



विकसित भारत
अभियान

कार्यालय मुख्य आयुक्त
Office of the Chief Commissioner
सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर
CGST & Central Excise (Jaipur Zone), Jaipur
(कैडर कन्ट्रोल यूनिट)

फा.स. II-31(02)CCU/JZ/2025

दिनांक : 20.03.2025

OFFICE ORDER No. CCU-03/2025

The Directorate General of Human Resource Development (DGHRD), Central Board of Indirect Taxes and Customs (CBIC), New Delhi has assigned 694 candidates selected through CGLE, 2024 (482 candidates for the post of Inspector/PO/Examiner, 13 candidates for the post of Executive Assistant and 199 candidates for the post of Tax Assistant) to CGST & CX, Jaipur Zone to carry out their Document Verification/ Physical/ Medical test. These candidates are being called for Verification of Documents/Physical Test/ Medical Examination from 24.03.2025 to 28.03.2025. To accomplish the task of Documents Verification, Medical Examination and Physical Standard /Physical Test of these 694 candidates for the post of Inspector/PO/Examiner/Executive Assistant/Tax Assistant in smooth manner, the following Committees have been constituted to perform the functions mentioned against their names –

S. No.	Name of Committee	Name & designation of Officers nominated in the Committee (S/Sh./Smt.)	Present place of posting	Function to be performed
1	Committee for Control Room Setup	Anupama Saksena, AC (Incharge) Sanjay Kumar Sethi, Supdt. Lalit Kumar Jha, Inspector Pardeep Kumar, EA Vishwas Morya, EA Hariom Meena, LDC Manoj Sharma, HH	CCO, Jaipur CCO, Jaipur CCO, Jaipur CCO, Jaipur CCO, Jaipur CCO, Jaipur	To address the queries of the candidates through dedicated telephone lines and monitor the entire process and maintain coordination among all the constituted Committees.
2	Committees for Verification of the documents	Anupama Saksena, AC (Incharge) Group - 1 Sunil Kumar Sharma, Supdt. Naveen Joshi, Insp. Group - 2 Shashi Bala Poonia, Supdt. Dinesh Luniya, Insp. Group - 3 Sanjay Sharma, Supdt. Manish Verma, EA	CCO, Jaipur CGST, Udaipur CGST, Alwar Customs, Jaipur Customs, Jaipur CGST, Alwar Audit, Jaipur	To verify the Certificate related to Education/Caste/ Income & Asset /Physical disability etc with their Originals and collect the documents as mentioned in Notice/Call letters issued to the candidates.

