

**F.No. A.12034/SSC/08/2018-Ad.III(B)**  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs  
\*\*\*\*\*

Gr. Floor, Hudco Vishala Building  
Bhikaji Cama Place, R.K. Puram  
New Delhi Dated 17/03/2021

**To,**

All successful candidates of Stenographer Grade- I & II Examination, 2018 recommended for the post of **Stenographer Grade- II** (through e-Mail & CBIC's website).

**Subject: - Calling of Options/Preferences from selected candidates for allocation of Zones – reg.**

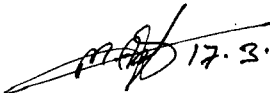
**Sir/Madam,**

As you are aware, the Staff Selection Commission (SSC) has declared the final results of the Stenographer Grade- I & II, Examination, 2018. Based on the results, you have been nominated by SSC to the Central Board of Indirect Taxes & Customs (CBIC) for appointment as **Stenographer Grade- II**.

2. Candidates are requested to refer to SSC Notification dated 22/10/2018 relating to Stenographer Grade- I & II Examination, 2018. Nature of physical disabilities for the post of **Stenographer Grade- II** are prescribed at Para 3 of the SSC notification.

3. As per the prevailing system, each candidate is to be allocated to one of the Cadre Controlling Authorities under CBIC. The Cadre Controlling Authority (CCA) of the concerned Zone, to which a candidate is allocated, thereafter, issues the offer of appointment. As per the prevailing guidelines, such allocation is made on merit-cum-preference basis, to the extent vacancies are available. The list of Cadre Controlling Authorities under CBIC along-with the Codes is enclosed at **Annexure- I**. The category-wise and Cadre Controlling Authority-wise vacancies is enclosed at **Annexure- A**. As the vacancies relate to 15 Cadre Controlling Authorities, **the preferences are to be restricted to the 15 CCAs**.

4. You are requested to indicate your options/ preferences for all zones in the Proforma (**Annexure-II**) indicating Name and Code of Cadre Controlling Authorities in Column No. (2) and (3). You are also advised not to leave any option blank. The duly completed Proforma must be submitted through e-mail only in e-Mail ID mohammad.ashif@nic.in **latest by 31.03.2021** failing which it would be presumed that you have no options/ preferences. All the candidates are informed that options shall be exercised only once. Therefore, candidates are also advised not to submit duplicate/multiple mails which shall not be entertained. The Candidates are also advised to use the e-mail as given in their application forms in which correspondence shall be made.

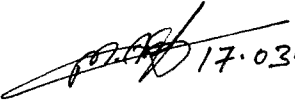
 17.3.2021

5. The Proforma for exercising options may be **downloaded from the website** i.e. [www.cbic.gov.in](http://www.cbic.gov.in) and sent to the undersigned in the prescribed Proforma **by email only within due date**. A self-attested copy of the Admit Card issued by SSC (at the time of examination. Any, if not latest) along-with a self-attested copy of ID proof (Aadhar Card/ PAN Card/ Voter ID) should also be scanned/attached with the proforma. **Options/preferences by hand or by post/speed post etc. will not be accepted.**

6. After successful compilation of all the options/preferences thus received within due date, CBIC would upload the data on CBIC's website so as to enable the candidates to view the exercised options/preferences. In case of any discrepancy, it may be brought to the notice of CBIC for rectification.

Yours faithfully,

**Encl :** As above.



17.03.2021

**(Mohammad Ashif)**  
Under Secretary to the Govt. of India  
Tel. 26162780

e-Mail ID on which options/preferences are to be uploaded: [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in)

**ANNEXURE - B)**  
**Direct recruitment quota vacancies for post of Stenographer in Grade-II (Grade-D) under CBC for year 2018**

