

F. No. 18/1/2019-C-1/1  
**STAFF SELECTION COMMISSION**

**IMPORTANT NOTICE**

Sub:- Important information for the candidates selected to the posts of Inspector(CGST, PO & Examiner) and TA, Central Board of Indirect Taxes & Customs through Combined Graduate Level Examination-2019

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Central Board of Indirect Taxes & Customs has informed that allocation of Zones / Formations to the candidates nominated for appointment to the post of Inspector (CGST, PO & Examiner and TA) through Combined Graduate Level Examination-2019 will be made on the basis of Merit-cum-State preference of the candidates. A copy of the Important Notice received from the Office of the Central Board of Indirect Taxes & Customs is attached for information of the candidates.

Under Secretary(C-1/1)  
20.05.2022

**F.No. A. 12034/SSC/01/2020-Ad.III(B)**  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs

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Gr. Floor, Hudco Vishala Building  
Bhikaji Cama Place, R.K.Puram  
New Delhi-110066  
Dated 10/05/2022

**To,**

All successful candidates of Combined Graduate Level Examination, 2019 recommended by SSC for the post of **Inspector (CGST)**, Central Board of Indirect Taxes & Customs (**through CBIC's website**)- reg.

**Subject:** Declaration of final result of CGLE-2019 — Calling Options/Preferences from selected candidates for the post of **Inspector (CGST)** for allocation of Zones/Formations - reg.

Madam/Sir,

As you are aware, the Staff Selection Commission (SSC) has declared the final result of the Combined Graduate Level Examination, 2019. Based on the result, you have been nominated by SSC to the Central Board of Indirect Taxes & Customs (CBIC) for appointment as Inspector (CGST).

2. Candidates are requested to refer to SSC's Notification dated 22/10/2019 relating to Combined Graduate Level Examination, 2019 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 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 16 CCAs, the preferences are to be restricted to these 16 CCAs.** 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 duly completed on-line proforma must be submitted latest by **24/05/2022** 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 email id to the undersigned at least five 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 [policy.dghrd@nic.in](mailto:policy.dghrd@nic.in) & [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in) at least five days before the last date for submission of preferences through the on-line Module.

7. 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,

10.05.2022

**(Mohammad Ashif)**

Under Secretary to the Govt. of India

Tel. 26162674

e-mail Id [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in)



**Notes/Instructions for guidance of candidates:**

1. 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.

2. Candidate must send his request for change in email id or mobile number registered with SSC only from her/his present email id to the email id [policy.dghrd@nic.in](mailto:policy.dghrd@nic.in) and [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in) at least five 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.



ANNEXURE 'A'													
Combined Graduate Level Examination, 2019													
INSPECTOR (CGST)													
Sl. No.	Centre Controlling Zone	Participating Zones & Commissionerates	Grade	Total Number of Direct Recruitment for the year 2019					Vertical Reservation				
				Gen	SC	ST	OBC	EWS	Total	OH	HH	MH	
<b>Inspector (CGST)</b>													
1	Bengaluru	Combined C. Ex., S. Tax, Customs, LTU Commissionerates of Karnataka	Inspector	159	65	22	15	42	15	159	3	3	0
2	Bhopal	Bhopal/Indore/Rajpur/Unjain/Jabalpur/Nagpur/Magnur/III Audit/Magnur/Aweli/Indore/Aweli/Rajpur/Audit/Bhopal	Inspector	106	46	15	7	28	10	106	3	2	0
3	Bhubaneswar	Bhubaneswar -III, Boudhela, Customs (P), Audit, Appeals, CCO	Inspector	133	50	20	10	42	11	133	3	2	0
4	Chandigarh	Chandigarh Zone & Participating Commissionerates GST Chandigarh/Shimla/Ludhiana/Jalandhar/Jammu/Audit/Chandigarh/Jammu/Ludhiana/Appeals-Chandigarh/Jammu/Ludhiana/Customs-Audit/Ludhiana	Inspector	266	107	40	20	72	27	266	4	3	4
5	Chennai	Tamilnadu & Pondicherry	Inspector	221	128	29	18	24	22	221	4	4	0
6	Delhi	Delhi CX & Delhi Customs Zones & Delhi Customs (P) Commr.	Inspector	256	105	38	19	69	25	256	5	5	0
7	Goa	Pune Zone goes GST	Inspector	21	4	2	3	10	2	21	1	1	0
8	Guwahati	Shilong CE&ST, Dibrugarh CE & ST, Guwahati CE & ST Customs(Free) NER, Shilong, Coenar(Appeals), Audit Guwahati, Agartala GST & CX, Aizawl GST & CX, Imphal GST & CX, Dimaapur GST & CX, Itanagar & CX	Inspector	76	44	0	17	0	15	76	1	1	0
9	Hyderabad	Hyderabad & Visakhapatnam Zones	Inspector	2	1	0	1	0	0	2	0	0	0

ANNEXURE 'A'													
Combined Graduate Level Examination, 2019													
INSPECTOR (CGST)													
Sl. No.	Cadre Controlling Zone	Participating Zones & Commissionerates	Grade	Total Number of Direct Vacancies for the year 2019	Vertical Reservation					Horizontal Reservation			
					Gen	SC	ST	OBC	EWS	Total	OH	HH	MH
10	Jaipur	CGST & Central Excise, Jaipur Zone, Jaipur and Alwar/Jaipur/Delhi/Chennai, Customs.	Inspector	40	16	7	1	12	4	40	1	1	0
11	Kolkata	Kolkata/Jharkhand/West Bengal/Chennai/Andhra Pradesh/Goa/Mizoram/Manipur/Nagaland/Assam/Arundhat & Nalk Commissionerates	Inspector	89	43	13	12	13	8	89	2	2	0
12	Lucknow	Lucknow and Meerut Zone	Inspector	135	60	22	0	35	18	135	2	2	0
13	Mumbai	Central Excise, Mumbai Zone-I, Central Excise, Mumbai Zone-II, Pune Zone and Aurangabad & Nashik Commissionerates	Inspector	503	199	76	39	188	51	503	8	8	5
14	Ranchi	CGST & CX, Ranchi Zone, Patna	Inspector	35	2	7	3	20	3	35	1	1	0
15	Thiruvananthapuram		Inspector	29	14	7	3	3	2	29	1	0	0
16	Vadodra	Vadodra & Ahmedabad CX Zones & Gujarat Customs Zone	Inspector	173	52	38	19	51	13	173	3	4	0
TOTAL VACANCIES OF CGST INSPECTOR-2019				2244	936	336	187	559	226	2244	42	39	9

**Annexure-B**

# 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](mailto:policy.dghrd@nic.in))

**Manual for working on Zone/Formation Allocation Preference Module**

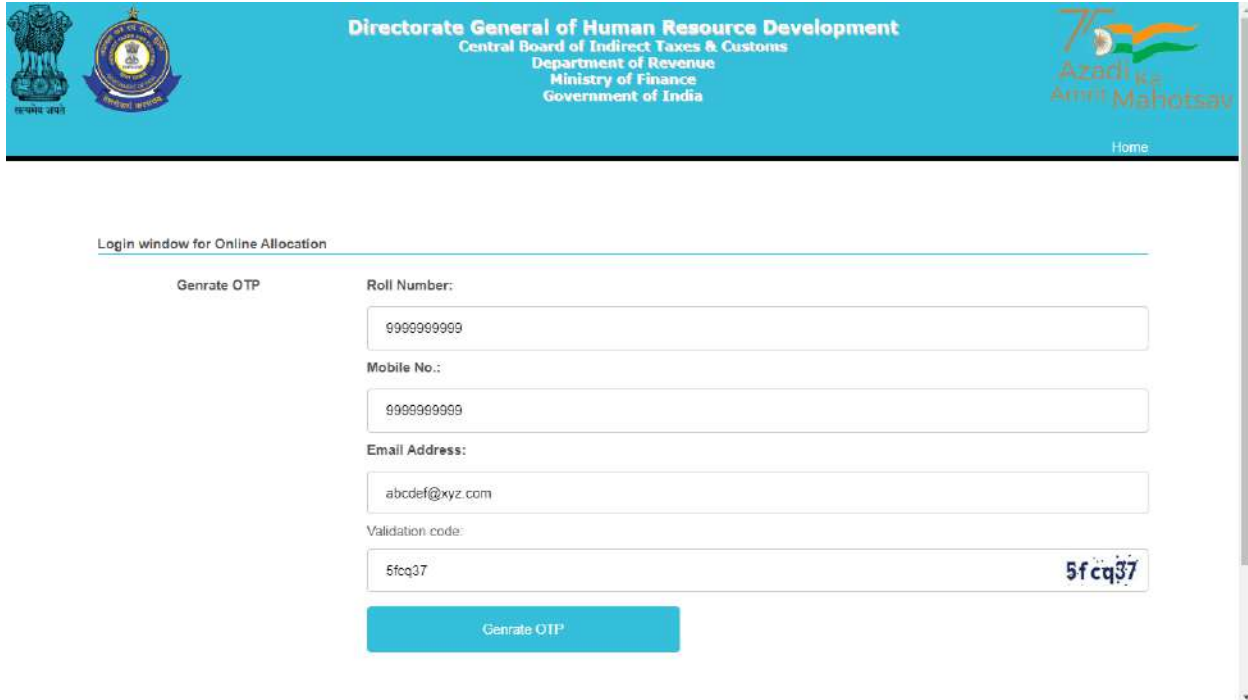
DGHRD is introducing On-line Zone/ Formation Preference Module for Direct Recruited candidates. This module replaces existing manual system of submission of zone/formation preferences by the selected candidates and captures all the preferences of the candidates in the module.

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:



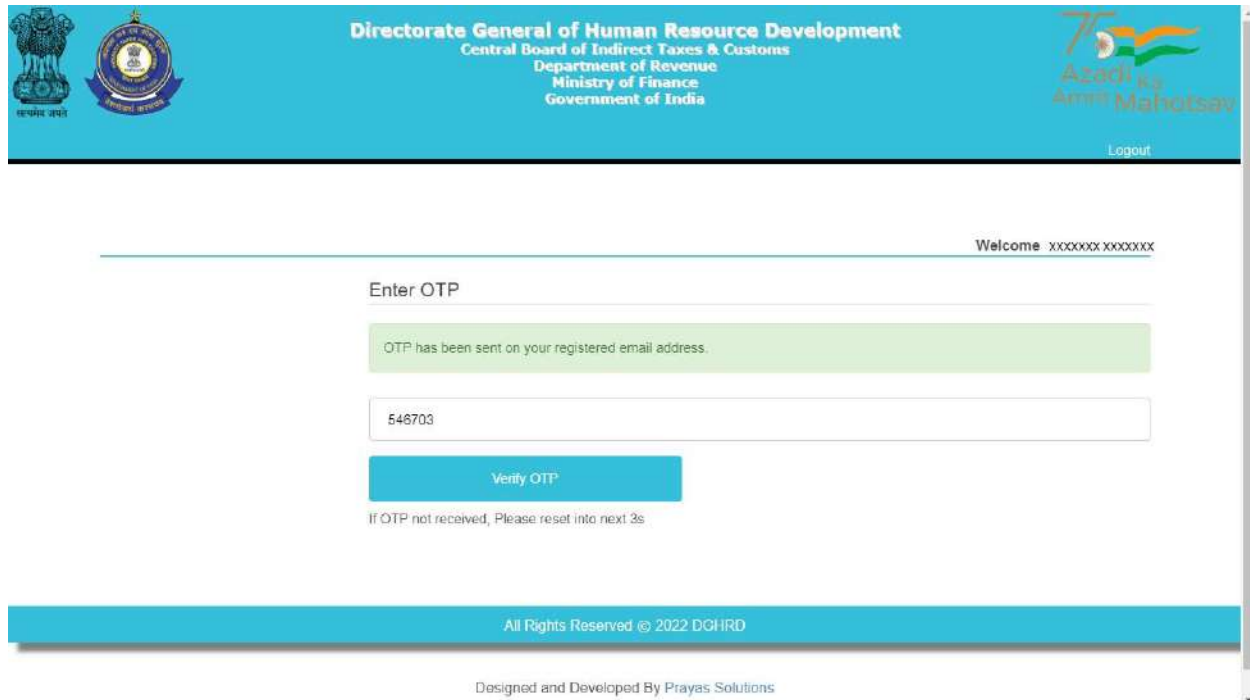
The screenshot shows the login interface for the Directorate General of Human Resource Development. The header includes the organization's name and logos. The main content area is titled "Login window for Online Allocation" and contains a "Generate OTP" button and a form with the following fields:

- Roll Number:
- Mobile No.:
- Email Address:
- Validation code:  5fcq37

A "Generate OTP" button is located below the form fields.