		Group - 4 Mohan Lal Nama, Supdt. Anant Kumar Garg, EA	CGST, Jodhpur (Pali) Customs, Jaipur	
		Group - 5 Girdhar Sharma, Supdt. Sushil Kumar, Inspector	Audit, Jodhpur CGST, Udaipur (Bhilwara)	
		Group - 6 Mathew P. J. Kapil Kumar, TA	CGST, Udaipur Audit, Jaipur	
		Group - 7 Rakesh Kumar Garg, Supdt. C. M. Jat, Inspector	CGST, Jaipur CGST, Jodhpur	
		Group - 8 Shrawan Kr. Saran, Supdt. Pranav Sharma, EA	CGST, Jaipur Customs, Jaipur	
3	Committee for conduction of Physical Standard and Physical Test	Gokul Chand Meena, AC (Incharge) Prem Raj Jogpal, Supdt. Mukesh Mamodia, Supdt. Pradeep Kumar, Supdt. Sushil Kr. Jakhar, Supdt. Sunita Jain, Supdt. Rakesh Kr. Deriwal, Supdt. Neeru Yadav, Inspector Nidhi Agrawal, Inspector Shashank Yadav, Inspector Mukesh Kumar, Inspector Deepak Kr. Yadav, Inspector Pankaj Badoliya, Inspector Yogendra Kr. Meena, LDC Tilak Sharma, TA Shiv Lal Meena, LDC Pradeep Bhuriya, EA Sudhir Dewatwal, TA Muthresh Sharma, EA Gulab Chand Meena, HH Shambhu Lal Meena, HH Sabir Ali, Havaldar Mohit Joshi, Havaldar Ajay Kr. Meena, Havaldar Shivangi, Havaldar	CGST Jaipur CCO Jaipur CGST, Alwar Customs, Jaipur CGST, Jaipur CGST, Jaipur CGST, Jaipur CCO, Jaipur CGST, Jaipur CGST, Jaipur Custims, Jaipur CCO, Jaipur CGST, Jaipur CGST Jaipur Customs, Jaipur CGST, Jaipur Customs, Jaipur CCO, Jaipur Audit, Jaipur CGST, Jaipur CGST, Jaipur CGST, Jaipur CGST, Jaipur CGST, Jaipur	To conduct Physical Standard/ Physical Test of the selected candidates as per Recruitment Rules (copy enclosed)
4	Committees for conduction of Medical Examination	(For SMS Hospital, Jaipur) Laxmi Kant Tanwar, Supdt. Anil Kumar Sharma, Inspector (For Kanwatia Hospital, Jaipur) Prem Kumar Jangir, Supdt. Sunil Kr. Mahawar, Inspector	CGST, Jaipur Audit, Jaipur Appeals, Jaipur CCO, Jaipur	To co-ordinate with the Medical Authorities for conducting the Medical examination of the candidates for the Post of Inspector/PO/ Examiner and Executive Assistant at

		(For S.R. Goyal Setelite Hospital, Jaipur) Praveen Kr. Sharma, Supdt. Ganesh Machra, Insp.	CGST, Jaipur Customs, Jaipur	Govt. Recognized Hospital and submission of Medical Fitness Certificates issued by the Medical Authorities.
5	Committee for Dispute Resolution	Dinesh Singh Dewal, ADC Anish Bhalla, Inspector	CGST, Jaipur CCO, Jaipur	To address any dispute raised by any candidate at the venue during his PET/PST and redressal of the same in light of standing rules and instructions. The Dispute Notes (format enclosed) are to be submitted to the undersigned after completion of the PET/PST on every day.
6	Vigilance Committee	Dinesh Singh Dewal, ADC Anish Bhalla, Inspector	CGST, Jaipur CCO, Jaipur	To supervise the entire process through vigilance angle and make sudden inspections time to time for ensuring the running of entire examination process in fair manner and submit their observation note/report on daily basis at end of the day.
7	Refreshment Committee	Tikam Chand, CAO Shanta Prakash Tailor, EA	CGST, Jaipur CGST, Jaipur	To take care of refreshment to the staff posted at the examination venue.
8	Security Committee	Laxmi Kant Tanwar, Supdt. Gourav Mathur, EA	CGST, Jaipur CGST, Jaipur	To establish proper liaison and coordination with local Police for maintaining Law and order during the PET/PST of the candidates.
10	Medical Committee	Laxmi Kant Tanwar, Supdt. Anil Kumar Sharma, Insp.	CGST, Jaipur Audit, Jaipur	To coordinate with Medical/Para Medical Staff on duty during the PET/PST and ensuring instant medical service to the candidate in case of any emergency.

