



Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs  
Directorate General of Human Resource Development  
409/8, Deep Shikha, Rajendra Place,  
New Delhi - 110008

Dated: .01.2022

To

All Principal Chief Commissioner/Chief Commissioner of CGST (All CCAs)  
All Principal Chief Commissioners/ Chief Commissioners of Customs (All CCAs)  
Directorate General of Performance Management/ CBN,

Madam/Sir,

**Subject:** Reporting of vacancies to SSC for the vacancy year 2022 in various grades for direct recruitment quota through e-vacancy module of DGHRD.

Please refer to the above mentioned subject.

2. HRM-II is mandated to collect and compile vacancies in various group B & C posts for direct recruitment for onward submission to Board. Posts for which DR quota vacancies are being collected by DGHRD is enclosed as Annexure-A. As per model calendar, vacancies for the year should be reported at the beginning of the calendar year. For example for vacancy year 2022, DR quota vacancy should be reported in January'2022 so that same is intimated to Board and further intimated to SSC for starting selection process.

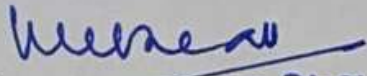
3. However it is observed that due to various factors reporting of DR quota vacancy is normally delayed. It also takes considerable time and energy in collecting and compiling the data. A chart showing submission of vacancy data for the vacancy year 2021 is enclosed as Annexure-B which clearly indicates the need of streamlining of process.

4. In order to streamline the process and reduce time in collection & compilation of data, this office has developed a dedicated online module for reporting of vacancies for direct recruitment by the CCAs for the particular vacancy year. It will ensure error free reporting by avoiding discrepancies arising in manual mode, as well as minimize delay in collection and collation of the data.

5. The E-Vacancy module is made available on the website of DGHRD & it will be operational w.e.f. 21.01.2022. The user Id & password for this module will be same as that in e-disposition list module hosted on DGHRD website and being used by all formations.

Encls.: As above.

Yours faithfully,

  
(Neeta Lall Butalia) 24.01.22  
Director General

**ANNEXURE-A**

- i) Inspectors((CGST)
- ii) Preventive Officer(Customs)
- iii) Examiner(Customs)
- iv) Executive Assistant
- v) Tax Assistant(Customs & CGST)
- vi) Stenographer-I
- vii) Stenographer-II
- viii) Havaldar
- ix) MTS
- x) Canteen Staff