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 displays the user interface for OTP verification. At the top, there is a blue header with the following text: "Directorate General of Human Resource Development", "Central Board of Indirect Taxes & Customs", "Department of Revenue", "Ministry of Finance", and "Government of India". On the right side of the header, there is a logo for "75 Azadi Ka Amrit Mahotsav" and a "Logout" link. Below the header, the user is greeted with "Welcome xxxxxxx xxxxxxx". The main content area is titled "Enter OTP" and contains a green message box stating "OTP has been sent on your registered email address." Below this is an input field containing the number "548703". A blue button labeled "Verify OTP" is positioned below the input field. At the bottom of the input area, there is a note: "If OTP not received, Please reset into next 3s". The footer of the page includes "All Rights Reserved © 2022 DGHRD" and "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 (2<sup>nd</sup> from right)** in the menu bar which will redirect them to Detailed Instruction page as shown below:

The screenshot shows the Directorate General of Human Resource Development portal. The header includes the organization's name and logo. The navigation bar contains 'My Details', 'Preferences', 'Detailed Instruction', and 'Logout'. The main content area displays a 'User Manual For CBIC Zone/Formation Preference Module' with a list of brief instructions on the left and the manual's title page in the center.

**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 ID: [policy.dghrsk@nic.in](mailto:policy.dghrsk@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:

The screenshot shows the Directorate General of Human Resource Development portal. The header includes the organization's name and logo. The main content area displays a table titled "Combined Graduate Level Examination, 2018" for the grade of "INSPECTOR (PREVENTIVE OFFICERS)". The table lists various zones and formations with their respective vacancy counts and reservation percentages.

Sl. No.	Zone/Customs Range	Participating States & Constituent Districts	Grade	Total Number of Vacancies for the post 2018	Reservations			
					Gen	SC	ST	OBC
<b>INSPECTOR (PREVENTIVE OFFICERS)</b>								
17	Chennai **	Chennai Customs Zone	(Preventive Officer)	54	18	10	10	
18	Cochin	Cochin Customs Range, Cochin-6	(Preventive Officer)	17	10	4	0	
19	Delhi	W-3 (DSCR), Karkara Post, Karkara (GN) ACC, Apparel, Tailors, CCO & CDA	(Preventive Officer)	12	6	3	3	
20	Mumbai	Mumbai-1, Mumbai-2 & (Coastal States)	(Preventive Officer)	89	46	18	7	
21	Goa	Goa Customs	(Preventive Officer)	0	0	0	0	
22	Vizag/Andhra	Vizag/Andhra Customs Range	(Preventive Officer)	8	7	0	0	
<b>TOTAL VACANCIES OF CUSTOMS PREVENTIVE OFFICERS</b>				<b>180</b>	<b>86</b>	<b>30</b>	<b>20</b>	<b>4</b>

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 (3<sup>rd</sup> from right)** in the menu bar which will redirect them to the Jurisdiction Mapping 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 xxxxxxxx.xxxx (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 (**5<sup>th</sup> 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 xxxxx (9999999999 !!)

Preferences (Preventive Officer 2018)

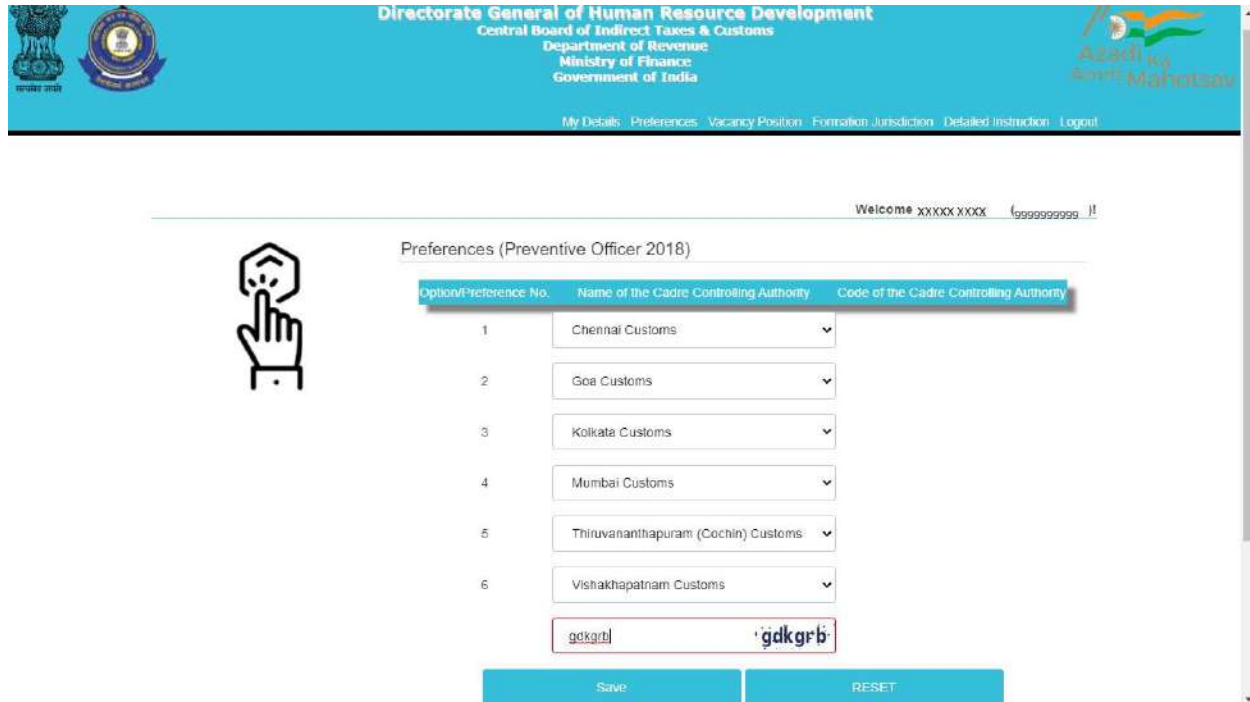
Option/Preference No.	Name of the Cadre, Controlling Authority	Code of the Cadre, Controlling Authority
1	--Select--	
2	--Select--	
3	--Select--	
4	--Select--	
5	--Select--	
6	--Select--	

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 | Examination Jurisdiction | Detailed Instruction | Logout

Welcome XXXXX XXXX (gggggggggg) !!

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/xxxxxxxxx !!

Preferences (Preventive Officer 2018)

All Saved Preferences have been deleted successfully

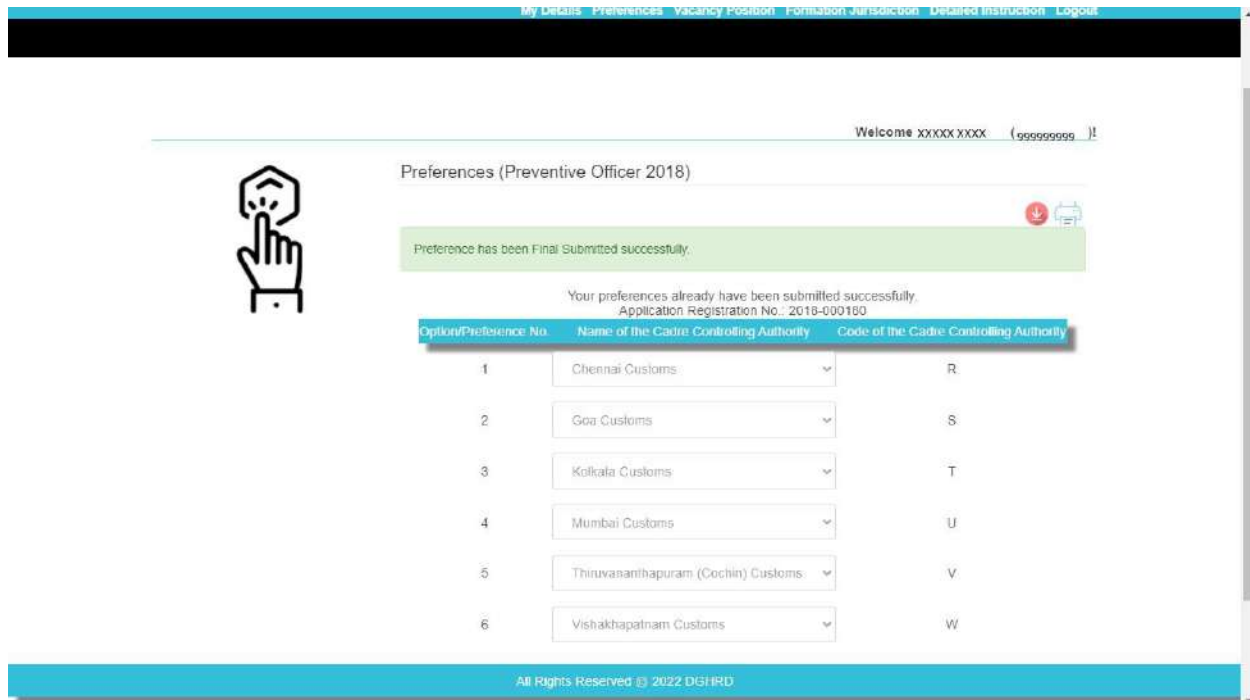
Optional-reference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	--Select--	
2	--Select--	
3	--Select--	
4	--Select--	
5	--Select--	

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.



My Details Preferences Vacancy Position Formation Jurisdiction Detailed Instruction Logout

Welcome XXXXX XXXX (99999999) !!

Preferences (Preventive Officer 2018)

Preference has been Final Submitted successfully.

Your preferences already have been submitted successfully.  
Application Registration No.: 2018-000180

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

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**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 –  
CGLE 2019**

Sir,

I am a selected candidate as per the final result of CGLE 2019 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 (CGLE 2019) and Identity Proof alongwith this request in pdf format attached to this e-mail. It is requested that my abovementioned 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 (CGLE 2019)**

**Annexure I****LIST OF CADRE CONTROLLING AUTHORITIES UNDER CBIC**

<b>S.No.</b>	<b>Name of Cadre Controlling Authority</b>
<b>A.</b>	<b>CGST</b>
1.	Bangalore
2.	Bhopal
3.	Bhubaneshwar
4.	Chandigarh
5.	Chennai
6.	Delhi
7.	Goa
8.	Guwahati
9.	Hyderabad
10.	Jaipur
11.	Kolkata
12.	Lucknow
13.	Mumbai
14.	Ranchi
15.	Thiruvananthapuram
16.	Vadodara

**F.No. A. 12034/SSC/01/2020-Ad.III(B)**  
 Government of India  
 Ministry of Finance  
 Department of Revenue  
 Central Board of Indirect Taxes & Customs

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Gr. Floor, Hudco Vishala Building  
 Bhikaji Cama Place, R.K.Puram  
 New Delhi-110066  
 Dated 10/05/2022

**To,**

All successful candidates of Combined Graduate Level Examination, 2019 recommended by SSC for the post of **Inspector (PO)**, Central Board of Indirect Taxes & Customs (**through CBIC's website**)- reg.

