



**Directorate General of Performance Management
Central Board of Indirect Taxes and Customs,
5th floor, Drum Shape Building, IP Bhawan,
IP Estate, New Delhi-110002**

Subject : Recruitment of Meritorious Sportspersons to the posts of Tax Assistant, Stenographer Gr-II, Havaladar and Multi Tasking Staff under Sports Quota – regarding

Directorate General of Performance Management, New Delhi invites application from the meritorious sportspersons active in sports disciplines viz. Cricket (Male)/ Hockey (Male)/ Football (Male)/ Swimming 200 Mtrs. freestyle (Male/Female)/ Athletics 200 Mtrs.(Male/Female)/ Badminton singles (Male/Female) for recruitment under sports quota in the following post :-

Sl.No.	Name of the Post	No. of Vacancies	Pay (As per 7 th CPC)
1	Tax Assistant	10	Level - 4 in the pay matrix (Rs.25,500-81,100)
2	Stenographer Gr-II	01	Level - 4 in the pay matrix (Rs.25,500-81,100)
3	Havaladar	10	Level -1 in the pay matrix (Rs.18,000 – 56,900)
4	M.T.S	03	Level -1 in the pay matrix (Rs.18,000 – 56,900)

2. Eligibility for consideration

Sportspersons of the above mentioned sports discipline who have represented/participated in

- (i) State or Country in the National or International Competition.
- (ii) University in the inter University tournament conducted by the Inter-university sports board.
- (iii) State School team in national sports/games for schools conducted by all India School Games Federation.
- (iv) National Awards in physical efficiency under the National Physical Drive.

Further details regarding educational qualification , age, proforma for submission of application, other eligibility terms and condition can be downloaded from Departmental websites www.cbic.gov.in and www.dgpm.gov.in.

3. The willing and eligible candidates can send their duly filled application either by post or in person in the prescribed format on or before 18:00 hours on 5.11.2021 (17.11.2021 for candidates domiciled in North Eastern States, Andaman Nicobar Islands, Lakshadweep, Laddakh, Jammu & Kashmir, Kerala), addressed to the

**Assistant Director (Cadre)
Directorate General of Performance Management
Central Board of Indirect Taxes and Customs
Drum Shape Building, IP Bhawan, IP Estate
New Delhi-110002**

The application received after the last date will not be entertained.



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ELIGIBILITY CONDITIONS

- 1. AGE LIMIT:** 18 to 27 years as on 01.09.2021. Upper age limit relaxation up to 5 years for General/OBC candidates and 10 years in case of SC/ST Candidates (As per Govt. of India instructions for recruitment of meritorious Sports person)
- 2. EDUCATIONAL QUALIFICATION as on 01.09.2021 :**

Post	Educational and other qualification required
Tax Assistant	(i) Degrees from the recognized University or equivalent. (ii) Should have basic knowledge in the use of computer applications. (iii) Should possess a data entry speed of not less than 8000 key depressions per hour. Note: The speed of 8000 key depressions per hour for data entry work is to be judged by conducting a speed test on the Electronic data processing machine.
Stenographer Gr-II	i) 12th class pass or equivalent from a recognized Board or University (ii) Skill test norms Dictation : 10 minutes @ 80 words per minute Transcription : 50 minutes (English): or 65 minutes (Hindi) : (On Computer)



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Havaladar	<p>Matriculation or equivalent from any recognized Board.</p> <p>Note : Candidate will be required to possess the physical standards and pass physical test as specified below, namely:-</p> <p>For Male Candidates:</p> <p>Physical standards (minimum) Height – 157.5 Cms (relaxed by 5 cms. in the Case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)</p> <p>Chest – 81 cms. (fully expanded with minimum expansion of 5 cms.)</p> <p>Physical Test:</p> <p>Walking – 1600 Meters in 15 minutes Cycling – 8 Kms in 30 minutes.</p> <p>For Female Candidates:</p> <p>Physical standards Height-152 Cms, Weight-48 Kgs, Height relaxable upto 2.5 Cms and Weight by 2 Kgs in case of Garhwalis, Assamese, Gorkhas and Member of Scheduled Tribes.</p> <p>Physical Test :</p> <p>Walking 1 Km in 20 minutes and cycling 3 Kms in 25 minutes.</p>
Multi Tasking Staff	Matriculate or equivalent from a recognized board or university



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3. LIST OF PREFERRED GAMES/SPORTS FOR WHICH APPLICATION ARE INVITED :-

S.NO	Games/Sport	Number of Vacancies (Tentative)	Gender	Remark/Event/Position
1.	Cricket	06	Male	Batsman/ Bowler/Wicket keeper/ All Rounder Bowler/ All Rounder Batsman
2.	Hockey	06	Male	Striker/Midfielder/Defender
3.	Football	06	Male	Striker/Midfielder/Defender/Goal Keeper
4.	Athletics	02	1 Male 1 Female	200 Mtrs.
5.	Swimming	02	1 Male 1 Female	200 Mtrs Free Style
6	Badminton	02	1 Male 1 Female	Single player

Note : In case suitable candidates are not available in any particular game mentioned above the Department will reserve its right not to consider such games/sports and allot the vacancies reserved for such games to any of the game mentioned in the advertisement.



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4. SPORTS ELIGIBILITY :

Sportspersons of the above mentioned sports discipline who have won medals/ represented in the following mentioned events:-

- (i) The Country in an International Competition with the clearance of the Department of Youth Affairs & Sports.
- (ii) State/U.T in the Senior or Junior level National Championships organized by the national Sports Federations recognized by Deptt. of Youth Affairs & Sports or National Games organized by Indian Olympics Association.
- (iii) University in the inter University in an Inter-University Competition conducted by Association of Indian Universities/ Inter-university sports board.
- (iv) State Schools team in national sports/games for schools conducted by All-India School Games Federation.
- (v) Awarded National Award in physical efficiency under the National Physical Drive.

NOTE: The proficiency will be evaluated on the basis of the best performances in the above mentioned recognized tournaments/ events mentioned above on and after 01.04.2015. **These should be properly filled up in Annexure – II.**

5. SELECTION OF THE CANDIDATES:

- Subject to fulfilling of the age and qualification mentioned against Sl. No.01 & 02 above, the applications shall be scrutinized and suitable candidates will be short listed for further selection procedure.
- Shortlisted candidates will be evaluated on the basis of their past performance (Certificate based) in the recognized tournaments/ Events mentioned above on and after 01.04.2015 and Field trial.



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- Then again candidates will be shortlisted as per the merit and they will be called to undergo Data Entry Speed test in case they have opted for the post of Tax Assistant, Stenography skill test in case they have opted for the post of Stenographer Grade II and Examination of Physical Standards & Physical Efficiency Test in case they have opted for the post of Havaladar.
- Success in the above tests confers no right to appointment unless the department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

6. HOW TO APPLY

- (a) Candidates should read all eligibility instruction (educational & sports) carefully before filling up the form.
- (b) The application should be strictly as per the pro-forma prescribed in **Annexure – I**
- (c) Only one application should be submitted by the candidate. If any candidate submits more than one application, all the applications will be summarily rejected.
- (d) The application should be filled up in Block Letters in Hindi/English using **ballpoint pen** preferably **Black ink**.
- (e) The applicant should clearly indicate the post(s) in the application form (**Annexure-I**) to which he is applying for by marking '1', '2', '3' and '4' in order of preference for each post and mark '**X**' if not interested in a particular post. If any person is not found eligible for a particular post, his/her next preferred post shall be counted. The blank column shall be considered as '**X**'. Failure to indicate the post(s) preference will make his application liable for rejection without any further correspondence.
- (f) **Evidence in support of merit in sports events/games**; The applicant should submit along with the application, the under mentioned forms duly filled up and signed by the respective sports authorities as mentioned in the forms (**Annexure-III**) as evidence in



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support of having participated in competitions in any of the above mentioned Sports events/Games

- i) Form-1** for representing India in an International competition
- ii) Form-2** for representing a State in a National competition
- iii) Form-3** for representing a University in the Inter-University competition
- iv) Form-4** for representing a State School team in National Games for Schools
- v) Form-5** for awards in physical efficiency performances conducted by Ministry of Education and Social Welfare.

Note: Sports achievement certified by authorities other than those recognized by the Ministry of Sports and Youth Welfare shall not be considered

(g) The applicant shall enclose attested copies of the following certificates also:

- (i) Matriculation/SSC or equivalent certificate for proof of age.
- (ii) Certificates in support of Educational qualifications.
- (iii) Sports/games certificates as mentioned at **point (f) above**
- (iv) SC/ST/OBC caste certificate.
- (v) Copy of Aadhaar Card.
- (vi) **Annexure-II** with relevant information.

