CBIC-30A12(34)/10/2025-Ad-IIIB Section- CBEC

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:As e-signed

सेवा में/To,

सीबीआईसी की वेबसाइट के माध्यम से केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड के तहत आशुलिपिक ग्रेड- II के पद के लिए एसएससी द्वारा अनुशंसित आशुलिपिक ग्रेड-I एवं ग्रेड-II परीक्षा, 2025 के माध्यम से चयनित आशुलिपिक ग्रेड I और II के सभी सफल उम्मीदवार- के संबंध में।

All successful candidates of Stenographer Grade I & II selected through Stenographer Grade I & II Examination, 2025 recommended by SSC for the post of **Stenographer Grade-II** under Central Board of Indirect Taxes & Customs through CBIC's website- reg.

विषय-- जोन/फॉर्मेशन के आवंटन के लिए आशुलिपिक ग्रेड-II के पद के लिए चयनित उम्मीदवारों से विकल्प/वरीयताएं आमंत्रित करना –तत्संबंधी|

Subject:- Calling Options/Preferences from Selected candidates for the post of **Stenographer Grade-II** for allocation of Zones/Formations –reg.

महोदया/महोदय,
Madam/Sir,

जैसा कि आप जानते हैं, कर्मचारी चयन आयोग (एसएससी) ने आशुलिपिक ग्रेड I और II परीक्षा, 2025 का अंतिम परिणाम घोषित कर दिया है। परिणाम के आधार पर, आपको एसएससी द्वारा आशुलिपिक ग्रेड- II के रूप में नियुक्ति के लिए केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड (सीबीआईसी) में नामित किया गया है।

As you are aware, the Staff Selection Commission (SSC) has declared the final result of the Stenographer Grade I & II Examination,

2025. Based on the result, you have been nominated by SSC to the Central Board of Indirect Taxes & Customs (CBIC) for appointment as **Stenographer Grade-II**.

2 अभ्यर्थियों से अनुरोध है कि वे आशुलिपिक ग्रेड I और II परीक्षा, 2025 से संबंधित एसएससी की दिनांक 06.06.2025 की अधिसूचना देखें।

Candidates are requested to refer to SSC's Notification dated 06.06.2025 relating to Stenographer Grade I & II Examination, 2025.

3. चलित व्यवस्था के अनुसार, प्रत्येक उम्मीदवार को सीबीआईसी के अंतर्गत किसी एक संवर्ग नियंत्रक प्राधिकारी (सीसीए) में नियुक्त किया जाना है। संबंधित क्षेत्र/संरचना का संवर्ग नियंत्रक प्राधिकारी (सीसीए), जिसमें उम्मीदवार को नियुक्त किया जाता है, उसके बाद नियुक्ति का प्रस्ताव जारी करता है। प्रचलित दिशानिर्देशों के अनुसार, ऐसा आवंटन योग्यता-सह-वरीयता के आधार पर, उपलब्ध रिक्तियों तक किया जाता है। सीबीआईसी के अंतर्गत आने वाले सीसीए की सूची अनुबंध-I में संलग्न है। चूँकि रिक्तियाँ 24 सीसीए से संबंधित हैं, इसलिए वरीयताएँ केवल इन्हीं 24 सीसीए तक ही सीमित हैं। श्रेणीवार और सीसीए-वार रिक्तियाँ अनुबंध-A 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 24 CCAs, the preferences are to be restricted to these 24 CCÁs only. The category-wise and CCA-wise vacancies are enclosed at **Annexure- A**.

4. आपसे अनुरोध है कि आप https://dghrdcbic.gov.in/allocation/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 **15.09.2026** 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 जाएगें।

You are requested to access the on-line Module for submission of preferences through the link https://dghrdcbic.gov.in/allocation/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 **15.09.2026** 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। यह अनुरोध स्व-अभिप्रमाणित निर्धारित प्रोफार्मा **(अनुलग्नक-C)** के माध्यम से ई-मेल द्वारा किया जाना चाहिए। हाथ से अथवा डाक/स्पीड पोस्ट/कूरियर आदि के माध्यम से किया गया कोई भी ऐसा 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 sell-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 वरीयताएं 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 us-ad3b@gov.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 us-ad3b@gov.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.

