

**F. No.- A-12034/2/2024-Ad-III B Section-CBEC-Part(2)**

भारत सरकार  
Government of India  
वित्त मंत्रालय  
Ministry of Finance  
राजस्व विभाग  
Department of Revenue  
केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड  
Central Board of Indirect Taxes and Customs  
\*\*\*\*

नई दिल्ली/New Delhi,  
दिनांक / Dated: 20.03.2025

सेवा में/To,

संयुक्त स्नातक स्तरीय परीक्षा, 2024के सभी सफल उम्मीदवारों को एसएससी द्वारा कार्यकारी सहायक , केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड सीबीआईसी की वेबसाइट के माध्यम से के पद के लिए अनुशंसित किया गया है।

All successful candidates of Combined Graduate Level Examination, 2024 recommended by SSC for the post of **Executive Assistant**, Central Board of Indirect Taxes & Customs through CBIC's website.

**विषय:-** सीजीएलई2024- के अंतिम परिणाम की घोषणा-जोनों/संरचनाओं के आवंटन के लिए कार्यकारी सहायक के पद के लिए चयनित उम्मीदवारों से विकल्प/वरीयताएँ आमंत्रित करना -के संबंध में

**Subject:-**Declaration of final result of CGLE-2024-Calling Options/Preferences from Selected candidates for the post of **Executive Assistant** for allocation of Zones/Formations –reg

महोदया/महोदय,  
Madam/Sir,

कर्मचारी चयन आयोग एसएससी ने संयुक्त स्नातक स्तरीय परीक्षा, 2024का अंतिम परिणाम घोषित कर दिया है। परिणाम के आधार पर, आपको एसएससी द्वारा केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड, सीबीआईसी कार्यकारी सहायक के पद पर नियुक्ति के लिए नामित किया गया है।

The Staff Selection Commission (SSC) has declared the final result of the Combined Graduate Level Examination, 2024. Based on the result, you have been nominated by SSC to the Central Board of Indirect Taxes & Customs (CBIC) for appointment as **Executive Assistant**.

2 उम्मीदवारों से अनुरोध है कि वे संयुक्त स्नातक स्तरीय परीक्षा, 2024से संबंधित एसएससी की दिनांक 24.06.2024 की अधिसूचना का संदर्भ लें।

Candidates are requested to refer to SSC's Notification dated 24.06.2024 relating to Combined Graduate Level Examination, 2024.

3. प्रचलित प्रणाली के अनुसार, प्रत्येक उम्मीदवार को सीबीआईसी के तहत कैडर नियंत्रण प्राधिकरण) सीसीए (में से एक को आवंटित किया जाना है। संबंधित जोन/फॉर्मेशन का कैडर नियंत्रण प्राधिकरण) सीसीए(, जिसके लिए एक उम्मीदवार आवंटित किया जाता है, उसके बाद नियुक्ति का प्रस्ताव जारी करता है। प्रचलित दिशानिर्देशों के अनुसार, इस तरह का आवंटन योग्यता-सह-वरीयता के आधार पर किया जाता है, जहां तक रक्तियां उपलब्ध हैं। सीबीआईसी के तहत सीसीए की सूची अनुलग्नक -I में संलग्न है। चूंकि रक्तियां 22 सीसीए से संबंधित हैं, इसलिए वरीयताएं केवल इन 22 सीसीएएस तक ही सीमित रहेंगी। श्रेणीवार और सीसीएवार रक्तियां अनुलग्नक-ए में संलग्न हैं।

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 22 CCAs, the preferences are to be restricted to these 22 CCAs only. The category-wise and CCA-wise vacancies are enclosed at **Annexure- A**.

4. आपसे अनुरोध है कि आप <https://dghrdpreference.in/userlogin> लिंक के माध्यम से वरीयता प्रस्तुत करने के लिए ऑनलाइन मॉड्यूल तक पहुंचें। ऑनलाइन मॉड्यूल को एसएससी के साथ पंजीकृत आपके रोल नंबर, ई-मेल आईडी और मोबाइल नंबर का उपयोग करके एक्सेस किया जाना है। ऑनलाइन मॉड्यूल के लिए उपयोगकर्ता मैनुअल अनुलग्नक-बी के रूप में संलग्न है। आपसे यह भी अनुरोध है कि आप सभी सीसीए के लिए अपनी प्राथमिकताएं ऑनलाइन दर्शाएं, जिसमें जोन/संरचनाओं का नाम दर्शाया गया हो। आपको यह भी सलाह दी जाती है कि कोई भी उपलब्ध विकल्प खाली न छोड़ें, विधिवत भरा हुआ ऑनलाइन प्रोफार्मा **25.03.2025** तक जमा किया जाना चाहिए, अन्यथा यह माना जाएगा कि आपकी कोई प्राथमिकता नहीं है। सभी उम्मीदवारों को सूचित किया जाता है कि वरीयता के लिए विकल्प केवल एक बार ही प्रयोग किए जाएंगे।

