



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  
(केंद्र कन्ट्रोल यूनिट)

F. No. II-31(01)CCU/JZ/2025/19-103

Date: 31.01.2025

**OFFICE ORDER No. CCU- 01/2025**

The Directorate General of Human Resource Development (DGHRD), New Delhi has forwarded a list of 2155 candidates allotted to CGST & CX, Jaipur Zone for conducting their Physical Endurance Test & Physical Standard Test (PET/PST) on the basis of result of SSC MTS/Havaldar Examination, 2024. The allotted/ nominated candidates are being called for their PET & PST from 05.02.2025 to 12.02.2025 at Athletic Field, SMS Stadium, Jaipur. To accomplish the task of PET/PST of these candidates for the post of Havaldar in smooth manner, the following Committees have been constituted to perform the functions mentioned against them –

S. No.	Name of Committee	Name & designation of Officers nominated in the Committee	Present Commissionerate	Function to be performed
1	Committee for Control Room Setup	Shri Sanjay Kumar Sethi, Supdt./ Nodal Officer Sh. Lalit Kumar Jha, Inspector Sh. Pardeep Kumar, EA Sh. Hariom Meena, LDC	CCO, Jaipur  CCO, Jaipur CCO, Jaipur CCO, Jaipur	To address the queries of the candidates through dedicated telephone lines from 10:30 to 17:00 Hrs, monitor the entire process and maintain coordination among all the constituted Committees.
2	Committee for conduction of PST/PET	<b>Team A:</b> Sh. Vijay Prakash Verma, AC Sh. Vijay Purohit, Supdt. Sh. Prem Raj Jogpal, Supdt. Sh. Manoj Verma, Supdt. Sh. Pradeep Kumar, Supdt. Sh. Shubham Chauhan, Inspector Sh. Dinesh Luniya, Inspector Sh. Anil Kumar Sharma, Inspector Sh. C. M. Jat, Inspector Sh. Ajeet Kumar, Inspector Sh. Anuj Sharma, Inspector Sh. Kripa Shankar Singhwal, EA Sh. Gulab Singh Chauhan, EA Sh. Anil Kumar Sahu, EA Sh. Rajneesh Kumar Garhwal, TA Sh. Nikunj Sharma, TA Sh. Tara Chand Sethi, TA Sh. Sudhir Dewatwal, TA Sh. Balwant Singh Nathawat, LDC Sh. Gulab Chand Meena, HH Sh. Mohit Joshi, Havaldar Sh. Ajay Kumar Meena, Havaldar Sh. Rahul Sharma, Havaldar	Customs(Prev.), Jaipur CGST Jodhpur CCO, Jaipur Customs(Prev.), Jaipur Customs(Prev.), Jaipur CGST, Jaipur Customs(Prev.), Jaipur Audit, Jaipur CGST, Jodhpur CGST Div-B, Jaipur Customs(Prev.) Jaipur CCO Jaipur CGST Jaipur Customs(Prev.) Jaipur CGST Jaipur CCO, Jaipur Audit, Jaipur CCO Jaipur CGST Jaipur CGST, Jaipur CGST Jaipur CGST Jaipur CGST Jaipur	To conduct the PET/PST of the nominated candidates as per Recruitment Rules and submit the duly Signed the Attendance Sheet and Result Sheet to the undersigned after completion of the PET/PST.
		<b>Team B:</b> Sh. Gokul Chand Meena, AC Sh. Puneet Kumar Gupta, Supdt. Sh. Methew P. J., Supdt.	CGST Jaipur Customs(Prev.), Jaipur CGST Udaipur	To conduct the PET/PST of the nominated candidates as per Recruitment