आपका विश्वासी/Yours faithfully,
Digitally signed by
Mohammad Ashif
Date: 08-09-2026
16:59:45

(मोहम्मद आशिफ)/ (Mohammad Ashif)
अवर सचिव,भारत सरकार /Under Secretary to the Govt. of India
दूरभाष/Tel.No.: 26162780

ANNEXURE- I

List of Cadre Controlling Authorities & their Codes:

S.No.	CCA	CCA Code
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

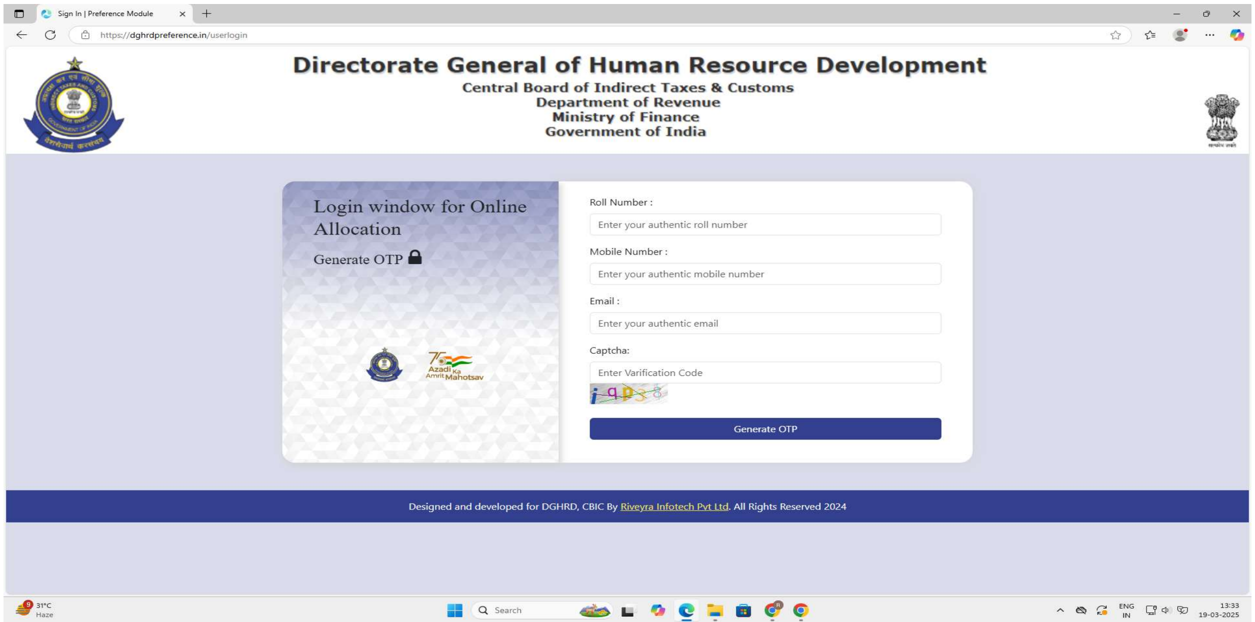
Stenographer-II 2025													
		Vertical Reservation						Horizontal Reservation					
		Categories						Categories					
								Persons with Disability				Ex-Serviceman
S.No	Participating Zone/ Commissionerates/ Directorates	General	SC	ST	OBC	EWS	Total	Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilitiess	Ex-Serviceman
1	Bengaluru- Stenographer-II	2	0	0	1	0	3	0	0	0	0	0
2	Bhopal- Stenographer-II	1	0	0	0	1	2	0	0	0	0	0
3	Bhubaneshwar- Stenographer-II	2	0	0	0	0	2	0	0	0	0	0
4	Chandigarh- Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
5	Chennai CGST- Stenographer-II	4	1	0	1	1	7	0	0	0	0	1
6	Chennai Customs- Stenographer-II	1	1	0	0	0	2	0	0	0	0	0
7	Delhi- Stenographer-II	2	0	0	0	0	2	0	0	0	0	0
8	DGPM- Stenographer-II	0	1	0	3	1	5	0	0	0	0	0
9	Goa CGST- Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
10	Goa Customs- Stenographer-II	1	0	0	0	0	1	0	0	0	0	0
11	Guwahati- Stenographer-II	1	0	0	0	0	1	0	0	0	0	0
12	Hyderabad- Stenographer-II	7	1	2	2	1	13	0	1	0	0	1
13	Jaipur- Stenographer-II	1	0	0	1	0	2	0	0	0	0	0
14	Kolkata CGST- Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
15	Kolkata Customs- Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
16	Lucknow- Stenographer-II	1	0	0	0	0	1	0	0	0	0	0
17	Mumbai Customs- Stenographer-II	5	3	0	2	1	11	0	0	1	0	1
18	Pune- Stenographer-II	0	0	0	0	2	2	0	1	0	0	0
19	Ranchi- Stenographer-II	1	0	0	0	0	1	0	0	0	0	0
20	Thiruvananthapuram CGST- Stenographer-II	1	0	0	0	0	1	0	0	0	0	0
21	Thiruvananthapuram Customs- Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
22	Vadodara- Stenographer-II	2	1	0	2	1	6	0	0	0	0	1
23	Vishakhapatnam Customs- Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
24	CBN- Stenographer-II	1	0	0	1	1	3	0	0	0	0	0
	Total	**33**	**8**	**2**	**13**	**9**	**65**	**0**	**2**	**1**	**0**	**4**

