period in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government, shall ordinarily not exceed five years or extended as per the guidelines issued by the Government of India from time to time.

Note2: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note3: The maximum age limit for appointment by deputation shall not be exceeding 56 (fifty-six) years as on the closing date of receipt of application.

3. The applications of the willing officers are to be forwarded to this office through proper channel with the following information/particulars for evaluation:
 - (a) Complete Bio-data as per enclosed proforma and willingness of the officer along with his history of previous postings.
 - (b) APAR grading for the last 05(five) years,
 - (c) Vigilance Clearance Certificate, Integrity Certificate and statement indicating the major/ minor penalties imposed upon the applicant during the last 10 years:
 - (d) No Objection Certificate from Cadre Controlling Authority, to relieve the officers in the event of his selection.

Applications are to be sent to the **"Office of the Chief Commissioner, CGST, Central Excise & Customs, Guwahati Zone, GST Bhawan, 5th Floor, Kedar Road, Guwahati-781001"**. Incomplete applications or applications not received through proper channel or applications received after the specified date will not be entertained and would be straight away rejected.

4. While forwarding the applications of the eligible and willing officers, the particulars furnished by the applicants should be duly verified/countersigned by an officer, not below the rank of Joint Commissioner. The last date of receipt of the applications will be 30 days from the date of issuance of this circular.
5. The officers who are selected would be normally appointed for a period of 3 years. They will not be allowed to withdraw their name and will also not be relieved till the expiry of the tenure of (03) three years. They may be posted anywhere in the jurisdiction of CGST, Central Excise and Customs, Guwahati Zone. If the performance and/or the conduct of the officer is not found to be satisfactory during his/her tenure at this Zone, the officer will be repatriated to his/her parent Department/ Commissionerate/ Directorate/ Public Sector Undertaking/ Autonomous body even before completion of the deputation period.

This is issued with the approval of competent authority.

Joint Commissioner (CCO),
GST, Central Excise & Customs,
Guwahati Zone.

Copy to:

1. The Webmaster (CBIC), Directorate of Systems, CR Building, IP Estate, New Delhi with a request to place this Circular on CBIC's website.
2. All Ministries & Department of Government of India with request that this circular may be circulated in their Ministries/Departments and also among their attached/subordinate offices.
3. All Principal Chief Commissioners / Chief Commissioners / Director Generals of CBDT.
4. All Principal Chief Commissioners/Chief Commissioners /Direct or Generals of CBIC.
5. The Superintendent(Systems), GST & Central Excise, CCO, Guwahati

| BIO DATA | | |
|-----------------|---|--|
| 1. | Name of the Officer | |
| 2. | Designation | |
| 3. | Date of Birth | |
| 4. | Date of joining the Department | |
| 5. | Date of Superannuation | |
| 6. | Category (UR/OBC/SC/ST/EWS) | |
| 7. | Educational Qualification | |
| 8. | Date of joining in Government service | |
| 9. | Date from which present post is held & scale of Pay | |
| 10. | Present Place of Posting & address | |
| 11. | Languages known | |
| 12. | Station preference, if any | |
| 13. | Contact no. | |
| 14. | Email id | |
| 15. | Awards/ Distinction received, if any | |
| 16. | Name, Designation, and Contact Details of present Controlling Officer | |

| HISTORY OF POSTING <i>(attach separate sheet, if required)</i> <i>(please mention the name of the officer)</i> | | | | | |
|--|-----------------|---------|-----------------------------|------------------------------|----------------------------|
| Sl. No. | Commissionerate | Station | Working as (Designation) | From (Date) DD/MM/YYYY | To (Date) DD/MM/YYYY |
| | | | | | |

(Signature of the officer with date)

Certified the particulars furnished above have been verified from the Service Book

(Signature and designation of the verifying officer with seal)