(h) Sports persons who are already employed in Central Government or State Government or PSU should submit an NOC from the present employer which should be enclosed with the application.

(i) The Application form duly filled in all respects should be submitted in a closed cover super scribed with words **“APPLICATION FOR THE POST OF TAX ASSISTANT /STENOGRAPHER GRADE II / HAVALDAR/ MULTI TASKING STAFF UNDER SPORTS QUOTA.**

NAME OF THE SPORT _____”



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AND ADDRESSED TO The Additional Director (Cadre), Directorate General of Performance Management, Central Board of Indirect Taxes and Customs, Room No.510, 5th floor, Drum Shape Building, IP Bhawan, IP Estate, New Delhi-110002.

- (j) Application duly signed and completed in all respect, should reach to the office of the undersigned by 18:00 hours on 5.11.2021 by post/by hand (17.11.2021 for candidates domiciled in North Eastern States, Andaman Nicobar Islands, Laksha dweep, Laddakh, Jammu & Kashmir, Kerala).
- (k) Applications received after the due date will not be entertained under any circumstances. Incomplete, unsigned and application without annexures will be rejected and no correspondence in the matter will be made with the applicant. Eligible candidates will be called for field trials. The date and venue for field trials will be intimated to the eligible candidates in due course by the authorized officer.

- 7.** Field trials, Data Entry Speed Test for the post of Tax Assistant, Skill tests for the post of Stenographer Grade-II and Physical Standards Examination & Physical Efficiency Tests for the post of Havaldar will be held in Delhi. Shortlisted candidates will be required to appear for the same at their own expense.
- 8.** The selected candidates will be on probation for 2 years or such period as per the extant instructions of the Government of India. The selected candidate will be required to represent the CBIC Team, of Delhi Region in the tournaments/meets as decided. **The selected candidates will be required to give an undertaking that he will not seek inter-zone transfer for a minimum period of 5 years.**



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9. Any form of canvassing by any candidate will render his/her candidature liable to be rejected summarily at any stage of the recruitment process.
10. In the event of any tie between the candidates, the decision of the appointing authority shall be final.
11. The Director General, Directorate General of Performance Management, Central Board of Indirect Taxes and Customs has right to cancel the recruitment process at any stage without assigning any reason.

Sd/-

**Assistant Director (Cadre)
Directorate General of Performance Management,
Central Board of Indirect Taxes and Customs,
Room No.510, 5th floor, Drum Shape Building, IP Bhawan, IP Estate,
New Delhi-110002.**

PART B

ANNEXURE-I

**APPLICATION FOR THE POST OF TAX ASSISTANT/STENOGRAPHER GRADE-II/
HAVALDAR/ MULTI TASKING STAFF UNDER SPORTS QUOTA**

Post applied for

Tax Assistant	
Stenographer Grade-II	
Havalдар	
Multi Tasking Staff	

Please mark your preference for the posts as 1,2,3,4 in the above given box. If not applying for any post, please mark (X) against that post. If any person is not found eligible/suitable for a particular post, his/her next preferred post shall be counted. The blank column shall be considered as (X).

Affix latest
passport size
color photograph
of the candidate
with signature in
the box given
below

(Please fill the form in black ink in Capital Letters)

A) Full Name	First	Middle	Last
B) Father's Name			
C) Gender (Male/Female)			
D) Permanent Residential Address			
E) Address for Communication			
F) Date of Birth (DD/MM/YYYY)			
G) Age as on 01.09.2021			
H) Whether Gen/OBC/SC/ST			
I) Nationality			
J) Educational Qualification			
K) Sports event/game (Give detailed information along with certified copies)			

L) Details of Best Performance 01/04/2015 Onwards	
a) International (mention the name of event, year & month when event was held and position secured)	
b) National (mention the name of event, year & month when event was held and position secured)	
c) Inter-University (mention the name of event, year & month when event was held and position secured)	
d) Other (mention the name of event, year & month when event was held and position secured)	
M) Details of last performance in sports (proof to be enclosed)	
N) Documents to be submitted (Self attested)	a) Annexure - II b) Sports Certificate(s), Annexure-III (Form-1/2/3/4/5) c) Educational certificate(s)/Mark sheet(s) d) Age proof (as per matriculation certificate) e) Certificate for reservation (in the case of SC/ST/OBC candidate)
O) Telephone No.	
P) E-mail id, if any	

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the tests/interview my candidature/appointment is liable to be cancelled/terminated. I have not submitted any other application for this post. I am aware that if I contravene this Rule, my application will be rejected summarily by the Department.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification & sports eligibility, etc., prescribed for the post.