User Manual
For
Preference
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)

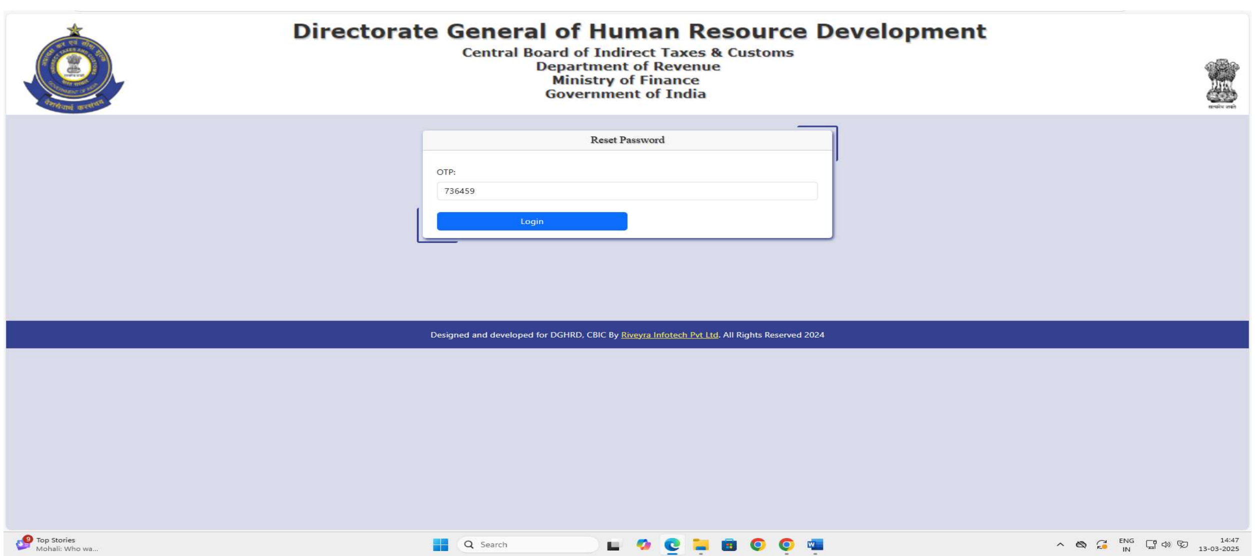
Following are the steps to be followed by the newly recruited candidates for submitting their preferences:

Step 1: Candidates need to open https://dghrdcbic.gov.in/allocation/userlogin link and login into the module with the credentials of concerned candidates as given below:

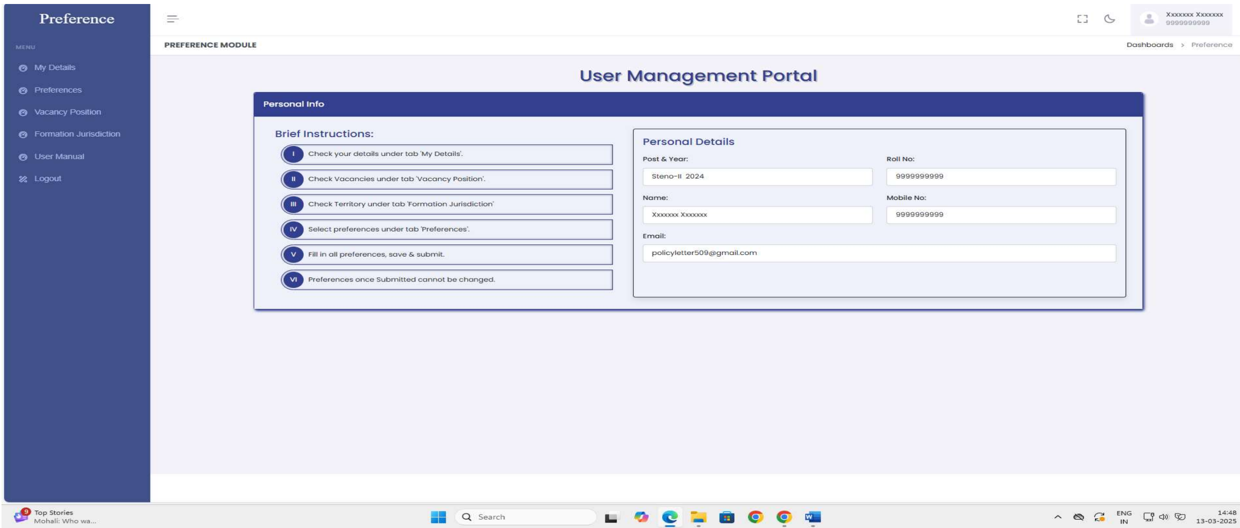


Candidate needs to enter his/her SSC Roll Number, Mobile number shared with SSC & Email ID shared with SSC and verification code shown. After filling up these details candidate needs to click on Generate OTP button.

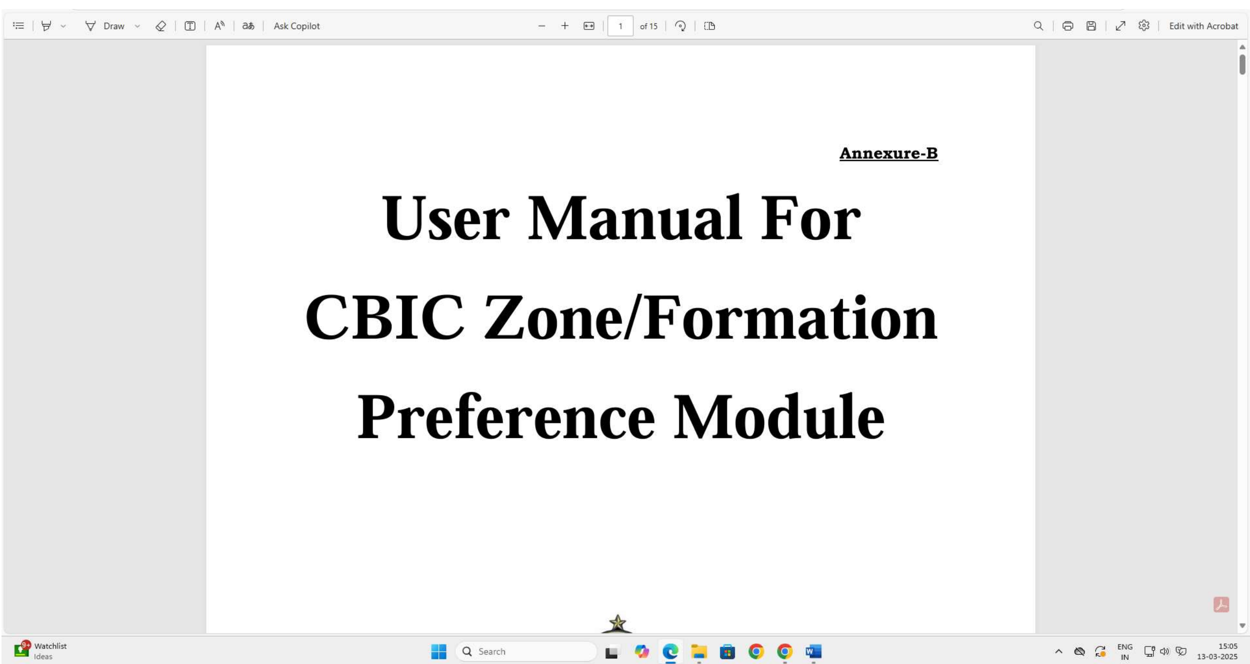
Step 2: Clicking on Generate OTP button will generate an OTP and send it to candidates Email-ID and will redirect from login page to confirming OTP page as shown below:



Step 3: Candidate needs to enter the OTP received and click on verify OTP button. On submission of correct OTP, candidate will be redirected to page shown below:



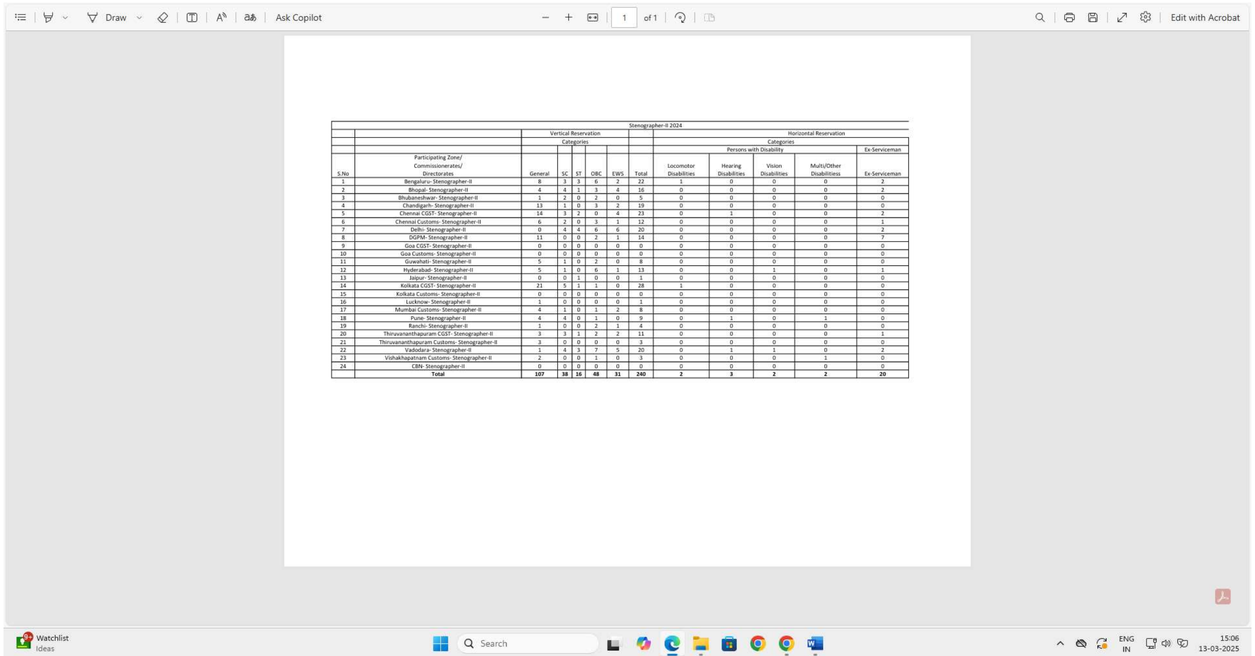
Step 4: Candidate before filling preferences shall check the Brief Instruction on the screen and shall check the User Manual by clicking on User Manual Tab (on the left side of the screen) in the menu bar which will redirect them to User Manual page as shown below:



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.

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

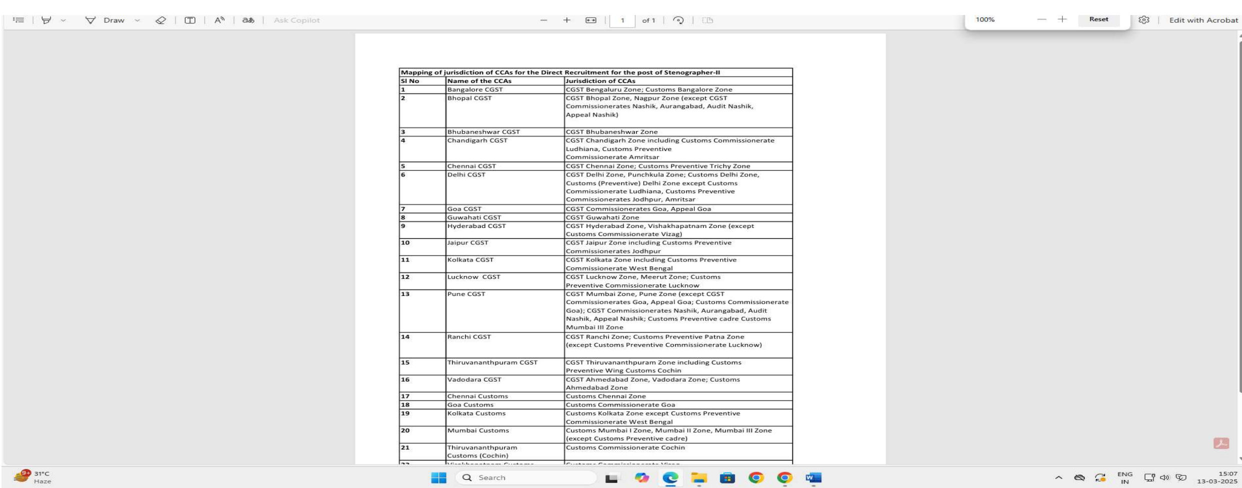
(For illustration purposes only)



