OFFICE OF THE CHIEF COMMISSIONER OF CGST & CUSTOMS, PUNE ZONE
GST BHAVAN, 41/A SASSOON ROAD, P.B. NO. 273, PUNE-411001.

RECRUITMENT AGAINST SPORTS QUOTA IN THE CENTRAL TAX AND CUSTOMS DEPARTMENT PUNE-2022

The Chief Commissioner of CGST & Customs, Pune Zone (CCA), invites applications for the recruitment of meritorious sportspersons who have represented the country in International/ National/ State/ University and Inter-University (conducted by the Inter-University Board) tournaments, in different games/sports for the posts of Tax Assistant, Stenographer Grade-II and Havaldar as listed below:

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name of the post</th>
<th>No of Vacancies</th>
<th>Pay &amp; Allowances (As per 7th CPC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tax Assistant</td>
<td>02</td>
<td>Level-4 in the pay matrix (Rs. 25,500 - 81,100)</td>
</tr>
<tr>
<td>2</td>
<td>Stenographer Grade-II</td>
<td>06</td>
<td>Level-4 in the pay matrix (Rs. 25,500 - 81,100)</td>
</tr>
<tr>
<td>3</td>
<td>Havaldar</td>
<td>03</td>
<td>Level-1 in the pay matrix (Rs. 18,000 - 56,900)</td>
</tr>
</tbody>
</table>

2. The application form along with terms, conditions and instructions to the candidates should be downloaded from the Central Board of Indirect Taxes and Customs official website http://www.cbic.gov.in and from the CGST & CUSTOMS, PUNE ZONE website https://www.punecenexcise.gov.in/. Further details regarding the disciplines of sports earmarked for recruitment, educational qualification, physical standards for the post of Havaldar, other eligibility conditions and procedures are available at the official website https://www.punecenexcise.gov.in/ and http://www.cbic.gov.in. The posts are purely on temporary basis but are likely to be made permanent. The probation period is of two years.

3. The sportspersons applying for the post of Stenographer Gr-II will have to appear for the stenography skill test one day before the field test in their sports discipline. The standards of skill test shall be as laid down in “Central Excise and Customs Department Stenographer- Grade-II & III Recruitment Rules 2014”. The candidates who pass the stenography skill test will be shortlisted and only those successful shortlisted candidates will go through the field test in their sport discipline. Candidates who fail the stenography skill test will not be considered for any further selection process.

4. The application form duly filled in all respects should be submitted in a closed cover super scribed with the words “Application of Meritorious Sportspersons” in Central GST and Customs Department, Pune – 2022. For the post of TAX ASSISTANT / STENOGRAPHER GRADE-II / HAVALDAR under Sports Quota – NAME OF THE SPORT: __________ and addressed to:

The Joint Commissioner (CCC)
O/o the Chief Commissioner,
Central GST and Customs, Pune Zone,
GST Bhavan, Opposite Wadia College,
41/A Sassoon Road, Pune-411001.

The applications may be sent by Speed Post so as to reach the above address before 1700 hr on 02.01.2023. For candidates domiciled in North-Eastern States, Andaman & Nicobar Islands, Lakshadweep, Jammu & Kashmir the application should reach the above address by 09.01.2023. The applications received after the last date will not be entertained under any circumstances.

Sd/-
(Ms GOLDI SHARMA)
JOINT COMMISSIONER
CADRE CONTROL CELL
CGST & CUSTOMS, PUNE ZONE

Date : 03.12.2022
OFFICE OF THE CHIEF COMMISSIONER OF CGST & CUSTOMS, PUNE ZONE
GST BHAVAN, 41/A SASSOON ROAD, P.B. NO. 273, PUNE-411001.

The Chief Commissioner of CGST & Customs, Pune Zone (CC), invites applications for the recruitment of Meritorious Sportsperson in different Games / Sports as listed below for the posts of Tax Assistant, Stenographer Grade-II and Havaldar. The posts are purely on a temporary basis but likely to be made permanent. The probation period is of two years.

