

<sup>04</sup>  
**F.No. A.12034/04/2020-Ad.III(B)**

Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs  
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Gr. Floor, HudcoVishala Building  
Bhikaji Cama Place, R.K.Puram  
New Delhi-110066  
Dated 11/2022

To,

**The Chief Commissioner of CGST**

Bengaluru, Bhubaneswar, Chennai, Delhi, Hyderabad, Lucknow,  
Ranchi, Pune, Thiruvananthapuram, Vadodara

**The Chief Commissioner of Customs**

Thiruvananthapuram

**“through CBIC’s website”**

**Subject:-** Allocation of Stenographer Grade I & II recommended for appointment by SSC on the basis of result of Stenographer Examination, 2020- reg.

Sir/Madam,

I am to say that on the basis of result of SSC Stenographer Grade I & II Examination- 2020, Staff Selection Commission (SSC) had recommended 1 Steno- I & 75 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 the 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.

3. The List of candidates selected for the afore-said posts allocated to your cadre/zone is enclosed at **Annexure I & II**. All the concerned Cadre Controlling Authorities are requested to issue intimations to candidates for DV and Medical tests immediately and collect the dossiers of the selected candidates from Board.

4. It may kindly be ensured that before the offers of appointment are issued, all necessary formalities/ requirements (except verification

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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 considered, 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. 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.

6. 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.

7. This issues with the approval of the competent authority.

**Encl:** As above.

Yours faithfully,  
**Signed by Mohammad Ashif**  
**Date: 24-11-2022 11:13:47**

**(Mohammad Ashif)**  
Under Secretary to the Govt. of India  
Tel. 26162674