**Subject:** Declaration of final result of CGLE-2019 — Calling Options/Preferences from selected candidates for the post of **Inspector (PO)** for allocation of Zones/Formations - reg.

Madam/Sir,

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2. Candidates are requested to refer to SSC's Notification dated 22/10/2019 relating to Combined Graduate Level Examination, 2019 vide which Annexure-XV of the said SSC's Notification has prescribed physical standards for Male and Female Candidates for the post.

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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 duly completed on-line proforma must be submitted latest by **24/05/2022** 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 email id to the undersigned at least five 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 [policy.dghrd@nic.in](mailto:policy.dghrd@nic.in) & [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in) at least five days before the last date for submission of preferences through the on-line Module.

7. 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,

Handwritten signature in blue ink, dated 10.05.2022.

**(Mohammad Ashif)**

Under Secretary to the Govt. of India

Tel. 26162674

e-mail Id [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in)



**Notes/Instructions for guidance of candidates:**

1. 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.

2. Candidate must send his request for change in email id or mobile number registered with SSC only from her/his present email id to the email id [policy.dghrd@nic.in](mailto:policy.dghrd@nic.in) and [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in) at least five 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.



## Combined Graduate Level Examination, 2019

ANNEXURE- 'A'

## INSPECTOR (CGST)

Sl. No.	Cadre Controlling Zone	Participating Zones & Commissionerates	Grade	Total Number of Recruitment Vacancies for the year 2019	Vertical Reservation						Horizontal Reservation		
					Gen	SC	ST	OBC	EWS	Total	Physically Handicapped		
											OH	HH	MH
<b>PREVENTIVE OFFICER</b>													
1	Chennai	Chennai Customs Zone	(Preventive Officer)	22	16	1	1	2	2	22	1	1	0
2	Goa	Goa Customs	(Preventive Officer)	28	14	0	1	7	6	28	0	0	0
3	Kolkata	W.B CUS(F), Kolkata Port, Kolkata (AP& ACC), Appeal- Kolkata, CCO & CCA	(Preventive Officer)	37	12	3	3	18	1	37	1	0	0
4	Mumbai	Mumbai-I, Mumbai-II & III Customs Zones	(Preventive Officer)	95	39	17	5	24	10	95	2	2	0
5	Thiruvananthapuram	Thiruvananthapuram Customs	(Preventive Officer)	0	0	0	0	0	0	0	0	0	0
6	Visakhapatnam*	Visakhapatnam custom House	(Preventive Officer)	19	3	1	1	12	2	19	0	2	0
<b>TOTAL VACANCIES OF CUSTOMS (PREVENTIVE OFFICER)</b>				<b>201</b>	<b>84</b>	<b>22</b>	<b>11</b>	<b>63</b>	<b>21</b>	<b>201</b>	<b>4</b>	<b>5</b>	<b>0</b>

**Annexure-B**

# **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](mailto:policy.dghrd@nic.in))

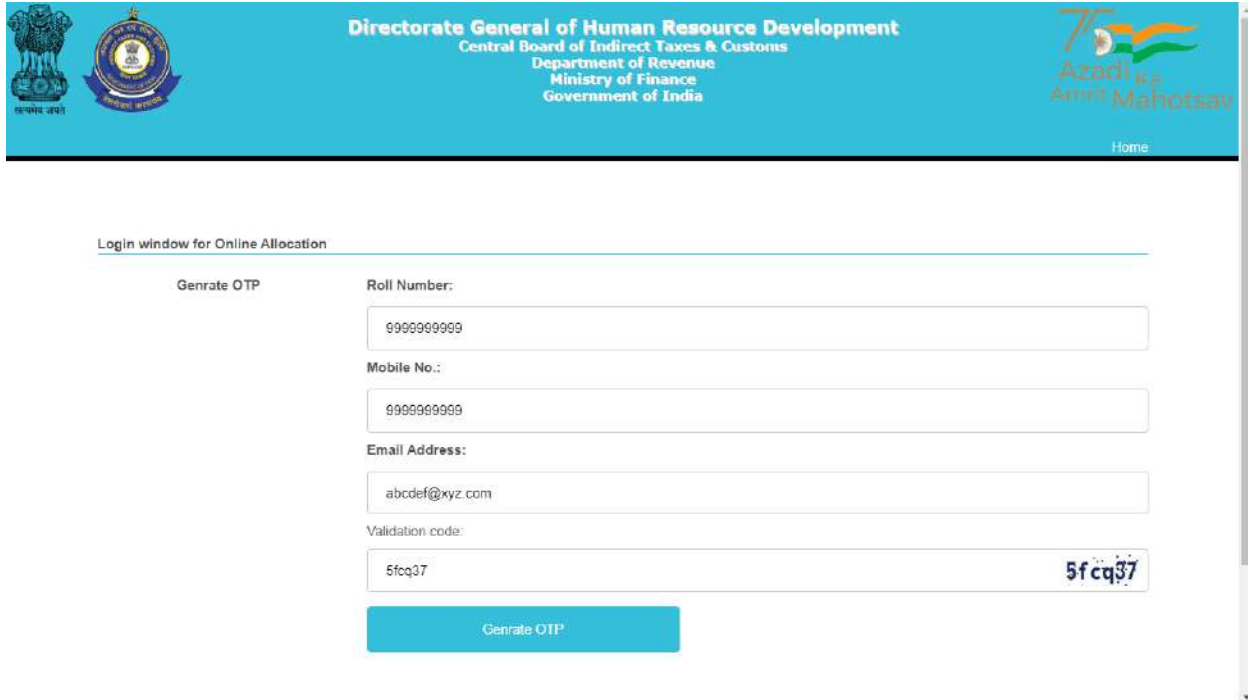
**Manual for working on Zone/Formation Allocation Preference Module**

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 and logos. The main content area is titled "Login window for Online Allocation" and contains a "Genrate OTP" section with the following fields:

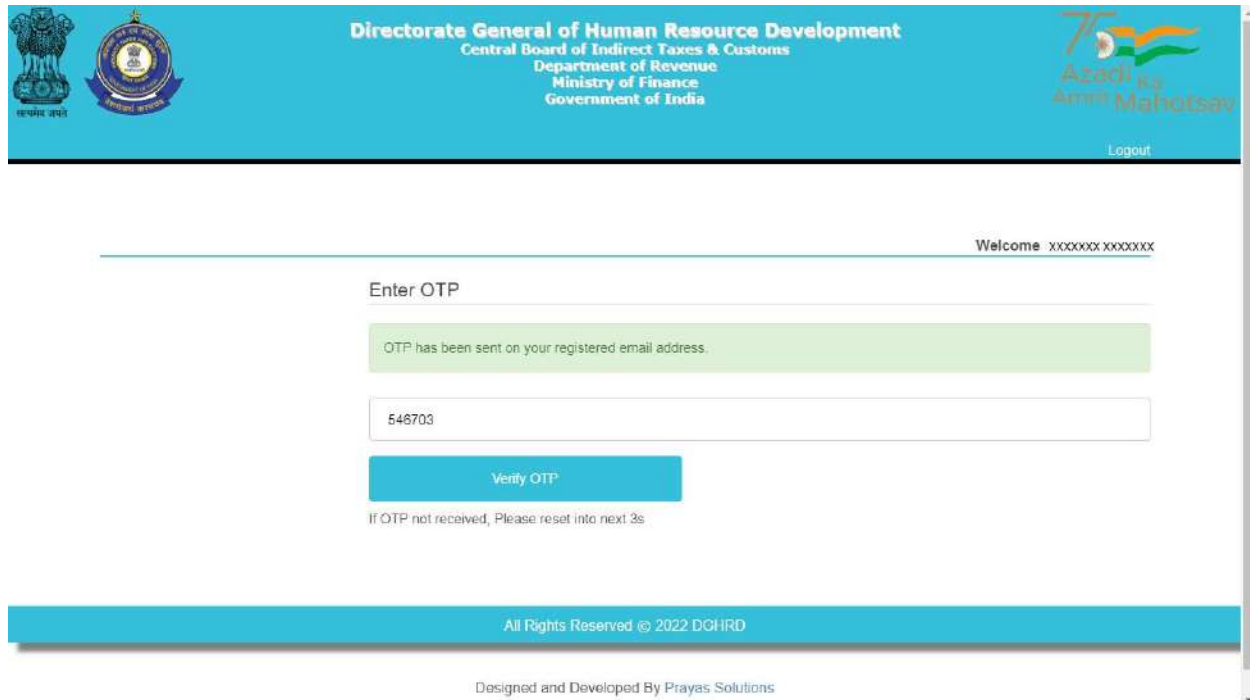
- Roll Number:
- Mobile No.:
- Email Address:
- Validation code:  (with a CAPTCHA image showing "5fcq37")

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 following text: "Directorate General of Human Resource Development", "Central Board of Indirect Taxes & Customs", "Department of Revenue", "Ministry of Finance", and "Government of India". On the right side of the header, there is a logo for "75 Azadi Ka Amrit Mahotsav" and a "Logout" link. Below the header, the user is greeted with "Welcome xxxxxxx xxxxxxx". The main content area is titled "Enter OTP" and contains a green message box stating "OTP has been sent on your registered email address." Below this is an input field containing the number "548703". A blue button labeled "Verify OTP" is positioned below the input field. At the bottom of the input area, there is a note: "If OTP not received, Please reset into next 3s". The footer of the page includes "All Rights Reserved © 2022 DGHRD" and "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 (2<sup>nd</sup> from right)** in the menu bar which will redirect them to Detailed Instruction page as shown below:

The screenshot shows the Directorate General of Human Resource Development portal. The header includes the organization's name and logo. The navigation bar contains 'My Details', 'Preferences', 'Detailed Instruction', and 'Logout'. The main content area displays a 'User Manual For CBIC Zone/Formation Preference Module' with a list of brief instructions on the left and the manual's title page in the center.

**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 ID: [policy.dghrhd@nic.in](mailto:policy.dghrhd@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:

The screenshot shows the Directorate General of Human Resource Development portal. The header includes the organization's name, Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India, and the slogan 'Atithi Devo Bhava'. The navigation bar contains links for My Details, Preferences, Vacancy Position, Formation Jurisdiction, Detailed Instruction, and Logout. The user is logged in as 'Welcome XXXXX XXXXX' with ID '999999999'. The page title is '64009\_Inspector (P...' and it is page 3 of 6. The main content is a table titled 'Combined Graduate Level Examination, 2018' for the grade of 'INSPECTOR (PREVENTIVE OFFICERS)'. The table lists vacancies for various zones and formations, including Chennai, Cochin, Kolkata, Mumbai, Goa, and Visakhapatnam. The total number of vacancies is 180.