## Annexure-B

S.No.	Cadre Controlling Authorities	Date of Issuance of Letter by DGHRD for CGLE 2021	Date of Submission of report by E-mail dated				Date of Issuance of Letter by DGHRD for Steno 2021	Date of Submission of report by E mail dated		Date of Issuance of Letter by DGHRD for MTS 2021	Date of Submission of report by CCA	Date of Issuance of Letter by DGHRD for Havaladar	Date of Submission of report by CCA
			Inspector	Examiner	Preventive Officer	Tax Assistant		Stenographer-I	Stenographer-II				
<b>CGST</b>													
1	Bangalore	09.02.2021	23-04-2021	NA	NA	23-04-2021	09.02.2021	31.03.2021	31.03.2021	24.09.2021	27.09.2021	09.02.2021	04.03.2021
2	Bhopal	09.02.2021	17.02.2021	NA	NA	17.02.2021	09.02.2021	17.02.2021	17.02.2021	24.09.2021	16.12.2021	09.02.2021	18.02.2021
3	Bhubaneshwar	09.02.2021	19.03.2021	NA	NA	19.03.2021	09.02.2021	19.03.2021	19.03.2021	24.09.2021	06.10.2021	09.02.2021	19.03.2021
4	Chandigarh	09.02.2021	26.02.2021	NA	NA	26.02.2021	09.02.2021	09.06.2021	26.02.2021	24.09.2021	29.09.2021	09.02.2021	09.03.2021
5	Chennai	09.02.2021	27.05.2021	NA	NA	27.05.2021	09.02.2021	30.03.2021	26.03.2021	24.09.2021	05.10.2021	09.02.2021	17.03.2021
6	Cochin	09.02.2021	11.05.2021	NA	NA	11.05.2021	09.02.2021	30.03.2021	30.03.2021	24.09.2021	21.10.2021	09.02.2021	10.08.2021
7	Delhi	09.02.2021	06.08.2021	NA	NA	20.07.2021	09.02.2021	11.08.2021	11.08.2021	24.09.2021	17.12.2021	09.02.2021	21.06.2021
8	Goa	09.02.2021	11.02.2021	NA	NA	11.02.2021	09.02.2021	11.02.2021	11.02.2021	24.09.2021	27.09.2021	09.02.2021	11.02.2021
9	Hyderabad	09.02.2021	10.08.2021	NA	NA	10.08.2021	09.02.2021	10.08.2021	10.08.2021	24.09.2021	04.10.2021	09.02.2021	03.09.2021
10	Jaipur	09.02.2021	25.02.2021	NA	NA	25.02.2021	09.02.2021	25.02.2021	25.02.2021	24.09.2021	12.11.2021	09.02.2021	19.03.2021
11	Kolkata	09.02.2021	07.07.2021	NA	NA	09.08.2021	09.02.2021	09.08.2021	09.08.2021	24.09.2021	26.10.2021	09.02.2021	25.02.2021
12	Lucknow	09.02.2021	17.05.2021	NA	NA	15.04.2021	09.02.2021	13.04.2021	13.04.2021	24.09.2021	20.10.2021	09.02.2021	01.04.2021
13	Mumbai	09.02.2021	22.02.2021	NA	NA	NA	09.02.2021	NA	NA	24.09.2021	01.10.2021	09.02.2021	24.03.2021
14	Pune	09.02.2021	NA	NA	NA	26.02.2021	09.02.2021	18.02.2021	18.02.2021	24.09.2021	04.10.2021	09.02.2021	23.02.2021
15	Ranchi	09.02.2021	09.08.2021	NA	NA	30.07.2021	09.02.2021	30.07.2021	30.07.2021	24.09.2021	15.12.2021	09.02.2021	18.02.2021
16	Shillong	09.02.2021	03.09.2021	NA	NA	03.09.2021	09.02.2021	03.09.2021	03.09.2021	24.09.2021	15.12.2021	09.02.2021	26.03.2021
17	Vadodara	09.02.2021	04.03.2021	NA	NA	04.03.2021	09.02.2021	11.02.2021	11.02.2021	24.09.2021	30.09.2021	09.02.2021	11.02.2021
<b>Customs</b>													
18	Chennai	09.02.2021	NA	12.04.2021	12.04.2021	12.04.2021	09.02.2021	30.03.2021	30.03.2021	24.09.2021	21.10.2021	09.02.2021	16.03.2021
19	Cochin	09.02.2021	NA	12.05.2021	12.05.2021	12.05.2021	09.02.2021	30.05.2021	30.05.2021	24.09.2021	21.10.2021	09.02.2021	10.08.2021
20	Goa	09.02.2021	NA	18.03.2021	18.03.2021	18.03.2021	09.02.2021	10.03.2021	10.03.2021	24.09.2021	12.10.2021	09.02.2021	12.05.2021
21	Kolkata	09.02.2021	NA	30.04.2021	30.04.2021	30.04.2021	09.02.2021	12.04.2021	12.04.2021	24.09.2021	13.12.2021	09.02.2021	30.03.2021
22	Mumbai	09.02.2021	NA	14.06.2021	14.06.2021	14.06.2021	09.02.2021	23.06.2021	23.06.2021	24.09.2021	12.10.2021	09.02.2021	01.07.2021
23	Vishakapatnam	09.02.2021	NA	17.06.2021	17.06.2021	17.06.2021	09.02.2021	16.06.2021	16.06.2021	24.09.2021	09.10.2021	09.02.2021	26.02.2021
<b>Directorates</b>													
24	DGPM	09.02.2021	NA	NA	NA	15.04.2021	09.02.2021	15.04.2021	15.04.2021	24.09.2021	15.04.2021	09.02.2021	15.03.2021
25	CBN	09.02.2021	NA	NA	NA	NA	09.02.2021	13.07.2021	13.07.2021	24.09.2021	17.12.2021	09.02.2021	16.03.2021