<table>
<thead>
<tr>
<th>Game/ Event</th>
<th>Number of Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tax Assistant</td>
</tr>
<tr>
<td>Badminton</td>
<td>01 Male</td>
</tr>
<tr>
<td>Boxing</td>
<td>0</td>
</tr>
<tr>
<td>Table Tennis</td>
<td>01 Female</td>
</tr>
<tr>
<td>Hockey</td>
<td>0</td>
</tr>
<tr>
<td>Football</td>
<td>0</td>
</tr>
<tr>
<td>Cricket</td>
<td>0</td>
</tr>
<tr>
<td>Yoga</td>
<td>0</td>
</tr>
<tr>
<td>Cycling</td>
<td>0</td>
</tr>
<tr>
<td>Rifle Shooting</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>02</td>
</tr>
</tbody>
</table>

01. ELIGIBILITY CONDITIONS

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Post</th>
<th>Age Limit</th>
<th>Educational and other Qualification</th>
<th>Physical Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tax Assistant</td>
<td>The Age limit will be between 18 and 27 years of age as on 02. 01.2023 (the closing date of receipt of application) (relaxable upto 3 years for OBC candidate and 5 years in case of SC/ST candidates).</td>
<td>Essential: (i) Bachelor’s Degree from a recognised University or equivalent; and (ii) possess a speed of not less than 8000 key depressions per hour for data entry work. Note: The speed of 8000 key depressions per hour for data entry work is to be examined by conducting a speed test on the electronic data processing machine. As per Central Excise and Customs Department Tax Assistant (Group ‘C’ post) Recruitment Rules 2014.</td>
<td>NIL</td>
</tr>
</tbody>
</table>

1
2. Stenographer Gr-II

12th Class pass or equivalent from a recognized Board or University.

Skill Test Norms

Dictation: 10 Mins @ speed of 80 Words per minute, Transcription:- 50 Minutes (English) & 65 Minutes Hindi (On Computer). As per Central Excise and Customs Department Stenographer- Grade-II & III Recruitment Rules 2014

NIL

3. Havaldar

Matriculation or equivalent from any recognized Board

For Male Candidates:-

Physical standard

Height: - 157.5 Cms,
(Relaxable by 5 cms in the case of Garhwalis, Assamese, Gorkhas and member of the Scheduled Tribes)

Chest: - 81 Cms. (fully expanded with minimum expansion of 5 cms)

Physical Test:- Walking 1600 Meters in 15 minutes

For Female Candidates:-

Physical Standard

(Minimum) Height: - 152 Cms. Weight: - 42 Kgs,
Height relaxable upto 2.5 Cms and Weight by 2 kgs in case of Garhwalis, Assamese, Gorkhas and member of the Scheduled Tribes

Physical Test:- Walking 1 Km in 20 Minutes. As per Central Excise and Customs Department Havaldar Recruitment Rules 2014.

02. NUMBER OF VACANCIES

<table>
<thead>
<tr>
<th>Tax Assistant</th>
<th>Steno Gr-II</th>
<th>Havaldars</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>06</td>
<td>03 (02 - Pune 01 - Goa)</td>
<td>11</td>
</tr>
</tbody>
</table>
03. TERMS & CONDITIONS

Candidates should read the below mentioned terms and conditions and instructions carefully before filling up the form.

(a) The application should be strictly as per the pro-forma prescribed. Application not accompanied by the prescribed forms and copies of relevant merit/participation certificates will be liable for rejection.

(b) Only one application should be submitted by the candidate for one post. If any candidate submits more than one application, all such applications will be summarily rejected and the candidate will not be eligible.

1. The application should be filled up in BLOCK LETTERS in English using ink pen or ballpoint pen preferably in BLACK INK.

2. Along with the application (Annexure-II), the following mentioned forms duly filled up and signed by the respective sports authorizes as mentioned in the forms (Enclosed as Annexure-A) should be submitted.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Competition</th>
<th>Authority awarding Certificate</th>
<th>Form in which certificate is to be awarded.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>International Competition</td>
<td>Secretary of the National Federation of the Game concerned.</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>National Competition</td>
<td>Secretary of the National Federation or Secretary of the State Association of the Game concerned.</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Inter-University Tournaments</td>
<td>Dean of Sports or other officer in overall charge of sports of the University concerned.</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>National/Sports/ Games for Schools</td>
<td>Director or Additional/ Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/Education of the State.</td>
<td>4</td>
</tr>
</tbody>
</table>

04. SPORTS ELIGIBILITY

The proficiency will be evaluated on the basis of their participation in recognized tournaments/ events in the calendar year’s 2019, 2020, 2021 & 2022 for which details should be furnished as Annexure-I. The tournaments/ events will be evaluated in the following descending order of importance.

