



निष्पादन प्रबंधन महानिदेशालय
Directorate General of Performance Management
अप्रत्यक्ष कर एवं सीमा शुल्क
Indirect Taxes & Customs
5 वीं मंजिल, ड्रम शेपड बिल्डिंग, आई. पी. भवन, आई. पी. इस्टेट,
5th Floor, Drum Shaped Building, I.P. Bhawan, I.P. Estate,
नई दिल्ली/ New Delhi-110002

F. No. DGPM/CCA/REC/2/2026-CCA-O/o DG-DGPM-HQ-DELHI

Dated- 03.2026

To

1. All Ministries/ Departments of Government of India
2. The Chief Secretaries/ Administrators to the Government of all States/UTs.

Ma'am/ Sir

Subject: Inviting applications for the post of Additional Assistant Director in various Directorates under CBIC on deputation basis.- reg.

Applications are invited for the posts of Additional Assistant Director, for various Directorates under CCA, DGPM, CBIC, on deputation basis in terms of provisions laid down in Recruitment Rules of Additional Assistant Director dated 31.03.2022 for directorates under CBIC. The details of post and vacancies are as under:-

Post	Pay scale	Vacancy	Proposed place of posting depending on vacancies
Addition al Assistant Director	Pay Matrix Level - 8 (Rs.47,600/- to Rs.1,51,100/-) Remarks : Pay Matrix Level - 9 (Rs 53,100/- to 1,67,800/-) after completion of four years of regular service in the Pay Matrix level - 8 (Rs.47,600/- to 1,51,100/-).	Tentative vacancies : 172 (One Hundred Seventy two) for filling on deputation basis. (Exact number of vacancies may vary)	New Delhi, Mumbai, Kolkata, Chennai, Bengaluru or any other station where vacancies exist in the Directorates (under CCA, DGPM) spread across the country (a list of stations is being enclosed as " Annexure B (ii) ")

2. The Directorate General of Performance Management is the cadre control authority in respect of Group 'B' and 'C' cadres including the above referred post of Additional Assistant Director in various Directorates where this post exists (**as listed in Annexure - A** available on CBIC website www.cbic.gov.in and <https://dgpm.gov.in>) under the Central Board of Indirect Taxes and Customs. Together, these Directorates deal with a myriad of functions such as investigations in the cases of evasion of duties/ taxes, human resource development and infrastructure, audit, inspections, legal and appellate matters, systems and data management, and data analysis. The selected officers may be posted to any of the Directorates/ Stations throughout India. The applicant may give the option of 05 Directorates in { **Annexure - B (i)** } and 03 Stations in{ **Annexure - B (ii)**} in order of their preference

(Available on CBIC's website- www.cbic.gov.in and <https://dgpm.gov.in>). The options exercised do not guarantee that an applicant will be posted at the said Directorate/ Station.

3. The eligibility criteria (educational qualification, experience, etc.) and list of documents is listed in **Annexure - C (Available on CBIC website - www.cbic.gov.in and <https://dgpm.gov.in>).**

The candidates whose applications for the post are forwarded by the concerned Ministry/ Department/ Organization once received in DGPM, will not be allowed to withdraw their candidature subsequently.

4. It is requested that the above advertisement may kindly be circulated among all Departments/Institutions/Offices under your charge and also hosted on their websites. The nominations of eligible officers along with the required documents duly attested in Hard Copy either by post or through special messenger by concerned CCAs should reach the Joint Director (CCA), DGPM Hqrs., 5th Floor, Drum Shaped Building, I.P. Estate, New Delhi-110002, through proper channel on or before **12th May, 2026 (by 5:00 PM) i.e., within 45 days** from the date of publication in the Employment News/Rozgar Samachar published on **28.03.2026**. Applications/Documents received through e-Office of concerned CCAs will be accepted only where the same are duly received in hard copy. Applications/Documents received only through email will not be accepted.

