

	<p><b>कार्यालय, अपर महानिदेशक (प्रणाली), पश्चिमी क्षेत्र इकाई</b>  <b>Office of the Additional Director General (Systems), West Zonal Unit</b>  नवीन सीमाशुल्क भवन, बैलार्ड एस्टेट, मुंबई-400001  New Custom House, Ballard Estate, Mumbai - 400001  दूरभाष- 022-20825273; Email: <a href="mailto:systems.wzumumbai@gov.in">systems.wzumumbai@gov.in</a></p>
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Dated - .07.2025

To,

- (i) All Chief Commissioners of GST & Central Excise
- (ii) All Chief Commissioners of Customs/Customs Preventive,
- (iii) All Directors General under CBIC

Sir/Madam,

**Sub: Preparation of Panel for selection for the post of Superintendent & Inspector on loan basis in the office of ADG(Systems), WZU, Mumbai -reg**

Applications are hereby invited to fill up the vacant posts of Superintendent and Inspector on loan basis in the Directorate General of Systems & Data Management, West Zonal Unit at Mumbai, for the following vacancies: -

Sr. No.	Designation	Sanctioned Post	Vacant Posts
1.	Additional Assistant Director (Superintendent/Appraising Officer)	20	10
2.	Inspector (Examiner/PO/GST Inspector)	20	16

2. These posts will be filled up on loan basis from amongst the officers of similar rank working in GST & Central Excise/Customs formations and officers holding analogous posts in the Directorate General/ Directorates under CBIC in the same pay scale. The age of the officer shall not exceed 56 years as on closing date of this circular.

3. The period of loan is initially for a period of two years and can be extended for one year at the discretion of the competent authority with the concurrence of the cadre controlling authority concerned.

4. In para 2 (iii) of the Board's letter dated 27.05.2020 issued vide F.N.11013/12/2019-Ad. IV, it has informed that "*Board has decided that in respect of Group B and C officers, in case of exceptional circumstances where the merit warrants the posting of bright officers in 4 Directorates viz DGRI, DGGI, DG (Vig.) and DG (Systems) from all over India, the posting on loan basis may be considered.*" (para 2 refers).

5. It is requested that applications of interested and eligible officers may be forwarded to this Zonal Unit, Directorate of Systems in the prescribed proforma enclosed with this circular along with History of Posting, ACR Grading for the last five years, Vigilance Clearance and "No objection Certificate" from the concerned Commissionerate/Directorate General/Directorate **by 31.10.2025 or till the vacancy is available. All the applicants are required to apply through proper channel only.**

6. Preference will be given to officers having work experience of Systems/IT work or possessing Software/Computer related education.

7. 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. It may also be certified that No Vigilance Case is pending or is being contemplated against the officer.

8. In case, while working in this Directorate General, the work and conduct of the officer is not found to be satisfactory, the officer can be reverted to the parent Commissionerate /Directorate before completion of the loan period.

9. The selected officers will have to make their own arrangement for residential accommodation.

10. It is requested that this letter may be widely circulated among the officers under your jurisdiction

Yours faithfully,

(Manish Thapliyal)  
Additional Director General (Systems),  
WZU, Mumbai.

Copy to:

1. The Pr. DG (Systems) New Delhi
2. The ADG (Admin), DG (Systems), New Delhi
3. The Webmaster, CBIC Website, Directorate of Systems, New Delhi with request to upload on CBIC website ([www.cbic.gov.in](http://www.cbic.gov.in)) at the earliest.

ANNEXURE – 1Format of the Application

1.	NAME	
2.	DESIGNATION	
3.	GENDER	
4.	DATE OF BIRTH	
5.	HOMETOWN	
6.	EDUCATIONAL QUALIFICATION	
7.	DATE OF JOINING THE DEPARTMENT	
8.	PLACE OF POSTING	
9.	PRIOR EXPERIENCE OF SYSTEMS / IT WORK	
10.	HISTORY OF POSTING (HOP)	
11.	WHETHER PROMOTION IS DUE WITHIN 3 YEARS	
12.	MOBILE NO.	
13.	E-MAIL ID	
14.	NAME, DESIGNATION AND CONTACT DETAILS OF CONTROLLING OFFICER	

Place:

Signature of the applicant:

Date:

Name of the applicant: