

कार्यालय मुख्य आयुक्त  
Office of the Chief Commissioner  
सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर  
CGST & Central Excise (Jaipur Zone), Jaipur  
(केंद्र कन्ट्रोल यूनिट)

F. No. II-31(05)CCU/JPR/2022/836

Date: 16.11.2023

**OFFICE ORDER**

The Central Board of Indirect Taxes & Customs, New Delhi has allocated 354 candidates for the post of Havaldar for conducting their Physical Endurance Test & Physical Standard Test (PET/PST) on the basis of result of Multi Tasking (Non-Technical) Staff, and Havaldar (CBIC & CBN) Examination, 2023. The nominated candidates are being called for their PET & PST on 23.11.2023 at Athletic Field, SMS Stadium, Jaipur. To accomplish the task of PET/PST of these candidates for the post of Havaldar in smooth manner, the following Committees have been constituted to perform the functions mentioned against them –

S. No.	Name of Committee	Name & designation of Officers nominated in the Committee	Present Commissionerate	Function to be performed
1	Committee for Control Room Setup	Shri Sanjay Kumar Sethi, Supdt./ Nodal Officer Sh. Lalit Kumar Jha, Inspector Sh. Vishwash Morya, EA Ms. Shimona kayath, TA	CCO, Jaipur CCO, Jaipur Customs(Prev.), Jaipur CCO, Jaipur	To address the queries of the candidates through dedicated telephone lines from 10:30 to 17:00 Hrs, monitor the entire process and maintain coordination among all the constituted Committees.
2	Committee for conduction of PST/PET	<b>Team A:</b> Sh. Rajesh Agarwalla, AC Sh. Sudhir Sharma, Supdt. Sh. Prem Raj Jogpal, Supdt. Sh. Gautam Kumar, Supdt. Sh. Rafeeq Mohammad, Inspector Sh. Dinesh Luniya, Inspector Sh. Anil Kumar Sharma, Inspector Sh. Shashank Yadav, Inspector Sh. Deepak Mahala, EA Sh. Nikunj Sharma, TA Sh. Tilak Sharma, TA Ms. Anita Saini, TA Sh. Shiv Lal Meena, LDC Sh. Raghu Prakash Khandelwal, LDC Sh. Gulab Chand Meena, HH Sh. Manoj Sharma, HH Sh. Shambhu Lal Meena, HH Sh. Deepak Rajoria, HH Sh. Hariom Meena, MTS <b>Team B:</b> Sh. B. B. Atal, AC Sh. Umanand Vijay, Supdt. Smt. Shashi Bala Poonia, Supdt. Sh. Puneet Kumar Gupta, Supdt. Sh. Ganesh Machra, Inspector Sh. Neeru Yadav, Inspector	CGST Jaipur CGST, Jaipur CCO, Jaipur CCO Jaipur CGST, Jaipur CGST, Jaipur Customs(Prev.), Jaipur CGST, Jaipur Customs(Prev.), Jaipur CGST, Jaipur CGST, Jaipur CGST(Appeals), Jaipur CGST Jaipur CCO Jaipur CGST Jaipur CCO, Jaipur CGST, Jaipur Customs(Prev.) Jaipur CCO, Jaipur	To conduct the PET/PST of the nominated candidates as per Recruitment Rules and submit the duly Signed the Attendance Sheet and Result Sheet to the undersigned after completion of the PET/PST.

