

Government of India
Ministry of Finance, Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Human Resources Development, HRM
Bhai Vir Singh Sahitya Sadan 2nd& 3rd Floor, Bhai Vir Singh Marg
Gol Market, New Delhi-110001
Tel-011-23741690, Fax-011-23340315

10-07-2025

To

All Pr. Chief Commissioners/Chief Commissioners of CGST & CX/Customs;
All Pr. Directors General/ Directors General;
All Pr. Commissioners/Commissioners of CGST & CX /Customs;
All Pr. Commissioners/Commissioners (in-charge of Directorates);
Narcotics Commissioner, Gwalior;

Madam/Sir,

Subject: Willingness for the post of Superintendents and Inspectors on loan basis in DGHRD (HRM I, HRM II, I&W & EMC), New Delhi – reg.

Kind attention is invited to vacancy circular F.No. 174/BVS/HRD(HRM-I)/DG Cell/2022/Pt.1 dated 16.06.2023 issued by this office.

2. In continuation of the said circular, fresh applications of willing officers are invited to fill up the vacant posts of Superintendents and Inspectors in DGHRD (HRM I, HRM II, I&W & EMC), New Delhi **on loan basis** from amongst the officers holding analogous posts in Customs & CGST formations/Directorates under the CBIC.

3. The period of loan is initially for a period of two years and can be further extended for one year at the discretion of the competent authority with the concurrence of the concerned cadre controlling authority. Further, as per Board F.No. A-11013/12/2019-Ad. IV dated 27.05.2020, in exceptional circumstances, for justifiable reasons, Board may extend the tenure of the officer(s) beyond 3 years.

4. It is requested that this circular may please be brought to the notice of all the formations under your jurisdiction. The applications of willing officers for loan to the said post may please be forwarded to the **Additional Director (Coordination), Directorate General of Human Resources Development, HRM Bhai Vir Singh Sahitya Sadan, 3rd Floor, Bhai Vir Singh Marg, Gol Market, New Delhi-110001** along with the following documents through proper channel **latest by 31.07.2025 through speed post or** Email ID: dghrdhrm1.cbic@gov.in.

i. Complete Bio-data of the officer
ii. No Objection Certificate (NOC)
iii. History of Posting
iv. APAR Gradings for the last three years or for available period, if service period is less than 03 years.
v. Vigilance Clearance Certificate

5. The candidates shall be selected on the basis of right aptitude, APAR grading and the work experience. It may also be brought to the notice of the willing officers that once they are selected, they will not be allowed to withdraw their candidature. Further, in case, while working in this Directorate, the work and conduct of the officer is not found to be satisfactory, the officer can be reverted to the parent Commissionerate before completion of the loan period.

This issues with the approval of Pr. Director General (DGHRD), New Delhi.

Encl: **Annexure I**

Yours faithfully,

(Abhishek Agrawal)
Additional Director (Coordination)

Copy to: -

Digitally signed by Abhishek Agrawal
Date: 10-07-2025 12:47:24

1. PS to Pr. DG, DGHRD
2. PS to Pr. ADG (EMC)
3. PS to ADG, HRM-II
4. PS to ADG, HRM-I
5. PS to ADG (I&W)
6. The Webmaster, CBIC website, Directorate of Systems, New Delhi with the request to upload on CBIC website (www.cbic.gov.in) at the earliest.
7. Website Manager to upload on DGHRD's website.

ANNEXURE-I

Format of the Application

1.	NAME	
2.	DESIGNATION	
3.	GENDER	
4.	DATE OF BIRTH	
5.	COMMISSIONERATE/ ZONE/DIRECTORATE	
6.	EDUCATIONAL QUALIFICATION	
7.	DATE OF JOINING IN THE DEPARTMENT	
8.	PLACE OF POSTING	
9.	HISTORY OF POSTING (HOP)	
10.	MOBILE NO.	
11.	EMAIL ID	
12.	NAME, DESIGNATION AND CONTACT DETAILS OF CONTROLLING OFFICER	
13.	DETAILS OF WORK HANDLED	

Place..