Stenographer-II 2024												
		Vertical Reservation						Horizontal Reservation				
		Categories						Categories				
								Persons with Disability				Ex-Serviceman
S.No	Participating Zone/ Commissionerates/ Directorates	General	SC	ST	OBC	EWS	Total	Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilitiess	Ex-Serviceman
1	Bengaluru- Stenographer-II	8	3	3	6	2	22	1	0	0	0	2
2	Bhopal- Stenographer-II	4	4	1	3	4	16	0	0	0	0	2
3	Bhubaneshwar- Stenographer-II	1	2	0	2	0	5	0	0	0	0	0
4	Chandigarh- Stenographer-II	13	1	0	3	2	19	0	0	0	0	0
5	Chennai CGST- Stenographer-II	14	3	2	0	4	23	0	1	0	0	2
6	Chennai Customs- Stenographer-II	6	2	0	3	1	12	0	0	0	0	1
7	Delhi- Stenographer-II	0	4	4	6	6	20	0	0	0	0	2
8	DGPM- Stenographer-II	11	0	0	2	1	14	0	0	0	0	7
9	Goa CGST- Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
10	Goa Customs- Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
11	Guwahati- Stenographer-II	5	1	0	2	0	8	0	0	0	0	0
12	Hyderabad- Stenographer-II	5	1	0	6	1	13	0	0	1	0	1
13	Jaipur- Stenographer-II	0	0	1	0	0	1	0	0	0	0	0
14	Kolkata CGST- Stenographer-II	21	5	1	1	0	28	1	0	0	0	0
15	Kolkata Customs- Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
16	Lucknow- Stenographer-II	1	0	0	0	0	1	0	0	0	0	0
17	Mumbai Customs- Stenographer-II	4	1	0	1	2	8	0	0	0	0	0
18	Pune- Stenographer-II	4	4	0	1	0	9	0	1	0	1	0
19	Ranchi- Stenographer-II	1	0	0	2	1	4	0	0	0	0	0
20	Thiruvananthapuram CGST- Stenographer-II	3	3	1	2	2	11	0	0	0	0	1
21	Thiruvananthapuram Customs- Stenographer-II	3	0	0	0	0	3	0	0	0	0	0
22	Vadodara- Stenographer-II	1	4	3	7	5	20	0	1	1	0	2
23	Vishakhapatnam Customs- Stenographer-II	2	0	0	1	0	3	0	0	0	1	0
24	CBN- Stenographer-II	0	0	0	0	0	0	0	0	0	0	0
	Total	**107**	**38**	**16**	**48**	**31**	**240**	**2**	**3**	**2**	**2**	**20**

On the above screen, candidate can check the vacancies 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 is advised to check the jurisdiction of the zones as well by clicking on the Formation Jurisdiction tab (4th from the top option) in the menu bar which will redirect them on the Jurisdiction Mapping page as shown below:

(For illustration purposes only)