4	Committee for Dispute Resolution	Sh. Dinesh Singh Dewal, ADC Sh. K.J. Nazrath, Supdt. Sh. Jashwant Raj Bengali, Inspector	CGST, Jaipur Customs (Prev), Jaipur CGST 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.
5	Vigilance Committee	Sh. Rajesh Agarwalla, AC Sh. Ajay Agrawal, Supdt. Sh. Anant Kumar Garg, EA	CGST Jaipur CGST Alwar 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.
6	Refreshment Committee	Sh. Tikam Chand, AO Sh. Maneesh Kumar, EA Sh. Gourav Mathur, TA	CGST Jaipur CGST Jaipur CGST Jaipur	To take care of refreshment to the staff posted at the examination venue.
7	Committee for Reporting to DGHRD	Sh. Mahabir Singh Meena, ADC Sh. Sanjay Kumar Sethi, Supdt. Sh. Lalit Kumar Jha, Inspector Sh. Pardeep Kumar, EA	CCO, Jaipur CCO, Jaipur CCO, Jaipur CCO, Jaipur	Timely submission of all the reports related to attendance and results or any other information sought by the DGHRD/SSC in the prescribed format through email/Portal.
8	Security Committee	Sh. Rajesh Agarwalla, AC Sh. Vijay Singh Meena, Supdt. Sh. Shanta Prakash Tailor, EA	CGST Jaipur 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.
9	Medical Committee	Sh. Rajesh Agarwalla, AC Sh. Vijay Singh Meena, Supdt. Sh. Anil Kumar Sharma, Inspector	CGST Jaipur 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.
10	Legal Committee	Sh. K.J. Nazrath, Supdt. Sh. Jashwant Raj Bengali, Inspector	Customs (Prev), Jaipur CGST Jaipur	To take advance remedial action to avoid arising of any litigation.
11	Debriefing Committee	Sh. Vijay Prakash Verma, AC Sh. Gokul Chand Meena, AC Ms. Renu Dahiya, AC ( <b>only for 12.02.2025</b> )	Customs (Prev), Jaipur CGST, Jaipur CGST, Jaipur	To brief and summarize the entire process along with reporting of any inconvenience /hurdle faced by their team.
12	Cleaning/ Custodian Committee	Sh. Tikam Chand, AO Sh. Shanta Prakash Tailor, EA	CGST Jaipur CGST Jaipur	

Note: -

1. No application of leave shall be entertained for any officer during the period from 05.02.2025 to 12.02.2025.
2. 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 05.02.2025 at the venue positively.
3. Disciplinary action will be initiated against the officer who remains absent or fails to fulfill his/her duty.

Working of Committees:-

Action on the part of Committee constituted for conducting PET/PST:-

2. There are 2 teams (Team-A & Team-B) which have been created to conduct the PET/PST of the candidates from 05.02.2025 to 12.02.2025. Around 300 candidates are being called a day which will be further subdivided to two teams constituted for conduction of PET/PST on scheduled date in two separate batches of approx 150-150 candidates. All these candidates will enter into the stadium after undergoing frisking and showing their Original ID card to the staff situated at the entrance gate of the Stadium (2 Insp./EA/TA and 2 LDC/Head Havaladar). After entering in the stadium, these candidates will be gathered at one place in two separate batches sitting in accordance with their Serial Numbers allotted to the groups under supervision of Team A and Team B respectively. After completion of the scheduled time entrance gate will be closed and no entry and exit will be allowed to the candidates without prior permission of the competent authority being present there.

3. One team (say Team-A) will start PET of the candidates first while on the other hand another team (say Team-B) will start PST of the candidates at the same time simultaneously in the manner as proposed below-

**Team A :** The Superintendent of the Team A will call the candidates one by one from their Serial Number and after verifying the ID and Admit Card (issued by the SSC) of each candidate he will assign a chest number which will be pasted to him by the Havaladar assisting the Superintendent and then he will be allowed to reach at Athletic Track (8-Lines). Similarly, after verification and chest number allotment, next candidates will be allowed to reach at the track. After reaching 8 candidates at the track, they will be directed to start walking being monitored by 8 officers (Insp/EA/TA) who will record their timings using stopwatches, similarly next 8 candidates may be allowed to walk on the track after developing a proper gap and so on.

