

F. No. A.35017/100/2021-Ad.II
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Indirect Taxes & Customs)

North Block, New Delhi
Dated: 2nd November, 2021

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&IT) 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:

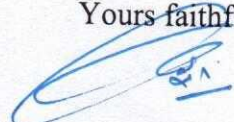
- (i) Year of examination is not later than 1988 (i.e. 1989 Batch) for Secretary level and 1994 (i.e. 1995 Batch) for Additional Secretary level;
- (ii) Officer should have been empanelled at Additional Secretary level (for empanelment at Secretary level) and at Joint Secretary level (for empanelment 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 01.01.2022.

The reference date for determining the eligibility criteria shall be 1st January, 2022.

4. It is requested that eligible and willing officers under your charge may be asked to submit their details in the prescribed format enclosed with this circular (**Format- I/II**) on “**e-pratiniyukti-Online Deputation module**” latest by **05.11.2021**. In addition, the officers must attach their latest photograph along with contact details of Secretary, Additional Secretary level officers, Peers and subordinates officers, with whom the officers have worked during the last 15 years, on the deputation module. The particulars furnished by the applicants may be verified from their Service Book by the concerned Zones/Directorates and the applications may be forwarded within 2 working days on the module itself. **The applications already submitted in response to Board’s circular dated 22.07.2021 issued from F. No. A. 35017/69/2021-Ad. II need not be forwarded again.**

5. *It may please be noted that applications received through any medium other than “e-pratiniyukti-Online Deputation module” will not be entertained. There is no need to send hard copies of application.*

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), DGHRD, New Delhi with the request to put the above circular on DGHRD’s Website.



(Kunwar Balwant Rao)

Under Secretary to the Government of India