1. International Tournaments/ Events like Olympics & World Championship.
2. International Tournaments/ Events of regional importance like Asian Games/ Commonwealth Games / Afro Asian Games.
3. Other International Tournaments/ Events like SAF Games.
4. Domestic Tournaments / Senior National level Events like National Games, National Federation Games etc.
5. Domestic Tournaments / Junior National level Events
6. Inter University Tournaments.
7. National School Games

Only the best three performances in the calendar year’s 2019, 2020, 2021 & 2022 will be considered for evaluation. These should be properly filled up in Annexure-I of the application.
05. SELECTION OF CANDIDATES

i. The applications will be scrutinized and suitable candidates will be shortlisted for further selection process. Department reserves the right to decide the number of candidates to be called for field trials based on the credentials of the candidates. The eligible candidates will have to appear in the field test relevant to sports discipline.

ii. Success in the above tests confers no right to appointment unless the department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

iii. Field trial will be conducted to check the fitness levels and performance of the candidates. Field trials will carry marks and will also be counted for ranking purpose. In case any candidate is unable to take the fitness test for any reason whatsoever or having taken the test is not found fit, he/she would not be considered for the post. The current form will be evaluated based on the year of participation in recognized tournaments/events in the calendar year’s 2019, 2020, 2021 & 2022 for which the details should be furnished as per Annexure-I.

iv. The shortlisted candidates will be called for written test. The written examination for the post of Tax Assistant will be in English/Hindi and will consist of objective type multiple choice questions in General Knowledge, Reasoning, Numerical/Quantitative Aptitude, General English and General Awareness. Written test is purely qualifying in nature. The candidates applying for Tax Assistants posts will be required to take a data entry test for 15 minutes. Based on the aggregate marks obtained in the field trials and merit certificates, the candidates will be ranked for selection.

v. The field trials and written exam will be held in Pune. The selected candidates will be required to appear for the same at their own expenses on the dates and time to be indicated later.

vi. They should enclose self-attested copies of the following certificates:
   - Matriculation/SSC or equivalent certificate for proof of age
   - Education qualification
   - Sports/games certificates/forms as mentioned in Annexure-A
   - Caste certificate in proof of caste.

vii. Sports achievements certified by authorities other than those recognized by the Ministry of sports and youth welfare shall not be considered.

viii. Sports persons who are already employed in Central Government or State Government or PSU should submit an NOC from the present employer which should be enclosed with the application.

ix. The selected candidates will be on probation for 02 years or such period as per extant instructions of the Government of India. His/Her participation in the tournaments meets on behalf of the Department will also be a deciding factor in the declaration of his probation. The selected candidates will be required to represent the Central Tax and Customs Department, Pune region, in the tournament/meets as decided at least for 10 years.

x. In case suitable candidates are not available in any of the above Games/Sports, the Department will not consider recruitment in that particular Games/Sports.

xi. In case of any Sports person who has been shortlisted in a particular game, his/her candidature will be considered only for the particular post opted for by him/her, unless the applicant has opted for either of the post of Tax Assistant or Havaldar.

06. HOW TO APPLY

Application on plain paper duly signed and completed in all respect must be submitted in prescribed format to the “Additional Commissioner, Cadre Control Cell, CGST & Customs, Pune Zone, GST Bhavan, opp. Wadia College, 41/A Sassoon Road, Pune-411001.” By post or by hand on or before 17.00 hrs of 02.01.2023. The detailed advertisement along with proforma of application and Annexures can be downloaded from the website https://www.punecenexcise.gov.in/.

The candidates are requested to kindly read the Advertisement carefully and apply if eligible. The applications found ineligible will be liable for rejection and no communication will be made in this regard.
On envelope, please mention clearly

"APPLICATION FOR THE POST OF TAX ASSISTANT / STENO GR-II / HAVALDAR UNDER SPORTS QUOTA"

NAME OF THE SPORTS:-

07. Eligibility of the candidates will be considered on the performance in the championships / tournaments held from 01.01.2019 or afterwards only and sportspersons shall be a currently active player. For this purpose, concluding day of the championships/ tournaments will be taken in to account. Performance in earlier championships / tournaments i.e. on or before 31.12.2018 will not be taken into consideration.