You are requested to access the on-line Module for submission of preferences through the link <https://dghrdpreference.in/userlogin>. 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 **25.03.2025** 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. यदि एसएससी के साथ पंजीकृत ईमेल आईडी या मोबाइल नंबर में कोई परिवर्तन होता है, तो उम्मीदवार को अपनी वर्तमान ईमेल आईडी से ईमेल आईडी या मोबाइल नंबर अपडेट करने के लिए अपना अनुरोध ऑनलाइन मॉड्यूल के माध्यम से वरीयता प्रस्तुत करने की अंतिम तिथि से कम से कम तीन दिन पहले नीचे हस्ताक्षरकर्ता को ईमेल द्वारा भेजना होगा। एसएससी द्वारा जारी किए गए एडमिट कार्ड की एक स्व-सत्यापित प्रति परीक्षा के समय और नवीनतम पहचान प्रमाण यानी आधार कार्ड / पैन कार्ड / वोटर आईडी की एक स्व-सत्यापित प्रति भी स्कैन की जानी चाहिए और ईमेल आईडी या मोबाइल नंबर में परिवर्तन के अनुरोध के लिए ईमेल के साथ संलग्न की जानी चाहिए। ऐसा अनुरोध मेल द्वारा स्व-सत्यापित मानक प्रोफार्मा (अनुलग्नक-सी )के माध्यम से किया जाना चाहिए। हाथ से या डाक / स्पीड पोस्ट / कूरियर आदि द्वारा किया गया ऐसा कोई भी अनुरोध स्वीकार नहीं किया जाएगा।

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

6. यदि आपको ऑनलाइन मॉड्यूल तक पहुँचने के लिए ओटीपी प्राप्त नहीं होता है या ऑनलाइन वरीयताएँ प्रस्तुत करने में कोई कठिनाई आती है, तो कृपया ऑनलाइन मॉड्यूल के माध्यम से वरीयताएँ प्रस्तुत करने की अंतिम तिथि से कम से कम तीन दिन पहले mohammad.ashif@nic.in पर ईमेल करें।

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

7. यह दोहराया जाता है कि आवंटन योग्यता-सह-वरीयता के आधार पर होगा। किसी उम्मीदवार द्वारा विकल्प/वरीयताएँ प्रस्तुत करने से संकेतित वरीयताओं के भीतर ज़ोन/संरचनाओं के आवंटन का दावा करने का कोई अधिकार नहीं मिलता है। एक बार चुने गए विकल्प को अंतिम माना जाएगा और किसी भी परिस्थिति में उसे बदला नहीं जा सकता है। इसी तरह, यदि कोई उम्मीदवार कोई वरीयता नहीं दर्शाता है, तो विभाग प्रशासनिक आवश्यकताओं के अनुसार उसे किसी भी ज़ोन/संरचना में आवंटित करने के लिए स्वतंत्र होगा।

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

The submission of options/preferences by a candidate does not confer any right to claim allocation of zones/formations within the preferences indicated. Options once exercised would be treated as final and the same cannot be changed in any circumstances. Similarly, if a candidate does not indicate any preference, the Department will be free to allocate him/her to any zone/formation as per the administrative exigencies.

8. वर्तमान में, एसएससी द्वारा साझा किए गए परिणामों के डेटा के आधार पर सीबीआईसी द्वारा विकल्प/वरीयताएँ मांगी जा रही हैं। ये एसएससी से डोजियर प्राप्त होने पर सत्यापन के अधीन हैं और इस सूचना का मतलब सीबीआईसी से नियुक्ति के प्रस्ताव के जारी होने की कोई पुष्टि नहीं है।

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

9. नियत तिथि के भीतर प्राप्त सभी विकल्पों/वरीयताओं के सफल संकलन के बाद, सीबीआईसी सीबीआईसी की वेबसाइट पर डेटा अपलोड करेगा ताकि उम्मीदवार चुने गए विकल्पों/वरीयताओं को देख सकें। किसी भी विसंगति के मामले में, इसे सुधार के लिए सीबीआईसी के संज्ञान में लाया जा सकता है।

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.

