

**By Registered Post**  
**Confidential**

**F.No. A.12034/SSC/04/2015-Ad.III(B)**

Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs  
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Gr. Floor, HudcoVishala Building  
Bhikaji Cama Place, R.K.Puram  
New Delhi-110066  
Dated 3 /05/2017

To,

**The Chief Commissioners of Central Excise,**  
Bangalore/Bhopal/Bhubaneswar/Chandigarh/Chennai/Cochin/Delhi/  
Goa/Hyderabad/Kolkata/Lucknow/Pune/Shillong/Vadodara/Ranchi  
(By Name)

**The Chief Commissioners of Customs,**  
Chennai/Mumbai (By Name)


**The Directors General,**  
Revenue Intelligence/ Data Management/ Logistics/ Performance  
Management/Publicity & Public Relation/ CRCL/ CBN (By Name)

**Subject: Allocation of Stenographers Grade 'D', recommended for  
appointment by the SSC on the basis of result of  
Stenographer Grade 'D' Examination. 2015.**

Sir/ Madam,

I am directed to say that on the basis of results of Stenographer Grade 'D' Examination, 2015, Staff Selection Commission (SSC) had recommended 446 candidates for appointment as Stenographer Grade 'D' under CBEC, as per the vacancies reported by the Department to the SSC for allocation to 24 (Twenty Four) 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. In some Zones/ Cadres, the allocation of SC/ST/OBC candidate may be more than the reserved quota, due to the reason that some SC/ST/OBC candidates have also qualified on

  
3.5.2017

general standards or “**own merit**”. The DOP&T instructions have been followed while allocating cadres to such “own merit” candidates and they are to be shown against “General” category vacancies in the Roster. The DOP&T instructions with reference to persons with disabilities have also been taken into consideration. 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 where vacancies exist after allocation of the candidates who have given their options.

3. The List of candidates allocated to your cadre/zone is **enclosed** herewith. The Dossiers of the allocated candidates containing their applications and other documents are being sent to the respective Cadre Controlling Authorities.

4. It may kindly be ensured that before the offers of appointment are issued, all necessary formalities/ requirements as per the laid down procedure are completed, including medical examination, verification of character and antecedents, 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. It is reiterated that the appointing authority must satisfy itself fully 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 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 should be sent only by **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

by  
3.5.2017

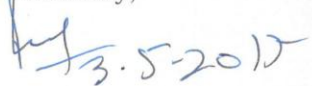
intimation to the Board, after placing therein a copy each of the letter containing the offer of appointment, subsequent reminder and the memorandum of the cancellation of offer of appointment.

7. All the concerned Cadre Controlling Authorities may kindly ensure that the candidates, who accept the offer of appointment, join their duties latest by 15.06.2017 and joining status report may be sent to the Board before 31.07.2017 positively. **It may please be noted that any request of the candidate for re- allocation of zone shall not be entertained by the Board.**

8. The receipt of this communication and its enclosures may kindly be acknowledged.

Yours faithfully,

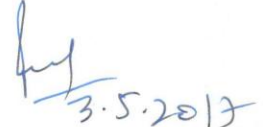
**Encl: as above.**

  
3.5.2017  
(Rajpal Singh)

Under Secretary to the Govt. of India  
Tel. 26162780

**Copy to:**

1. Shri Ashok K. Vijay, Under Secretary (C.I), Staff Selection Commission, Room No. 711, Block No. 12, CGO Complex, New Delhi.
2. Directorate General of Systems, Customs & Central Excise, CBEC, 4<sup>th</sup> and 5<sup>th</sup> Floor, Samrat Hotel, Chanakyapuri, New Delhi/ C.R. Building, I.P. Estate, New Delhi with the request to place this letter, along with enclosed Lists of Candidates in the CBEC website.

  
3.5.2017  
(Rajpal Singh)

Under Secretary to the Govt. of India  
Tel. 011-26162780