Signature of the applicant

Date..

Name of the applicant

Government of India
Ministry of Finance, Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Human Resources Development, HRM
Bhai Vir Singh Sahitya Sadan 2nd& 3rd Floor, Bhai Vir Singh Marg
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To,

All Pr. Chief Commissioners/Chief Commissioners of CGST & CX/Customs;
All Pr. Directors General/ Directors General;
All Pr. Commissioners/Commissioners of CGST & CX /Customs;
All Pr. Commissioners/Commissioners (in-charge of Directorates);
Narcotics Commissioner, Gwalior;

Madam/Sir,

Sub: Filling up the post of Inspector on Deputation basis in DGHRD (HRM- I, HRM-II, I&W & EMC), New Delhi – reg.

The Directorate General of Human Resources & Development (DGHRD), New Delhi is in the process of drawing up a panel of willing and suitable officer for filling up vacancy in the grade of `Inspector' at the DGHRD, New Delhi on deputation basis.

S.No.	Name of the Post	Place of Posting	Post type/No. of Vacancies	Pay level in the 7th CPC matrix
1.	Inspector	DGHRD, New Delhi	Deputation/ 01	Level 7 in the Pay Matrix (Pre-revised PB 2 – Rs 9300 – 34800 + GP Rs 4600 – Non-Gazetted)

2. This post is analogous to the post of Inspector of Central Excise/Preventive Officer of Customs/Examiner or functionally equivalent in Central Government. It is therefore, proposed to fill up the vacancy from the officers belonging to any of the following categories:

i. Officers holding analogous posts such as Inspector, Central Excise/Preventive Officers of Customs/ Examiner, or equivalent posts in Central Government.
ii. Failing which: -
Executive Assistant (erstwhile STA & DOS) working in filed formations under

CBIC in the pre revised PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4200/- (Level-6 of new pay matrix) with 5 years regular service.

3. The officers should possess Graduation degree or its equivalent. Preference will be given to those who have knowledge of Computer applications. The normal period of deputation is five (05) years.
4. The maximum age to apply for the said post is 55 years as on 01.07.2025.
5. Officers selected for the post would be entitled for Deputation (Duty) allowance as per instruction in this regard.
6. It is requested that this circular may please be brought to the notice of all the formations under your jurisdiction. The applications of willing officers for deputation to the said post may please be forwarded to the Additional Director (Coordination) Directorate General of Human Resources Development, HRM Bhai Vir Singh Sahitya Sadan, 3rd Floor, Bhai Vir Singh Marg, Gol Market, New Delhi-110001 along with the following documents through proper channel **latest by 31.07.2025 through speed post or** Email ID: dghrdhrm1.cbic@gov.in.

i. Complete Bio-data of the officer
ii. No Objection Certificate (NOC)
iii. History of Posting
iv. APAR Gradings for the last five years or for available period, if service period is less than 05 years.
v. Vigilance Clearance Certificate

7. The candidates shall be selected on the basis of right aptitude, APAR gradings and the work experience. It may also be brought to the notice of the willing officers that once they are selected, they will not be allowed to withdraw their candidature. Further, in case, while working in this Directorate, the work and conduct of the officer is not found to be satisfactory, the officer can be repatriated to the parent formation before completion of the deputation period.

This issues with the approval of Pr. Director General, DGHRD, New Delhi.

Encl: **Annexure I**

Yours faithfully,

Digitally signed by Abhishek Agrawal
Date: 10-07-2025 12:44:56

(Abhishek Agrawal)
Additional Director (Coordination)

Copy to: -

1. PS to Pr. DG, DG HRD
2. PS to Pr. ADG (EMC)
3. PS to ADG, HRM-II
4. PS to ADG, HRM-I
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Place

Signature of the applicant

Date

Name of the applicant