Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs

Gr. Floor, HudcoVishala Building
Bhikaji Cama Place, R.K. Puram
New Delhi-110066

To,

The Chief Commissioners of Central GST,
Bangalore/ Bhopal/ Bhubaneswar/ Chennai/
Thiruvananthapuram/ Delhi/ Goa/ Hyderabad/ Jaipur/ Kolkata/
Lucknow/ Pune/ Ranchi/ Shillong/ Vadodara [List attached]

The Chief Commissioners of Customs,
Chennai/ Mumbai/ Kolkata Customs [List attached]

The Directors General,
Performance Management [List attached]

The Narcotics Commissioner
CBN

Subject: Allocation of Steno- I & Steno- II recommended for
appointment by SSC on the basis of result of Stenographer
Examination, 2018-reg.

Sir/ Madam,

I am to say that on the basis of result of SSC Stenographer
Examination, 2018, Staff Selection Commission (SSC) had recommended
414 Steno- I & 80 Steno- II for appointment in CBIC, as per the vacancies
reported by the Department to the SSC for allocation to various
cadres/zones.

2. The allocation of candidates to various cadres has been made on
"Merit-cum-preference" basis (i.e., candidates with higher merit/rank had
better chances of getting cadres of their preference) subject to availability of
vacancies of relevant category in the various cadres. While making
allocation, all instructions of DOP&T have been followed. Each selected
candidate was given an opportunity to indicate his/her options/preferences.
Some candidates have not indicated any option/preference. In such cases,
allocation has been made alphabetically (Code of Cadre Controlling
Authority) where vacancies exist after allocation of the candidates who have
given their options.
3. The List of candidates selected for the post of Steno- I & II allocated to your cadre/zone is enclosed at Annexure I & II respectively. All the concerned Cadre Controlling Authorities are requested to collect the dossiers of the selected candidates within two working days of issuance of this letter. In addition to above, there are certain Surplus candidates in Reserved Categories (Annexure- III for Steno- I & Annexure- IV for Steno- II), rendered surplus due to adjustment of own merit reserved category candidates against their respective reserved category vacancies. Due to the administrative exigencies, it has been decided to allocate these candidates, provisionally against the left-over un-reserved vacancies, till appropriate clarifications are received from DoP&T. It is pertinent to mention here that the appointment of these candidates (list enclosed at Annexure- III & IV) shall purely be provisional/ temporary and liable to be terminated on short notice. The appointment shall be subject to the final decision of the DoP&T on the issue.

4. It may kindly be ensured that before the offers of appointment are issued, all necessary formalities/ requirements (except verification of character and antecedents) as per the laid down procedure are completed, including medical examination, verification of original certificates regarding date of birth, educational qualifications, caste certificate, disability certificates and any other relevant documents, etc. In case of candidates belonging to the Scheduled Castes/ Scheduled Tribes/ Other Backward Classes, the original caste certificates issued by the Competent Authority should necessarily be checked before the offer of appointment is issued. As far as verification of character and antecedents is concerned, DoPT’s OM No. 18011/2(s)/2016-Estt.(B)(i) dated 29/06/2016 may strictly be followed. It is reiterated that the appointing authority must fully satisfy itself regarding the eligibility of a candidate to hold the post before issuing the letter containing the offer of appointment. If any discrepancy is found on any ground, the case may be referred to the Staff Selection Commission under intimation to the Board.

5. In addition to the above, the instructions/ guidelines issued by the Board vide letter dated 31/08/2020 (Annexure- V) regarding Medical Examination and other document verification process may also be kept in mind. The Dossiers of the candidate who do not qualify in the medical examination or do not fulfil other requirements may be returned to the Staff Selection Commission with a Certificate to that effect, under intimation to the Board.

6. The offer of appointment may be sent through Registered Post. If the letters are returned by the postal authorities undelivered, the letters, along with the envelopes containing remarks by the postal authorities should be retained for record purposes. In such cases, a copy of the offer of appointment should be sent to the correspondence/ permanent address of the candidates, if it is different from that of the initial mailing address. In case a candidate declines to accept the offer of appointment or fails to report for duty, or there is no response from him/her, even after issuance of a
reminder through registered post, the offer of appointment should formally be cancelled and the candidate informed accordingly. The dossiers of candidates who decline to accept the offer and, in those cases, where the second letter is also returned undelivered, should be returned to the Staff Selection Commission under intimation to the Board, after placing therein a copy each of the letter containing the offer of appointment, subsequent reminder and the memorandum of the cancellation of offer of appointment.

7. **It may please be noted that any request for re-allocation of zone shall not be entertained by the Board.** The receipt of this communication and its enclosures may kindly be acknowledged.

8. This issues with the approval of Chairman (CBIC).

Yours faithfully,
Encl: as above.