		Sh. Mukesh Kumar, Inspector Sh. Anurag Sharma, Inspector Sh. Muthresh Sharma, EA Sh. Pushpendra Singh, EA Ms. Shalini Gangodiya, TA Sh. Sunil Suiwal, TA Sh. Atul Sharma, LDC Sh. Balwant Singh Nathawat, LDC Sh. Mahesh Meena, LDC Sh. Sanwar Mal Bunkar, HH Sh. Ram Kumar Meena, HH Ms. Asha Cheepa, MTS	CGST Jaipur CGST Jaipur CGST (Audit) Jaipur CGST(Audit), Jaipur CGST Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur CGST Jaipur CGST Jaipur CGST Jaipur Customs (Prev), Jaipur CGST Jaipur	
3	Committee for Dispute Resolution	Sh. Rishi Yadav, ADC Sh. K.J. Nazrath, Supdt. Sh. Puneet Kr. Gupta, Supdt.	CGST, Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur	To address any dispute raised by any candidate at the venue during his PET/PST and redressal of the same in light of standing rules and instructions. The Dispute Notes (format enclosed) are to be submitted to the undersigned after completion of the PET/PST.
4	Vigilance Committee	Sh. Rajesh Agarwalla, AC Sh. Sumat Prakash Jain, Supdt. Sh. Kapil Kumar, TA	CGST Jaipur CGST(Appeals) Jaipur CCO Jaipur	To supervise the entire process through vigilance angle and make sudden inspections time to time for ensuring the running of entire examination process in fair manner and submit their observation note/report.
5	Refreshment Committee	Sh. Sudhir Sharma, Supdt Sh. Rafeeq Mohammad, Inspector Sh. Man Singh, EA	CGST Jaipur CGST Jaipur CGST Jaipur	To take care of refreshment to the staff posted at the examination venue.
6	Committee for Reporting to DGHRD	Ms Babneet Tuli, ADC Sh. Sanjay Kumar Sethi, Supdt. Sh. Lalit Kumar Jha, Inspector Sh. Vishwash Morya, EA	CCO, Jaipur CCO, Jaipur CCO, Jaipur Customs (Prev), Jaipur	Timely submission of all the reports related to attendance and results or any other information sought by the DGHRD/SSC in the prescribed format through email/Portal.
7	Security Committee	Sh. Rajesh Agarwalla, AC Sh. Prem Raj Jogpal, Supdt. Sh. Man Singh, EA	CGST Jaipur CCO, Jaipur CGST Jaipur	To establish proper liaison and coordination with local Police for maintaining Law and order during the PET/PST of the candidates.
8	Medical Committee	Sh. B.B. Atal, AC Sh. Arvind Kumar Sharma, Supdt. Sh. Anil Kumar Sharma, Inspector	Customs(Prev), Jaipur CGST Jaipur Customs(Prev), Jaipur	To coordinate with Medical/Para Medical Staff on duty during the PET/PST and ensuring instant medical service to the candidate in case of any emergency.
9	Legal Committee	Sh. Sumat Prakash Jain, Supdt Sh. K.J. Nazrath, Supdt Sh. Anurag Sharma, Inspector	CGST(Appeals) Jaipur Customs(Prev), Jaipur CGST Jaipur	To take advance remedial action to avoid arising of any litigation.

10	Debriefing Committee	Sh. Rajesh Agarwalla, AC Sh. Sudhir Sharma, Supdt. Sh. Prem Raj Jogpal, Supdt. Sh. Gautam Kumar, Supdt. Sh. B. B. Atal, AC Sh. Umanand Vijay, Supdt. Smt. Shashi Bala Poonia, Supdt. Sh. Puneet Kumar Gupta, Supdt.	CGST, Jaipur CGST, Jaipur CCO, Jaipur CCO Jaipur Customs(Prev), Jaipur CCO Jaipur Customs(Prev), Jaipur Customs(Prev), Jaipur	To brief and summarize the entire process along with reporting of any inconvenience /hurdle faced by their team.
11	Cleaning/ Custodian Committee	Sh. Jagdish Narayan Meena, CAO Sh. Anil Kr. Sharma, Insp. Sh. Man Singh, EA	CGST Jaipur Customs(Prev), Jaipur CGST Jaipur	

**Note: -**

1. No application of leave shall be entertained for any officer for 23.11.2023.
2. Officers who are presently posted out of Jaipur shall be relieved by their respective office by 22.11.2023 (A/N).
3. A meeting is being scheduled at Hqrs on 22.11.2023 to be attended by the officers (posted at Jaipur only) mentioned in the above committees for briefing the SOP of the conduction of PET/PST at SMS Stadium, Jaipur.
4. Disciplinary action will be initiated against the officer who remains absent or fails to fulfill his/her duty.

**Working of Committees:-**

**Action on the part of Committee constituted for control room :-**

2. One telephone number will be provided to all the candidates so that they can enquiry any relevant information from the department. The control room will start working one week before the date of PET/PST and staff situated at this dedicated telephone line will have all the data and information on their computers i.e. list of the nominated candidates along with schedule date time venue etc. and they will address and resolve all the queries raised by the candidates.
3. All the activities running at the Stadium will be supervised from the control room and all the relevant documents like Attendance Sheets/ Result Sheet/ Chest Numbers etc. will be collected by the Teams one day before from the Control room.