**Team B :** At the same time when Team A is conducting the PET of the candidates, Team B would be conducting PST of the candidates. For this purpose, in the similar manner, Superintendent of the Team B will call the candidates one by one by their Sr. No. and after verifying the ID and Admit Card (issued by the SSC) of the candidate a chest number will be assigned and pasted to him and he will be allowed to undergo his PST in any of the two rooms where PST is being conducted. In each room one Insp/EA/TA and Havaladar will measure and record the height of the candidate while another Insp/EA/TA and Havaladar will measure and record the Chest Measurement. Next candidates may be sent to another Room having the same staff for conducting the PST alternately at the same time. All these 150 candidates may complete their PST entering alternately in these two rooms.

4. After completion of the PET by Team A and PST by Team B, they will reverse their position to conduct PST by Team A and PET by Team B. After completion of both PET & PST of all the candidates, signature will be taken on the Attendance Sheet (Annexure A) as well as on the Result Sheet (Annexure B). Further, a self declaration by the candidate (Annexure C) will be collected from each candidate having all the fields filled and duly signed by the candidate. All these duly signed Annexures A, B and C will be handed over to the undersigned after completion of the PET/PST of that day.

5. **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.**

6. **Further, for conduction of the PET/PST of the Female candidates (total 268) & Male PWD candidates (total 63) who are being called only on 12.02.2025, separate two Teams (say Team C & Team D) have also been constituted by this office. Their PET/PST may be conducted in the manners as per Para 2 & 3 above. Exemptions in PET/PST are allowable to the suitable categories as mentioned in the CBIC's letter A.12034/06/2020-Ad.III.B dated 28.03.2022. Accordingly, these candidates may be exempted from the PET/PST subject to production of a valid disability Certificate (in Original) which should be examined carefully by the concerned team and a self attested copy of the same is**

required to be taken from the candidate and the same will be handed over to the undersigned along with Annexures (A/B/C).

**Action on the part of Committee constituted for dispute resolution:-**

7. A dispute resolution team has been created to address and redressal of any kind of dispute/grievance raised by the candidates during their PET/PST. This committee will be situated at the venue during the entire process and will entertain any dispute raised by the candidate in writing through Dispute Note (Annexure D) and will resolve the same in light of standing Rules and Instructions and submit this/these dispute note/notes to the undersigned after end of the day.

**Action on the part of Committee constituted for Vigilance:-**

8. To ensure the fairness and integrity of the entire process, a Vigilance team has been created who will keep eyes on the entire process and will randomly inspect the examination venue time to time. Any irregularity, if noticed anywhere by the team will be reported immediately to the undersigned, who is the supervising authority of the working of all teams. Moreover, an inspection/observation note will be submitted to the undersigned at end of the each day with a summary detail of their observations.

**9. The aforesaid PET/PST will start at 09.30 AM on each day except on Sunday i.e. 09.02.2025. It is, therefore, requested to inform the officer nominated as above to reach at venue at 09.00 AM on each day without fail.**

10. This issues with the approval of the Competent Authority.

  
31.01.2025  
O/c (Mahabir Singh Meena)  
Additional Commissioner

Copy for information to –

1. The Pr. Commissioner/Commissioner CGST Commissionerate, Jaipur/ Alwar/ Jodhpur/ Udaipur/ CGST Audit (Jaipur)/ Customs (Prev.) Commissionerate, Jodhpur (Hqrs. at Jaipur) with request to relieve the officers of their Commissionerates on 04.02.2025.
2. The Admn. Officer (Hqrs.), CGST Commissionerate, Jaipur for making suitable arrangements for smooth conduction of physical tests of the nominated candidates on the scheduled dates.
3. The Superintendent (Computer) to upload it on the departmental website.
4. Personal Copy.