5. **List of Documents: -**

- i) Bio-data in prescribed proforma (**Annexure - D**) (Available on www.cbic.gov.in and <https://dgpm.gov.in>) duly countersigned by the AO/Superintendent (Admin.).
- ii) Supporting certificate/ documents in respect of claimed educational qualification including essential qualification of Bachelor's Degree.
- iii) The History of Posting (HOP) as per the format prescribed at Point No. 7 of Annexure-D, clearly specifying the period of service rendered, including details of any past service in any Department on loan or deputation basis.
- iv) Cadre clearance certificate/NOC in the prescribed format issued by the concerned Cadre Controlling Authority (As per the format prescribed in **Annexure C**).
- v) Photo copies of APAR dossier from the year 2019-20 to 2023-24 duly attested (it may be ensured that the same are attested on each page with rubber stamp by an officer not below the rank of an Under Secretary to the Government of India (rank of Deputy / Assistant Commissioner in CBIC formations).

It may further be ensured that in case the APAR for any period is not available for three months or more during a particular year, a No Report Certificate (NRC) for the concerned period is enclosed. In case the APAR for any year is entirely covered under NRC, the APAR of the immediately preceding year may be provided so as to ensure availability of five complete APARs in full-fledged form.

- vi) Vigilance Clearance Certificate (**Annexure - E**) and Integrity Certificate (**Annexure - F**) in the prescribed format issued by the concerned Cadre Controlling Authority.
- vii) The details of major/minor penalties imposed on the officer during the last 10 years.
- viii) The latest pay slip issued by the Organization, in case, the applicant belongs to an organization which is not following the Central Government Pay-scales.
- ix) The option preference form for Directorates {**Annexure - B (i)**} and Station {**Annexure - B (ii)**}.
- x) APAR Grading Sheet (**Annexure G**)

6. **The respective Cadre Controlling Authorities shall certify that the particulars sent by the officers are correct as per the records.** The Cadre Controlling Authority must also ensure that no application is forwarded, where

- a) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government, exceeds three years.
- b) The age of the applicant for appointment by deputation exceeds fifty six years as on the last date of receipt of applications.

(as per Note-1 of Schedule (column 11) of Central Excise and Customs Directorates, Additional Assistant Director (Group 'B', Gazetted, Non-Ministerial Posts) Recruitment Rules, 2022, dated 31.03.2022)

- c) The mandatory "cooling off" period of three years after last period of deputation has not been completed.

(as per DoPT OM 6/812009-Estt. (Pay II), dated 17.06.2010)

7. The eligibility criteria and the required documents are available on www.cbic.gov.in and <https://dgpm.gov.in>. The Recruitment Rules for the post of AAD are also available on <https://dgpm.gov.in/DGPMwebSiteData/CCA/RRs%20-%20Supdt.pdf>.

CCAs are requested to ensure that the applications of eligible candidates, along with Cadre clearance certificate / NOC and all required documents, are forwarded in complete form so as to reach this office on or before the closing date. Applications received after the last date, or applications incomplete in any respect or those not accompanied by the documents/ information as per the advertisement circular will not be considered. **No Direct or Advance copy of application will be entertained.**

8. Attention is also invited to CBIC's Office Memorandum dated 20.06.2014 issued vide F.No. C.50/54/2014-Ad.II regarding bringing of non-official or other outside influence in respect of service matters. Rule 20 of the Central Civil Services (Conduct) Rules, 1964 states "No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government". Accordingly, the provisions of the above rule may be strictly adhered to, and no outside influence should be brought for posting on deputation basis, which otherwise will be viewed seriously.

9. This issues with the approval of competent authority.

Encl : Annexure A, B(i), B(ii), C, D, E, F & G.

**(Indu Bhardwaj)
Joint Director (Cadre)**

Copy forwarded for information and necessary action to:-

- (i) All CCAs under CBIC, with a request to give wide publicity of the above.
- (ii) The webmaster, CBIC with request to upload the same vacancy circular on CBIC website/portal.