



Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Tax & Customs
Directorate General of Human Resource Development
409/8, Deep Shikha, Rajendra Place,
New Delhi – 110008

F.No. 8/B/37/HRD(HRM-II)/2019/Pt.I

Dated:19.09.2022

To,

**All Principal Chief Commissioner/Chief Commissioner of CGST (All CCAs)
All Principal Chief Commissioners/ Chief Commissioners of Customs (All CCAs)
The Director General, Directorate General of Performance Management
All Principal Commissioner/Commissioner, CGST Goa/Customs Goa/ Customs
Thiruvananthpuram/ Customs Visakhapatnam/ CBN (CCAs),**

Madam/Sir,

**Subject: Recruitment to the post of Havaladar for conduct of PET/PST for the
post of Havaladar in CBIC along with the MTS Examination, 2021-reg.**

Please refer to the above subject.

2. A detailed Standard Operating Procedure (SOP) for conduct of Physical Examination Test/ Physical Standard Test for the recruitment to the post of Havaladar in CBIC as approved by the competent authority is enclosed herewith for information and necessary action

This issues with the approval of the competent authority.

Yours faithfully,

(Pallabika Dutta)

Additional Director (HRM-II)



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Date: /07/2022

To,

The Under Secretary (Ad.III.B),
CBIC, Bhikaji Cama Place,
New Delhi.

Sir,

Sub.: Recruitment to the post of Havaldar for conduct of PET/PST for the post of Havaldar in CBIC along with MTS Examination, 2021-Reg.

Please refer to your letter F.No.12034/SSC/13/2017-Ad.III.B/1/47659/2022 dated 14.06.2022, wherein it was requested to finalize the SoP, in consultation with CCAs, duly incorporating suggestions conveyed by Board vide letter dated 08.04.2022 and to share the finalized SoP with the Board.

2. In this regard, this office has called for any suggestions/inputs from CCAs vide all this office letters dated 14.06.2022 & 29.06.2022. However, no further suggestions/comments are offered by the CCAs.

3. In view of the above, the earlier draft SoP (submitted by this office) is modified after taking into consideration the various points raised by Board vide letter dated 08.04.2022.

4. However, in respect of the Board's suggestion (ii) shared vide letter dated 08.04.2022 i.e. *"it is proposed that the candidates allotted against DGPM vacancies outside Delhi also can be clubbed with zones for PET/PST. Also, some zones (such as in North East) may have jurisdiction over more than one state. In such a case, having one location in each state can be considered."*, it appears that since CCAs are not allocated to candidates at the stage of conducting of PET/PST. Hence, the issue raised by DGPM is of no relevance at this point. In this regard, the criteria for allocation of center to the candidates for the PET/PST & authority for allocation has to be determined.

5. Further, your kind reference is also invited towards your office letter F.No.A.12034/SSC/13/2017-Ad.III.B-Part(1)/I/48980/2022 dated 07.07.2022, wherein, it was requested to add one agenda item as reporting of vacancies for MTS post to be discussed with CCAs. It is also informed that SSC intimated that vacancies for MTS are to

be communicated state/UT wise. In view of the zonal jurisdiction of some CCAs and the way cadre is defined in RR of MTS, the intention of including this agenda item is to understand how CCAs report MTS vacancies to SSC, how dossiers are being allocated by SSC and further, how allocations are done by CCA.

6. In this respect, it is to inform that this office has already shared a list of jurisdiction of CCAs mapped with the correspondent jurisdiction of states vide letter F.No. 8/B/37/HRD(HRM-II)/2019/4799 to 4825 dated 09.03.2022 and the process is already laid out as vacancies are reported by DGHRD to Board for obtaining NOC from Surplus Cell, DoPT. After receiving NOC from Surplus Cell, same is forwarded by the Board directly to CCAs for conveying their vacancies in grade of MTS to the Regional Directors of the SSC's for filling up of the vacancies. For reference, your office letter F.No. A-12034/SSC/06/2017-Ad.III B dated 11.10.2017 is also enclosed herewith wherein NOC obtained from DoPT (Surplus Cell) was forwarded by the Board directly to CCAs for taking up the matter with the concerned Regional Directors of SSC under intimation to the Board.

Encl: As above.

Yours faithfully,

(Ritesh Kumar Tripathi)
Deputy Director
DGHRD (HRM-II)

डी०जी०एच०आर०डी०

प्रेषक.....

क्रम सं०..... 6571

दिनांक..... 12/07/2022

पुषित

Draft SoP for conduct of PET/PST for the post of Havaladar in CBIC

A. Purpose & Scope: - The standard operating Procedure (SOP) has been formulated to codify the procedure for conducting the Physical Efficiency Test (PET) / Physical Standard Test (PST) which is the part of recruitment process for the post of "Havaladar" in CBIC.

