ANNEXURE-A

LIST OF DIRECTORATES UNDER CBIC WITH CCA DGPM FOR AAD DEPUTATION

S. No.	Name of the Directorate
1.	Directorate General of Performance Management
2.	Directorate General of Human Resource Development
3.	Directorate General of Revenue Intelligence
4.	Directorate General of GST Intelligence
5.	Directorate General of Tax Payer Services
6.	Directorate General of Systems & Data Management
7.	Directorate General of Vigilance
8.	Directorate General of Audit
9.	Directorate General of Anti Profiteering
10.	Directorate General of Export Promotion
11.	Directorate General of Analytics and Risk Management
12.	Directorate General of Valuation
13.	Directorate General of Goods & Service Tax
14.	Customs Excise and Service Tax Appellate Tribunal (CESTAT)
15.	Directorate of Logistics
16.	Directorate of Legal Affairs

ANNEXURE-B (i)

OPTIONS - DIRECTORATES

(Applicants may tick any 05 Directorates and mention their preference numbers (1–5) in the boxes)

S. No.	Name of the Directorate	Option
1.	Directorate General of Performance Management	
2.	Directorate General of Human Resource Development	
3.	Directorate General of Revenue Intelligence	
4.	Directorate General of GST Intelligence	
5.	Directorate General of Tax Payer Services	
6.	Directorate General of Systems & Data Management	
7.	Directorate General of Vigilance	
8.	Directorate General of Audit	
9.	Directorate General of Anti Profiteering	
10.	Directorate General of Export Promotion	
11.	Directorate General of Analytics and Risk Management	
12.	Directorate General of Valuation	
13.	Directorate General of Goods & Service Tax	
14.	Customs Excise and Service Tax Appellate Tribunal (CESTAT)	
15.	Directorate of Logistics	
16.	Directorate of Legal Affairs	

Note:- The applicant should indicate choice of Directorate by writing "1" as first choice, "2" as second choice and so on. However, the options exercised does not guarantee that an applicant will be posted at the preferred Directorates.

ANNEXURE-B (ii)

OPTIONS - STATIONS

(Applicants may tick any 03 Stations and mention their preference numbers (1–3) in the boxes)

Sr. No.	Name of Major Station	Option
1.	Ahmedabad	
2.	Bengaluru	
3.	Calicut	
4.	Chennai	
5.	Hyderabad	
6.	Indore	
7.	Jaipur	
8.	Kochi	
9.	Kolkata	
10.	Lucknow	
11.	Ludhiana	
12.	Madurai	
13.	Mangalore	
14.	Mumbai	
15.	New Delhi	
16.	Rourkela	
17.	Surat	
18.	Vadodara	
19.	Vapi	
20.	Vishakhapatnam	
21.	Any other	

Note:- The applicant should indicate choice of station by writing "1" as first choice, "2" as second choice and so on. However, the options exercised does not guarantee that an applicant will be posted at the preferred Stations.

Annexure-C

ELIGIBILITY CRITERIA FOR THE POST OF AAD ON DEPUTATION

Name of Post	Additional Assistant Director (AAD)
Classification of the post	General Central Service, Non-Ministerial, Gazetted Group B
Scale of pay	Pay Matrix Level - 8 (Rs 47,600/- to 1,51,100/-) Remark - Pay Matrix Level-9 (Rs 53,100/- to 1,67,800/-) after completion of four years of regular service in the Pay Matrix Level - 8 (Rs. 47,600/- to 1,51,100/-).
DA, HRA, TPT & Other allowances	As admissible under the Central Government orders from time to time.
Eligibility Criteria	Officers of the Central Government or the State Government or the Union Territories: - (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with two years regular service in a post in Pay Matrix Level - 7 (Rs. 44,900/- to 1,42,400/-) or equivalent in the parent cadre or Department; **And** (b) possessing the following educational qualifications and experience: (i) Bachelor's degree from a recognized University or Institute; and (ii) Three years of experience in the matters of levy, assessment and collection of Customs duty, Central Excise duties, Goods and Service Tax and Integrated Goods and Service Tax, Intelligence and Investigation, enforcement of border control on goods and conveyances, dispute resolution including drafting of Show Cause Notices, adjudication and appeals or Audit of assessments for ensuring tax compliance.
	Note 1: The period of deputation including the period of deputation 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 three years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the last date of receipt of applications. **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, the deputationists shall not be eligible for consideration for appointment by promotion.