Sl. No.	Zone/Customs Range	Participating States & Constituent Districts	Grade	Total Number of Vacancies for the post 2018	Special Reservations			
					Gen	SC	ST	OBC
<b>INSPECTOR (PREVENTIVE OFFICERS)</b>								
17	Chennai **	Chennai Customs Zone	(Preventive Officer)	54	18	10	10	
18	Cochin	Cochin Customs Range, Cochin-6	(Preventive Officer)	17	10	4	0	
19	Kolkata	W B (DSCR), Kolkata Port, Kolkata GDN JCC, Assam, Tripura, COO & CDA	(Preventive Officer)	12	6	3	3	
20	Mumbai	Mumbai-1 Mumbai-2 All Customs Zones	(Preventive Officer)	89	46	18	7	
21	Goa	Goa Customs	(Preventive Officer)	0	0	0	0	
22	Visakhapatnam	Visakhapatnam Customs Zone	(Preventive Officer)	8	7	0	0	
<b>TOTAL VACANCIES OF CUSTOMS PREVENTIVE OFFICERS</b>				<b>180</b>	<b>86</b>	<b>30</b>	<b>20</b>	<b>4</b>

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 (3<sup>rd</sup> from right)** in the menu bar which will redirect them to the Jurisdiction Mapping 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

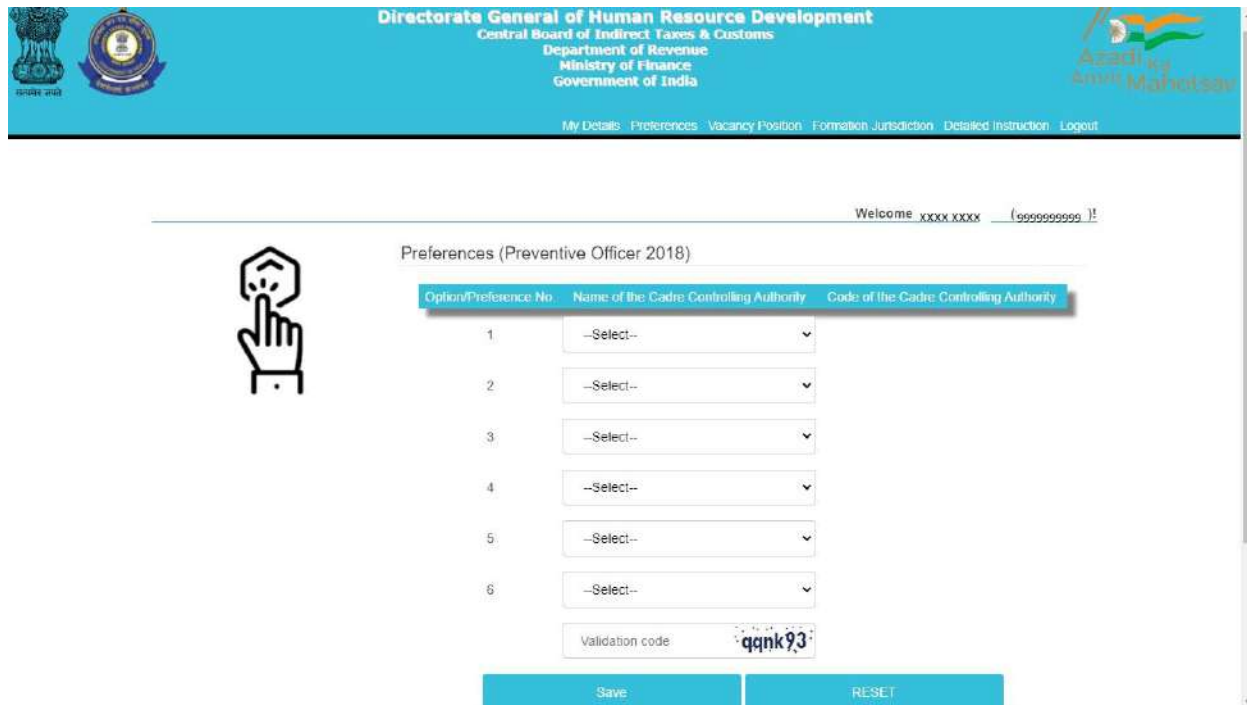
Welcome xxxxxxxx.xxxx (9999999999)

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 (**5<sup>th</sup> 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:



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 xxxx xxxxx (9999999999 !!)

Preferences (Preventive Officer 2018)

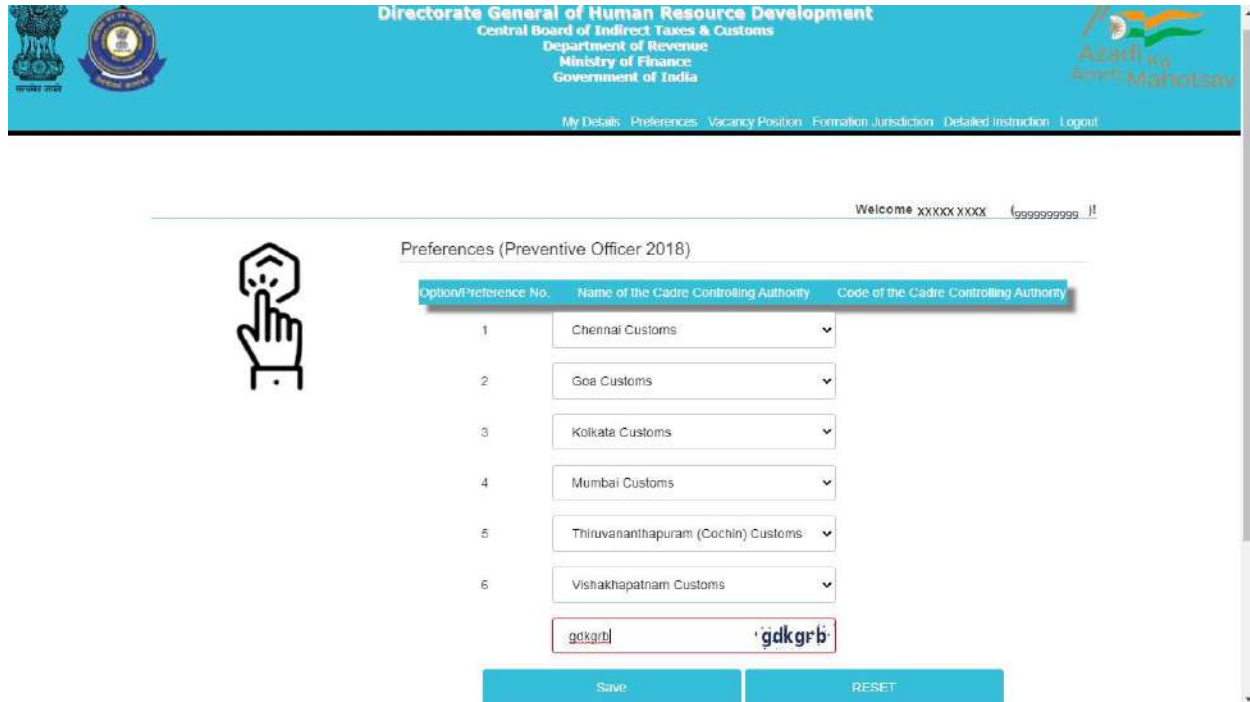
Option/Preference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	--Select--	▼
2	--Select--	▼
3	--Select--	▼
4	--Select--	▼
5	--Select--	▼
6	--Select--	▼

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 | Examination Jurisdiction | Detailed Instruction | Logout

Welcome xxxxx xxxxx (gggggggggg) !!

Preferences (Preventive Officer 2018)

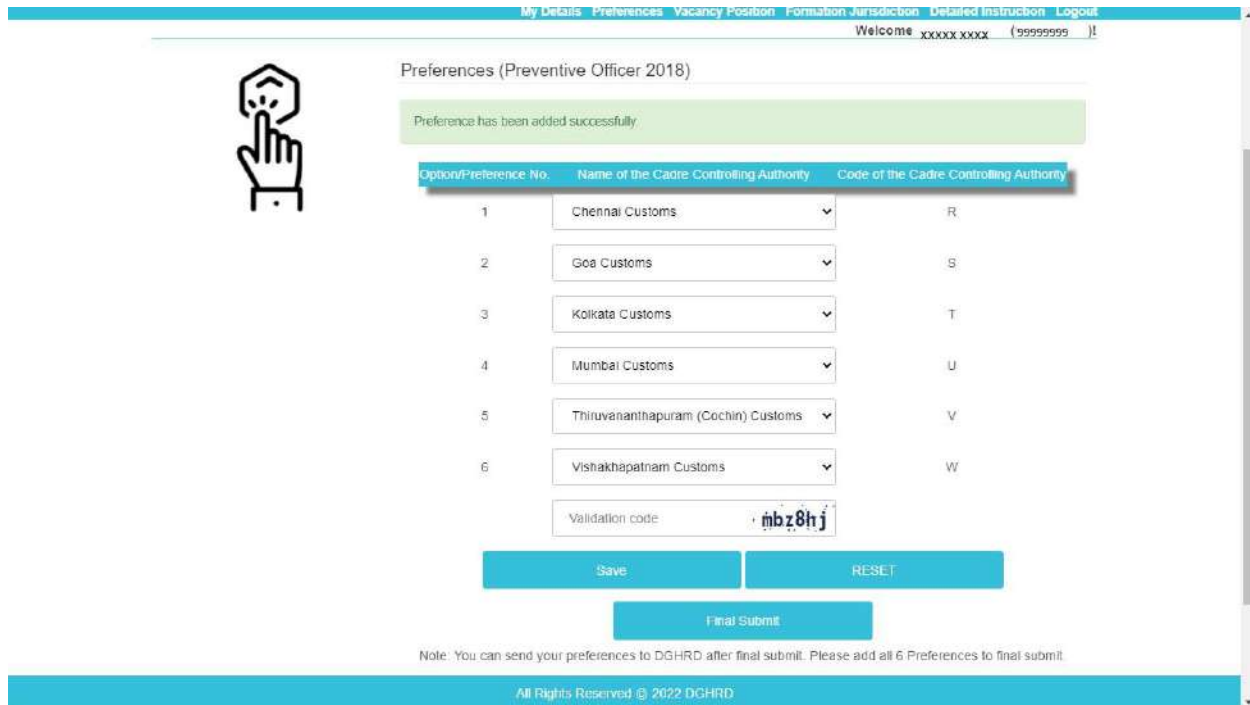
Option/Preference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	Chennai Customs	
2	Goa Customs	
3	Kolkata Customs	
4	Mumbai Customs	
5	Thiruvananthapuram (Cochin) Customs	
6	Vishakhapatnam Customs	

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/xxxxxxxxx !!

