
	भारत सरकार / GOVERNMENT OF INDIA वित्त मंत्रालय, राजस्व विभाग / MINISTRY OF FINANCE , DEPARTMENT OF REVENUE कार्यालय प्रधान मुख्य आयुक्त / OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER केन्द्रीय वस्तु और सेवाकर एवं केन्द्रीय उत्पाद शुल्क CENTRAL GOODS AND SERVICES TAX & CENTRAL EXCISE (CGST & C. EXCISE) जोन लखनऊ / ZONE LUCKNOW 7-A, अशोक मार्ग, लखनऊ (उ. प्र.)- २२६००१ / 7-A, ASHOK MARG LUCKNOW (U.P.)- 226001. E.mail:- lko-cadrecontrol@gov.in Ph. No.- 0522 223 3063	

VACANCY CIRCULAR –CCU-LKO ZONE/01/2024

Subject: Filling up of the posts of Administrative Officer, Group ‘B(Gazetted) in CGST & CX, Lucknow Zone on deputation basis - Regarding.

In pursuance of the Board’s letter F.No. A-12/1/2023-Ad.IIA dated 27.09.2024 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 & CX Cadre Lucknow Zone. The description of the post & vacancy position is as under:-

Name of Post	Classification of the Post	Level of the payMatrix	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)	Uttar Pradesh & Utrakhand	91

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) Bachelor 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 Integrity Certificate.
 - iv. No objection' from the Cadre Controlling Authority to relieve the officer in the event of his selection.
 - (v) Statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years.

Advance copies of applications and applications not accompanied with the aforesaid required certificates/ documents shall be rejected.

4. The officers selected for a posting in the CGST & Central Excise, Lucknow Zone on Deputation basis would normally be appointed for a period of 02 years which is extendable by another 03 years, one year at a time. The willing officers are requested to give 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 or for any other administrative reason.
5. Deputation allowance will be paid as per existing rule.
6. It is requested that this circular may please be given wide publicity among the eligible officers.
7. 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.
8. The last date of receipt of the application along with documents is 60 days from the date of issuance of this circular.

This issues with the approval of the competent authority.

Signed by Ritu Raj Gupta

Date: 10-10-2024 11:05:04

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 & CX, Lucknow Zone for uploading on Zonal website.

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 :		
8	Native Place:		
9	Date of Joining in Government Service:		
10	Complete Postal address with contact number & email id of the Controlling Authority with whom correspondence could be made:		
11	Present place of posting:		
12	Experience in:	Period	
		From	To
	(i) Accounts		
	(ii) Administration		
	(iii) Establishment		
13	Languages Known:		
14	History of Posting:		
15	Whether willing to serve anywhere in Uttar Pradesh & Uttarakhand (if not, please indicate minimum three choices)		
16	Contact Number (Mobile No.):		
17	E-mail ID:		
18.	Additional information, if any, you would like to mention in support of your suitability for the post. (Additional academic qualifications, professional training, , work experience)		

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