Nature of Duties	The nature of duties of the selected applicants may inter alia include one or more duties as listed below: ➢ To assist Board in policy matters relating to GST policy, Export Promotion schemes and policy matters relating to valuation, etc. ➢ To carry out detection and investigation of commercial frauds & Customs Duty evasion, Goods & Services Tax, Central Excise Duty and curbing of illicit trade in drug trafficking and other contrabands. ➢ To carry out inspection of field formations of CBIC. ➢ To assist in planning, development & maintenance of Department's automated systems & IT infrastructure. ➢ To assist in publicity campaigns concerning public awareness of CGST, Central Excise and Customs. ➢ To carry out investigation of matters relating to Anti Profiteering. ➢ To assist in manpower and infrastructure management of CBIC. ➢ To assist in Co-ordination with Law Ministry etc. on legal issues. ➢ To provide intelligence inputs and carry out big data analytics for CBIC. ➢ Monitoring the logistical requirements of field formations pertaining to Anti-smuggling, Communication and Marine. ➢ To assist in presenting indirect taxation cases before the Tribunal. ➢ To carry our vigilance investigation and examination of vigilance complaints ➢ Work relating to general administration
Deputation	The other terms and conditions of deputation will be governed as laid down in the Govt. of India, DoP&T OM No. 6/08/2009-Estd. (PAY-II) dated 17.06.2010 as amended from time to time.
List of Documents	(i) Bio-data in prescribed proforma (Annexure - D) (Available on www.cbic.gov.in and https://dgpm.gov.in) duly countersigned by the AO/Superintendent (Admin.). (ii) Supporting certificate/ documents in respect of claimed educational qualification including essential qualification of Bachelor's Degree. (iii) The History of Posting (HOP) as per the format prescribed at Point No. 7 of Annexure-D, clearly specifying the period of service rendered, including details of any past service in any Department on loan or deputation basis. (iv) Cadre clearance certificate in the prescribed format issued by the concerned Cadre Controlling Authority (As per the format prescribed in Annexure C). (v) Photo copies of APAR dossier from the year 2019–20 to 2023–24 duly attested (it may be ensured that the same are attested on each page with rubber stamp by an officer not below the rank of an Under Secretary (rank of Deputy / Assistant

	Commissioner in CBIC formations) to the Government of India. It may further be ensured that in case the APAR for any period is not available for three months or more during a particular year, a No Report Certificate (NRC) for the concerned period is enclosed. In case the APAR for any year is entirely covered under NRC, the APAR of the immediately preceding year may be provided so as to ensure availability of five complete APARs in full-fledged form. (vi) Vigilance Clearance Certificate (Annexure - E) and Integrity Certificate (Annexure - F) in the prescribed format issued by the concerned Cadre Controlling Authority. (vii) The details of major/minor penalties imposed on the officer during the last 10 years. (viii) The latest pay slip issued by the Organization, in case, the applicant belongs to an organization which is not following the Central Government Pay-scales. (ix) The option preference form for Directorates {**Annexure - B (i)}** and Station {**Annexure - B (ii)}**. (x) APAR Grading Sheet **(Annexure G).**

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.__

ii) His/ Her integrity is certified.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested on each page with rubber stamp by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

v) The mandatory cooling off period (if applicable) of three years has been completed by the officer.

Sign by the Employer/ Cadre Controlling Authority with Seal

ANNEXURE-D

BIO-DATA / CURRICULUM VITAE PROFORMA

{DOP&T OM NO. AB.14017/28/2014-Est. (RR) dated 02.07.15}

Post Applied for.....

1. Name and Address **(in Block Letters)**	
2. Date of birth (in Christian Era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A)
B) Experience	B)
Desirable	Desirable
A) Qualification	A)

B) Experience	B)

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	**Post held on regular basis**	**From**	**To**	**Whether the post held on loan/deputation/regular basis**	*** Pay Band and Grade Pay/Pay Scale of the post held on regular basis**	**Nature of Duties (in detail) highlighting experience required for the post applied for**

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate may be indicated as below;

Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad- hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on **deputation/Loan** basis, please state-			
a) The date of initial appointment and mode of recruitment either Deputation or Loan	b) Period of appointment on deputation/ Loan	c) Name of the parent office/ organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 Note: Information under column 9(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)	
a) Central Government	
b) State Government	
c) Autonomous Organization	
d) Government Undertaking	
e) Universities	
f) Others	
12. Please state whether you are working in the same Department and are in the	

feeder grade or feeder to feeder grade	
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre- revised scale	

14. Total emoluments per month now drawn

Basic Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief, other allowances etc., (with break-up details)

16. Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.

This among other things may provide information with regard to i) Additional academic qualifications (ii) Professional training & Work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

17. Whether belongs to SC/ST (indicate category, i.e., SC/ST/OBC/UR)	

DECLARATION

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Name (In Capital Letter) -

Present Place of Posting -

Date -

Place -

Name of Cadre Control Authority -

Contact no. of the candidate -

ANNEXURE – 'E'

{VIGILANCE CERTIFICATE SHOULD BE ISSUED BY THE CCA (CADRE CONTROL AUTHORITY) ON LETTER HEAD OF CCA .}

F. No. …… Dated …

TO WHOM SO EVER IT MAY CONCERN

VIGILANCE CERTIFICATE

As per the available records of this office, it is certified that No Vigilance/Non-Vigilance case is pending or being contemplated against (Name of applicant)……, (Designation of applicant) ……. It is also certified that no major/minor penalty has been imposed on (Name of applicant)……, (Designation of applicant) ……during the last 10 years.

(Name & Signature of Signatory authority)
Designation of Signatory authority (Vigilance)

ANNEXURE – 'F'

{INTEGRITY CERTIFICATE SHOULD BE ISSUED BY THE CCA (CADRE CONTROL AUTHORITY) ON LETTER HEAD OF CCA .}

F. No. …… Dated …

TO WHOM SO EVER IT MAY CONCERN

INTEGRITY CERTIFICATE

As per the available records of this office, it is certified that integrity of (Name of applicant)……, (Designation of applicant) ……. is beyond doubt.

(Name & Signature of Signatory authority)
Designation of Signatory authority (Vigilance)

Annexure G

APAR Grading Sheet	
Name (Sh./Ms./Mrs.)	
Designation	
Employee Code (for Sparrow Module)	
Name of the CCA	
Present Office	
APAR Periods	**Grade**
2019-20	
2020-21	
2021-22	
2022-23	
2023-24	

***If APAR for any of the above period is bifurcated then the grades of part APARs are to be mentioned along with the time period.**