11	Legal Committee	Dinesh Singh Dewal, ADC Anish Bhalla, Inspector	CGST, Jaipur CCO, Jaipur	To take advance remedial action to avoid arising of any litigation.
13	Cleaning/ Custodian Committee	Tikam Chand, CAO Shanta Prakash Tailor, EA	CGST, Jaipur CGST, Jaipur	

Working of Committees:-

Action on the part of Committees for Verification of the documents (from 24.03.2025 to 28.03.2025) :- The documents received in the dossiers of the candidates along with information provided in their Attestation form related to their Date of Birth, Educational Qualification, Caste, Income & Asset (for EWS Candidates), Disability Certificate (for PwD Candidates) are to be verified from their Original documents. All the requisite documents mentioned in the Notice dated 19.03.2025 issued to the candidate are to be collected from the candidates and verified as per direction given in Board's letter dated 25.08.2023. The Superintendent of the Committee shall receive the dossier of the candidates, received from SSC, from Cadre Control Unit personally and after completion of above action, the documents received from candidates should be placed in the concerned dossier alongwith a copy of duly signed "Document Scrutiny Sheet". Thereafter the dossier should be handed over in Cadre Control Unit.

Action on the part of Committee for conduction of Physical Standard and Physical Test (from 24.03.2025 to 26.03.2025):- After verification of documents from 24.03.2025 onwards, the candidates selected for the post of Inspector (CGST)/Preventive Officer/Examiner will be directed to undergo Physical Test from 24.03.2025 onwards. The Committee shall examine the candidates as to whether they possess the minimum physical standards as mentioned in the relevant recruitment rules for the post of Inspector (CGST)/Preventive Officer/Examiner. On qualifying the said standards, the Committee shall conduct their physical test on the same day. The Committee shall submit the result of Physical Standard/ Physical Test, candidate wise, to the undersigned on same day in the enclosed format.

It is expected that the Committee will complete the tasks allotted to it on the day on which these candidates have been called. Further, to verify identity, the candidates have been directed to bring Photo Identity Proof with them, which should be verified before their examination.

Action on the part of Committees for conduction of Medical Examination:- The Committee shall co-ordinate with the Competent Medical Authority, at the Hospitals allocated to them, who will conduct the medical examination of all the candidates allocated to their Hospitals date wise (tentatively from 25.03.2025 onwards). Further, it may be ensured by the committee that concerned Medical Authority should specify on the Medical Certificate that **the candidate is color blind or not**. Further, candidates may be directed to produce "Statement and declaration" before the Medical Authority doing their examination and to get pasted a recent photograph on their Medical Certificate and get it verified by the said authorities. The Committee will submit the Medical Certificates of all the candidates to the undersigned soon after completion of their medical examination.

The process of verification of dossier, conduction of PET/PST should be started by 09:00 AM. The concerned Principal Commissioner/ Commissioner of the officers named above are requested to direct their controlling officers not to sanction any kind of

leave to them for the period from 24.03.2025 to 28.03.2025 as the process is to be carried out in a time bound manner.

Officers who have been deputed in various Groups & Committees as above should be relieved with direction to report to the Additional Commissioner (CCU) at 09.00 AM on 24.03.2025 at the venue positively.

Further, Incharge of Committee for conduction of PET/PST is requested to ensure safety of all the articles viz. officials documents & equipments, tent house articles at the place fixed for conduction of PET/PST. For this purpose, a Head Hawaldar/Hawaldar may be deputed round the clock at the place.

The Controlling Assistant Commissioner/ Superintendent shall also put their Rubber Stamp containing their Name & Designation only under their signature on each document. For this purpose they shall bring stamp with them.

No request for cancellation of nomination of above named officers in various Committees shall be entertained.

This issues with the approval of the Principal Commissioner (Cadre Control).


(Mahabir Singh Meena)
Additional Commissioner

Copy for information and necessary action to :

1. The Principal Commissioner/Commissioner, CGST, Jaipur/ Alwar/ Jodhpur/ Audit, Jaipur/ Audit, Jodhpur and Customs (Prev.), Jaipur with request to relieve the officers for above said purpose.
2. The Admn. Officer (Hqrs.), CGST Commissionerate, Jaipur for making suitable arrangements for smooth conduction of verification of documents/ physical tests of the nominated candidates on the scheduled dates.
3. Superintendent (Computer), CGST Jaipur for uploading on departmental website.
4. Personal Copy.


Additional Commissioner