

File No. 11/1/2022 C-1/2 (E-3005)
STAFF SELECTION COMMISSION

IMPORTANT NOTICE

Subject:- Important information for the candidates selected to the post of Stenographer Grade C & D in Central Board of Indirect Taxes & Customs through Stenographer Grade 'C' & 'D' Examination 2022.

Central Board of Indirect Taxes & Customs has informed that allocation of Zones/ Formations to the candidates nominated for appointment to the post of Stenographer Grade C & D in CBIC through Stenographer Grade 'C' & 'D' Examination 2022 will be made on the basis of merit-cum-preference of the candidates. Copies of the Board's Letters dated 28.07.2023 received from the Central Board of Indirect Taxes & Customs are attached for information of the candidates.

Under Secretary (C-1/2)
03.08.2023

A.12034/SSC/6/2022-AD.IIIB

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-110066

To,

All successful candidates of Stenographer Grade I & II Examination , 2022 recommended by SSC for the post of **Stenographer Grade I** under Central Board of Indirect Taxes & Customs reg.

(through CBIC's website)-

Subject:- Calling Options/Preferences from Selected candidates for the post of **Stenographer Grade I** for allocation of Zones/Formations –reg.

Madam/Sir,

As you are aware, the Staff Selection Commission (SSC) has declared the final result of the Stenographer Grade I & II Examination , 2022. Based on the result, you have been nominated by SSC to the Central Board of Indirect Taxes & Customs (CBIC) for appointment as **Stenographer Grade I** .

2 Candidates are requested to refer to SSC's Notification dated 20/8/2022 relating to Stenographer Grade I & II Examination , 2022 vide which Annexure- XV of the said SSC's Notification has prescribed physical standards for Male and Female Candidates for the post.

3. As per the prevailing system, each candidate is to be allocated to one of the Cadre Controlling Authorities (CCAs) under CBIC. The Cadre Controlling Authority (CCA) of the concerned Zone/Formation, to which a candidate is allocated, thereafter, issues the offer of appointment. As per the prevailing guidelines, such

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allocation is made on merit-cum-preference basis, to the extent vacancies are available. The list of CCAs under CBIC is enclosed at **Annexure- I**. As the vacancies are related to 23 CCAs, the preferences are to be restricted to these 23 CCAs only. The category-wise and CCA-wise vacancies are enclosed at **Annexure- A**.

4. You are requested to access the on-line Module for submission of preferences through the link <https://dghrdcbic.gov.in/allocation/> The on-line Module is to be accessed using your Roll Number, e-mail id and Mobile Number registered with SSC. The User Manual for the on-line Module is attached as **Annexure- B**. You are further requested to indicate your preferences on-line for all CCAs indicating Name of Zones/Formations. You are also advised not to leave any available option blank, The ⁰⁴ duly completed on-line proforma must be submitted latest by **03.08.2023** failing which it would be presumed that you have no preference. **All the candidates are informed that options for preference shall be exercised only once.**

5. In case there is change in email id or mobile number registered with SSC, the candidate is required to send his request by email for update of email id or mobile number from her/his present E-Mail ID to the undersigned at least three days before the last date for submission of preferences through the on-line Module. A self-attested copy of the Admit Card issued by SSC (at the time of examination) and a self-attested copy of latest identity proof i.e., Aadhar Card/ PAN Card/ Voter ID should also be scanned and attached with the email for the request for change in email id or mobile number. Such request shall be made through self- attested standard proforma (**Annexure- C**). Any such request by hand or by post/speed post/courier etc. will not be accepted.

6. In case you do not receive OTP for accessing the on-line Module or face any difficulty in submission of preferences on-line, please email to mohammad.ashif@nic.in at least three days before the last date for submission of preferences through the on-line Module.

7. It is re-iterated that the allocation shall be on merit-cum-preference

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basis. The submission of options/preferences by a candidate does not confer any right to claim allocation of zones/formations 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/formation as per the administrative exigencies.

8. Currently, Options/ Preferences are being sought by CBIC based on data of results shared by SSC. These are subject to verification on receipt of dossiers from SSC and this intimation doesn't mean any confirmation about issue of Offer of Appointment from CBIC.

9. 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.

Signed by

Mohammad Ashif

Date: 28-07-2023 11:56:30

(Mohammad Ashif)

Under Secretary to the Govt. of India

Tel. No.: 011-26162674

mohammad.ashif@nic.in

Encl: As above.