Preferences (Preventive Officer 2018)

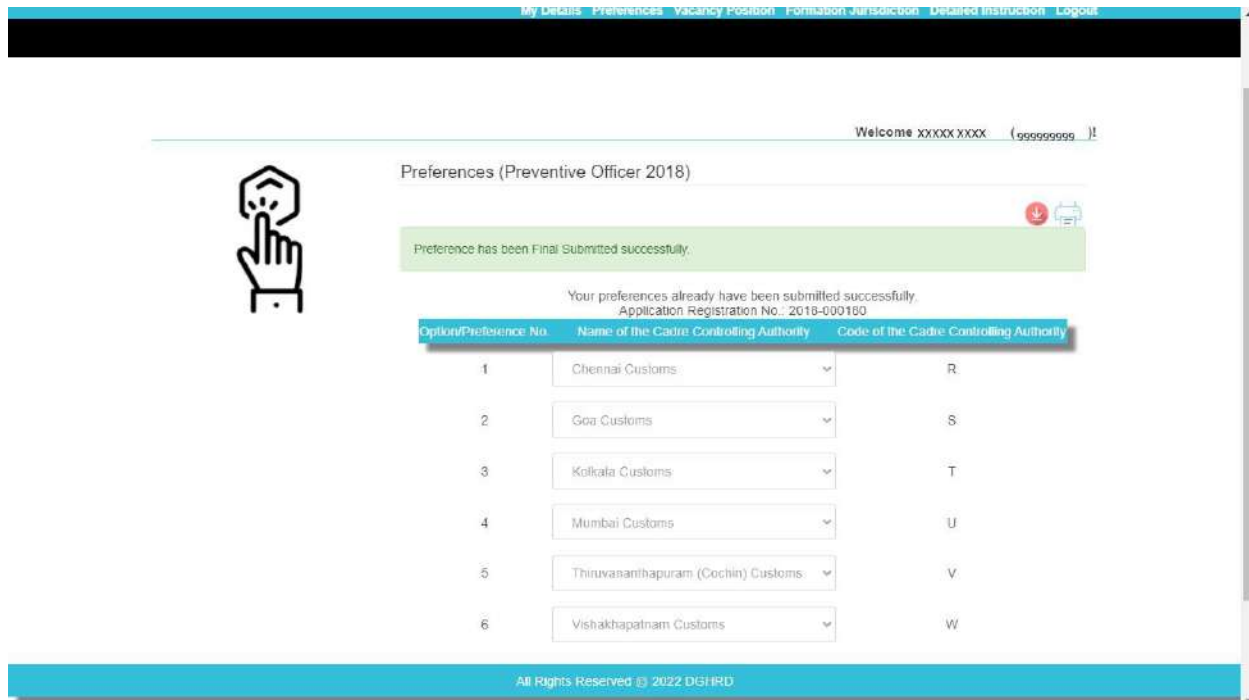
All Saved Preferences have been deleted successfully

Optional-reference 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.



My Details Preferences Vacancy Position Formation Jurisdiction Detailed Instruction Logout

Welcome XXXXX XXXX (99999999) !!

Preferences (Preventive Officer 2018)

Preference has been Final Submitted successfully.

Your preferences already have been submitted successfully.  
Application Registration No.: 2018-000180

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

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**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 –  
CGLE 2019**

Sir,

I am a selected candidate as per the final result of CGLE 2019 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 (CGLE 2019) and Identity Proof alongwith this request in pdf format attached to this e-mail. It is requested that my abovementioned 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 (CGLE 2019)**

**Annexure I****LIST OF CADRE CONTROLLING AUTHORITIES UNDER CBIC**

<b>S.No.</b>	<b>Name of Cadre Controlling Authority</b>
<b>B.</b>	<b>Customs</b>
1.	Chennai Customs Zone
2.	Goa Customs Zone
3.	Kolkata Customs Zone
4.	Mumbai-I Customs Zone
5.	Vishakhapatnam Customs Zone

**F.No. A. 12034/SSC/01/2020-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  
 Dated 10/05/2022

**To,**

All successful candidates of Combined Graduate Level Examination, 2019 recommended by SSC for the post of **Inspector (Examiner)**, Central Board of Indirect Taxes & Customs (**through CBIC's website**)- reg.

**Subject:** Declaration of final result of CGLE-2019 — Calling Options/Preferences from selected candidates for the post of **Inspector (Examiner)** for allocation of Zones/Formations - reg.

Madam/Sir,

As you are aware, the Staff Selection Commission (SSC) has declared the final result of the Combined Graduate Level Examination, 2019. Based on the result, you have been nominated by SSC to the Central Board of Indirect Taxes & Customs (CBIC) for appointment as Inspector (Examiner).

2. Candidates are requested to refer to SSC's Notification dated 22/10/2019 relating to Combined Graduate Level Examination, 2019 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 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 05 CCAs, the preferences are to be restricted to these 05 CCAs.** 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 duly completed on-line proforma must be submitted latest by **24/05/2022** 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 email id to the undersigned at least five 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 [policy.dghrd@nic.in](mailto:policy.dghrd@nic.in) & [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in) at least five days before the last date for submission of preferences through the on-line Module.

7. 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,

A handwritten signature in blue ink, appearing to read 'MAA', followed by the date '10.05.2022'.

**(Mohammad Ashif)**

Under Secretary to the Govt. of India

Tel. 26162674

e-mail Id [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in)



**Notes/Instructions for guidance of candidates:**

1. 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.

2. Candidate must send his request for change in email id or mobile number registered with SSC only from her/his present email id to the email id [policy.dghrd@nic.in](mailto:policy.dghrd@nic.in) and [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in) at least five 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.



INSPECTOR EXAMINER													
1	Chennai	Chennai Customs Zone	Examiner	26	13	5	1	5	2	26	1	1	0
2	Goa	Goa Customs	Examiner	0	0	0	0	0	0	0	0	0	0
3	Kolkata	W.B CUS(P), Kolkata Port, Kolkata (AP& ACC), Appeal- Kolkata, CCO & CCA	Examiner	2	1	1	0	0	0	2	0	0	0
4	Mumbai	Mumbai-I, Mumbai-II & III Customs Zones	Examiner	91	37	16	7	22	9	91	2	2	0
5	Thiruvananthapuram	Thiruvananthapuram	Examiner	3	3	0	0	0	0	3	0	0	0
6	Visakhapatnam	Visakhapatnam custom House	Examiner	1	1	0	0	0	0	1	0	0	0
<b>TOTAL VACANCIES OF CUSTOMS (EXAMINER)</b>				<b>123</b>	<b>55</b>	<b>22</b>	<b>8</b>	<b>27</b>	<b>11</b>	<b>123</b>	<b>3</b>	<b>3</b>	<b>0</b>

**Annexure-B**

# 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](mailto:policy.dghrd@nic.in))

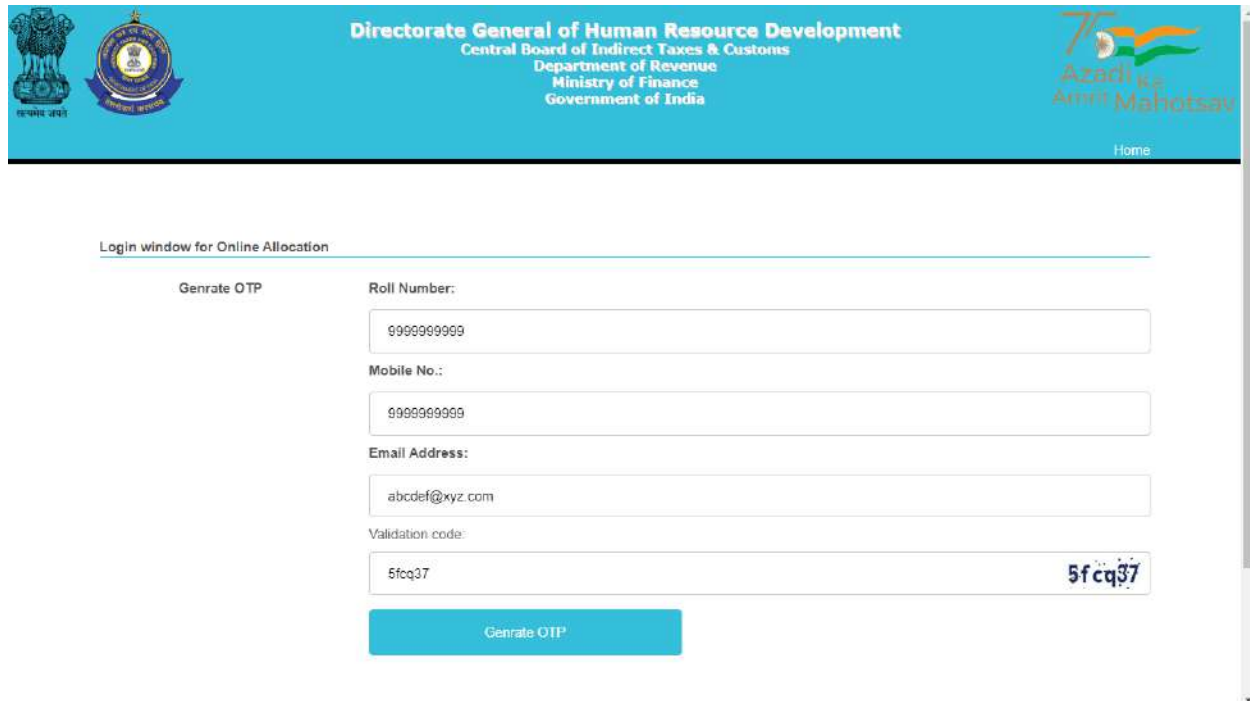
**Manual for working on Zone/Formation Allocation Preference Module**

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:



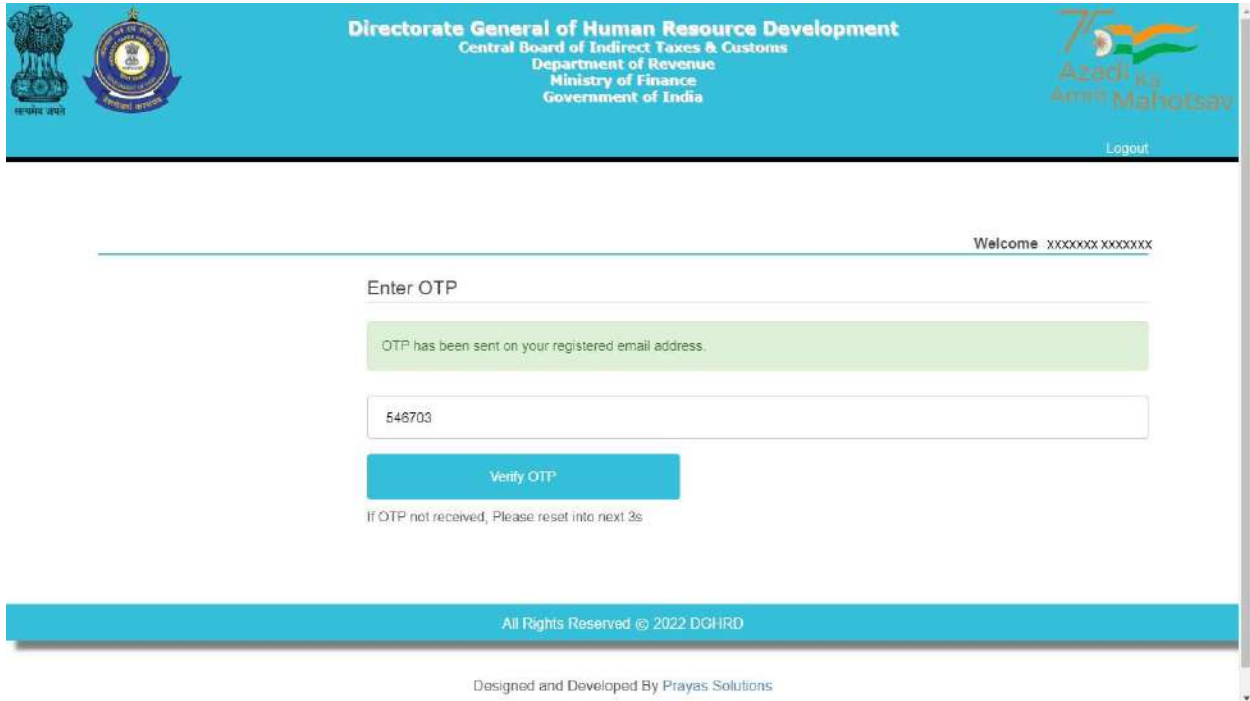
The screenshot shows the login interface for the Directorate General of Human Resource Development. The header includes the organization's name and logos. The login form is titled "Login window for Online Allocation" and contains the following fields:

- Roll Number:** A text input field containing "999999999".
- Mobile No.:** A text input field containing "999999999".
- Email Address:** A text input field containing "abcdef@xyz.com".
- Validation code:** A text input field containing "5fcq37". To the right of this field is a CAPTCHA image showing the text "5fcq37".

