

User Manual For CBIC Zone/Formation Preference Module



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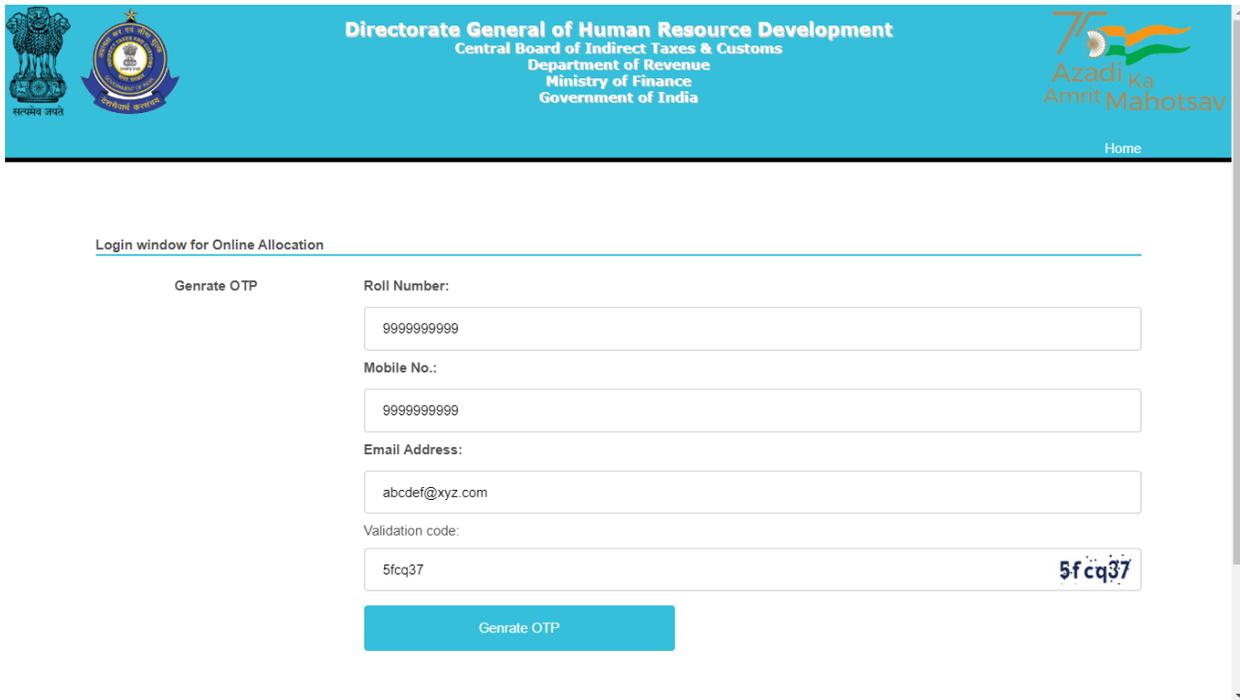
Manual for working on Zone/Formation Allocation Preference Module

DGHRD is introducing On-line Zone/ Formation Preference Module for Direct Recruited candidates. This module replaces existing manual system of submission of zone/formation preferences by the selected candidates and captures all the preferences of the candidates in the module.

At present, after recruitment is done by SSC for the vacancies in various posts, CBIC calls for the options/preferences of zone/formation from the selected candidates. Once the options/preferences forms of the candidates are received, they are manually entered in an excel format and after completion of this exercise the data is uploaded on CBIC website for candidates to verify their preferences. Once preferences are verified, zone/formation allocation of the candidates is done manually based on the laid-out rules and guidelines on the basis of merit. However, this whole process, being done manually is tedious and time consuming with high probability of errors. Hence, the present module is developed, which will enable the selected candidates to submit preferences on-line. This will speed up the process and ensure minimal errors for allocation of selected candidates in effective and efficient manner.

Following are the steps to be followed by the newly recruited candidates for submitting their preferences:

Step 1: Candidates need to open <https://dghrdcbic.gov.in/allocation> link and login into the module with the following credentials as shown below:



The screenshot shows the login interface for the Directorate General of Human Resource Development. The header includes the organization's name, its parent bodies (Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India), and the 75th Azadi Ka Amrit Mahotsav logo. The main content area is titled "Login window for Online Allocation" and contains a "Genrate OTP" section with the following fields:

- Roll Number:
- Mobile No.:
- Email Address:
- Validation code: (The code "5fcq37" is also displayed in a larger font to the right of the input field).

A "Genrate OTP" button is located at the bottom of the form.

Candidate needs to enter his/her SSC Roll Number, Mobile number & Email ID shared with SSC and validation code shown. After filing up these details' candidate needs to click on Generate OTP button.

Step 2: Clicking on Generate OTP button will generate an OTP and it will be sent to the candidate's concerned Email-ID. The candidate to fill in the OTP and click on verify OTP button as shown below:

The screenshot shows the user interface for OTP verification. At the top, there is a blue header with the organization's name and logos. The main content area includes a welcome message, a label for the OTP input field, a confirmation message, the input field containing the number 546703, a verify button, and a reset instruction. The footer contains copyright and developer information.

Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs
Department of Revenue
Ministry of Finance
Government of India

Logout

Welcome xxxxxxxx xxxxxxxx

Enter OTP

OTP has been sent on your registered email address.

546703

Verify OTP

If OTP not received, Please reset into next 3s

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Step 3: Upon entering the OTP received and clicking on verify OTP button, candidate will be redirected to 'My Details' page as shown below:

Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs
Department of Revenue
Ministry of Finance
Government of India

My Details | Preferences | Vacancy Position | Formation Jurisdiction | Detailed Instruction | Logout

Welcome XXXXXX XXXXXX (9999999999) !

Brief Instructions

1. Check your details under tab 'My Details'.
2. Check Vacancies under tab 'Vacancy Position'.
3. Check Territory under tab 'Formation Jurisdiction'.
4. Select preferences under tab 'Preferences'.
5. Fill in all preferences, save & submit.
6. Preferences once Submitted cannot be changed.

My Details

Post & Year:
Preventive Officer 2018

Roll No:
9999999999

Name:
XXXXXX XXXXXX

Date of Birth:
12/07/1995

Email Address:
XXXXX@xyz.com

Mobile Number:
9999999999

Brief Instructions are available on the left side of this page for convenience of the candidates.

Step 4: Candidate before filling preferences shall check the Detailed Instruction by clicking on **Detailed Instruction Tab (2nd from right)** in the menu bar which will redirect them to Detailed Instruction page as shown below:

The screenshot shows the website interface for the Directorate General of Human Resource Development. The header includes the organization's name and logos. The navigation bar contains 'My Details', 'Preferences', 'Detailed Instruction', and 'Logout'. The main content area displays a 'User Manual For CBIC Zone/Formation Preference Module' with a list of brief instructions on the left and a large image of the manual cover on the right.

Brief Instructions

1. Check your details under tab 'My Details'
2. Check Vacancies under tab 'Vacancy Position'
3. Check Territory under tab 'Formation Jurisdiction'
4. Select preferences under tab 'Preferences'
5. Fill in all preferences, save & submit.
6. Preferences once Submitted cannot be changed.

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Candidates are advised to go through the user manual to understand the process of filling up of preferences.

Step 5: Candidate before filling preferences shall check the vacancy positions (in the grade they are selected for) by clicking on **Vacancy Position Tab (4th from right)** in the menu bar which will redirect them to Vacancy Position page as shown below:



Welcomexxxxxx xxxxxx [999999999] !|

PO 2018

64009_Inspector (P... 3 / 6 - 90% +

Combined Graduate Level Examination, 2018								
INSPECTOR (CUSTOMS)								
Sl. No.	Order Controlling Zone	Participating Zones & Combinations/zones	Grade	Total Number of Direct Recruitment Vacancies for the year 2018	Vertical Reservation			
					Gen	SC	ST	OBC
INSPECTOR (PREVENTIVE OFFICER)								
17	Chennai **	Chennai Customs Zone	(Preventive Officer)	54	18	10	10	
18	Cochin	Cochin Customs House, Cochin-9	(Preventive Officer)	17	10	4	0	
19	Kolkata	W.B. CBEP, Kolkata Port, Kolkata (276 ACC, Appeal, Kolkata, CCO & CCA	(Preventive Officer)	12	6	3	3	
20	Mumbai	Mumbai I, Mumbai II & III Customs Zones	(Preventive Officer)	89	45	13	7	
21	Goa	Goa Customs	(Preventive Officer)	0	0	0	0	
22	Vishakhapatnam	Vishakhapatnam customs House	(Preventive Officer)	8	7	0	0	
TOTAL VACANCIES OF CUSTOMS (PREVENTIVE OFFICER)				180	86	30	20	4

Candidate can view the vacancies (in each grade) in all the zones/formations. The candidate can also download the PDF containing vacancy positions by clicking on the Download Arrow button.

Candidates are advised to check all the available vacancies in the zones/formations and accordingly fill/submit their preferences for zones/formations. After checking the vacancy positions, candidate is advised to check the jurisdiction of the zones/formations as well by clicking on the **Formation Jurisdiction tab (3rd from right)** in the menu bar which will redirect them to the Jurisdiction Mapping page as shown below:



Welcome xxxxxxxx xxxxx (9999999999)