**Digitally signed by** आपका विश्वासी/Yours faithfully,  
**MOHAMMAD ASHIF**

**Date: 20-03-2025** (मोहम्मद आशिफ)/ (Mohammad Ashif)

**13:29:45** अयुक्त सचिव, भारत सरकार /Under Secretary to the Govt. of India

दूरभाष/Tel.No.: 26162780

Executive Assistant 2024													
S.No	Participating Zone/ Commissionerates/ Directorates	Vertical Reservation					Horizontal Reservation					Ex-Serviceman	
		Categories					Categories						
		General	SC	ST	OBC	EWS	Total	Persons with Disability					Ex-Serviceman
							Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities			
1	Bengaluru- Executive Assistant	7	2	0	3	0	12	0	0	0	0	0	0
2	Bhopal- Executive Assistant	2	1	0	0	0	3	0	0	0	0	0	0
3	Bhubaneshwar- Executive Assistant	2	0	1	1	0	4	0	0	0	0	0	0
4	Chandigarh- Executive Assistant	0	0	0	0	0	0	0	0	0	0	0	0
5	Chennai CGST- Executive Assistant	7	3	1	0	0	11	0	0	0	0	0	0
6	Chennai Customs- Executive Assistant	0	0	0	0	0	0	0	0	0	0	0	0
7	Delhi- Executive Assistant	0	0	0	0	0	0	0	0	0	0	0	0
8	Goa CGST- Executive Assistant	3	0	0	0	0	3	0	0	0	0	0	0
9	Goa Customs- Executive Assistant	0	0	0	0	0	0	0	0	0	0	0	0
10	Guwahati- Executive Assistant	4	0	0	1	0	5	0	0	0	0	0	0
11	Hyderabad- Executive Assistant	6	1	1	2	1	11	0	0	1	0	0	0
12	Jaipur- Executive Assistant	1	1	0	0	0	2	0	0	0	0	0	0
13	Kolkata CGST- Executive Assistant	10	5	3	9	4	31	0	0	1	0	0	0
14	Kolkata Customs- Executive Assistant	3	0	0	3	0	6	0	0	0	0	0	0
15	Lucknow- Executive Assistant	2	0	0	0	0	2	0	0	0	0	0	0
16	Mumbai Customs- Executive Assistant	1	0	0	4	0	5	0	0	0	0	0	0
17	Pune- Executive Assistant	1	0	0	1	1	3	0	0	0	0	0	0
18	Ranchi- Executive Assistant	0	0	0	0	0	0	0	0	0	0	0	0
19	Thiruvananthapuram CGST- Executive Assistant	0	0	0	0	0	0	0	0	0	0	0	0
20	Thiruvananthapuram Customs- Executive Assistant	0	1	0	0	0	1	0	0	0	0	0	0
21	Vadodara- Executive Assistant	5	2	1	3	1	12	0	0	0	1	0	0
22	Vishakhapatnam Customs- Executive Assistant	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total</b>	<b>54</b>	<b>16</b>	<b>7</b>	<b>27</b>	<b>7</b>	<b>111</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>

# User Manual

## For

# Zone Allocation

# Module



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

(Telephone: 011-25733169 Email I.D: [policy.dghrd@nic.in](mailto:policy.dghrd@nic.in))