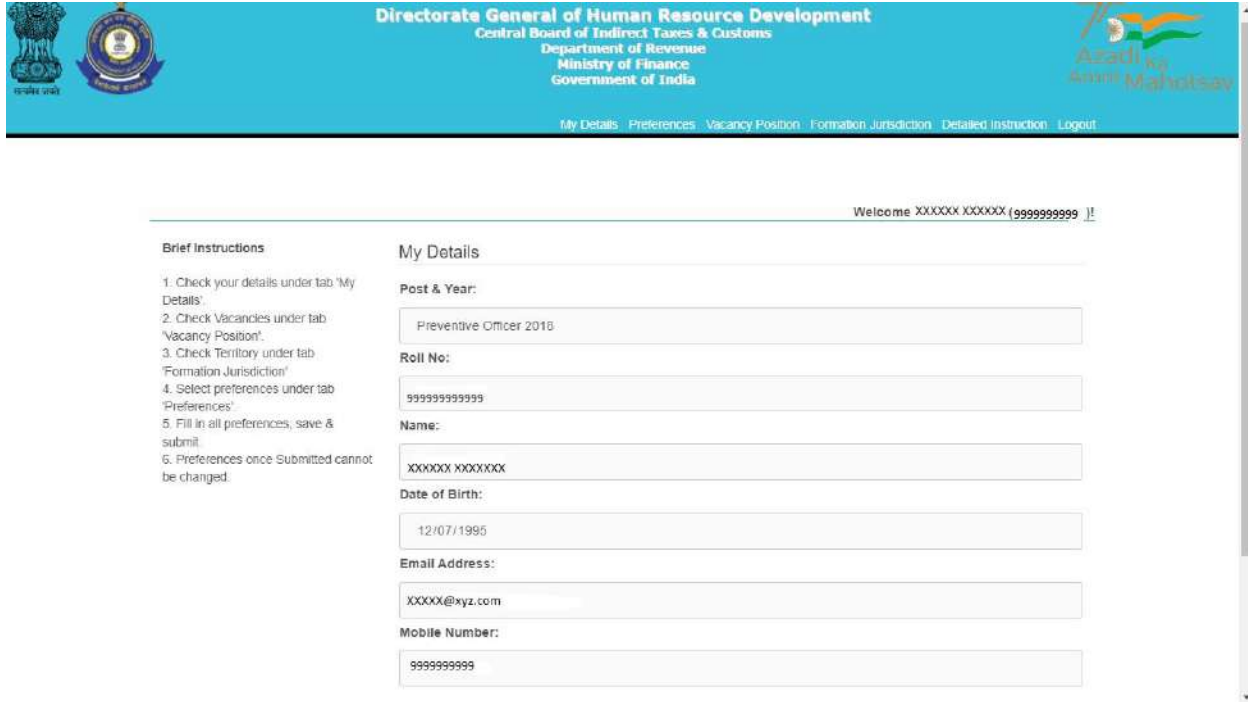
Below the fields is a blue button labeled "Genrate OTP".

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:



**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 (2<sup>nd</sup> from right)** in the menu bar which will redirect them to Detailed Instruction page as shown below:

The screenshot displays the web interface of 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. A navigation menu at the top right contains links for 'My Details', 'Preferences', 'Detailed Instruction', and 'Logout'. The main content area features a 'Brief Instructions' section on the left with a numbered list of steps: 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 central focus is a 'User Manual' for the 'CBIC Zone/Formation Preference Module', which includes the organization's logo and contact information: Directorate General of Human Resource Development, 509/9, Deep Shikha Building, Rajendra Place, New Delhi - 110008. Contact details provided are Telephone: 011-25733169 and Email ID: policy.dghrhd@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:

The screenshot shows the Directorate General of Human Resource Development portal. The header includes the organization's name, Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, and Government of India. The navigation bar contains links for My Details, Preferences, Vacancy Position, Formation Jurisdiction, Detailed Instruction, and Logout. The main content area displays a table titled "Combined Graduate Level Examination, 2018" for the grade of "INSPECTOR (PREVENTIVE OFFICERS)".

Sl. No.	Zone/Customs Bag Zone	Participating States & Constituent Districts	Grade	Total Number of Vacancies for the post 2018	Special Reservations			
					Gen	SC	ST	OBC
<b>INSPECTOR (PREVENTIVE OFFICERS)</b>								
17	Chennai **	Chennai Customs Zone	(Preventive Officer)	54	18	10	10	
18	Cochin	Cochin Customs Zone, Cochin-5	(Preventive Officer)	17	10	4	0	
19	Delhi	W-3 (DSCR), Karkara Post, Karkara (GN) ACC, Apparel, Tailors, CCO & CDA	(Preventive Officer)	12	6	3	3	
20	Mumbai	Mumbai-1, Mumbai-2 & (Coastal) States	(Preventive Officer)	89	46	18	7	
21	Goa	Goa Customs	(Preventive Officer)	0	0	0	0	
22	Vizag/Chennai	Vizag/Chennai Customs Zone	(Preventive Officer)	8	7	0	0	
<b>TOTAL VACANCIES OF CUSTOMS PREVENTIVE OFFICERS</b>				<b>180</b>	<b>86</b>	<b>30</b>	<b>20</b>	<b>4</b>

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 (3<sup>rd</sup> from right)** in the menu bar which will redirect them to the Jurisdiction Mapping 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

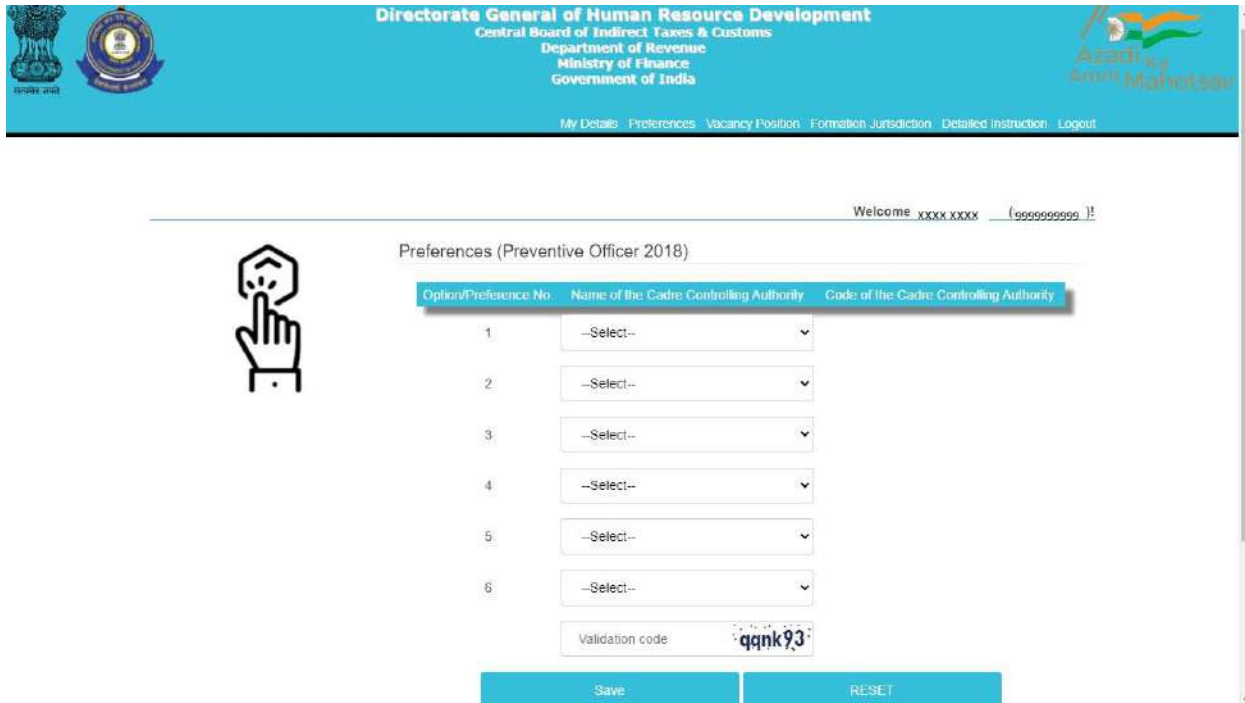
Welcome xxxxxxxx.xxxx (9999999999)

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 (**5<sup>th</sup> 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:



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 xxxx xxxxx (999999999) !!

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 | Examination Jurisdiction | Detailed Instruction | Logout

Welcome XXXXX XXXX (gggggggggg) !!

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	


gdkg:bj      gdkg:rb

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/xxxxxxxxx !!

Preferences (Preventive Officer 2018)

All Saved Preferences have been deleted successfully

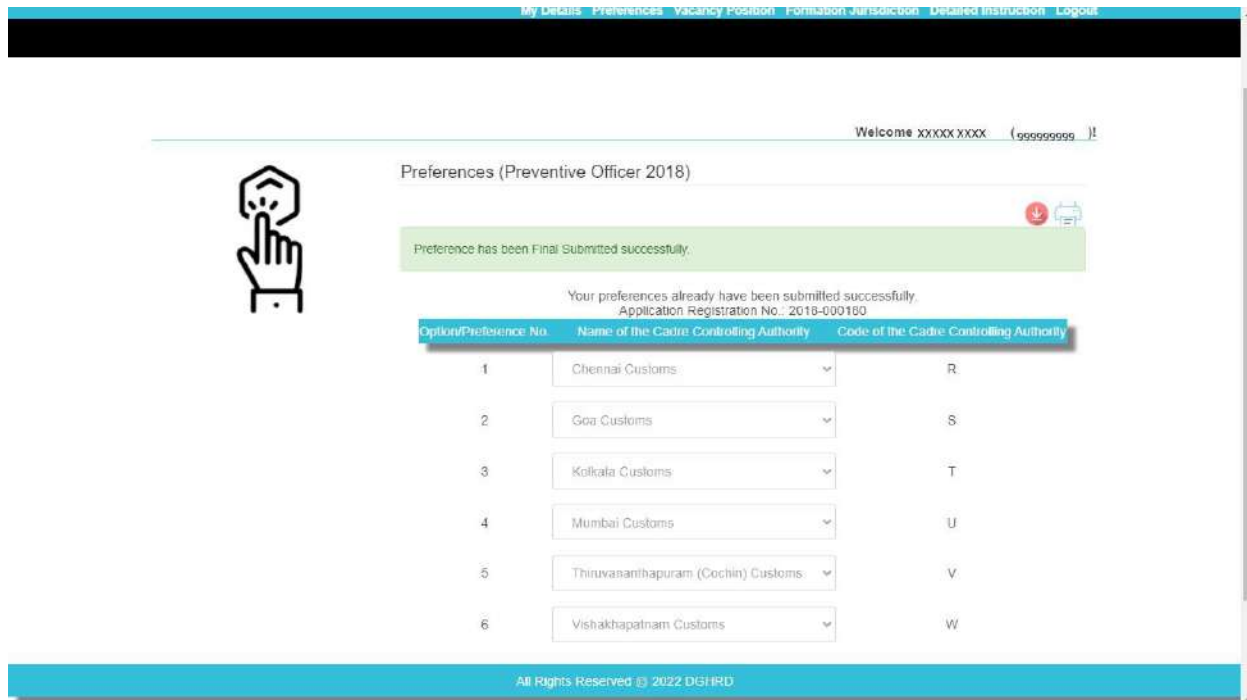
Optional-reference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	--Select--	
2	--Select--	
3	--Select--	
4	--Select--	
5	--Select--	

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.



