To,

All Principal Chief Commissioners/ Principal Directors General/
Chief Commissioners / Directors General under
Central Board of Indirect Taxes and Customs

Subject:- **Empanelment of Non-IAS officers for appointment to the post of Secretary and Additional Secretary in the Government of India- reg.**

Sir/Madam,

Applications are invited from IRS (C&CE) Group “A” officers for appointment at the level of Secretary and Additional Secretary in the Government of India.

2. The eligibility criteria for empanelment to these posts are as under:

   A. **For Secretary level empanelment**
      (i) Minimum of 30 years service in Group ‘A’; and
      (ii) Minimum of 2 years’ service in a post in the Level 15 of Pay Matrix or more.

   B. **For Additional Secretary level empanelment**
      (i) Minimum of 25 years service in Group ‘A’; and
      (ii) Minimum of 7 years’ service in a post in the Level 14 of Pay Matrix in the parent cadre or service.

3. In addition to the above, only those officers who meet the following criteria would be considered for empanelment:

   (i) Year of examination is not later than 1985 (i.e. 1986 Batch) for Secretary level and 1991 (i.e. 1992 Batch) for Additional Secretary level;
   (ii) Officer should have been empanelled at Additional Secretary level (for empanelment at Secretary level) and at Joint Secretary level (for empanelment at Additional Secretary level);
   (iii) Officer should have at least 3 years experience under the Central Staffing Scheme at the level of Deputy Secretary and above.
   (iv) Officer should have at least one year’s residual service as on 01.01.2020.

   The reference date for determining the eligibility criteria shall be 1st January, 2020.
4. It is requested that applications of eligible and willing officers under your charge, in the prescribed format enclosed with this circular (Format- I/II), duly authenticated, may be forwarded through proper channel to the Board latest by 18.06.2020, after verifying the particulars furnished by the applicants from their Service Books. In addition, latest photograph of the officer and contact details of Secretary, Additional Secretary level officers, Peers and subordinates officers, with whom the officers have worked during the last 15 years, may also be sent along with the applications.

5. It may please be noted that no further action will be taken on advance copies and on the applications received without proper authentication/verification or received after 18.06.2020.

Yours faithfully,

(Kunwar Balwant Rao)
Under Secretary to the Government of India
Tel: 011-23095520

Copy to: 1. The Website Manager, Directorate General of Systems, New Delhi with the request to put the above circular in the Department’s Website.

2. ADG (HRM-II), DGHGD, New Delhi with the request to put the above circular on DGHGD’s Website.

(Kunwar Balwant Rao)
Under Secretary to the Government of India
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<th>Name of the Cadre Controlling Authority</th>
<th>Name of the Service</th>
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(TO BE FORWARDED BY CADRE CONTROLLING AUTHORITIES ONLY)

Recommendations for promotion at Secretary level

Form-I
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<th>SL No.</th>
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Name of the Officer:

Name of the cadre controlling authority:

(Zig-zag line)

*Experience in cadre posts need not be indicated.

(Signature of forwarding authority)

(TO BE FORWARDRED BY CADRE CONTROLLING AUTHORITIES ONLY)

Recommendations for empanelment at Additional Secretary level

Formal-II