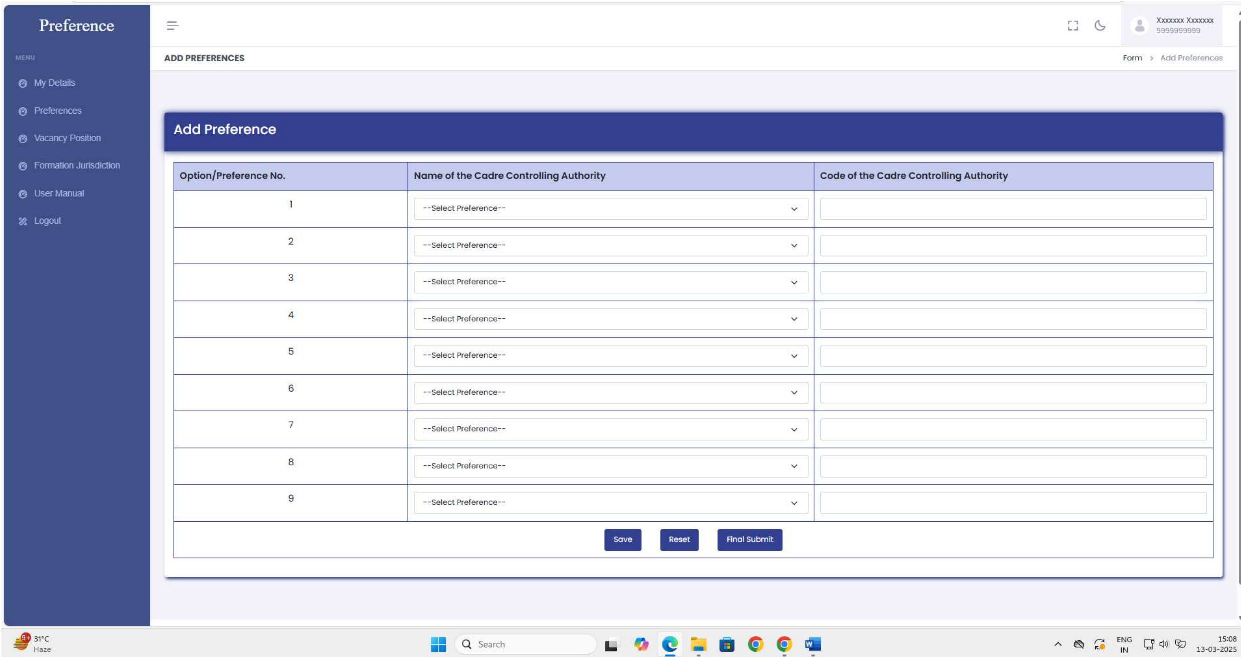


Mapping of jurisdiction of CCAs for the Direct Recruitment for the post of Stenographer-II		
Sl No	**Name of the CCAs**	**Jurisdiction of CCAs**
1	Bangalore CGST	CGST Bengaluru Zone; Customs Bangalore Zone
2	Bhopal CGST	CGST Bhopal Zone, Nagpur Zone (except CGST Commissionerates Nashik, Aurangabad, Audit Nashik, Appeal Nashik)
3	Bhubaneshwar CGST	CGST Bhubaneshwar 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, Punchkula 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	Thiruvananthpuram CGST	CGST Thiruvananthpuram 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	Thiruvananthpuram Customs (Cochin)	Customs Commissionerate Cochin

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

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

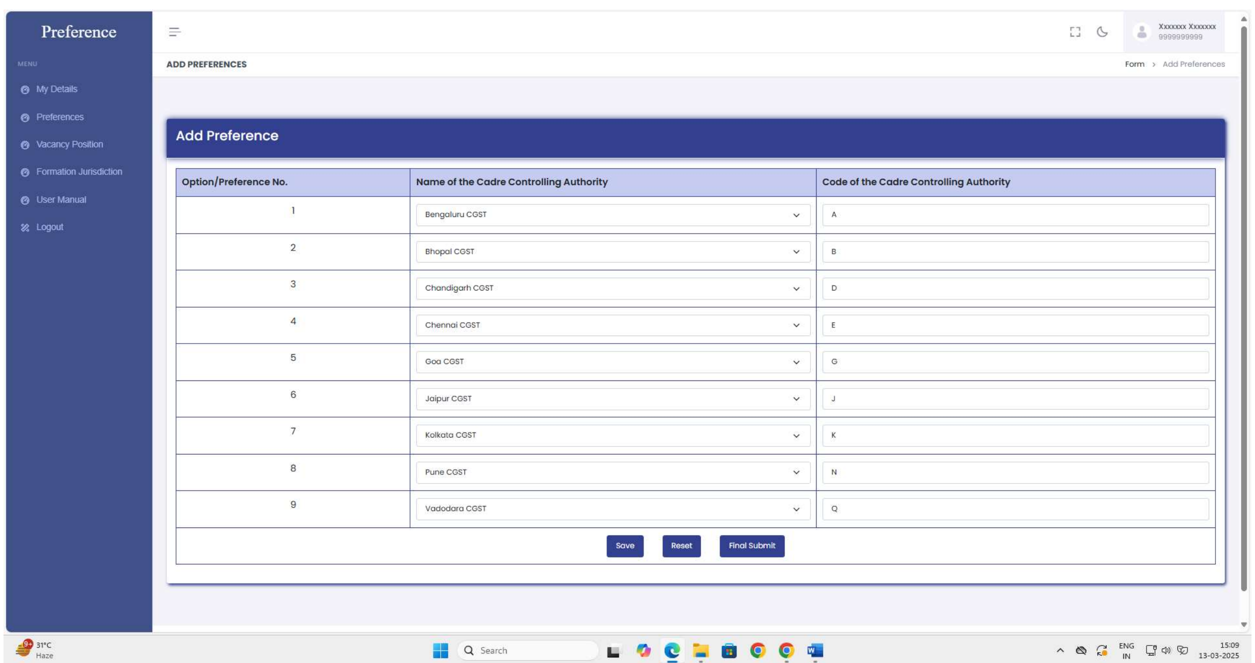
(For illustration purposes only)



Candidate will be shown only those CCAs in the list, where vacancies are available. For instance in above case, vacancies are available in only 9 CCAs.

