



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

**VACANCY CIRCULAR –CCU/01/2025**

**Subject: Filling up of the posts of Administrative Officer, Group 'B' (Gazetted) in CGST & Customs, Jaipur Zone, Jaipur on deputation basis - Regarding.**

In pursuance of the Board's letter F.No. A-26017/91/2017-Ad.IIA dated 16.03.2022 and Administrative Officer, Group 'B' Post, Recruitment Rules, 2020, this office proposes to fill posts of Administrative Officer which are lying vacant in the jurisdiction of CGST & CE Cadre, Jaipur. The description of the post & vacancy position is as under:-

Name of Post	Classification of the Post	Level of the pay Matrix	Stations for which applications sought	Total no. of posts available
1	2	3	4	5
Administrative Officer	General Central Service, Group 'B' Gazetted, Ministerial	Level-7 of the Pay Matrix (Rs.44900 -142400)	Behror, Bhiwadi, Bikaner, Sikar, Jodhpur, Pali, Sriganganagar & Udaipur	11

2. The above posts are proposed to be filled up by way of deputation as per 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, which are as under:

**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) Bachelors 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.

**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, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3:** The Maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of application.

3. It is requested that the application of willing and eligible officers may be forwarded to this office with the following information/particulars for evaluation:-

- i. Complete Bio-Data as per enclosed proforma and willingness of the officer along with history of previous postings;
- ii. ACR/APAR grading for the last 5 years (duly verified and attested by the Additional/Joint Commissioner (P&V) or officer of equivalent rank);
- iii. Vigilance clearance and
- iv. 'No objection' from the Cadre Controlling Authority to relieve the officer in the event of his selection.

4. The officers selected for a posting in the CGST & Central Excise, Jaipur Zone, Jaipur on Deputation basis would normally be appointed for a period of 01 year which is extendable by another 04 years, one year at a time. The willing officers are requested to give three preferences of stations, as desired at point No. 15 of Bio-Data, for posting consequent upon their selection. The officer may be repatriated before expiry of the period of deputation in case the conduct/performance of the officer is not found upto the mark.

5. It is requested that this circular may please be given wide publicity among the eligible officers.

6. Number of posts may differ depending upon actual requirement at the time of selection. This office reserves the right to modify and/or withdraw the vacancy circular at any time without assigning any reasons.

7. The last date of receipt of the application alongwith documents is 60 days from the date of publishing of this circular.

This issues with the approval of the Chief Commissioner, CGST & CX, Jaipur Zone, Jaipur.

Sd/-  
(Mahabir Singh Meena)  
Additional Commissioner

**Copy for information and necessary action to:**

1. The Webmaster (CBIC), Directorate of Systems, CR Building, I.P Estate, New Delhi-110002, with a request to place this Circular in CBIC website.
2. All Ministries & Department under Government of India with a request that this circular may be circulated in their Ministries/Departments and among their attached /subordinate offices.
3. The Chief Secretaries to the Government of all States/UTs.
4. The Director General of BSF, CISF, CRPF, SSB, ITBP, RPF, Assam Rifles, NCRB with request that this circular may be circulated in their Departments and among their attached/subordinate offices.
5. All Principal Chief Commissioners/Chief Commissioners/Director Generals of CBDT.
6. All Principal Chief Commissioners/Chief Commissioners/Director Generals of CBIC.
7. The Webmaster, CGST & CE, Jaipur Zone for uploading on Zonal website.

(Mahabir Singh Meena)  
Additional Commissioner

**BIODATA**

1	Name of the Officer:		
2	Category (SC/ST/OBC/Gen.):		
3	Date of Birth:		
4	Designation:		
5	Present Pay Scale/ Basic Pay:		
6	Date of Joining in the present post:		
7	Educational Qualification with faculty:		
8	Native Place:		
9	Date of Joining in Government Service:		
10	Present Office & address:		
11	Present place of posting:		
12	Experience in:	<b>Period</b>	
		<b>From</b>	<b>To</b>
	<b>(i) Accounts</b>		
	<b>(ii) Administration</b>		
	<b>(iii) Establishment</b>		
13	Languages Known:		
14	History of Posting:		
15	Preferences for posting (Applicant should mention name of stations out of stations mentioned in Para 1 of Circular No. CCU /01 /2025)	(1)	
		(2)	
		(3)	
16	Contact Number (Mobile No.):		
17	E-mail ID:		

Signature of the officer with date

Certified that the particulars furnished above have been verified with the service Book.

Signature and designation of the verifying officer with seal