Sl. No. / Category	Participating Zone & Commissionerate / Directorate	Total Number of Direct Recruitment Vacancies for the year 2018 for 100 reporting to SSC	Vertical Reservation					Horizontal Reservation											
			SC	ST	OBC	Total	Physically Handicapped			For Servicemen									
							OH	HH	VH										
<b>CGST</b>																			
1	BANGALORE	Combined Commissionerate of Karnataka	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	BHOPAL	Bhopal, Jabalpur, Indore, Audit-I Indore, Bilaspur, Raipur, Audit-II Nagpur, Raipur-II, Audit-I Nagpur, Warilla	11	6	1	2	2	11	0	1	0	0	2	0	0	0	0	0	0
3	BHUBANESHWAR	C.Ex. Bhubaneswar-I & II, Rourkela, Customs(P), Audit, Appeals, CCO	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
4	CHANDIGARH	Chandigarh Zone & Participating Commissionerates GST Chandigarh/Shimla/Jalंधar/Jalandhar/Jammu /Audit- Chandigarh/ Jammu/Jalंधar/ Appeals Chandigarh/ Jammu/Jalंधar/ Customs- Anritsari/Jalंधar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	CHENNAI	Tamilnadu & Pondichery	7	4	2	1	0	7	0	0	0	0	0	0	0	0	0	0	0
6	COCHIN (Thiruvananthapuram)	Central Tax & Central Excise Cochin, Central Tax & Central Excise Calicut, Central Tax & Central Excise Trivandrum, Audit, Cochin CDP, Cochin	4	2	1	1	0	4	0	0	0	0	0	0	0	0	0	0	0
7	DELHI	C.Ex Delhi Zone, CCO, Service Tax, CCO, Customs(DZ/Pres)	2	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0
8	GOA	Pune Zone, Goa Central Excise	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
9	HYDERABAD		1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
10	JAIPUR	C.S. Jaipur, Meer, Jaipur, Udaipur, Audit Jaipur, Jaipur, Jaipur	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	KOLKATA	Kolkata Central Excise-I/II/III/IV/V, Kolkata Audit-I/II, C.Ex. Jharkhand/Jharkhand/Service Tax and Ex-CP W.B., Durgam and Jharkhand, C.TU, Service Tax-III/Audit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	LUCKNOW	Lucknow & Meerut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	PUNE	All Commissionerates under Mumbai GST Zones, All Commissionerates under Pune GST & Customs except GST+CUSTOMS+APPEALS, Nashik GST, Aurangabad GST, Nashik Audit, Nashik Appeals	24	20	2	1	1	24	1	1	1	1	3	0	0	0	0	0	0
14	RANCHI	C. Ex. Ranchi/II Dhanbad, Patna, Jamshedpur Zone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	SHILLONG	Shillong, Dibrugarh, Gauhati C. Ex. Zone & Customs Shillong Zone	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
16	VADODARA	C.Ex. Vadodara Zone/Ahmedabad, Ahmedabad Customs	2	2	0	0	0	2	0	0	0	0	1	0	0	0	0	0	0
<b>Total vacancies Stenographer's Grade - II - CGST, 2018</b>			<b>56</b>	<b>39</b>	<b>9</b>	<b>5</b>	<b>3</b>	<b>56</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>6</b>							

*[Signature]* 17.3.2021

ANNEXURE - B

Direct recruitment quota vacancies for post of Stenographer in Grade - II (Grade-D) under CBIC for year 2018

Sl No	Customs Controlling Zone	Participating Zone & Commissionerates/Directories	Total Number of Direct Recruitment Vacancies for the year 2018 for Post reporting to SS*	Vertical Reservation					Horizontal Reservation		
				SC	ST	OBC	Total	Physically Handicapped			
								OH	HH	VH	
<b>CUSTOMS</b>											
17	CHENNAI	Chennai Customs Zone	2	0	0	0	2	0	0	0	0
18	COCHIN (Thiruvananthapuram)	Custom House Cochin	0	0	0	0	0	0	0	0	0
19	GOA	Goa Customs	0	0	0	0	0	0	0	0	0
20	KOLKATA	WB, GuadP, Kolkata Port, Kolkata (AP&AGCI), Appeal/Kolkata, OCO & CCA	7	5	1	0	1	7	1	0	1
21	MUMBAI	Mumbai Customs	3	1	2	0	0	3	0	0	0
22	VIZAG	Visakhapatnam custom House	0	0	0	0	0	0	0	0	0
<b>TOTAL VACANCIES OF Stenographer's Grades - II - CUSTOMS</b>			<b>12</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>DTE/DTE, GEN</b>											
23	DGPM	DG of Performance Management & its cadre Des. Legal Officer, Safeguard	10	2	4	2	2	10	2	0	1
24	CBN	CBN, Officer	2	2	0	0	0	2	0	0	0
<b>Stenographer's Grades - II - DIRECTORATE</b>			<b>12</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>1</b>

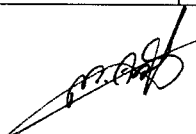
# - DGPM is the Cadre Controlling Authority for all Directories under CBIC located all over the Country. *17.3.2021*