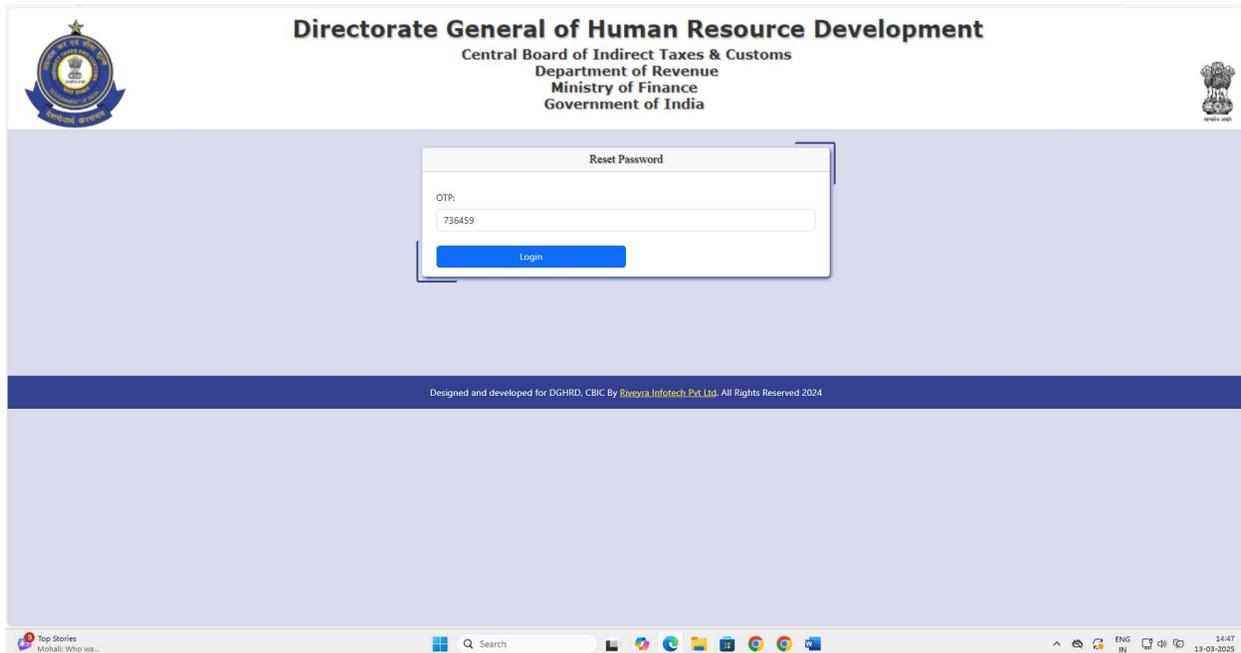
**Following are the steps to be followed by the newly recruited candidates for submitting their preferences:**

**Step 1:** Candidates need to open <http://dghrdpreference.in/userlogin> link and login into the module with the credentials of concerned candidates as shown below:

The screenshot shows a web browser window with the URL <https://dghrdpreference.in/userlogin>. The page header identifies the organization as the Directorate General of Human Resource Development, Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India. The main content area features a login window titled "Login window for Online Allocation" with a "Generate OTP" button. The login form includes fields for Roll Number, Mobile Number, Email, and a Captcha field. A "Generate OTP" button is located at the bottom of the form. The footer of the page states "Designed and developed for DGHDRD, CBIC by Biveera Infotech Pvt Ltd. All Rights Reserved 2024".

Candidate needs to enter his/her SSC Roll Number, Mobile number shared with SSC & 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 send it to candidates concerned Email-ID and will redirect from login page to confirming OTP page as shown below:



**Step 3:** Candidate needs to enter the OTP received and click on verify OTP button which will redirect the link to candidate details page as shown below:

The screenshot displays the 'User Management Portal' interface. On the left is a dark blue sidebar with the 'Preference' section selected. The main content area is titled 'User Management Portal' and contains a 'Personal Info' form. The form is divided into two sections: 'Brief Instructions' and 'Personal Details'.