**Action on the part of Committee constituted for conducting PET/PST:-**

4. There are 2 teams which have been created to conduct the PET/PST of the candidates on 23.11.2023. Total 354 Candidates are being called in two batches i.e. Morning Batch and Afternoon Batch. In Morning Batch, 180 candidates are being called which will be further subdivided to two teams Team A and Team B in two separate batches of 90-90 candidates. Similarly, Afternoon batch of 174 candidates (including females and PWD Candidates) will also be subdivided into both teams A and B in two separate batches of 90 and 84 candidates respectively. All these candidates will enter into the stadium after undergoing frisking and showing their Original Id card to the staff situated at the entrance gate of the Stadium (One TA/Insp and One LDC/Head Havaladar). After entering in the stadium, these candidates will be gathered at one place in two separate batches sitting in accordance with their Sr. Nos (i.e. Sr. No. 1 to 90 and Sr. No. 91 to 180) under supervision of Team A and Team B respectively. After completion of the scheduled time entrance gate will be closed and no entry and exit will be allowed to the candidates without prior permission of the competent authority being present there.
5. One team (say A) will start PET of the candidates first while on the other hand another team (say B) will start PST of the candidates at the same time simultaneously in the manner as proposed below-

**Team A -**

6. The Superintendent of the Team A will call the candidates one by one from their Serial Number and after verifying the ID and Admit Card (issued by the SSC) of each candidate he will assign a chest number which will be pasted to him by the Havaladar assisting the Superintendent and then he will be allowed to reach at Athletic Track (8-Lines). Similarly, after verification and chest number allotment, next candidates will be allowed to reach at the track. After reaching 8 candidates at the track, they will be directed to start walking being monitored by 8 officers

(Insp/TA) who will record their timings using stopwatches, similarly next 8 candidates may be allowed to walk on the track after developing a proper gap and so on.

**Team B –**

7. At the same time when Team A is conducting the PET of the candidates, Team B would be conducting PST of the candidates. For this purpose, in the similar manner, Superintendent of the Team B will call the candidates one by one by their Sr. No. and after verifying the ID and Admit Card (issued by the SSC) of the candidate a chest number will be assigned and pasted to him and he will be allowed to undergo his PST in any of the two rooms where PST is being conducted. In each room one Insp/TA and Havaladar will measure and record the height of the candidate while another Insp/TA and Havaladar will measure and record the Chest Measurement. Next candidates may be sent to another Room having the same staff for conducting the PST alternately at the same time. All these 90 candidates may complete their PST entering alternately in these two rooms.

8. After completion of the PET by team A and PST by Team B, they will reverse their position to conduct PST by Team A and PET by Team B. After completion of both PET & PST of all the candidates, signature will be taken on the Attendance Sheet (Annexure A) as well as on the Result Sheet (Annexure B). Further, a self declaration by the candidate (Annexure C) will be collected from each candidate having all the fields filled and duly signed by the candidate. All these duly signed Annexures A, B and C will be handed over to the undersigned after completion of the PET/PST on the same day.

9. However, only 174 candidates are being called at 02:00 PM for their PET/PST. Team A and Team B shall conduct their PET/PST in the same manner as explained above in two batches i.e. one batch of 90 candidates by Team A and second batch of 84 candidates (including female and PWD candidates) by Team B. The PST of female candidates shall be conducted by the female staffs. Exemptions in PET/PST are allowable to the suitable categories as mentioned in the CBIC's letter A.12034/06/2020-Ad.III.B dated 28.03.2022. Accordingly, these candidates may be exempted from the PET/PST subject to production of a valid disability Certificate (in Original) which should be examined carefully by the concerned team and a self attested copy of the same is required to be taken from the candidates and the same will be handed over to the undersigned along with Annexures (A/B/C).

**Action on the part of Committee constituted for dispute resolution:-**

10. A dispute resolution team has been created for addressing and redressal of any kind of dispute/grievance raised by the candidates during their PET/PST. This committee will be situated at the venue during the entire process and will entertain any dispute raised by the candidate in writing through Dispute Note (Annexure D) and will resolve the same in light of standing Rules and Instructions and submit this/these dispute note/notes to the undersigned after end of the day.

**Action on the part of Committee constituted for Vigilance:-**

11. To ensure the fairness and integrity of the entire process, a Vigilance team has been created who will keep eyes on the entire process and will randomly inspect the examination venue time to time. Any irregularity, if noticed anywhere by the team will be reported immediately to the undersigned, who is the supervising authority of the working of all teams. Moreover, an inspection/observation note will be submitted to the undersigned at end of the each day with a summary detail of their observations.

*Babneet*  
16/11/2023

(Babneet Tuli)

Additional Commissioner

Copy for information to –

1. The Pr. Commissioner/Commissioner CGST Commissionerate, Jaipur/ CGST Audit(Jaipur)/ CGST Appeals (Jaipur)/ Customs(Prev.) Commissionerate, Jodhpur (Hqrs. at Jaipur) with request to relieve the officers of their Commissionerates on 22.11.2023.
2. The Admn. Officer (Hq.), CGST Commissionerate, Jaipur for making suitable arrangements for smooth conduction of physical tests of the nominated candidates on the scheduled dates.
3. The Superintendent (Computer) to upload it on the departmental website.
4. Personal Copy.