List of Cadre Controlling Authorities & their Codes:

S.No.	CCA	CCA Code
1	Bengaluru CGST	A
2	Bhopal CGST	B
3	Bhubaneshwar CGST	C
4	Chandigarh CGST	D
5	Chennai CGST	E
6	Delhi CGST	F
7	Goa CGST	G
8	Guwahati CGST	H
9	Hyderabad CGST	I
10	Jaipur CGST	J
11	Kolkata CGST	K
12	Lucknow CGST	L
13	Mumbai CGST	M
14	Pune CGST	N
15	Ranchi CGST	O
16	Thiruvananthapuram CGST	P
17	Vadodara CGST	Q
18	Chennai Customs	R
19	Goa Customs	S
20	Kolkata Customs	T
21	Mumbai Customs	U
22	Thiruvananthapuram (Cochin) Customs	V
23	Vishakhapatnam Customs	W
24	Directorate General of Performance Management	X
25	Central Bureau of Narcotics	Y

Stenographer-I 2022												
Stenographer-I vacancy for year 2022												
S.No	Participating Zone/Commissionerates/Directorates	Vertical Reservation					Total	Horizontal Reservation				
		Categories						Categories				
		General	SC	ST	OBC	EWS		Persons with Disability				Ex-Serviceman
Locomotor Disabilities	Hearing Disabilities						Vision Disabilities	Multi/Other Disabilities				
1	Bengaluru-Stenographer-I	7	0	0	2	0	9	0	0	0	0	0
2	Bhopal- Stenographer-I	0	0	0	0	0	0	0	0	0	0	0
3	Bhubaneshwar-Stenographer-I	1	0	0	0	0	1	0	0	0	0	0
4	Chandigarh-Stenographer-I	0	0	0	0	0	0	0	0	0	0	0
5	Chennai CGST-Stenographer-I	12	0	0	3	2	17	0	0	0	0	0
6	Chennai Customs-Stenographer-I	0	0	0	0	0	0	0	0	0	0	0
7	Delhi- Stenographer-I	2	1	0	1	0	4	0	0	0	0	0
8	DGPM- Stenographer-I	30	9	4	16	3	62	1	1	1	0	0
9	Goa CGST-Stenographer-I	2	0	0	0	0	2	0	0	0	0	0
10	Goa Customs-Stenographer-I	0	0	0	0	0	0	0	0	0	0	0
11	Guwahati-Stenographer-I	2	0	0	0	0	2	0	0	0	0	0
12	Hyderabad-Stenographer-I	2	1	0	0	0	3	0	0	0	0	0
13	Jaipur- Stenographer-I	3	0	0	0	0	3	0	0	0	0	0
14	Kolkata CGST-Stenographer-I	0	3	1	0	0	4	1	0	0	0	0
15	Kolkata Customs-Stenographer-I	0	0	0	0	0	0	0	0	0	0	0
16	Lucknow-Stenographer-I	0	0	0	0	0	0	0	0	0	0	0
17	Mumbai Customs-Stenographer-I	3	3	0	0	2	8	0	0	0	0	0
18	Pune- Stenographer-I	5	1	1	3	1	11	1	1	0	0	0
19	Ranchi- Stenographer-I	0	0	0	0	0	0	0	0	0	0	0
20	Thiruvananthapuram CGST- Stenographer-I	2	0	0	1	0	3	0	0	1	0	0
21	Thiruvananthapuram Customs-Stenographer-I	0	0	0	0	0	0	0	0	0	0	0
22	Vadodara-Stenographer-I	9	2	1	5	2	19	1	0	0	0	0
23	Vishakhapatnam Customs-Stenographer-I	1	0	0	0	0	1	0	0	0	0	0
	Total	81	20	7	31	10	149	4	2	2	0	0

User Manual For CBIC Zone/Formation Preference Module



**Directorate General of Human Resource Development
509/9, Deep Shikha Building, Rajendra Place,
New Delhi – 110008**

(Telephone: 011 25733164 Email I.D: policy.dghrd@nic.in)