My Details Preferences Vacancy Position Formation Jurisdiction Detailed Instruction Logout

Welcome XXXXX XXXX (99999999) !!

Preferences (Preventive Officer 2018)

Preference has been Final Submitted successfully.

Your preferences already have been submitted successfully.  
Application Registration No.: 2018-000180

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

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**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 –  
CGLE 2019**

Sir,

I am a selected candidate as per the final result of CGLE 2019 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 (CGLE 2019) and Identity Proof alongwith this request in pdf format attached to this e-mail. It is requested that my abovementioned 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 (CGLE 2019)**

**Annexure I****LIST OF CADRE CONTROLLING AUTHORITIES UNDER CBIC**

<b>S.No.</b>	<b>Name of Cadre Controlling Authority</b>
<b>B.</b>	<b>Customs</b>
1.	Chennai Customs Zone
2.	Kolkata Customs Zone
3.	Mumbai-I Customs Zone
4.	Thiruvananthapuram Customs Zone
5.	Vishakhapatnam Customs Zone

**F.No. A. 12034/SSC/01/2020-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  
Dated 10/05/2022

**To,**

All successful candidates of Combined Graduate Level Examination, 2019 recommended by SSC for the post of **Tax Assistant**, Central Board of Indirect Taxes & Customs (**through CBIC's website**)- reg.

**Subject:** Declaration of final result of CGLE-2019 — Calling Options/Preferences from selected candidates for the post of **Tax Assistant** for allocation of Zones/Formations - reg.

Madam/Sir,

As you are aware, the Staff Selection Commission (SSC) has declared the final result of the Combined Graduate Level Examination, 2019. Based on the result, you have been nominated by SSC to the Central Board of Indirect Taxes & Customs (CBIC) for appointment as Tax Assistant.

2. Candidates are requested to refer to SSC's Notification dated 22/10/2019 relating to Combined Graduate Level Examination, 2019.

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 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 17 CCAs, the preferences are to be restricted to these 17 CCAs.** 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 duly completed on-line proforma must be submitted latest by **24/05/2022** 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 email id to the undersigned at least five 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 [policy.dghrd@nic.in](mailto:policy.dghrd@nic.in) & [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in) at least five days before the last date for submission of preferences through the on-line Module.

7. 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,

Handwritten signature in blue ink, dated 10.05.2022.

**(Mohammad Ashif)**

Under Secretary to the Govt. of India

Tel. 26162674

e-mail Id [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in)



**Notes/Instructions for guidance of candidates:**

1. 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.

2. Candidate must send his request for change in email id or mobile number registered with SSC only from her/his present email id to the email id [policy.dghrd@nic.in](mailto:policy.dghrd@nic.in) and [mohammad.ashif@nic.in](mailto:mohammad.ashif@nic.in) at least five 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.







ANNEXURE 'B'														
Tax Assistant, Combined Graduate Level Examination, 2019														
Sl. No.	Cadre Controlling Zone	Participating Zone & Commissionerates / Directorates	Total	Vertical Reservation					Total	Horizontal Reservation				Ex-Servicemen
				Gen	SC	ST	OBC	EWS		OH	HH	VH	MH	
8	Guwahati	Shilong CE&ST, Dibrugarh CE & ST, Guwahati CE & ST, Customs(Prev.) NER, Shilong, Commr.(Appeals), Audit Guwahati, Agaratala GST & CX, Aizawl GST & CX, Imphal GST & CX, Dimapur GST & CX, Itanagar & CX	18	6	1	1	4	6	18	1	0	0	0	1
9	Hyderabad	Hyderabad & Vishakhapatnam Zones	41	23	3	7	4	4	41	2	0	0	0	4
10	Jaipur	CGST & Central Excise, Jaipur Zone, Jaipur and CGST & Central Excise Commissionerate, Alwar/Jaipur/Jodhpur, Customs	2	1	1	0	0	0	2	0	0	0	0	0
11	Kolkata	Kolkata- I/II/III/IV/M/VI/II/IIA/dia/ Bolpur/ Siliguri/ Service Tax and CC(P) W.B., Durgapur and siliguri	0	0	0	0	0	0	0	0	0	0	0	0
12	Lucknow	Lucknow and Meerut Zone	3	0	0	0	2	1	3	0	0	0	0	1
13	Pune		119	40	16	16	35	12	119	2	1	2	0	0
14	Ranchi	CGST & CX, ranchi Zone, patna	39	22	11	2	0	4	39	0	0	1	2	1
15	Thiruvananthapuram		0	0	0	0	0	0	0	0	0	0	0	0
16	Vadodara	Vadodara & Ahmedabad CX Zones & Gujarat Customs Zone	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL VACANCIES OF TAX ASSISTANT - CENTRAL EXCISE			372	164	55	39	74	40	372	7	4	4	2	19

ANNEXURE-B															
Tax Assistant, Combined Graduate Level Examination, 2019															
Sl. No.	Cadre Controlling Zone	Participating Zone & Commissionerates / Directorates	Total	Vertical Reservation					Total	Horizontal Reservation				Ex-Serviceman	
				Gen	SC	ST	OBC	EWS		OH	IHH	VH	MH		
CUSTOM S															
17	Chennai	Chennai Customs Zone	10	4	0	1	4	1	0	0	0	0	1	0	1
18	Goa	Goa Customs	0	0	0	0	0	0	0	0	0	0	0	0	0
19	Kolkata	W.B CUS(P), Kolkata Port, Kolkata (AP& ACC), Appeal - Kolkata, CCO &CCA	4	2	0	1	1	0	0	0	0	0	0	0	0
20	Mumbai	Mumbai-I, Mumbai-II & III Customs Zones	39	21	0	0	14	4	1	0	1	0	0	0	4
21	Thiruvananthapuram	Thiruvananthapuram Customs	0	0	0	0	0	0	0	0	0	0	0	0	0
22	Visakhapatnam	Visakhapatnam custom House	1	1	0	0	0	0	0	0	0	0	0	0	0
TOTAL VACANCIES OF TAX ASSISTANT - CUSTOMS			54	28	0	2	19	5	1	1	1	0	0	5	
DTE/DTE, GEN															
23	DGPM	DGPM(HQRS)/DG (Vigilance)/ DG(SG)/ DG(EPI)/ DG(Audit)/ CC(ARY) / DG(HRD)/ Dte(Legal affairs)	26	13	3	1	7	2	0	0	0	0	0	2	



**Annexure-B**

# **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](mailto:policy.dghrd@nic.in))

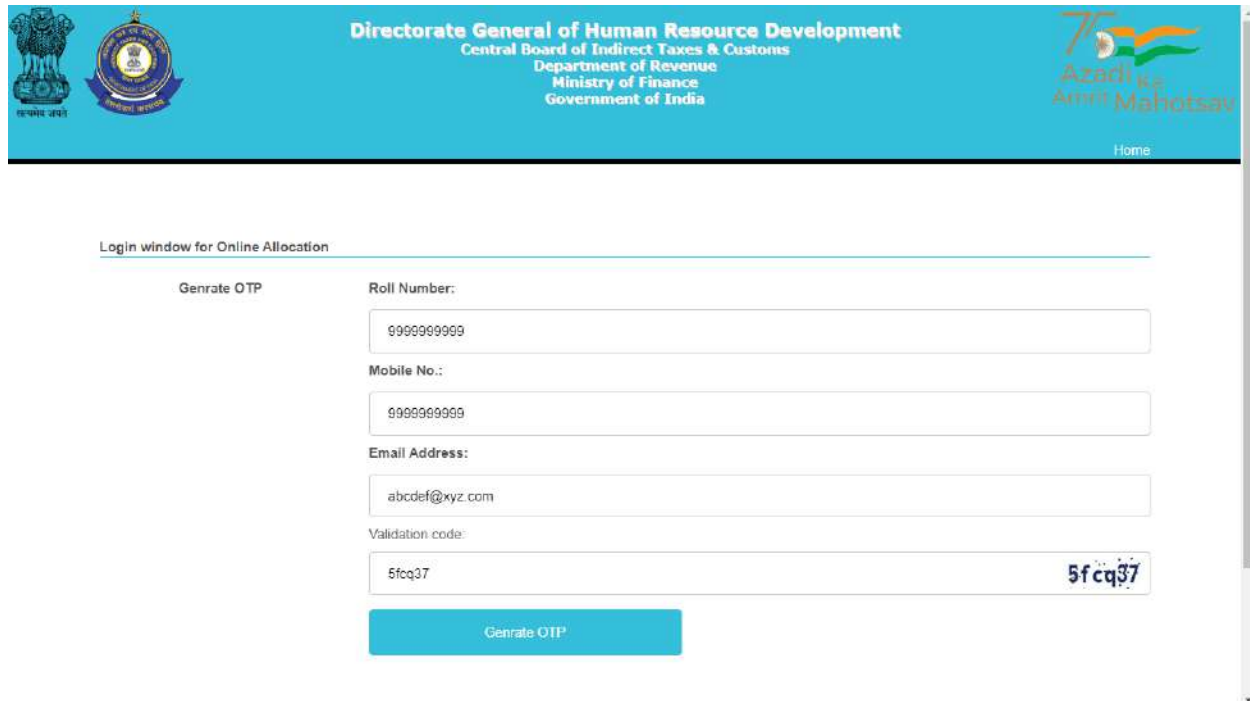
**Manual for working on Zone/Formation Allocation Preference Module**

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:



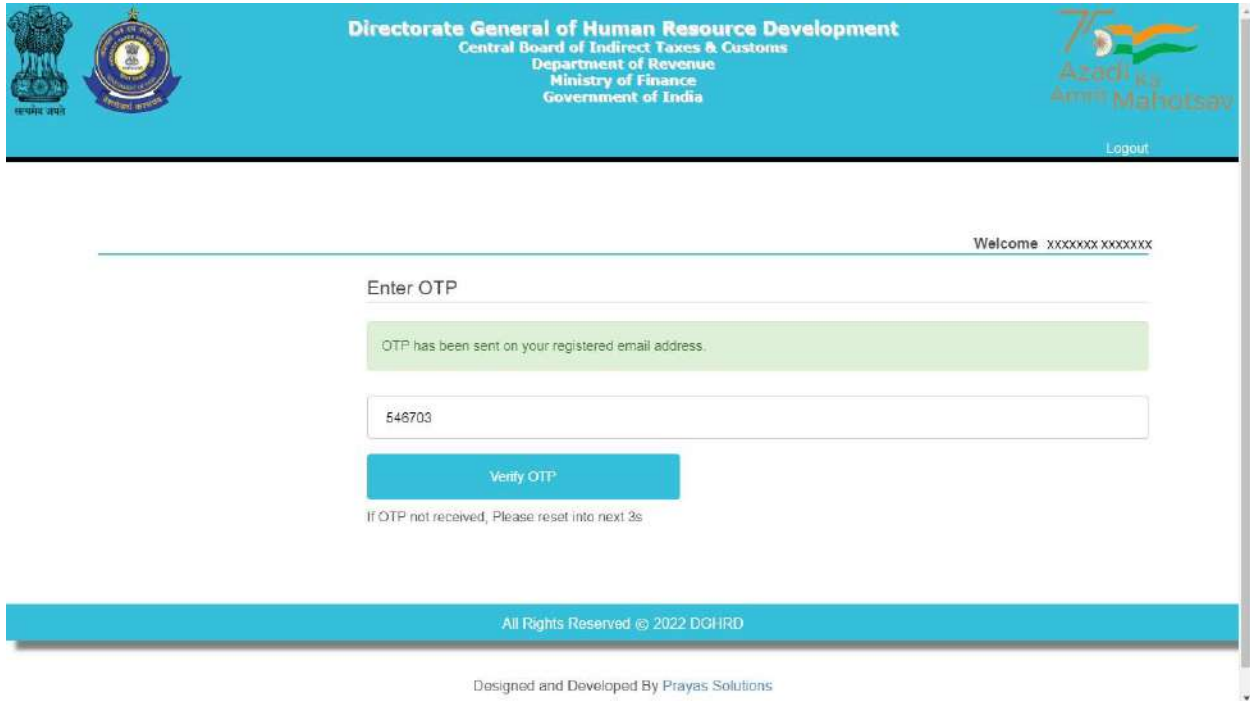
The screenshot shows the login window for Online Allocation on the DGHRDCBIC website. The header includes the Government of India emblem, the DGHRDCBIC logo, and the text: Directorate General of Human Resource Development, Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India. There is also a banner for Azadi Ka Amrit Mahotsav. The login form is titled "Login window for Online Allocation" and contains the following fields:

- Roll Number:
- Mobile No.:
- Email Address:
- Validation code:  (with a CAPTCHA image showing "5fcq37")

A "Generate OTP" button is located below the validation code field.

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:





**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 (2<sup>nd</sup> from right)** in the menu bar which will redirect them to Detailed Instruction page as shown below:

The screenshot shows the Directorate General of Human Resource Development portal. The header includes the organization's name and logo. The navigation bar contains 'My Details', 'Preferences', 'Detailed Instruction', and 'Logout'. The main content area displays a 'User Manual For CBIC Zone/Formation Preference Module' with a list of brief instructions on the left and the manual's title page in the center.

**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 ID: [policy.dghrsk@nic.in](mailto:policy.dghrsk@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:

The screenshot shows the Directorate General of Human Resource Development portal. The header includes the organization's name and logo. The main content area displays a table titled "Combined Graduate Level Examination, 2018" for the grade of "INSPECTOR (PREVENTIVE OFFICERS)". The table lists various zones and formations with their respective vacancy counts and reserved seats for different categories.

Sl. No.	Zone/Customs Range	Participating States & Constituent Districts	Grade	Total Number of Vacancies for the post 2018	Special Reservations			
					Gen	SC	ST	OBC
<b>INSPECTOR (PREVENTIVE OFFICERS)</b>								
17	Chennai **	Chennai Customs Zone	(Preventive Officer)	54	18	10	10	
18	Cochin	Cochin Customs Range, Cochin-6	(Preventive Officer)	17	10	4	0	
19	Delhi	W-3 (DSCR), Karkara Post, Karkara (GN) ACC, Apparel, Tailors, CCO & CDA	(Preventive Officer)	12	6	3	3	
20	Mumbai	Mumbai-1, Mumbai-2 & (Coastal States)	(Preventive Officer)	89	46	18	7	
21	Goa	Goa Customs	(Preventive Officer)	0	0	0	0	
22	Vizag/Andhra	Vizag/Andhra Customs Range	(Preventive Officer)	8	7	0	0	
<b>TOTAL VACANCIES OF CUSTOMS PREVENTIVE OFFICERS</b>				<b>180</b>	<b>86</b>	<b>30</b>	<b>20</b>	<b>4</b>

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:




**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

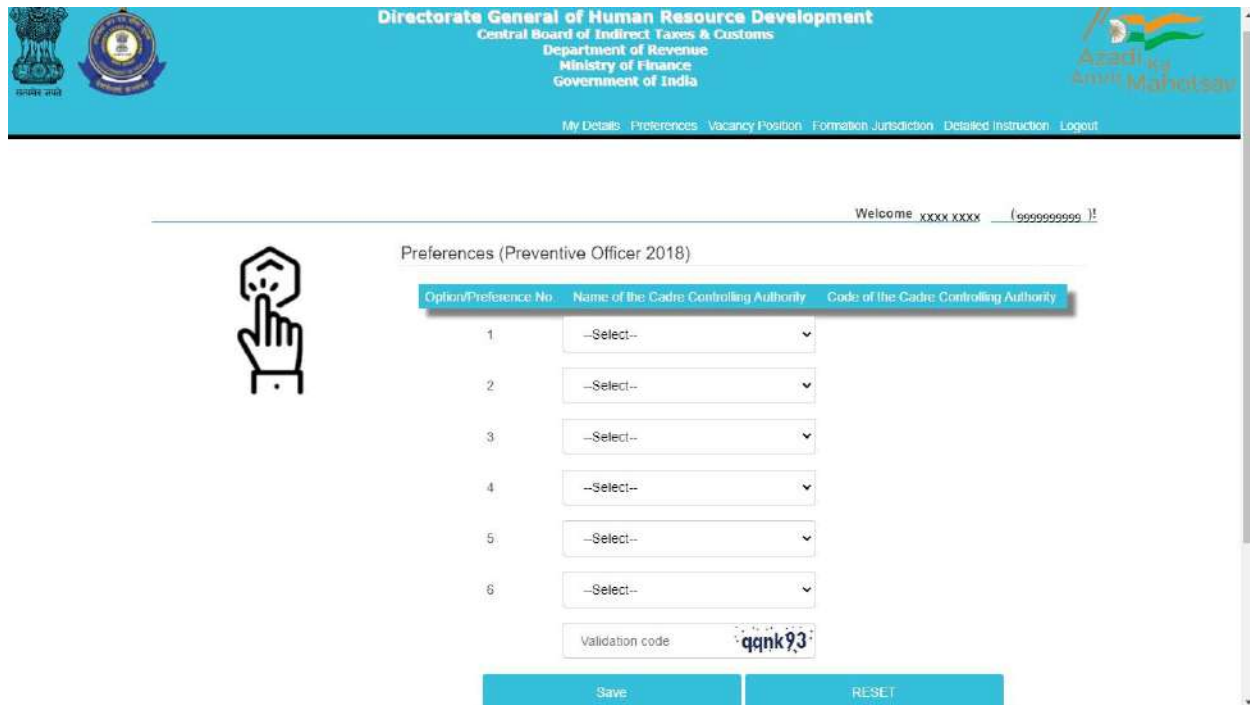
Welcome xxxxxxxx.xxxx (9999999999)

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 (**5<sup>th</sup> 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:



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 xxxx xxxxx (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 | Examination Jurisdiction | Detailed Instruction | Logout

Welcome XXXXX XXXX (gggggggggg) !!

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/xxxxxxxxx !!

Preferences (Preventive Officer 2018)

All Saved Preferences have been deleted successfully

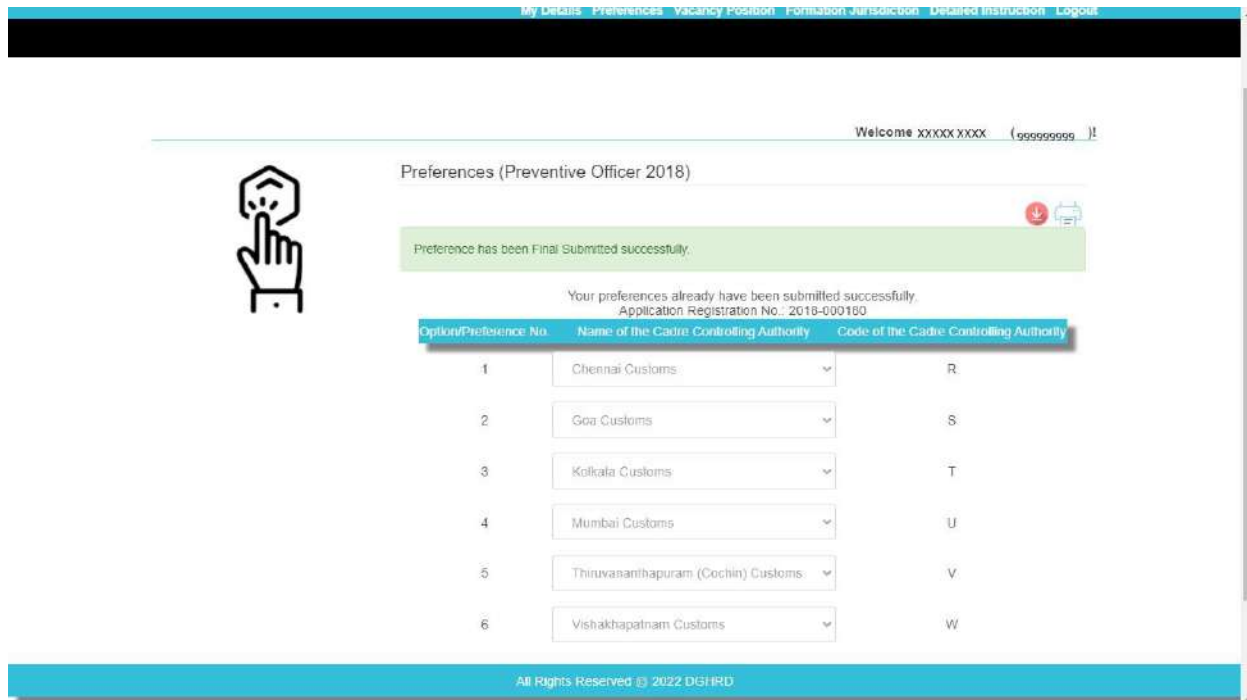
Optional-reference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	--Select--	
2	--Select--	
3	--Select--	
4	--Select--	
5	--Select--	

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.



My Details Preferences Vacancy Position Formation Jurisdiction Detailed Instruction Logout

Welcome XXXXX XXXX (99999999) !

Preferences (Preventive Officer 2018)

Preference has been Final Submitted successfully.

Your preferences already have been submitted successfully.  
Application Registration No.: 2018-000180

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

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**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 –  
CGLE 2019**

Sir,

I am a selected candidate as per the final result of CGLE 2019 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 (CGLE 2019) and Identity Proof alongwith this request in pdf format attached to this e-mail. It is requested that my abovementioned 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 (CGLE 2019)**

**Annexure I****LIST OF CADRE CONTROLLING AUTHORITIES UNDER CBIC**

<b>S.No.</b>	<b>Name of Cadre Controlling Authority</b>
<b>A.</b>	<b>CGST</b>
1.	Bangalore
2.	Bhubaneshwar
3.	Chandigarh
4.	Chennai
5.	Delhi
6.	Goa
7.	Guwahati
8.	Hyderabad
9.	Jaipur
10.	Lucknow
11.	Pune
12.	Ranchi
<b>B.</b>	<b>Customs</b>
13.	Chennai Customs Zone
14.	Kolkata Customs Zone
15.	Mumbai-I Customs Zone
16.	Vishakhapatnam Customs Zone
<b>C.</b>	<b>Directorates</b>
17.	Directorate General of Performance Management