



भारत सरकार

GOVERNMENT OF INDIA

केंद्रीय वस्तु एवं सेवा कर के प्रधान मुख्य आयुक्त का कार्यालय, कोलकाता क्षेत्र  
 OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CGST & CX, KOLKATA ZONE  
 जीएसटी भवन, 180, राजडांगा मेन रोड, शांतिपल्ली, कोलकाता - 700107  
 GST BHAWAN, 180, SHANTIPALLY, RAJDANGA MAIN ROAD, KOLKATA - 700107  
 Phone No. 033 - 2441 6797/6842: Fax No. 033 - 2441 6834/6798: Email - adc-cco-cgst-kol@gov.in

**CIRCULAR**

**Subject: Willingness for the post of Administrative Officer in CGST & CX, Kolkata Zone by deputation - reg.**

In pursuance of the Board's letter F.No.A-26017/91/2017-Ad.IIA, dated 16.03.2022, it is to apprise that application of willing officers are invited to fill up the following posts in CGST & CX, Kolkata Zone, in the pay scale mentioned against the posts from Officers of the Central Government or State Government or Union territories holding analogous posts on regular basis in the parent cadre or Department. The details are as under:

Name of the Post	Pay Level in Pay Matrix	No. of vacancies
Administrative Officer, General Central Service, Group-B Gazetted, Ministerial	Level - 7 in the 7 <sup>th</sup> CPC Pay Matrix (₹ 44,900-1,42,000)	20

2. The above post will be filled up by way of deputation basis as per under mentioned eligibility criteria as prescribed in the Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes & Customs, Administrative Officer, Group B Post Recruitment Rules, 2020, which is as under:

**Deputation:**

Officers of the Central Government or State Government or Union Territories:

- (i) holding analogous posts on regular basis in the parent cadre or Department; or
  - (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in Level-6 in the pay matrix (₹ 35,400 - 1,12,400) or equivalent in the parent cadre or Department.
- (b) Possessing the following educational qualification and experience:
- (i) Bachelor's degree from a recognized University or Institute.
  - (ii) Two years' experience in Accounts, Administration, and Establishment work in a Government Office or Public Sector Undertaking or Autonomous body or Statutory body.

**Note 1:** The period of deputation including the period in another ex - cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government, shall ordinarily not exceed five years or extended as per the guidelines issued by the Government of India from time to time.

**Note 2:** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3:** The Maximum age limit for appointment by deputation shall not exceed 56 (fifty

C.No. GCCO/CCA/Misc/33/2024-CCA-O/o Pr. CC-CGST-Zone-Kolkata/

Date: 07/07/2024

4032-4038

Copy for information and necessary action to:

1. The Webmaster (CBIC), Directorate of Systems, CR Building, IP Estate, New Delhi - 11002, with a request to place this Circular in CBIC website.
2. All Ministries & Department under Government of India with a request that this circular may be circulated in their Ministries / Departments and among their attached / subordinate offices.
3. The Chief Secretaries to the Government of all States / UTs.
4. The Director General of BSF, CISF, CRPF, SSB, ITBP, RPF, Assam Rifles, NCRB with request that this circular may be circulated in their Departments and among their attached / subordinate offices.
5. All Principal Chief Commissioners / Chief Commissioners / Director Generals of CBDT.
6. All Principal Chief Commissioners / Chief Commissioners / Director Generals of CBIC.
7. The Superintendent, HQ Systems, CGST & CX, Kolkata South Commissionerate, with request to place this Circular in CGST & CX, Kolkata Zone website.

(Sd/-) **Pratik Mukhopadhyay**  
Assistant Commissioner (CCA),  
Pr. CCO, CGST & CX, Kolkata Zone  
Date: 08-07-2024 15:43:42

six) years as on the closing date of receipt of application.

3. It is requested that this circular may please be brought to the notice of all eligible officers, under your charge and the applications of the willing officers may please be forwarded to this office as per proforma below and with No Objection Certificate from Cadre Controlling Authority, APAR grading for the last five years, Vigilance Clearance Certificate, Integrity Certificate and statement indicating the major / minor penalties imposed upon the applicant during the last 10 years:

1.	Name of the Officer	
2.	Designation	
3.	Date of Birth	
4.	Date of Joining the Department	
5.	Date of Superannuation	
6.	Category (UR / OBC / SC / ST / EWS)	
7.	Educational Qualification	
8.	Present Place of Posting	
9.	Date from which present post is held & scale of Pay	
10.	Awards / Distinction received, if any	
11.	Name, Designation, and Contact Details of present Controlling Officer	
12.	History of Posting (attach separate sheet, if required)	

4. While forwarding the applications of the eligible and willing officers, the particulars furnished by the applicants should be duly verified / countersigned by an officer, not below the rank of Joint Commissioner / Director. The last date of receipt of application will be 30 days from the date of issuance of this letter.

5. The willing and eligible officers are requested to send their application through proper channel, addressed to "The Chief Commissioner, CGST & CX, Kolkata Zone, 2<sup>nd</sup> Floor, GST Bhawan, 180, Shantipally, Rajdanga Main Road, Kolkata - 700107. Incomplete applications or applications not received through proper channel or applications received after the specified date shall not be entertained and would be straightaway rejected.

6. The officers who are selected would be normally appointed for a period of 03 years and will also be eligible for Deputation Allowance as applicable. They will not be allowed to withdraw their name and will also not be relieved till the expiry of the tenure of three years. They may be posted anywhere in the jurisdiction of CGST & CX, Kolkata Zone (which also includes Andaman & Nicobar Islands, and Sikkim). If the performance and / or the conduct of the officer is not found to be satisfactory during his / her tenure at CGST & CX, Kolkata Zone, the officer will be repatriated to the parent Department / Commissionerate / Directorate / Public Sector Undertaking / Autonomous body even before completion of the deputation period.

7. It is requested that this circular may be widely circulated among the officers in your jurisdiction.

8. This is issued with the approval of competent authority.

sd/-

(PRABIR MUKHOPADHYAY)  
Assistant Commissioner (CCA),  
Pr. CCO, CGST & CX, Kolkata Zone