Formation Jurisdiction

Sl No	Name of the CCAs	State/States under jurisdiction of CCAs
1	Bangalore CGST	Karnataka
2	Bhopal CGST	Madhya Pradesh, Chhatisgarh & Parts of Maharashtra under Nagpur zone except areas under Aurangabad & Nashik.
3	Bhubaneswar CGST	Orissa
4	Chandigarh CGST	Punjab, Himachal Pradesh, Chandigarh UT, J&K UT & Ladakh UT
5	Chennai CGST	Tamilnadu & Puducherry
6	Thiruvananthapuram CGST (Cochin)	Kerala & Lakshadweep UT
7	Delhi CGST	Delhi & Haryana
8	Goa CGST	Goa
9	Hyderabad CGST	Telangana & Andhra Pradesh
10	Jaipur CGST	Rajasthan
11	Kolkata CGST	West Bengal, Andaman & Nicobars and Sikkim
12	Lucknow CGST	Uttar Pradesh & Uttarakhand
13	Mumbai GST	Maharashtra (Commissionerates under Mumbai CGST) excluding Commissionerates under Pune CGST & Nagpur CGST
14	Nagpur CGST	Nagpur Zone - Areas under Commissionerate of Aurangabad & Nashik Maharashtra (Commissionerates under Pune CGST)

After checking the Jurisdiction Mapping, candidates may go back to fill the preferences by clicking on **Preferences Tab** on the menu Bar (**5th from right**).

Step 6: Clicking on the 'Preferences' button will redirect page to Preference page where candidate will be allowed to select preferences of the zones/formations from the drop down menu as shown below:

Welcome xxxx.xxxx (9999999999) !!

Preferences (Preventive Officer 2018)

Option/Preference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	--Select--	▼
2	--Select--	▼
3	--Select--	▼
4	--Select--	▼
5	--Select--	▼
6	--Select--	▼

Validation code: qqnk93

Save RESET

Only those zones/formations will be available for selection where vacancies (in a particular grade) are available. For instance, in above case vacancies in the grade of Preventive Officer are available in only 6 zones/formations.

Step 7: After filing up the preferences and validation code, candidate needs to click on the save button as shown below:

Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs
Department of Revenue
Ministry of Finance
Government of India

My Details Preferences Vacancy Position Formation Jurisdiction Detailed Instruction Logout

Welcome xxxxx xxxxx (9999999999) !!

Preferences (Preventive Officer 2018)

Option/Preference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	Chennai Customs	
2	Goa Customs	
3	Kolkata Customs	
4	Mumbai Customs	
5	Thiruvananthapuram (Cochin) Customs	
6	Vishakhapatnam Customs	

gdkgar gdkgar

Save RESET

Step 8: After clicking on Save button, candidate will be shown the preferences(submitted for a particular grade) entered by him/her along with the zone/formation codes as shown below.



My Details Preferences Vacancy Position Formation Jurisdiction Detailed Instruction Logout
Welcome xxxxx xxxxx (99999999)!

Preferences (Preventive Officer 2018)

Preference has been added successfully.

Option/Preference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	Chennai Customs	R
2	Goa Customs	S
3	Kolkata Customs	T
4	Mumbai Customs	U
5	Thiruvananthapuram (Cochin) Customs	V
6	Vishakhapatnam Customs	W

Validation code mbz8hj

Save RESET

Final Submit

Note: You can send your preferences to DGHRD after final submit. Please add all 6 Preferences to final submit.

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Step 9 (Optional): After saving and re-checking all the preferences filled by the candidate, **if the candidate wants to revise the preferences**, he/she needs to click on reset button which will reset the preference to blank as shown below:



Welcome xxx.xxx(9999999999) !!

Preferences (Preventive Officer 2018)

All Saved Preferences have been deleted successfully

Option/Preference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	--Select--	
2	--Select--	
3	--Select--	
4	--Select--	
5	--Select--	

Validation code

Once the preferences are successfully reset a message stating "**All Saved Preferences have been deleted successfully**" in green background will appear as shown in image above. After resetting the preferences candidate needs to again follow steps 6 to 8.

Step 10: Once the preferences are finalized by the candidate and he/she is satisfied with the preferences filled (in a particular grade), candidate needs to go for final submission of the preferences by clicking on **'Final Submit' button**. On final submission, the candidate's preferences (in a particular grade) as submitted to the department will be displayed to the candidate (as shown below). The Final preferences submitted by the candidate will be sent on the candidate's registered email id as well. Candidates are advised to download the preference form for future reference.

The screenshot shows a web portal interface for 'Preferences (Preventive Officer 2018)'. At the top, there is a navigation bar with links: 'My Details', 'Preferences', 'Vacancy Position', 'Formation Jurisdiction', 'Detailed Instruction', and 'Logout'. Below the navigation bar, a user is logged in as 'Welcome xxxxx xxxx (99999999) !'. A green message box states 'Preference has been Final Submitted successfully.' Below this, a message says 'Your preferences already have been submitted successfully. Application Registration No.: 2018-000180'. A table displays the submitted preferences:

Option/Preference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	Chennai Customs	R
2	Goa Customs	S
3	Kolkata Customs	T
4	Mumbai Customs	U
5	Thiruvananthapuram (Cochin) Customs	V
6	Vishakhapatnam Customs	W

At the bottom of the page, it says 'All Rights Reserved © 2022 DGHRD'.

NOTE: After Final submission, candidate will not be allowed to make any changes in the preferences submitted. Hence, it is advised that the candidate fills all preferences very carefully.