**Brief Instructions:**

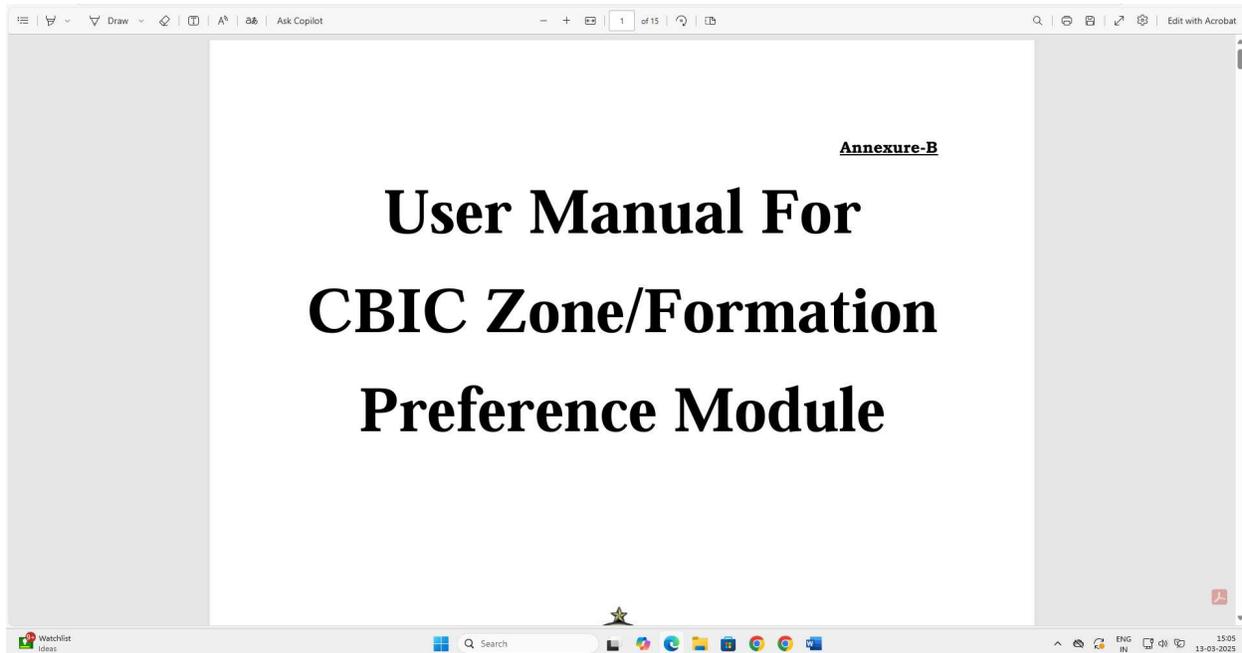
1. Check your details under tab 'My Details'.
2. Check Vacancies under tab 'Vacancy Position'.
3. Check Territory under tab 'Formation Jurisdiction'.
4. Select preferences under tab 'Preferences'.
5. Fill in all preferences, save & submit.
6. Preferences once Submitted cannot be changed.

**Personal Details:**

Post & Year:	Roll No:
Steno-II 2024	999999999
Name:	Mobile No:
Xxxxxx Xxxxxx	999999999
Email: policyletter509@gmail.com	

The bottom of the image shows a Windows taskbar with a search bar, several application icons, and system tray information including the date '13-03-2025' and time '14:48'.

**Step 4:** Candidate before filling preferences shall check the Brief Instruction on the screen and shall check the User Manual by clicking on User Manual Tab (on the left side of the screen) in the menu bar which will redirect them to User Manual page as shown below:



Candidates are advised to go through the user manual to understand the process of filling up of preferences so that they understand the module properly.

**Step 5:** Candidate before filling preferences shall check the vacancy positions in the grade they are selected for by clicking on Vacancy Position Tab (3<sup>rd</sup> from top option) in the menu bar which will redirect them to Vacancy Position page as shown below:

Sl.No.	Participating Zone/ Commissioner/ Division	Vertical Reservation					Horizontal Reservation				Ex-Servicemen
		General	SC	ST	OBC	EWS	Locomotive Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities	
1	Bengaluru - Srirangapatna - A	8	1	0	2	21	0	0	0	0	0
2	Bijapur - Srirangapatna - A	4	1	0	0	15	0	0	0	0	0
3	Bidhanapur - Srirangapatna - A	1	0	0	0	5	0	0	0	0	0
4	Bidhanpur - Srirangapatna - A	12	1	0	2	15	0	0	0	0	0
5	Chennai CCBT - Srirangapatna - A	14	1	0	4	23	0	1	0	0	2
6	Chennai Customs - Srirangapatna - A	6	1	0	1	13	0	0	0	0	1
7	Chennai - Srirangapatna - A	0	1	0	6	20	0	0	0	0	2
8	CCBT - Srirangapatna - A	12	1	0	1	15	0	0	0	0	2
9	Gas CCBT - Srirangapatna - A	0	0	0	0	0	0	0	0	0	0
10	Goods - Srirangapatna - A	0	0	0	0	0	0	0	0	0	0
11	Goods - Srirangapatna - B	5	1	0	0	9	0	0	0	0	0
12	Goods - Srirangapatna - C	0	0	0	0	0	0	0	0	0	0
13	Goods - Srirangapatna - D	5	1	0	0	9	0	0	0	0	0
14	Goods - Srirangapatna - E	20	1	0	0	25	0	0	0	0	0
15	Kolkata Customs - Srirangapatna - A	0	0	0	0	0	0	0	0	0	0
16	Kolkata - Srirangapatna - A	0	0	0	0	0	0	0	0	0	0
17	Kolkata - Srirangapatna - B	4	1	0	0	9	0	0	0	0	0
18	Kolkata - Srirangapatna - C	4	1	0	0	9	0	0	0	0	0
19	Kolkata - Srirangapatna - D	1	1	0	0	4	0	0	0	0	0
20	Kolkata - Srirangapatna - E	1	1	0	0	4	0	0	0	0	0
21	Thiruvananthapuram CCBT - Srirangapatna - A	3	0	0	0	11	0	0	0	0	0
22	Thiruvananthapuram Customs - Srirangapatna - A	1	0	0	0	5	0	0	0	0	1
23	Vadavathur - Srirangapatna - A	1	0	0	0	5	0	0	0	0	0
24	Vadavathur - Srirangapatna - B	0	0	0	0	0	0	0	0	0	0
25	Vadavathur - Srirangapatna - C	0	0	0	0	0	0	0	0	0	0
26	Vadavathur - Srirangapatna - D	0	0	0	0	0	0	0	0	0	0
27	Vadavathur - Srirangapatna - E	0	0	0	0	0	0	0	0	0	0
28	CBT - Srirangapatna - A	107	14	0	44	165	2	1	2	2	29
	<b>Total</b>										