Direct recruitment quota vacancies for post of Stenographer in Grade-II (Grade D) under CBIC for year 2018												
Sl. No.	Controlling Zone	Participating Zone & Commissionerates / Divisions	Total Number of Direct Recruitment Vacancies for the year 2018 for reporting to SSC	Vertical Reservation					Horizontal Reservation			
				SC	ST	OBC	Total	Physically Handicapped			Ex-Servicemen	
								VI	III	VII		
		TOTAL VACANCIES OF STENOGRAPHER GARDE - II - CGST	56	39	9	5	3	56	1	2	1	6
		TOTAL VACANCIES OF STENOGRAPHER GRDAE - II - CUSTOMS	12	8	3	0	1	12	1	0	0	1
	Central Board of Excise & Customs, Department of Revenue, Ministry of Finance	TOTAL VACANCIES OF STENOGRAPHER GRDAE - II - DIRECTORATE	12	4	4	2	2	12	2	0	1	0
		GRAND TOTAL VACANCIES OF STENOGRAPHER GRDAE - II, 2018	80	51	16	7	6	80	4	2	2	7

*M. G. G. 17.3.2021*

**LIST OF CADRE CONTROLLING AUTHORITIES UNDER CBIC**

<b>S.No.</b>	<b>Name of Cadre Controlling Authority</b>	<b>Code of Cadre Controlling Authority</b>
<b>A.</b>	<b>CGST</b>	
1.	Bangalore	A
2.	Bhopal	B
3.	Bhubaneshwar	C
4.	Chandigarh	D
5.	Chennai	E
6.	Cochin/ Thiruvananthapuram	F
7.	Delhi	G
8.	Goa	H
9.	Hyderabad	I
10.	Jaipur	J
11.	Kolkata	K
12.	Lucknow	L
13.	Mumbai	M
14.	Pune	N
15.	Ranchi	O
16.	Shillong	P
17.	Vadodara	Q
<b>B.</b>	<b>Customs</b>	
18.	Chennai Customs Zone	R
19.	Cochin/ Thiruvananthapuram Customs Zone	S
20.	Goa Customs Zone	T
21.	Kolkata Customs Zone	U
22.	Mumbai-I Customs Zone	V
23.	Vishakhapatnam Customs Zone	W
<b>C.</b>	<b>Directorates</b>	
24.	Directorate General of Performance Management	@
25.	Central Bureau of Narcotics (CBN), Gwalior	#

 17.3.2021

**Form for indicating Options/Preferences for allocation of Zones for the post of Stenographer Grade- II under CBIC, Examination- 2018**

Please indicate preferences for all 15 Cadre Controlling Authorities for which vacancies reported as at Annexure- A.

Option/Preference No.	Name of the Cadre Controlling Authority	Code of Cadre Controlling Authority
(1)	(2)	(3)
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		
6 <sup>th</sup>		
7 <sup>th</sup>		
8 <sup>th</sup>		
9 <sup>th</sup>		
10 <sup>th</sup>		
11 <sup>th</sup>		
12 <sup>th</sup>		
13 <sup>th</sup>		
14 <sup>th</sup>		
15 <sup>th</sup>		

Signature \_\_\_\_\_

Email ID: \_\_\_\_\_

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Mob. No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Dated:

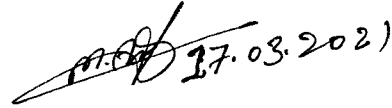
*MAA* 17.3.2021

**Notes/Instructions for guidance of candidates:**

1. The allocation shall be on merit-cum-preference basis. The submission of options/preferences by a candidate does not confer any right to claim allocation of zones within the preferences indicated. **Options once exercised would be treated as final and the same cannot be changed in any circumstances.** Similarly, if a candidate does not indicate any preference, the Department will be free to allocate him/her to any zone as per the administrative exigencies.
2. The candidate must send the duly filled-in Form to the following e- Mail ID, by **e-Mail only, by 31.03.2021.**

**Shri Mohammad Ashif, Under Secretary, Ad. III B  
Central Board of Indirect Taxes & Customs (CBIC)  
Department of Revenue, Ministry of Finance  
Ground Floor, Hudco Vishala Building  
Bhikaji Cama Place, New Delhi – 110066.  
Tele Fax : 011-26162780**

**Email:** mohammad.ashif@nic.in

Handwritten signature and date: 17.03.2021