

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)

फा.स. II-31(205)CCU/JPR/2023 / १११

दिनांक : 12.12.2023

**OFFICE ORDER**

The Central Board of Indirect Taxes & Customs, New Delhi has assigned 546 candidates selected through CGLE, 2023 (386 candidates for the post of Inspector/PO/Examiner, 40 candidates for the post of Executive Assistant and 120 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 14.12.2023 to 19.12.2023. To accomplish the task of Documents Verification, Medical Examination and Physical Standard /Physical Test of these 546 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 Shimona Kayath, TA Manoj Sharma, HH	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 Saxena, AC (Incharge) <b>Group 'A'</b> Kapil Vohra, Supdt. Naveen Joshi, Insp. <b>Group 'B'</b> Manoj Verma, Supdt. Dinesh Luniya, Insp. <b>Group 'C'</b> Vinod Kumar Sharma, Supdt. Manish Verma, EA <b>Group 'D'</b> Mohan Lal Nama, Supdt. Anant Kumar Garg, EA	CCO, Jaipur CCO, Jaipur CCO, Jaipur Customs, Jaipur CGST, Jaipur Audit, Jaipur Audit, Jaipur CGST, Jodhpur (Pali) Customs, 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.

New Central Revenue Building, Statue Circle, C-Scheme, Jaipur – 302005 (Raj.)

Phone: 0141-2385155; Fax: 0141-2385130, E-Mail: [ccu-cexjpr@nic.in](mailto:ccu-cexjpr@nic.in),

Website: [www.cgstjaipur.gov.in](http://www.cgstjaipur.gov.in), Twitter Handle : @CGSTJAIPURZONE

		<b>Group 'E'</b> Girdhar Sharma, Supdt. Gaurav Sharma, TA	CGST, Jodhpur CGST, Jaipur	
		<b>Group 'F'</b> Tulsi Kriplani, Supdt. Kapil Kumar, TA	CGST, Alwar CCO, Jaipur	
3	Committee for conduction of Physical Standard and Physical Test	Rajesh Agarwalla, AC (Incharge) Saurabh Mathur, Supdt. Rekha Bhargav, Supdt. Sumat Prakash Jain, Supdt. Mukesh Mamodia, Supdt. Shashi Bala Poonia, Supdt. Puneet Kumar Gupta, Supdt. Neeru Yadav, Inspector Gaurav, Inspector Shashank Yadav, Inspector Mukesh Kumar, Inspector Deepak Mahala, EA Nikunj Sharma, TA Tilak Sharma, TA Sunil Suiwal, TA Anita Saini, TA Antima Gupta, TA Shiv Lai Meena, LDC Raghu Prakash Khandelwal, LDC Sh Balwant Singh Nathawat, LDC Mahesh Meena, LDC Gulab Chand Meena, HH Shambhu Lal Meena, HH Sanwar Mal Bunkar, HH Deepak Rajoria, HH Ram Kumar Meena, HH Asha Cheepa, MTS Hariom Meena, MTS	CGST Jaipur  CCO Jaipur Audit, Jaipur Appeals, Jaipur CGST, Alwar Customs, Jaipur Customs, Jaipur CCO, Jaipur CGST, Jaipur CGST, Jaipur CGST, Jaipur Customs, Jaipur CGST, Jaipur CGST Jaipur Customs, Jaipur Appeals, Jaipur Audit, Jaipur CGST, Jaipur CCO, Jaipur  CGST, Jaipur  CGST, Jaipur CGST Jaipur CGST Jaipur CGST Jaipur Customs, Jaipur Customs, Jaipur CGST Jaipur CCO, Jaipur	To conduct Physical Standard/ Physical Test of the selected candidates as per Recruitment Rules (copy enclosed)
4	Committees for conduction of Medical Examination	<b>(For SMS Hospital, Jaipur)</b> Arvind Sharma, Supdt. Anil Kumar Sharma, Inspector <b>(For Kanwatia Hospital, Jaipur)</b> Prem Kumar Jangir, Supdt. Anuj Sharma, Inspector <b>(For S.R. Goyal Setelite Hospital, Jaipur)</b> Pradeep Parwani, Supdt. Ganesh Machra, Insp. <b>(For Ajmer Location)</b> Dinesh Parashar, Supdt. Rahul Kumar, Inspector <b>(For Jodhpur Location)</b> Hema Ram Chaudhary, Supdt. Pradeep Singh Panwar, Supdt.	CGST, Jaipur Customs, Jaipur  Appeals, Jaipur CCO, Jaipur  CGST, Jaipur CGST, Jaipur  CGST, Ajmer CGST, Ajmer  CGST, Jodhpur CGST, Jodhpur	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 Govt. Recognized Hospital and submission of Medical Fitness Certificates issued by the Medical Authorities.

5	Committee for Dispute Resolution	Rishi Yadav, ADC Sunil Kumar Verma, Supdt.	CGST, Jaipur CGST, Alwar	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	Rishi Yadav, ADC Sunil Kumar Verma, Supdt.	CGST, Jaipur CGST, Alwar	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	Jagdish Narayan Meena, CAO Man Singh, EA	CGST, Jaipur CGST, Jaipur	To take care of refreshment to the staff posted at the examination venue.
8	Security Committee	Devesh Kumar Sharma, Supdt. Pawan Chouhan, AO Man Singh, EA	Customs, 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.
10	Medical Committee	Arvind Sharma, Supdt. Anil Kumar Sharma, Insp.	CGST, Jaipur Customs, 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	Rishi Yadav, ADC Sunil Kumar Verma, Supdt.	CGST, Jaipur CGST, Alwar	To take advance remedial action to avoid arising of any litigation.
13	Cleaning/ Custodian Committee	Jagdish Narayan Meena, CAO Pawan Chouhan, AO Man Singh, EA	CGST, Jaipur CGST, Jaipur CGST, Jaipur	

**Working of Committees:-**

**Action on the part of Committees for Verification of the documents :-** 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 08.12.2023 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:-**

After verification of documents from 14.12.2023 onwards, the candidates selected for the post of Inspector (CGST)/Preventive Officer/Examiner will be directed to undergo Physical Test from 14.12.2023 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 15.12.2023 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 14.12.2023 to 19.12.2023 as the process is to be carried out in a time bound manner.

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.

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).

Encl: As above

*Babneet Tuli*  
12/12/2023  
(Babneet Tuli)  
Additional Commissioner

Copy for information and necessary action to :

1. The Principal Commissioner/Commissioner, CGST, Jaipur/ Alwar/ Jodhpur/ Audit, Jaipur/ Appeals, Jaipur 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.
3. Personal Copy.

*Babwels*  
*14/11/2023*  
Additional Commissioner