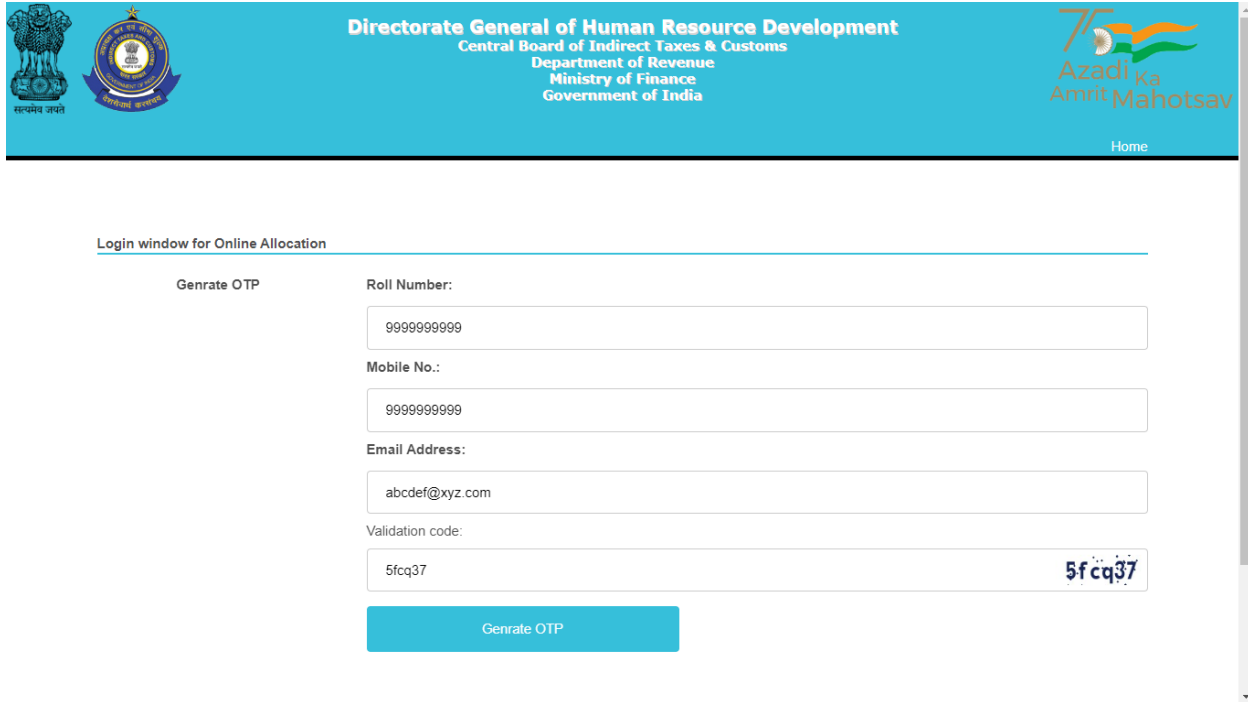
Manual for working on Zone/Formation Allocation Preference Module

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:



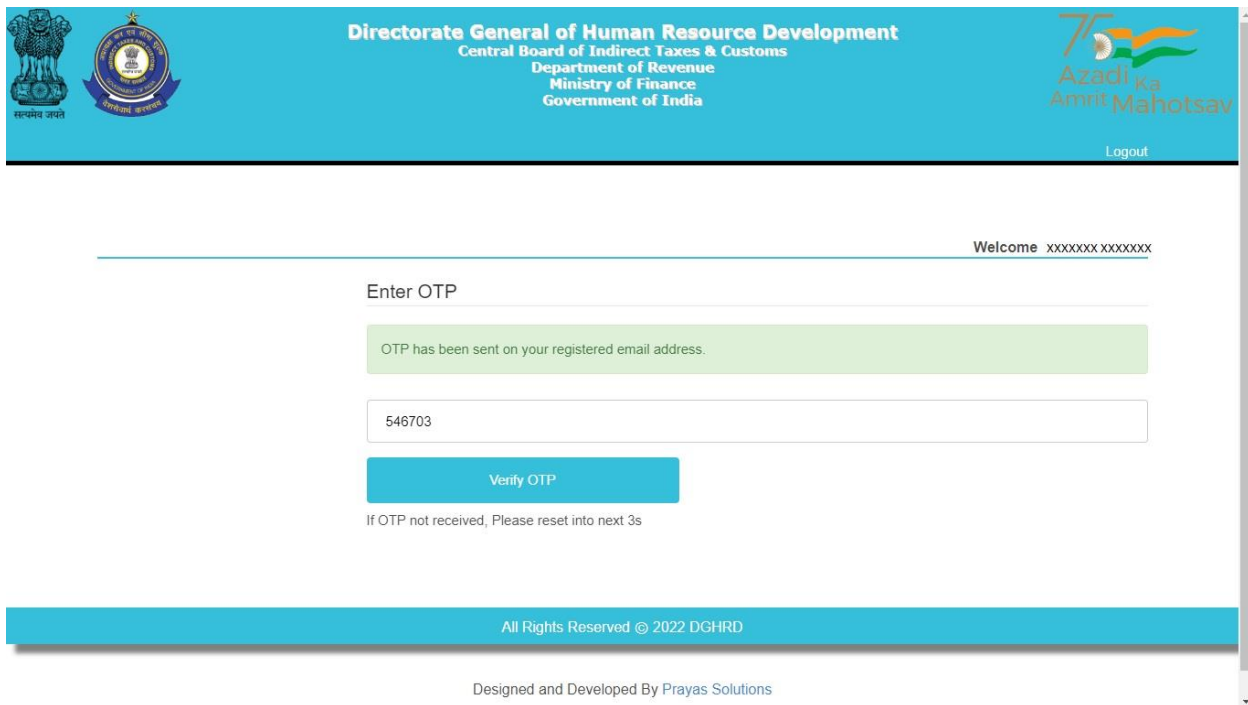
The screenshot shows the login interface for the Directorate General of Human Resource Development. The header includes the organization's name, its parent bodies (Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India), and the 75th Azadi Ka Amrit 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 separate box 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:

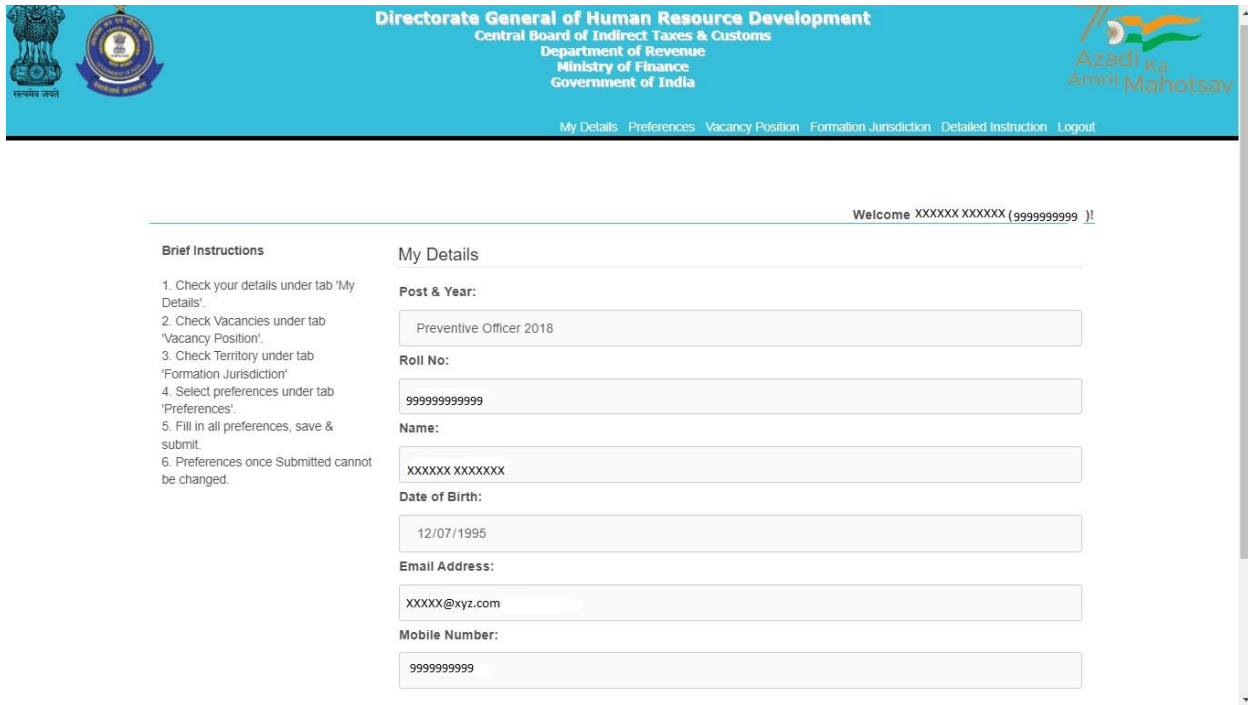


The screenshot shows a web interface for the Directorate General of Human Resource Development. The header is blue and contains the organization's name, its parent bodies (Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India), and the 75th Azadi Ka Amrit Mahotsav logo. A 'Logout' link is in the top right. Below the header, a horizontal line separates the header from the main content. On the right side of this line, it says 'Welcome xxxxxxx xxxxxxx'. The main content area is white and contains the following elements:

- The text 'Enter OTP' above a text input field.
- A green message box stating 'OTP has been sent on your registered email address.'
- A text input field containing the number '546703'.
- A blue button labeled 'Verify OTP'.
- A small text note below the button: 'If OTP not received, Please reset into next 3s'.

