

प्रधान आयुक्त कार्यालय  
**OFFICE OF THE PRINCIPAL COMMISSIONER**  
 केन्द्रीय वस्तु एवं सेवाकर एवं केन्द्रीय उत्पाद शुल्क आयुक्तालय, जयपुर  
**CENTRAL GOODS & SERVICE TAX & CENTRAL EXCISE COMMISSIONERATE, JAIPUR**  
**NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR-302005**  
 (कैडर कंट्रोल यूनिट)

फा.सं. II-31(05)CCU/JPR/2022/499

दिनांक .09.2023

**OFFICE ORDER**

The Central Board of Indirect Taxes & Customs, New Delhi has allocated 225 candidates for the post of Havaldar for conducting their Physical Endurance Test & Physical Standard Test (PET/PST) on the basis of result of Multi Tasking (Non-Technical) Staff, and Havaldar (CBIC & CBN) Examination, 2022,. The nominated candidates are being called for their PET & PST on **26.09.2023** 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. Puneet Kumar Gupta, Supdt. Sh. Pranav Sharma, EA Ms. Shimona kayath, TA	CCU, CGST Jaipur CCU, CGST Jaipur CCU, CGST Jaipur CCU, CGST 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. Rajesh Agarwalla, AC Sh. Alok Mathur, Superintendent Sh. Sudhir Sharma, Superintendent Sh. Sandeep Kr. Ola, Inspector Sh. Dinesh Luniya, Inspector Sh. Anil Kumar Sharma, Inspector Sh. Anish Bhalla, Inspector Sh. Deepak Mahala, EA Sh. Nikunj Sharma, TA Sh. Tilak Sharma, TA Ms. Anita Saini, TA Sh. Shiv Lal, LDC Sh. Gulab Chand Meena, HH Sh. Suresh Valmiki, HH Sh. Shambhu Lal Meena, HH Sh. Deepak Rajoria, HH Sh. Hariom Meena, MTS <b>Team B:</b> Sh. B. B. Atal, AC Sh. Manoj Verma, Supdt. Smt. Shashi Bala Poonia, Supdt. Sh. Ganesh Machra, Inspector Sh. Namrata Sharma, Inspector Sh. Mukesh Kumar, Inspector Sh. Manoj Kumar Yadav, Inspector Sh. Muthresh Sharma, EA Sh. Pushpendra Singh, EA Ms. Shalini Gangodiya, TA Sh. Atul Sharma, LDC Sh Bhupendra Singh Shekhawat, LDC Sh. Mahesh Meena, LDC	CGST Jaipur Customs(Prev.), Jaipur Customs(Prev.), Jaipur CGST Jaipur CGST, Jaipur Customs(Prev.), Jaipur Customs(Prev.), Jaipur Customs(Prev.), Jaipur CGST, Jaipur CGST, Jaipur CGST(Appeals), Jaipur CGST Jaipur CGST Jaipur CGST(Audit) Jaipur Customs(Prev.) Jaipur Customs(Prev.) Jaipur CCU, Jaipur Customs (Prev), Jaipur CGST Jaipur CGST Jaipur CGST Jaipur CGST Jaipur CGST Jaipur CGST Jaipur CGST(Audit), Jaipur CGST Jaipur Customs (Prev), Jaipur CGST Jaipur Customs (Prev), 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.