On the above screen, candidate can check the vacancy available in all the zones as well as candidate can click on the Download Arrow button which will download the PDF containing vacancy positions to open the file in own system. Candidates are advised to check all the available vacancies in the CCAs and accordingly decide their preference for zones. After checking the vacancy positions, candidate are advised to check the jurisdiction of the zones as well by clicking on the Formation Jurisdiction tab (4<sup>th</sup> from the top option) in the menu bar which will redirect them on the Jurisdiction Mapping page as shown below:

Sl No	Name of the CCAs	Jurisdiction of CCAs
1	Bangalore CGST	CGST Bangaluru Zone; Customs Bangalore Zone
2	Bhopal CGST	CGST Bhopal Zone, Nagpur Zone (except CGST Commissionerates Nashik, Aurangabad, Audit Nashik, Appeal Nashik)
3	Bhubaneswar CGST	CGST Bhubaneswar Zone
4	Chandigarh CGST	CGST Chandigarh Zone including Customs Commissionerate Ludhiana, Customs Preventive Commissionerate Amritsar
5	Chennai CGST	CGST Chennai Zone; Customs Preventive Trichy Zone
6	Delhi CGST	CGST Delhi Zone, Panchkula Zone; Customs Delhi Zone, Customs (Preventive) Delhi Zone except Customs Commissionerate Ludhiana, Customs Preventive Commissionerates Jodhpur, Amritsar
7	Goa CGST	CGST Commissionerates Goa, Appeal Goa
8	Guwahati CGST	CGST Guwahati Zone
9	Hyderabad CGST	CGST Hyderabad Zone, Vishakhapatnam Zone (except Customs Commissionerate Vizag)
10	Jaipur CGST	CGST Jaipur Zone including Customs Preventive Commissionerates Jodhpur
11	Kolkata CGST	CGST Kolkata Zone including Customs Preventive Commissionerate West Bengal
12	Lucknow CGST	CGST Lucknow Zone, Meerut Zone; Customs Preventive Commissionerate Lucknow
13	Pune CGST	CGST Mumbai Zone, Pune Zone (except CGST Commissionerates Goa, Appeal Goa; Customs Commissionerate Goa); CGST Commissionerates Nashik, Aurangabad, Audit Nashik, Appeal Nashik; Customs Preventive cadre Customs Mumbai III Zone
14	Ranchi CGST	CGST Ranchi Zone; Customs Preventive Patna Zone (except Customs Preventive Commissionerate Lucknow)
15	Thiruvananthapuram CGST	CGST Thiruvananthapuram Zone including Customs Preventive Wing Customs Cochin
16	Vadodara CGST	CGST Ahmedabad Zone, Vadodara Zone; Customs Ahmedabad Zone
17	Chennai Customs	Customs Chennai Zone
18	Goa Customs	Customs Commissionerate Goa
19	Kolkata Customs	Customs Kolkata Zone except Customs Preventive Commissionerate West Bengal
20	Mumbai Customs	Customs Mumbai I Zone, Mumbai II Zone, Mumbai III Zone (except Customs Preventive cadre)
21	Thiruvananthapuram Customs (Cochin)	Customs Commissionerate Cochin

After checking the Jurisdiction Mapping, candidates shall click on Preferences Tab on the menu Bar (2<sup>nd</sup> from top).