At the bottom of the page, there is a blue footer bar with the text 'All Rights Reserved © 2022 DGHRD' and a separate line of text below it: 'Designed and Developed By Prayas Solutions'.

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 displays the website 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 Anniversary logo (Azadi Ka Amrit Mahotsav). A navigation menu at the top right contains 'My Details', 'Preferences', 'Detailed Instruction', and 'Logout'. The main content area shows a 'Brief Instructions' list on the left and a 'User Manual' document viewer on the right. The user manual title is 'User Manual For CBIC Zone/Formation Preference Module'. The footer of the manual provides contact information for the Directorate General of Human Resource Development, including the address (509/9, Deep Shikha Building, Rajendra Place, New Delhi - 110008), telephone number (011-25733169), and email ID (policy.dghrd@nic.in).

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.

User Manual
For
CBIC Zone/Formation Preference Module

Directorate General of Human Resource Development
509/9, Deep Shikha Building, Rajendra Place,
New Delhi - 110008
(Telephone: 011-25733169 Email I.D: policy.dghrd@nic.in)

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:



PO 2018

Welcomexxxxx xxxxx (999999999) !!

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

Combined Graduate Level Examination, 2018								
INSPECTOR (CUSTOMS)								
Sl. No.	Order Controlling Zone	Participating Zones & Combinations	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. CBPF, 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	

gdkgrb gdkgrb

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) !'. The main content area displays a success message: 'Preference has been Final Submitted successfully.' Below this, a message states: 'Your preferences already have been submitted successfully. Application Registration No.: 2018-000180'. A table lists 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, there is a footer: '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.

Annexure-C

**Request for change in E-mail Id and/or Mobile Number registered with SSC- Stenographer
Grade I & II Examination , 2022**

Sir,

I am a selected candidate as per the final result of Stenographer Grade I & II Examination 2022 for the post of _____ under Central Board of Indirect Taxes & Customs. I am not able to log-in to the On-line Module for submission of preferences for Zone/Formation as there is change in my e-mail id and/or mobile number registered with SSC. My present e-mail id and mobile number is as follows:

E-mail Id:

Mobile Number:

2. I am also attaching self-attested copies in pdf format of my Admit Card (Stenographer Grade I & II Examination 2022) and Identity Proof along-with this request in .pdf format attached to this e-mail. It is requested that my above-mentioned e-mail id and mobile number be taken on record so as to allow myself access and log-in to the On-line Module for submission of preferences for Zone/Formation.

Thanks,

(Signature of the Candidate)

Name of Candidate

Roll Number (Stenographer Grade I & II Examination 2022)

A.12034/SSC/6/2022-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-110066

To,

All successful candidates of Stenographer Grade I & II Examination , 2022 recommended by SSC for the post of **Stenographer Grade II** under Central Board of Indirect Taxes & Customs reg.

(through CBIC's website)-

Subject:- Calling Options/Preferences from Selected candidates for the post of **Stenographer Grade II** for allocation of Zones/Formations –reg.

Madam/Sir,

As you are aware, the Staff Selection Commission (SSC) has declared the final result of the Stenographer Grade I & II Examination , 2022. Based on the result, 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's Notification dated 20/8/2022 relating to Stenographer Grade I & II Examination , 2022 vide which Annexure- XV of the said SSC's Notification has prescribed physical standards for Male and Female Candidates for the post.

3. As per the prevailing system, each candidate is to be allocated to one of the Cadre Controlling Authorities (CCAs) under CBIC. The Cadre Controlling Authority (CCA) of the concerned Zone/Formation, to which a candidate is allocated, thereafter, issues the offer of

/70774/2023

appointment. As per the prevailing guidelines, such allocation is made on merit-cum-preference basis, to the extent vacancies are available. The list of CCAs under CBIC is enclosed at **Annexure- I**. As the vacancies are related to 24 CCAs, the preferences are to be restricted to these 24 CCAs only. The category-wise and CCA-wise vacancies are enclosed at **Annexure- A**.