		Sh. Abdul Aziz, HH Sh. Ram Kumar Meena, HH Ms. Asha Cheepa, MTS	(UOP) CGST Jaipur Customs (Prev), Jaipur CGST Jaipur	
3	Committee for Dispute Resolution	Sh. Rishi Yadav, ADC Sh. Sunil Kumar Verma, Supdt. Sh. K.J. Nazrath, Supdt.	CGST, Jaipur CGST, Alwar Audit, 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.
4	Vigilance Committee	Sh. Rajesh Agarwalla, AC Sh. B.B.S. Rathore, Supdt. Sh. Kapil Kumar, TA	CGST Jaipur CGST Ajmer 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.
5	Refreshment Committee	Sh. Sudhir Sharma, Supdt Sh. Sandeep Ola, Inspector Sh. Man Singh, EA	Customs(Prev), Jaipur CGST Jaipur CGST Jaipur	To take care of refreshment to the staff posted at the examination venue.
6	Committee for Reporting to DGHRD	Sh. Sumit Kumar Yadav, ADC Sh. Sanjay Kumar Sethi, Supdt. Sh. Puneet Kumar Gupta, Supdt Sh. Pranav Sharma, EA	CGST, Jaipur CCU, CGST Jaipur CCU, CGST Jaipur CCU, CGST 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.
7	Security Committee	Sh. Rajesh Agarwalla, AC Sh. Alok Mathur, Supdt. Sh. Man Singh, EA	CGST Jaipur Customs(Prev), Jaipur CGST Jaipur	To establish proper liaison and coordination with local Police for maintaining Law and order during the PET/PST of the candidates.
8	Medical Committee	Sh. B.B. Atal, AC Sh. Manoj Verma, Supdt. Sh. Anil Kumar Sharma, Inspector	Customs(Prev), Jaipur CGST Jaipur Customs(Prev), 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.
9	Legal Committee	Sh. Sunil Kr Verma, Supdt Sh. K.J. Nazrath, Supdt Sh. Manoj Kr. Yadav, Inspector	CGST Alwar Audit Jaipur CGST Jaipur	To take advance remedial action to avoid arising of any litigation.
10	Debriefing Committee	Sh. Rajesh Agarwalla, AC Sh. Alok Mathur, Superintendent Sh. Sudhir Sharma, Superintendent  Sh. B. B. Atal, AC Sh. Manoj Verma, Supdt. Smt. Shashi Bala Poonia, Supdt.	CGST, Jaipur Customs(Prev), Jaipur Customs(Prev), Jaipur  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.

11	Cleaning/ Custodian Committee	Sh. Jagdish Narayan Meena, CAO Sh. Anil Kr. Sharma, Insp. Sh. Man Singh, EA	CGST Jaipur Customs(Prev), Jaipur CGST Jaipur	
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Note: -

1. No application of leave shall be entertained for any officer for 26.09.2023.
2. Officers who are presently posted out of Jaipur shall be relieved by their respective office by 25.09.2023 (A/N).
3. A meeting is being scheduled at Hqrs on 25.09.2023 to be attended by the officers (posted at Jaipur only) mentioned in the above committees for briefing the SOP of the conduction of PET/PST at SMS Stadium, Jaipur.
4. 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 control room :-**

2. Two telephone numbers will be provided to all the candidates so that they can enquire any relevant information from the department. The control room will start working one week before the date of PET/PST and staff situated at these dedicated telephone lines will have all the data and information on their computers i.e. list of the nominated candidates along with schedule date time venue etc. and they will address and resolve all the queries raised by the candidates.

3. All the activities running at the Stadium will be supervised from the control room and all the relevant documents like Attendance Sheets/ Result Sheet/ Chest Numbers etc. will be collected by the Teams one day before from the Control room.

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

4. There are 2 teams which have been created to conduct the PET/PST of the candidates on 26.09.2023. Total 225 Candidates are being called in two batches i.e. Morning Batch and Afternoon Batch. In Morning Batch, 150 candidates are being called which will be further subdivided to two teams Team A and Team B in two separate batches of 75-75 candidates. Similarly, Afternoon batch of 75 candidates (including females and PWD Candidates) will also be subdivided into both teams. 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 (One TA/Insp and One LDC/Head Havaldar). After entering in the stadium, these candidates will be gathered at one place in two separate batches sitting in accordance with their Sr. Nos (i.e. Sr. No. 1 to 75 and Sr. No. 76 to 150) 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.

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

**Team A -**

6. 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 havaldar 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/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 -**

7. 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/TA and Havaldar will measure and record the height of the candidate while another Insp/TA and Havaldar 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 75 candidates may complete their PST entering alternately in these two rooms.

8. 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 on the same day.

9. However, only 75 candidates are being called at 02:30 PM for their PET/PST. Team A and Team B shall conduct their PET/PST in the same manner as explained above in two batches i.e. one batch of 48 candidates by Team A and second batch of 27 candidates (only female and PWD candidates) by Team B. The PST of female candidates shall be conducted by the female staffs. 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 candidates 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:-**

10. A dispute resolution team has been created for addressing 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:-**

11. 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.