08. In case of Team games, preference of selection for recruitment will be given to those candidates who have actually played and participated as a playing member as compared to those who were included in the team but did not actually play.

09. The Candidates who are already employed with any government department should send their applications "Through Proper Channel" only, failing which the application will be rejected.

10. Selected candidates will be required to give an undertaking not to apply for inter-Commissionerate transfer for minimum period of 10 years.

11. Only self-attested copies of the documents in support of claim regarding Date of Birth, Educational Qualification, Sports Eligibility Certificates, Caste Certificate etc. should invariably be accompanied with the application.

12. Any form of canvassing by any candidate will render his/her candidature liable to be rejected summarily at any stage of the recruitment process.

13. In event of any tie, the decision of the appointing authority will be final.

14. This recruitment is subject to applicable rules for recruitment of meritorious sports persons, issued by Government if India from time to time.

15. In case of any applicants found submitting false/fabricated documents, the same will be viewed seriously and appropriate legal action will be initiated.

16. The candidate on appointment will be liable for posting at any place in Pune Cadre Controlling Region i.e. any formation of Pune, Mumbai, Nasik, Aurangabad, Kolhapur and Goa Commissionerates. The declaration to this effect to work at any place should be submitted along with the application.

17. The Candidate after appointment has to pass the Departmental Computer Proficiency Test of 8000 Key depressions per hour in case of Tax Assistant only within a period of two years i.e. before completion of his / her probation, failing which the probation period will be extended.

18. Application for each post should be sent separately.

19. Application received after the due date will not be entertained under any circumstances. Incomplete and unsigned applications will be rejected and no correspondence in the matter will be made with the applicant. Eligible candidates will be called for above said tests and interview. The date and venue for tests and interview will be intimated to the eligible candidates in due course.

20. The department reserves the right to consider only those candidates who have potential to strengthen the Department’s existing teams on the basis of field trial conducted.
21. The Chief Commissioner of Central GST & Customs, Pune Zone has got the right to cancel the recruitment process.

Enclosures:
i) Annexure-I Details of Tournaments/events participated in the calendar years 2019, 2020, 2021 & 2022.
ii) Annexure-II: Application form
iii) Annexure-A: Form-1, Form-2, Form-3 & Form-4.
ANNEXURE ‘A’

Specimen forms referred to in Col. 3 of the Table in Para A.V

FORM - 1

(for representing India in an international Competition in one of the recognized Games/Sports).

NATIONAL FEDERATION / NATIONAL ASSOCIATION OF ________________

Certificate to meritorious sportsmen for employment to Group C Service under the Central Government

Certified that Shri/Smt./Kumar ____________________________ Son/Wife/Daughter of Shri ____________________________ and ____________________________ resident of ____________________________. represented the

country in the game/event of ____________________________ in ________________ competition/Tournament held at ____________________________ from ________________ to ________________. The position obtained by the individual/team in the above said Competition/Tournament was ________________.

The Certificate is being given on the basis of record available in the office of National Federation/ National Association of ________________.

Place ____________________________

Signature ____________________________

Date ____________________________ Name ____________________________

Designation ____________________________

Name of the Federation/National Association ____________________________

Address ____________________________

Seal ____________________________

Note: This Certificate will be valid only when signed personally by the Secretary, alongwith Seal of the National federation.

(Annexure B of the Department of Personal and Administrative Reforms O.M. No. 14015/1/78- Estt(D)dated 4th August 1980)
## ANNEXURE-I

### Details of Participation in Sports/Games

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Date of event</th>
<th>Place where event is held</th>
<th>Name of the tournament/event</th>
<th>Events participated</th>
<th>Position earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Best three performances during the year 2022**

1. 

2. 

3. 

**Best three performances during the year 2021**

1. 

2. 

3. 

**Best three performances during the year 2020**

1. 

2. 

3. 

**Best three performances during the year 2019**

1. 

2. 

3.
ANNEXURE-II
PROFORMA OF APPLICATION.

APPLICATION FOR THE POST OF TAX ASSISTANT/STENOGRAPHER GRADE-II
/HAVALDAR UNDER SPORTS QUOTA.