4. You are requested to access the on-line Module for submission of preferences through the link **<https://dghrdcbic.gov.in/allocation/>** The on-line Module is to be accessed using your Roll Number, e-mail id and Mobile Number registered with SSC. The User Manual for the on-line Module is attached as **Annexure- B**. You are further requested to indicate your preferences on-line for all CCAs indicating Name of Zones/Formations. You are also advised not to leave any available option blank, The ⁰⁴ duly completed on-line proforma must be submitted latest by **03.08.2023** failing which it would be presumed that you have no preference. **All the candidates are informed that options for preference shall be exercised only once.**

5. In case there is change in email id or mobile number registered with SSC, the candidate is required to send his request by email for update of email id or mobile number from her/his present E-Mail ID to the undersigned at least three days before the last date for submission of preferences through the on-line Module. A self-attested copy of the Admit Card issued by SSC (at the time of examination) and a self-attested copy of latest identity proof i.e., Aadhar Card/ PAN Card/ Voter ID should also be scanned and attached with the email for the request for change in email id or mobile number. Such request shall be made through self- attested standard proforma (**Annexure- C**). Any such request by hand or by post/speed post/courier etc. will not be accepted.

6. In case you do not receive OTP for accessing the on-line Module or face any difficulty in submission of preferences on-line, please email to mohammad.ashif@nic.in at least three days before the last date for submission of preferences through the on-line Module.

/70774/2023

7. It is re-iterated that 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/formations 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/formation as per the administrative exigencies.

8. Currently, Options/ Preferences are being sought by CBIC based on data of results shared by SSC. These are subject to verification on receipt of dossiers from SSC and this intimation doesn't mean any confirmation about issue of Offer of Appointment from CBIC.

9. 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.

Signed by

Mohammad Ashif

Date: 28-07-2023 11:58:38

(Mohammad Ashif)

Under Secretary to the Govt. of India

Tel. No.: 011-26162674

mohammad.ashif@nic.in

List of Cadre Controlling Authorities & their Codes:

S.No.	CCA	CCA Code
1	Bengaluru CGST	A
2	Bhopal CGST	B
3	Bhubaneshwar CGST	C
4	Chandigarh CGST	D
5	Chennai CGST	E
6	Delhi CGST	F
7	Goa CGST	G
8	Guwahati CGST	H
9	Hyderabad CGST	I
10	Jaipur CGST	J
11	Kolkata CGST	K
12	Lucknow CGST	L
13	Mumbai CGST	M
14	Pune CGST	N
15	Ranchi CGST	O
16	Thiruvananthapuram CGST	P
17	Vadodara CGST	Q
18	Chennai Customs	R
19	Goa Customs	S
20	Kolkata Customs	T
21	Mumbai Customs	U
22	Thiruvananthapuram (Cochin) Customs	V
23	Vishakhapatnam Customs	W
24	Directorate General of Performance Management	X
25	Central Bureau of Narcotics	Y

Stenographer-II 2022

Stenographer-II vacancy for year 2022

S.No	Participating Zone/Commissionerates/Directorates	Vertical Reservation					Total	Horizontal Reservation				
		Categories						Categories				
		General	SC	ST	OBC	EWS		Persons with Disability				Ex-Serviceman
								Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities	
1	Bengaluru-Stenographer-II	5	0	0	1	0	6	0	0	0	0	0
2	Bhopal- Stenographer-II	0	0	2	0	1	3	1	0	0	0	0
3	Bhubaneshwar-Stenographer-II	2	0	0	0	0	2	0	0	0	0	0
4	CBN- Stenographer-II	2	0	0	1	0	3	0	0	0	0	0
5	Chandigarh-Stenographer-II	2	0	0	0	0	2	0	0	0	0	0
6	Chennai CGST-Stenographer-II	11	2	1	5	2	21	0	0	0	0	2
7	Chennai Customs-Stenographer-II	3	0	0	0	1	4	1	0	0	0	0
8	Delhi- Stenographer-II	3	1	0	2	1	7	0	0	0	0	0
9	DGPM- Stenographer-II	11	4	2	6	1	24	0	0	0	0	2
10	Goa CGST-Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
11	Goa Customs-Stenographer-II	1	0	0	0	0	1	0	0	0	0	0
12	Guwahati-Stenographer-II	2	0	0	0	0	2	0	0	0	0	0
13	Hyderabad-Stenographer-II	7	0	0	1	1	9	0	0	0	0	1
14	Jaipur- Stenographer-II	1	1	0	0	1	3	0	0	0	0	0
15	Kolkata CGST-Stenographer-II	1	0	2	2	4	9	1	0	0	0	1
16	Kolkata Customs-Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
17	Lucknow-Stenographer-II	1	0	1	1	0	3	0	0	0	0	0
18	Mumbai Customs-Stenographer-II	0	1	0	2	1	4	0	0	0	0	0
19	Pune- Stenographer-II	2	1	1	1	1	6	0	1	0	0	1
20	Ranchi- Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
21	Thiruvananthapuram CGST- Stenographer-II	3	1	0	0	0	4	0	0	0	0	0
22	Thiruvananthapuram Customs-Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
23	Vadodara-Stenographer-II	3	1	0	1	1	6	0	0	0	0	1
24	Vishakhapatnam Customs-Stenographer-II	1	0	0	0	0	1	0	0	0	0	0
	Total	61	12	9	23	15	120	3	1	0	0	8