12. This issues with the approval of the Chief Commissioner.

— Sd —

(Sumit Kumar Yadav)  
Additional Commissioner (CCU)

Copy for information to –

1. The Chief Commissioner, CGST & CE Jaipur Zone, Jaipur.
2. The Pr. Commissioner/Commissioner CGST Commissionerate (Jaipur/Alwar), CGST Audit(Jaipur), CGST Appeals (Jaipur), Customs(Prev.) Commissionerate, Jodhpur (Hqrs. at Jaipur) with request to relieve the officers of their Commissionerates on 25.09.2023.
3. The Admn. Officer (Hq.), CGST Commissionerate, Jaipur for making suitable arrangements for smooth conduction of physical tests of the nominated candidates on the scheduled dates.
4. The Superintendent (Computer) to upload it on the departmental website.
5. Personal Copy.

  
13/9/23  
Additional Commissioner (CCU)

ANNEXURE-A							
ATTENDANCE OF THE CANDIDATES APPEARING FOR PET/PST							
Sl No.	Roll No	Name of Candidate	Date of Birth	Category	Allotted to CCA	Present/Absent	Signature of candidate present
1	2	3	4	5	6	7	8

(NAME OF OFFICER)  
 SUPERINTENDENT  
 COMMISSIONERATE NAME  
ZONE NAME

(NAME OF OFFICER)  
 DEPUTY COMMISSIONER  
 COMMISSIONERATE NAME  
 ZONE NAME

(NAME OF ANY OTHER OFFICER)  
 RANK  
 COMMISSIONERATE NAME  
ZONE NAME

ANNEXURE - B  
(MALE)

<b>PHYSICAL EFFICIENCY &amp; STANDARDS TEST HELD ON **.**.202* FOR THE POST OF HAVALDAR (MALE)</b>											
<b>RECORDS OF MEASUREMENT</b>											
<b>FOR MALE CANDIDATES :</b> (1) Physical Standard (Minimum) : (i) Height : 157.5 Cms. (Relaxable by 5 Cms. in the case of Garhwalis, Assamese, Gorkhas and Members of the Schedule Tribe (ii) Chest : 81 Cms. (Fully expanded with minimum expansion of 5 Cms.) (2) Physical Efficiency : Walking : 1600 meters in 15 Minutes and Cycling 8 Kms in 30 Minutes (shall not be insisted for PwD candidate in terms of CBEC's letter dated 30.03.2022).											
S. NO	Roll No	NAME OF CANDIDATE S/SHRI	CAT	HEIGHT (IN CMS.)	CHEST (IN CMS.)			8 KM CYCLING (IN MINUTES)	WALKING 1600 METERS (IN MINUTES)	RESULT QUALIFIED/NOT QUALIFIED	SIGNATURE OF CANDIDATE
					WITHOUT EXPANSION	WITH EXPANSION	EXPANSION				
1	2	3	4	5	6	7	8	9	10	11	12
1											

  

<b>(NAME OF OFFICER)</b> SUPERINTENDENT COMMISSIONERATE NAME ZONE NAME	<b>(NAME OF OFFICER)</b> DEPUTY COMMISSIONER COMMISSIONERATE NAME ZONE NAME	<b>(NAME OF ANY OTHER OFFICER)</b> RANK COMMISSIONERATE NAME ZONE NAME
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ANNEXURE - B  
(FEMALE)

**PHYSICAL EFFICIENCY & STANDARDS TEST EXAMINATION HELD ON \*\*.\*\*.\*.202\* FOR THE POST OF HAVALDAR  
(FEMALE)**

**FOR FEMALE CANDIDATES :** (1) Physical Standard (Minimum) : (i) Height : 152 Cms. (Relaxable by 2.5 Cms. in the case of Garhwalis, Assamese, Gorkhas and Members of the Schedule Tribe) (ii) Weight : 48 Kgs. (Relaxable by 2 Kgs. in the case of Garhwalis, Assamese, Gorkhas and Members of the Schedule Tribe)  
(2) Physical Test : Walking : 1 KM in 20 Minutes and Cycling 3 Kms in 25 Minutes.