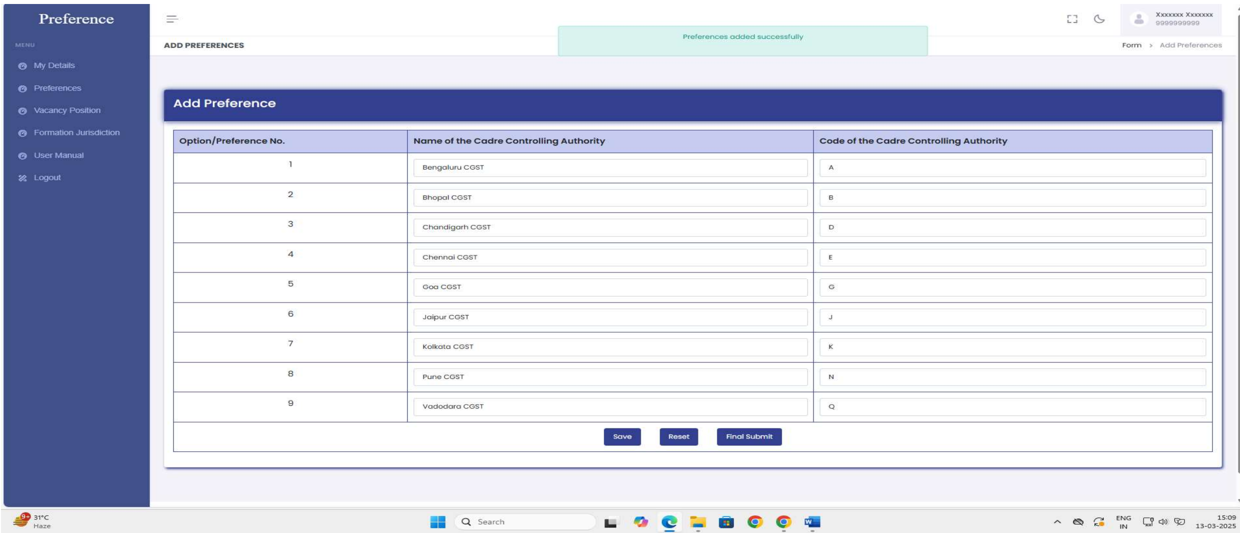
Step 7: After filing up the preferences candidate needs to click on save button as shown below:

(For illustration purposes only)



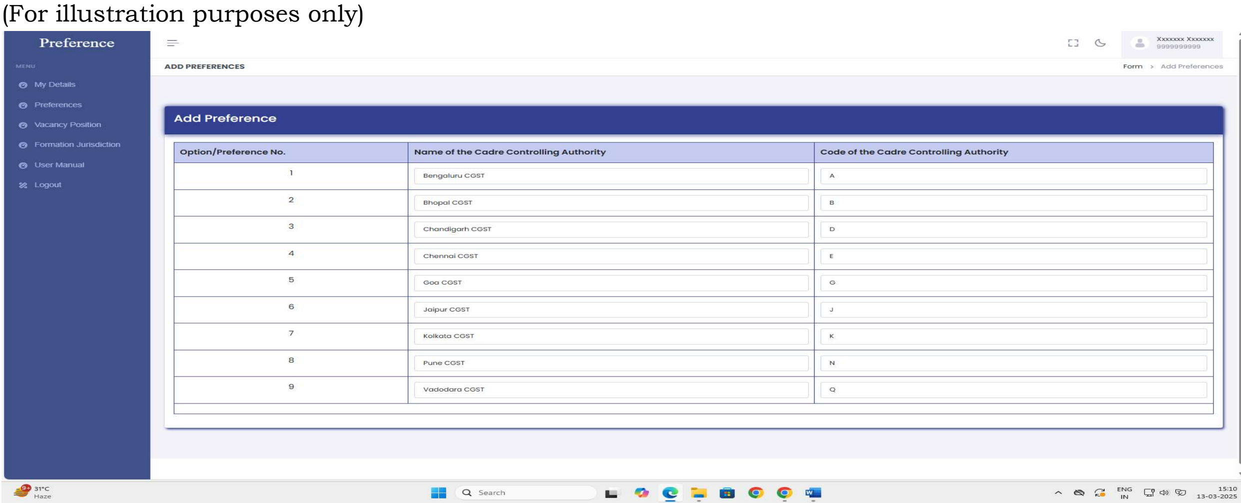
<u>Step 8:</u> After clicking on Save button, candidate will be shown the preferences entered by him/her along with the CCA codes as shown below.

(For illustration purposes only)



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.

(For illustration purposes only)



Candidates will not be allowed to make any changes in the preferences, once preferences are finally submitted. Hence, candidates are requested to fill all preferences very carefully.

Annexure-C

Request for change in E-mail Id and/or Mobile Number registered with SSC- Stenographer Grade I & II Examination , 2025

Sir,

I am a selected candidate as per the final result of Stenographer Grade I & II Examination 2025 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 (Stenographer Grade& II Examination 2025) 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 (Stenographer Grade I & II Examination 2025**)**