(Mohammad Ashif)
Under Secretary to the Govt. of India
Tel. 26162780

**Copy to:** Directorate General of Systems, Customs & Central Excise, CBIC, 4th and 5th Floor, Samrat Hotel, Chanakyapuri, New Delhi with the request to place this letter, along with enclosed Lists of Candidates on the CBIC’s website.
LIST OF CADRE CONTROLLING AUTHORITIES

CENTRAL GST

1. **BENGALURU ZONE**
   PRINCIPAL CHIEF COMMISSIONER OF CENTRAL GST
   (BENGALURU ZONE)
   C.R. BUILDING, QUEEN’S ROAD
   BANGALORE-560001.

2. **BHOPAL ZONE**
   CHIEF COMMISSIONER OF CENTRAL GST
   (BHOPAL ZONE)
   48, ADMINISTRATIVE, ARERA HILLS, HOSHANGABAD ROAD
   BHOPAL (M.P.) – 462011

3. **BHUBANESHWAR ZONE**
   CHIEF COMMISSIONER OF CENTRAL GST
   (BHUBANESHWAR ZONE)
   C.R.BUILDING, RAJASWA VIHAR
   BHUBANESWAR- 751007

4. **CHENNAI ZONE**
   PRINCIPAL CHIEF COMMISSIONER OF CENTRAL GST
   (CHENNAI ZONE)
   NO.26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM
   CHENNAI – 600034

5. **THIRUVANANTHAPURAM ZONE**
   CHIEF COMMISSIONER OF CENTRAL GST
   (COCHIN ZONE)
   C.R.BUILDING, I.S. PRESS ROAD, ERNAKULAM
   COCHIN – 682018

6. **DELHI ZONE**
   CHIEF COMMISSIONER OF CENTRAL GST
   (DELHI ZONE)
   C.R.BUILDING, I.P. ESTATE
   NEW DELHI – 110109

7. **GOA ZONE**
   COMMISSIONER OF CENTRAL GST, (GOA)
   GST BHAWAN, EDC COMPLEX, PLOT NO. 6, PATTO PANAJI GOA- 403001

8. **HYDERABAD ZONE**
   CHIEF COMMISSIONER OF CENTRAL GST
   (HYDERABAD ZONE)
   GST BHAWAN, L.B. STADIUM ROAD, BASHEER BAGH
   HYDERABAD – 500004
9. **Jaipur Zone**
The Chief Commissioner of CGST  
New Central Revenue Building  
Statue Circle, C-Sheme  
Jaipur- 302005

10. **KOLKATA ZONE**  
PRINCIPAL CHIEF COMMISSIONER OF CENTRAL GST  
(KOLKATA ZONE)  
2ND FLOOR, GST BHAWAN, 180, SHANTI PALLY  
RAJDHANGA MAIN ROAD (R.B. CONNECTOR)  
KOLKATA- 700 107

11. **Lucknow Zone**  
The Chief Commissioner of Central Goods & Service Tax  
7-A, Ashok Marg  
Lucknow-226001

12. **PUNE ZONE**  
CHIEF COMMISSIONER OF CENTRAL GST  
(PUNE ZONE)  
GST BHAWAN, 41/A, ICE HOUSE, SASSOON ROAD  
PUNE – 411 001

13. **RANCHI ZONE**  
CHIEF COMMISSIONER OF CENTRAL GST  
(RANCHI ZONE)  
1 ST FLOOR, C.R. BUILDING (ANNEXE), BIRCHAND PATEL PATH  
PATNA – 800001

14. **SHILLONG ZONE**  
CHIEF COMMISSIONER OF CENTRAL GST  
(SHILLONG ZONE)  
NORTH EAST REGION, 3 RD FLOOR, CRESCENS BUILDING, M.G.ROAD  
SHILLONG- 793001

15. **VADODARA ZONE**  
CHIEF COMMISSIONER OF CENTRAL GST  
(VADODARA ZONE)  
CENTRAL EXISE ANNEXE BUILDING, IIND FLOOR, RACE COURSE CIRCLE  
VADODARA – 390007

**CUSTOMS**

1. **CHENNAI CUSTOMS**  
CHIEF COMMISSIONER OF CUSTOMS  
(CHENNAI ZONE)  
CUSTOM HOUSE, 60, RAJAJI SALAI  
CHENNAI – 600 001
2. MUMBAI CUSTOMS  
CHIEF COMMISSIONER OF CUSTOMS  
(MUMBAI –I ZONE)  
NEW CUSTOM HOUSE, BALLARD ESTATE  
MUMBAI – 400 001

3. KOLKATA CUSTOMS  
CHIEF COMMISSIONER OF CUSTOMS  
(KOLKATA ZONE)  
15/1, STRAND ROAD, CUSTOM HOUSE  
KOLKATA – 700 001

DIRECTORATES

1. Performance Management  
DIRECTORATE GENERAL OF Performance Management  
Customs, Central Excise and Service Tax  
5th & 6th Floor, Drum Shape Building  
I.P Bhawan, I.P Estate  
New Delhi- 110 002

2. NARCOTICS COMMISSIONER OF INDIA  
CENTRAL BUREAU OF NARCOTICS  
19, THE MALL ROAD, MORAR, GWALIOR  
M.P.- 474 006