Place :
Date :

Signature of the candidate
Full Name :

Details of Participation in Sports/Games from 1/04/2015 onward

Sl. No.	Date of event	Place where event is held	Name of the Tournament/event	Position earned/ Participation
1.				
2.				
3.				
4.				
5.				
6.				
7.				

FORM 1

(for representing India in an international Competition in one of the recognized Games/Sports).

NATIONAL FEDERATION / NATIONAL ASSOCIATION OF _____

Certificate to meritorious sportsmen for employment to Group C Service under the Central Government

Certified that Shri/Smt./Kumar _____
Son/Wife/Daughter of Shri _____ and resident of _____
_____ represented the
(complete address)
country in the game/event of _____ in
_____ competition/Tournament held at
_____ from _____ to _____

The position obtained by the individual/team in the above said Competition /Tournament
Was _____

The Certificate is being given on the basis of record available in the office of National
Federation/National Association of _____

Place _____

Signature _____

Date _____

Name _____

Designation, _____

Name of the Federation/National
Association _____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by the Secretary, National Federation/
National Association.

**(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-
Estt(D) dated 4th August, 1980)**

FORM:-2

(for representing a State in India in a Nation competition in one of the recognized games/Sports.)

STATE ASSOCIATION OF _____ IN THE GAME _____ OF _____

Certificate to a meritorious sportsman for employment to a Group C service under the Central Government

Certified that Shri/Smt./Kumar _____
son/wife/daughter of Shri _____ and resident of _____
_____ (complete
address) represented the State of _____ in the game/event of
_____ in the National Competition/Tournament held at
_____ from _____ to _____

The position obtained by the individual /team in the above said Competition/Tournament was

The certificate is being given on the basis of record available in the office of the State Association
of _____

Place _____ Signature _____

Date _____ Name _____

Designation _____

Name of the State Association

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by the Secretary of the State Association

(Annexure B of the Department of Personnel and Administrative Reforms U.M. No. 14015/1/78-Estt (D) dated 4th August, 1980)

FORM 3

(For representing a University in the Inter-University Competition in one of the recognized Games/sports).

UNIVERSITY OF _____

Certificate to a meritorious sportsman for employment to a Group C service under the Central Government

Certified that Shri/Smt./Kumari _____
Son/Wife/Daughter of Shri _____
Resident of _____ student of _____
Represented the University of _____ in the
game/event of _____ in Inter-University Competition/Tournament held
at _____
from _____ to _____

The position obtained by the individual/team in the above said competition/tournament
was _____

The certificate is being given on the basis of records available in the office of Dean of Sports or Officer
in overall charge of sports in the University of _____

Place _____
Date _____

Signature _____
Name _____
Designation _____

Name of the University:

Address _____
Seal _____

**Note: This Certificate will be valid only when signed personally by Dean/Director or other officer
in overall charge of sports in the University of _____**

**(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-
Estt (D) dated 4th August, 1980)**

FORM — 4

DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF _____

Certificate to a meritorious sportsmen for employment to a Group C services under the Central Government

Certified that Shri/Kumari _____ son/daughter
of Shri _____ resident
Of _____ student of _____
_____(Complete address)

Represented the _____ State School Team in
the game/event of _____ in the National
Games for schools held at _____ from _____ to _____

The position obtained by the individual/team in the above said Competition/Tournament
was _____

The certificate is being given on the basis of records available in the office of Directorate of Public
Instructions/education of _____

Place _____

Signature _____

Date _____

Name _____

Designation _____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games/for Schools in the Directorate of Public Instruction/Education of the State.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-Estt (D) dated 4th August, 1980)

FORM-5

(for the awardees in Physical Efficiency performances conducted by the Ministry of Education & Social Welfare)

GOVERNMENT OF INDIA/DEPARTMENT OF YOUTH AFFAIRS AND SPORTS

Certificate to a meritorious sportsman for employment to a Group C posts/service under the Central Government

Certified that Shri/Kumari _____ son/daughter of
Shri _____ resident of
_____(complete
address)
represented the _____ School Team in the game /event of
_____ in at the National Competition held at
_____ from _____ to _____

The certificate is being given on the basis of records available in the Ministry of education and Social Welfare.

Place _____

Signature _____

Date _____

Name _____

Designation _____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-Estt (D) dated 4th August, 1980)