S. NO	NAME OF CANDIDATE MS.	CAT	HEIGHT (IN CMS.)	WEIGHT (IN KG.)	3 KM CYCLING (IN MINUTES)	WALKING 1 KM (IN MINUTES)	RESULT QUALIFIED/NOT QUALIFIED
1	2	3	4	5	8	9	10
1							
2							

(NAME OF OFFICER)  
SUPERINTENDENT  
COMMISSIONERATE NAME  
ZONE NAME

(NAME OF OFFICER)  
DEPUTY COMMISSIONER  
COMMISSIONERATE NAME  
ZONE NAME

(NAME OF ANY OTHER OFFICER)  
RANK  
COMMISSIONERATE NAME  
ZONE NAME

**ANNEXURE-C****SELF DECLARATION BY CANDIDATE**

<b>Roll No</b>	
<b>Name of Candidate</b>	
<b>Date of Birth</b>	
<b>Category</b>	
<b>Allotted to CCA</b>	
<b>Declaration</b>	I, (Name of Candidate) having Roll No. ( ), hereby declare that I have undergone Physical Standard Test & Physical Efficiency Test and I am satisfied with the manner of the process and procedures adopted.
<b>Signature of candidate</b>	
<b>Signature of Examining Officer</b>	

**ANNEXURE-D  
DISPUTE NOTE**

<b>Roll No</b>	
<b>Name of Candidate</b>	
<b>Date of Birth</b>	
<b>Category</b>	
<b>Allotted to CCA</b>	
<b>Details of dispute</b>	
<b>Signature of candidate</b>	
<b>Signature of Examining Officer</b>	
<b>Counter signature of DC/AC</b>	

A.12034/06/2020-Ad.III.B

**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**DEPARTMENT OF REVENUE**  
**CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS**

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Gr. Floor, Hudco Vishala Building,  
 Bhikaji-Cama Place, New Delhi-110066

Dated: 2022.

To

All Chief Commissioners/ Director General  
 Under CBIC

**Subject: Recruitment to the post of Havaldar in CBIC along with MTS Examination, 2021- reg.**

Sir/Madam,

It is informed that the matter regarding exemption from certain PET/PST conditions for the permissible disabilities for PwDs for Havaldar has been examined by the Board in consultation with all CCAs and DGHRD of CBIC.

2. In this regard, a table linking permissible disabilities for PwDs for Havaldar and PET/PST conditions which can be exempted for such candidates has been finalised in view of suggestions received from CCAs and the same is shared for information and necessary action by CCAs:

Sl. No.	Suitable category for disability benchmark for Havaldar post	Exemption in PET/PST
1	HH	No exemption
2	OA	May be exempted from Cycling only
3	OL	May be exempted from both Walking & Cycling
4	OAL	May be exempted from both Walking & Cycling
5	LC	May be exempted from both Walking & Cycling
6	AAV	No exemption. However, if due to acid attack, the candidate suffers from orthopedic disability i.e. OA, OL, OAL then above exemptions for OA, OL and

2022

		OAL will apply
7	MD involving above categories	Above exemptions for HH, OA, OL, OAL, LC and AAV will apply
Abbreviations used: HH=Hard of Hearing, OA=One Arm, OL=One Leg, OAL=One Arm & One Leg, LC-Leprosy Cured, AAV=Acid Attack Victim, MD= Multiple Disabilities.		

**Note: As per RRs in force, for the post of Havaldar in Directorates, physical test involves only walking. The said RRs do not prescribe for any cycling test. Therefore, as per RRs in force, cycling test is not relevant for the candidates for the post of Havaldar in Directorates.**

3. It is also informed that in case of medical examination of the persons with disability for a post identified as suitable to be held by a person with a particular kind of disability, the concerned Medical officer or Medical Board shall be informed beforehand about the categories identified as suitable for the job and the physical requirements parameters, so that the candidates can be examined medically keeping this fact in view.

Signed by Mohammad Ashif

Date: 28-03-2022 14:53:10

Yours Faithfully

**(Mohammad Ashif)**

Under Secretary to the Govt. of India

Tel. No.: 011-26162780

E-mail: mohammad.ashif@nic.in

Copy to:

- i. The Under Secretary (P&P-I), Staff Selection Commission, Block No-12, CGO Complex, Lodhi Road, New Delhi-110003- along with details of Nodal Officers appointed by CCAs in this matter- for information in continuation to Board's letter of even number dated 17.03.2022.
- ii. ADG (HRM-II), DGHRD, Customs & Central Excise, 409/8, Deep Shikha, Rajendra Place, New Delhi-110008- for information