B. Initiation of Process by DGHRD:

SSC shall provide details (in Excel Format) within a week of declaration of results of qualified candidates qualifying CBE (Computer Based Examination) (Such as Name, Roll Number, Examination center allocated for paper-I to the candidate, Mobile Number, Email & Contact Address) to the Board office. Board shall send the same to DGHRD along with the name of "center allocated to the candidate for PET/PST and jurisdiction of CCA under which the center falls" for further notifying the candidates regarding PET/PST by way of Email & SMS. The candidates will be informed of the same along with the name of the nodal officers nominated for the CCA, Email & Mobile no. of the nodal officers. DGHRD will also share with the CCAs the name and other details of candidates allocated to them.

Further, the information regarding PET/PST will be placed on CBIC, DGHRD and SSC websites also. CCAs will communicate (through email-ids) to the candidates the details regarding Date, Time & Place to report for PET/PST and also specify the documents required for claiming

relaxation/exemption, if any, in respect of PET/PST as prescribed under the RRs for the post of Havaladar. CCAs shall communicate the details regarding PET/PST through their websites as well as CBIC, DGHRD websites also. Candidates may also be advised that they may keep a check on CBIC, DGHRD, SSC and concerned CCA website for further information. CCAs should complete the entire process of intimation to the candidates within a period of 15 days from the date of receipt of data from DGHRD. Further, candidates may be given a prior notice of 15 days for reporting for the PET/PST. In case any candidate shows inability to attend the PET/PST on the allocated date due to genuine reasons (to be substantiated by records) the respective CCA conducting the PET/PST of the candidate may allow him additional time as the case requires, keeping in view the schedule for completion of the tests.

C. Process & Procedure at CCA level:-

- (i) **Creation of control room** – Each CCA will create a control room headed by an officer not below the rank of DC/AC. It will comprise of a Nodal officer (already nominated by the CCAs for the purpose of recruitment to the post of Havaladar) and any other officer//staff as required by the CCA.
- (ii) **Identification of venue** – Identification and location of suitable place/ Venue for conducting the Test. It is expected that the number of candidates would be 6 times the vacancies in the CCA approximately. Therefore, the venue to be fixed should

be big enough to accommodate such large number of candidates. The venue should also be easily accessible to the candidates. It must have facilities to conduct all the Tests and as far as possible, multiple venues should be avoided. There is a possibility that the Test may be conducted in batches over number of days.

- (iii) **Staff & Equipment** – The CCAs will make suitable arrangements for conducting PET/PST as regards to staff, equipment, videography and records required.
- (a) The staff requirement for conducting the Tests would be of two broad categories, one the skilled staff who knows how to conduct test and second the support staff headed by an officer not below the rank of Superintendent. Adequate number of staff may be deployed for the conduct of the PET/PST. If required, staff may be drawn from various Commissionerates/regional directorates under the jurisdiction and be deployed exclusively for this purpose. In order to ensure neutrality in conducting the tests and avoid disputes a committee may be constituted at each CCA for conducting the test and making provision of time keepers, line men, starts etc.
- (b) Calibrated and standardized equipment should be used for conducting Test.
- (c) In order to maintain transparency and to avoid any litigations, there should be facility for holding the tests in-camera or for videography of the same. The data of the same

may be preserved as per the rules & regulations of Government of India.

- (iv) **Special arrangements for PwD candidates**-.The physical standards for PwD candidates shall be in terms of Board's letter F. No. A.12034/06/2020- Ad.III.B/I/43512/2022 dated 28.03.2022.The candidate will be required to produce the essential Medical Certificate in original before the Test.
- (v) **Special provision** -
- (a) **Assistance of Police force** - Help of local police force may be obtained to control law & order situation, if any.
 - (b) **Provision of drinking water & standby ambulance** - There shall be adequate arrangements of water at the venue of the physical test. There shall also be provision of an ambulance and / or medical / para- medical staff to attend to any emergency that may occur.
 - (c) **COVID Protocol** - All Covid protocols shall be followed during conducting the PET/PST.
 - (d) **Reporting Time for candidates** - All candidates shall be required to report to the venue of the physical test at least two hours before the scheduled start of the physical test for verification of identity/ documents, recording of attendance and allocation of chest numbers.
 - (e) **Dispute Resolution**:- A team of senior level officers headed by an Additional/Joint Commissioner should be formed by each CCA to resolve any disputes relating to compliance of the standards specified by the RRs. A record of all such disputes should be kept and handed over along with the

results. Any dispute relating to physical standards (Height, weight & Chest measurements) may be informed through a separate note.

- (f) **Forwarding of result to SSC** - CCAs will conduct PET/PST for the shortlisted candidates after declaration of the result of CBE and upload the result on the web tool provided by the Commission.
- (g) **Communication to DGHRD** - The CCAs shall also communicate to DGHRD about the completion of PET/PST of the candidates allocated to them. Further, DGHRD shall communicate the same to Board for information.

D. Examination Centre allotted for PET/PST:- Examination Centre of the candidate for written examination or residence of the candidate can be two criterions that can be considered for allocating center for conducting of PET/PST. It is suggested that there should be minimum one center in each state for PET/PST and more than one center in states such as Delhi, UP etc.