POST APPLIED FOR (Please tick the relevant)

Tax Assistant : 
Stenographer Grade –II : 
Havaldar : 

A) Name in Full :-
   (in block letters, Surname first)
B) Name of the Father :-
C) Permanent Residential Address :-
D) Address for Communication :-
E) Contact No. :-
F) Email id :-
G) Date of Birth (DD/MM/YYYY) :-
H) Age as on 02.01.2023 :-
I) Category :- SC/ST/OBC/GENERAL
   (Tick whichever is applicable)
J) Educational Qualification :-
K) Sports Event / Game :-
L) Details of Best Performance :-
   State whether State / International importance :-
   Year and Month in Which event was held :-
   Details of latest performance in the year 2022-23 (if any)
M) Documents to be Submitted :-
   a) Matriculation / Graduate / Post Graduate Mark List and Certificate of the University:-
   b) Age Proof:-
   c) Sports Certificate:-
   d) Caste Certificate (in case of SC/ST/OBC candidates) :-

DECLARATION.

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the tests / interview, my candidature / appointment is liable to be cancelled / terminated. I have not submitted any other application for this post. I am aware that if I contravene this Rule, my application will be rejected summarily by the Department.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification & Sports eligibility etc. prescribed for the post.

Date:-
Place:-

Signature of the Candidate
Full Name
FORM -2

(For representing a State in India in a Nation competition in one of the recognized Games/Sports.)

STATE ASSOCIATION OF ____________ IN THE GAME __________ OF __________

Certificate to a meritorious sportsman for employment to a Group C service under the Central Government

Certified that Shri/Smt./Kumar ___________________________ son/daughter/wife of Shri ___________________________ and resident of ___________________________ represented the State of ____________.

(complete address)

______________________________ in the game/event of ____________ in the National Competition/Tournament held at ____________ from ______ to ______. The position obtained by the individual /team in the above said Competition/Tournament was _____________________. The certificate is being given on the basis of record available in the office of the State Association of ____________.

Place ____________________
Signature ____________________
Date ____________________ Name ____________________
Designation ____________________

Name of the State Association ____________________

Address ____________________
Seal ____________________

Note: This Certificate will be valid only when signed alongwith Seal personally by the Secretary of the State Association.

(Annexure B of the Department of Personal and Administrative Reforms O.M. No. 14015/1/78-Estt(D)dated 4th August 1980)
FORM-3

(For representing a University in the Inter-University Competition in one of the recognized Games/sports).

UNIVERSITY OF ________________________

Certificate to a meritorious sportsman for employment to a Group C service under the Central Government.

Certified that Shri/Smt./Kumari ________________________
Son/Wife/Daughter of Shri ________________________
Resident of ________________________ student of ________________________
Represented the University of ________________________ in Inter-
the game/event of ________________________ in Inter-
University Competition/Tournament held at ________________________
from ________________________ to ________________________.
The position obtained by the individual/team in the above said competition/tournament was ________________________.
The certificate is being given on the basis of records available in the office of Dean of Sports or Officer in overall charge of sports in the University of ________________________.

Place ________________________
Signature ________________________
Date ________________________ Name ________________________
Designation ________________________
Name of the University:
____________________________________________________
Address
Seal

Note: This Certificate will be valid only when signed personally alongwith Seal of the University by Dean/Director or other officer in overall charge of sports in the University of ________________________

(Appendix B of the Department of Personal and Administrative Reforms O.M. No. 14015/1/78-Estt(D)dated 4th August 1980)
FORM - 4

DIRECTORATE OF PUBLIC INSTRUCTIONS / EDUCATION OF THE STATE OF ________

Certificate to honorous sportsmen for employment to a Group C & D services under the Central Government.

Certified that Shri/Kumari ___________________________ son/daughter of Shri/resident of ___________________________ is a student of ___________________________.

_____________________________ (Complete address)
Represented the ___________________________ State School Team in the game/event of ___________________________ in the National Games for schools held at ___________________________ from ___________ to ___________.

The position obtained by the individual / team in the above said Competition/Tournament was ___________________________.

The certificate is being given on the basis of records available in the office of Directorate of Public Instructions / education of ___________________________.

Place ___________________________
Signature ___________________________
Date ___________________________

Name ___________________________
Designation ___________________________

Address ___________________________
_____________________________
_____________________________
_____________________________

Seal ___________________________

Note: This Certificate will be valid only when signed personally by the Director or Additional / Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instruction / Education of the State.

(Appendix B of the Department of Personal and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August 1980)