



Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs  
Directorate General of Human Resource Development  
507/8, Deep Shika, Rajendra Place  
New Delhi - 110008

File No. 504/2/2018-DGHRD / 7679 to 7739

Dated: 15 Feb, 2021

To

All Pr. Chief Commissioners/Chief Commissioners of CGST & CX/Customs;  
All Pr. Directors General/ Directors General;  
All Pr. Commissioners/Commissioners of CGST & CX /Customs;  
All Pr. Commissioners/Commissioners (in-charge of Directorates);  
Narcotics Commissioner, Gwalior;

**Sub:** Filling up the post of Additional Assistant Director in HRM Wing of DGHRD - reg.

Sir/Madam,

It is proposed to draw a panel of suitable and eligible officers for posts of Additional Assistant Director in the L-8 or L-9 of revised pay matrix (Pre revised pay Band of Rs. 9300-34800 with grade Pay of Rs. 4800 or Rs. 5400) to be filled on deputation basis, in this Directorate.

2. This post is analogous to the post of Superintendent of Central Excise/Superintendent of Customs (P)/ Appraiser. It is therefore, proposed to fill up the vacancy from the officers belonging to any of the following categories:

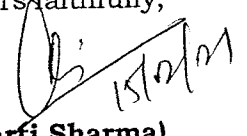
- (i) Officers holding analogous posts such as Superintendent, Central Excise/Superintendent, Customs (Prev.)/Appraiser on regular basis.
- (ii) Officers holding the posts of Inspector Central Excise/Preventive officer/ Examiner or equivalent on regular basis for a minimum period of 8 years.

3. The officers should possess Graduation degree or its equivalent. Preference will be given to those who have knowledge of Computer applications. The normal period of deputation is **three years** extendable by two years.

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4. The maximum age to apply for the said post is 55 years as on 01.01.2021.
5. Officers selected for the post would be entitled for Deputation Allowance as per instructions in this regard.
6. It is requested that the vacancy may be widely circulated amongst all the categories of staff referred in Para 2 above. Applications of officers willing for deputation to the said post may be forwarded to this Directorate along with the certified copies of their APARs for preceding five years accompanied with requisite personal details viz. Name, Date of Birth, Educational Qualification, Present Post with date, History of previous postings with charges held, pay scale and basic pay presently drawn etc., at the earliest. Vigilance Clearance Certificate should also be sent while forwarding applications of the candidates. Officers may be advised that willingness once exercised cannot be withdrawn later. The applications of the willing and eligible Officers may reach this office through proper channel **latest by 15.03.2021.**

Yours faithfully,

  
(Bharti Sharma)  
Joint Director

**C.C.** (i) Directorate General of Systems & Data Management, Indirect Taxes & Customs with the request to put it on the CBIC website.

(ii) DGHRD's Website

  
(Bharti Sharma)  
Joint Director