**Step 6:** Clicking on the Preference button will redirect page to Preference page where candidate will be allowed to select preference from drop down menu as shown below:

The screenshot shows a web application interface for adding preferences. On the left is a dark blue sidebar with a 'Preference' header and a menu containing: My Details, Preferences, Vacancy Position, Formation Jurisdiction, User Manual, and Logout. The main content area is titled 'ADD PREFERENCES' and contains a form titled 'Add Preference'. The form consists of a table with 9 rows. The first column is 'Option/Preference No.' with values 1 through 9. The second column is 'Name of the Cadre Controlling Authority' with a dropdown menu for each row showing '--Select Preference--'. The third column is 'Code of the Cadre Controlling Authority' with an empty text input field for each row. Below the table are three buttons: 'Save', 'Reset', and 'Final Submit'. The browser's address bar shows 'Form > Add Preferences'. The Windows taskbar at the bottom shows the date and time as 15:08 on 13-03-2025.

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

Candidate will be shown only those CCAs to be selected where vacancies are available. For instance in above case vacancies are available in only 9 CCAs.

**Step 7:** After filing up the preferences candidate needs to click on save button as shown below:

The screenshot shows a web application interface for adding preferences. The page title is 'Preference' and the sub-header is 'ADD PREFERENCES'. The user is logged in as 'XXXXXX XXXXXX' with ID '9999999999'. The left sidebar contains a menu with options: My Details, Preferences, Vacancy Position, Formation Jurisdiction, User Manual, and Logout. The main content area is titled 'Add Preference' and contains a table with the following data:

Option/Preference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	Bengaluru CGST	A
2	Bhopal CGST	B
3	Chandigarh CGST	D
4	Chennai CGST	E
5	Goa CGST	G
6	Jalpur CGST	J
7	Kolkata CGST	K
8	Pune CGST	N
9	Vadodara CGST	Q

Below the table are three buttons: 'Save', 'Reset', and 'Final Submit'.

**Step 8:** After clicking on Save button, candidate will be shown the preferences entered by him/her along with the CCA codes as shown below.

Option/Preference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	Bengaluru CGST	A
2	Bhopal CGST	B
3	Chandigarh CGST	D
4	Chennai CGST	E
5	Goa CGST	G
6	Jaipur CGST	J
7	Kolkata CGST	K
8	Pune CGST	N
9	Vadodara CGST	Q

After re-checking all the preferences filled by the candidate, he/she needs to click on Final Submit button after which candidate's preferences will be shown (as shown below) to the candidate, submitted to the department and same will be sent on the candidates registered email id as well. Candidates are advised to download the preference form for future reference.

Preference

ADD PREFERENCES

Form > Add Preferences

### Add Preference

Option/Preference No.	Name of the Cadre Controlling Authority	Code of the Cadre Controlling Authority
1	Bengaluru CGST	A
2	Bhopal CGST	B
3	Chandigarh CGST	D
4	Chennai CGST	E
5	Goa CGST	G
6	Jalpur CGST	J
7	Kolkata CGST	K
8	Pune CGST	N
9	Vadodara CGST	Q

After completion of the process candidate will not be allowed to make any changes in the preferences submitted. Hence, it is desired that the candidate fills all preferences very carefully.

**Annexure-C**

**Request for change in E-mail Id and/or Mobile Number registered with  
SSC-Combined Graduate Level Examination, 2024**

Sir,

I am a selected candidate as per the final result of CGL Examination 2024 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:**

I am also attaching self-attested copies in pdf format of my Admit Card (CGLE- 2024) and Identity Proof along-with this request in .pdf format attached to this e-mail. It is requested that my above-mentioned E-mail Id and mobile number be taken on record so as to allow myself access and log-in to the On-line Module for submission of preferences for Zone/Formation.

Thanks,

(Signature of the Candidate)

**Name of Candidate**

**Roll Number (CGLE 2024)**

**List of Cadre Controlling Authorities & their Codes:**

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