User Manual For CBIC Zone/Formation Preference Module



**Directorate General of Human Resource Development
509/9, Deep Shikha Building, Rajendra Place,
New Delhi – 110008**

(Telephone: 011 25733164 Email I.D: policy.dghrd@nic.in)

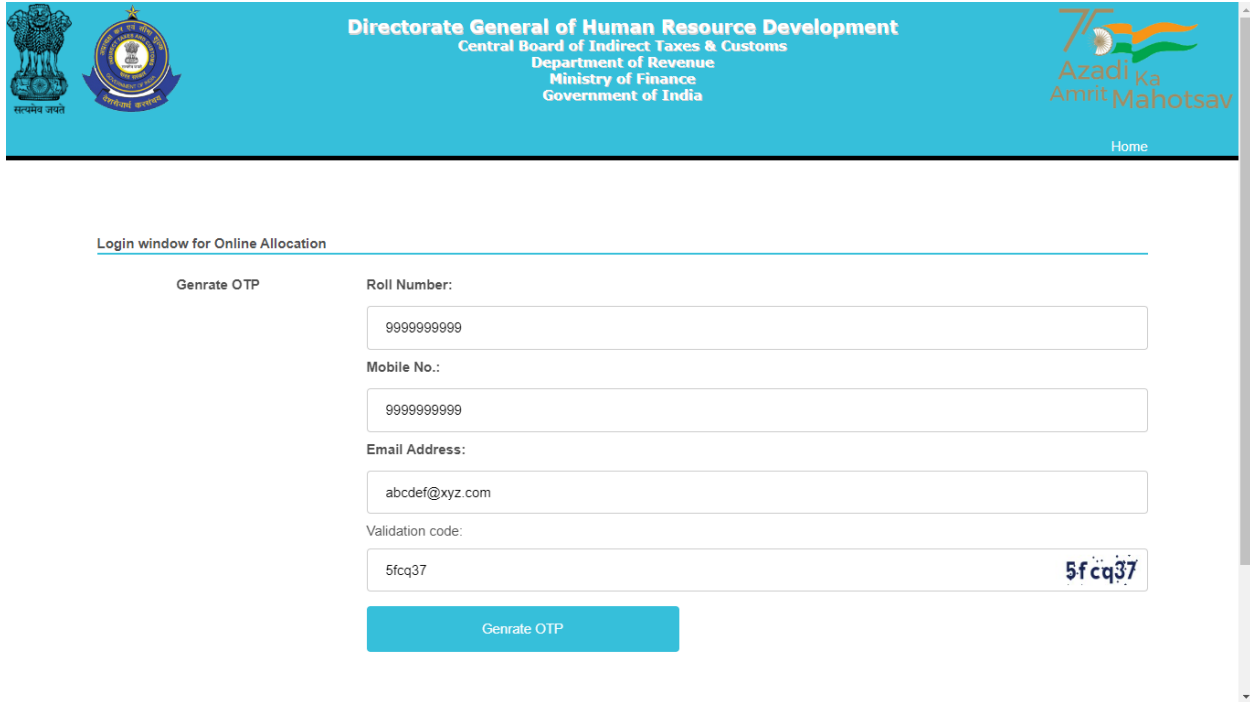
Manual for working on Zone/Formation Allocation Preference Module

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:



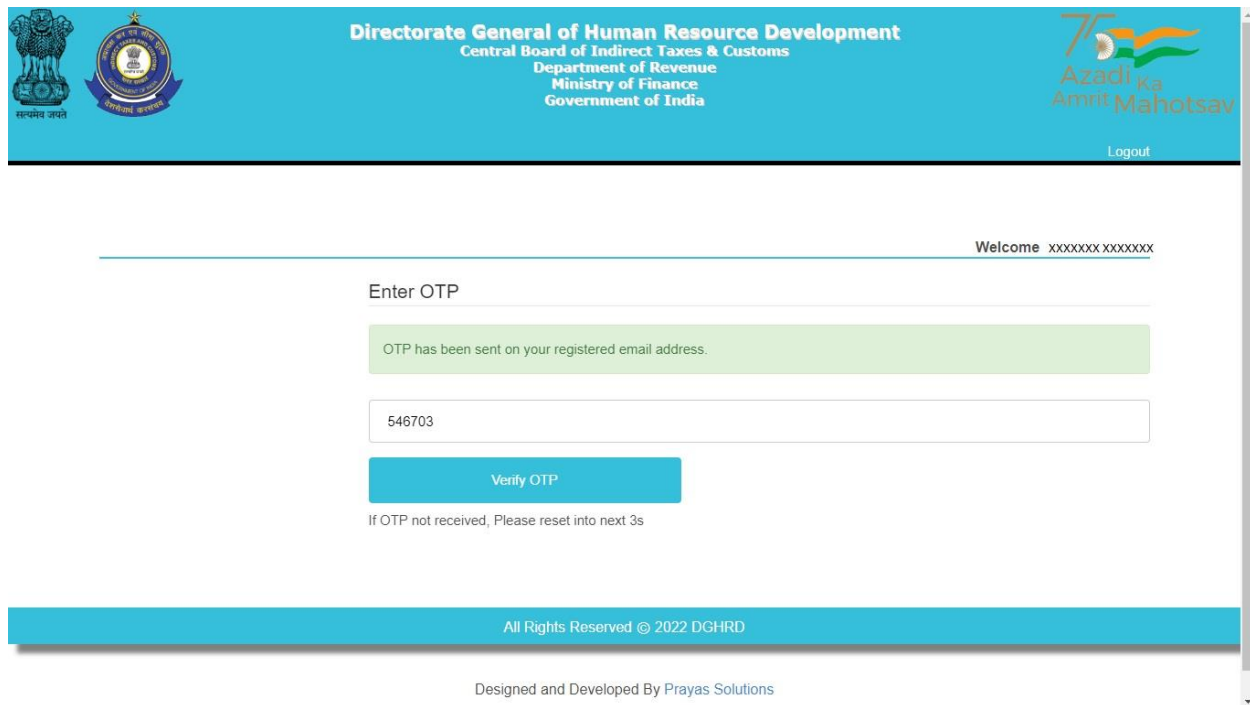
The screenshot shows the login interface for the Directorate General of Human Resource Development. The header includes the organization's name, its affiliation with the Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, and Government of India. It also features the 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 separate box 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, an 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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Designed and Developed By Prayas Solutions

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 is blue and contains the organization's name, logo, and the 75th Anniversary logo. The main content area is white and displays a 'User Manual' for the 'CBIC Zone/Formation Preference Module'. The manual is presented in a browser window with a title bar that reads 'allocation_detailed_instruct...'. To the left of the browser window, there are 'Brief Instructions' listed as follows:

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.

The 'User Manual' page includes the following text:

User Manual
For
CBIC Zone/Formation Preference Module


Directorate General of Human Resource Development
509/9, Deep Shikha Building, Rajendra Place,
New Delhi – 110008
(Telephone: 011-25733169 Email I.D: policy.dghrd@nic.in)

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:



PO 2018

64009_Inspector (P... 3 / 6 - 90% + [Download] [Print] [Menu]

Welcomexxxxx xxxxx (999999999) !|

Combined Graduate Level Examination, 2018								
INSPECTOR (CUSTOMS)								
Sl. No.	Order Controlling Zone	Participating Zones & Combinations	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

AB

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 success message 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.

Annexure-C

**Request for change in E-mail Id and/or Mobile Number registered with SSC- Stenographer
Grade I & II Examination , 2022**

Sir,

I am a selected candidate as per the final result of Stenographer Grade I & II Examination 2022 for the post of _____ under Central Board of Indirect Taxes & Customs. I am not able to log-in to the On-line Module for submission of preferences for Zone/Formation as there is change in my e-mail id and/or mobile number registered with SSC. My present e-mail id and mobile number is as follows:

E-mail Id:

Mobile Number:

2. I am also attaching self-attested copies in pdf format of my Admit Card (Stenographer Grade I & II Examination 2022) and Identity Proof along-with this request in .pdf format attached to this e-mail. It is requested that my above-mentioned e-mail id and mobile number be taken on record so as to allow myself access and log-in to the On-line Module for submission of preferences for Zone/Formation.

Thanks,

(Signature of the Candidate)

Name of Candidate

Roll Number (Stenographer Grade I & II Examination 2022)