E. Resources:- Expenditure for conducting the PET/PST shall be allocated under office expenses.

F. Forms & Records:- Following forms are to be filled and submitted by CCA

- i) Recording attendance - **ANNEXURE-A**
- ii) Records of measurements as per RRs - to be signed by the candidate as well as authorized officer - **ANNEXURE-B**

- iii) Self-Declarations - ANNEXURE-C
- iv) Dispute note (if any)- to be signed by the candidate as well as authorized officer - ANNEXURE-D

NOTE: However, there is no restriction on this aspect and CBIC can adopt any method as per convenience. In SSC notice at Para 14.8.5, it is mentioned that PET/ PST will be conducted by CBIC / CBN at various centres finalized by them. The candidates may be called for PET/ PST to any centre across the country.

ANNEXURE-A							
ATTENDANCE OF THE CANDIDATES APPEARING FOR PET/PST							
Sl No.	Roll No	Name of Candidate	Date of Birth	Category	Allotted to CCA	Present/Absent	Signature of candidate present
1	2	3	4	5	6	7	8

(NAME OF OFFICER)
 SUPERINTENDENT
 COMMISSIONERATE NAME
ZONE NAME

(NAME OF OFFICER)
 DEPUTY COMMISSIONER
 COMMISSIONERATE NAME
 ZONE NAME

(NAME OF ANY OTHER OFFICER)
 RANK
 COMMISSIONERATE NAME
ZONE NAME

ANNEXURE - B
(MALE)

<u>PHYSICAL EFFICIENCY & STANDARDS TEST HELD ON **.**.202* FOR THE POST OF HAVALDAR (MALE)</u> <u>RECORDS OF MEASUREMENT</u>											
FOR MALE CANDIDATES : (1) Physical Standard (Minimum) : (i) Height : 157.5 Cms. (Relaxable by 5 Cms. in the case of Garhwalis, Assamese, Gorkhas and Members of the Schedule Tribe (ii) Chest : 81 Cms. (Fully expanded with minimum expansion of 5 Cms.) (2) Physical Efficiency : Walking : 1600 meters in 15 Minutes and Cycling 8 Kms in 30 Minutes (shall not be insisted for PwD candidate in terms of CBEC's letter dated 30.03.2022).											
S. NO	Roll No	NAME OF CANDIDATE S/SHRI	CAT	HEIGHT (IN CMS.)	CHEST (IN CMS.)			8 KM CYCLING (IN MINUTES)	WALKING 1600 METERS (IN MINUTES)	RESULT QUALIFIED/NOT QUALIFIED	SIGNATURE OF CANDIDATE
					WITHOUT EXPANSION	WITH EXPANSION	EXPANSION				
1	2	3	4	5	6	7	8	9	10	11	12
1											
(NAME OF OFFICER) SUPERINTENDENT COMMISSIONERATE NAME ZONE NAME (NAME OF OFFICER) DEPUTY COMMISSIONER COMMISSIONERATE NAME ZONE NAME (NAME OF ANY OTHER OFFICER) RANK COMMISSIONERATE NAME ZONE NAME											

ANNEXURE - B
(FEMALE)

PHYSICAL EFFICIENCY & STANDARDS TEST EXAMINATION HELD ON **..202* FOR THE POST OF HAVALDAR
(FEMALE)

FOR FEMALE CANDIDATES : (1) Physical Standard (Minimum) : (i) Height : 152 Cms. (Relaxable by 2.5 Cms. in the case of Garhwalis, Assamese, Gorkhas and Members of the Schedule Tribe) (ii) Weight : 48 Kgs. (Relaxable by 2 Kgs. in the case of Garhwalis, Assamese, Gorkhas and Members of the Schedule Tribe)
(2) Physical Test : Walking : 1 KM in 20 Minutes and Cycling 3 Kms in 25 Minutes.

S. NO	NAME OF CANDIDATE MS.	CAT	HEIGHT (IN CMS.)	WEIGHT (IN KG.)	3 KM CYCLING (IN MINUTES)	WALKING 1 KM (IN MINUTES)	RESULT QUALIFIED/NOT QUALIFIED
1	2	3	4	5	8	9	10
1							
2							

(NAME OF OFFICER)
SUPERINTENDENT
COMMISSIONERATE NAME
ZONE NAME

(NAME OF OFFICER)
DEPUTY COMMISSIONER
COMMISSIONERATE NAME
ZONE NAME

(NAME OF ANY OTHER OFFICER)
RANK
COMMISSIONERATE NAME
ZONE NAME

ANNEXURE-C

SELF DECLARATION BY CANDIDATE	
Roll No	
Name of Candidate	
Date of Birth	
Category	
Allotted to CCA	
Declaration	I, (Name of Candidate) having Roll No. (), hereby declare that I have undergone Physical Standard Test & Physical Efficiency Test and I am satisfied with the manner of the process and procedures adopted.
Signature of candidate	
Signature of Examining Officer	

ANNEXURE-D	
DISPUTE NOTE	
Roll No	
Name of Candidate	
Date of Birth	
Category	
Allotted to CCA	
Details of dispute	
Signature of candidate	
Signature of Examining Officer	
Counter signature of DC/AC	