

F. No. A-11/1/2024-CESTAT-DOR-DOR (Part-I)

Government of India
Ministry of Finance
Department of Revenue

North Block, New Delhi
Dated: 14th September, 2024

VACANCY CIRCULAR FOR APPOINTMENT OF OFFICERS IN GSTAT

Applications are invited from the officers/officials working under Central Government/State Government, Union Territories or Tribunals for filling up various posts in the Goods and Services Tax Appellate Tribunal (GSTAT), Department of Revenue, Ministry of Finance on Deputation basis (*Details of the posts, vacancies & eligibility criteria are mentioned at Annexure-I*). Applications shall be submitted online at <https://gstn.org.in/gstat-application> with requisite attachments in the proforma given in the **Annexure 2**. The Officers/Officials shall also send a copy of their application to their respective Cadre Controlling Authorities.

02. The Cadre Controlling Authorities are requested to forward the applications of willing officers received by them, along with photocopies of APARs/ACRs of last five years duly attested by an officer not below the rank of Under Secretary, in the prescribed proforma given in **Annexure 3**, to the Under Secretary, Ad.1C Branch, Department of Revenue, Ministry of Finance, North Block, New Delhi - 110001, within 15 days from the date of receipt of applications by the Candidates.


03. The vacancy circular and proforma along with link for online application is hosted in the website of Department of Revenue - <https://dor.gov.in/gstat-recruitment>. Vacancy circular is also posted in Central Board of Indirect Taxes and Customs <https://www.cbic.gov.in/> or Central Board of Direct Taxes at <https://www.irsofficersonline.gov.in/> and has been forwarded to the Secretaries of Ministries/Department of the Union Government, the Commissioners of Commercial Taxes of State GST Formations and the Administrators of UTs.

04. This vacancy circular may be widely publicized by the Boards and CCTs of the SGST formations in view of the urgency to fill up the posts in GSTAT. Willing candidates should be motivated to submit their applications through the online portal as early as possible, preferably before 31st October, 2024. **Positions will be filled based on merit cum first cum first receipt basis.** The Cadre Controlling Authorities especially CBIC and State GST formations are advised to process the applications expeditiously, and without delay. **The Candidates once selected will not be allowed to withdraw their candidature subsequently on any ground.**

05. This is an open vacancy circular until the requisite positions are filled. *The applications received and found complete in all respects, shall be considered for selection every fortnight for the remaining available vacancies.* This process will continue till all the vacancies are filled up. The maximum period of deputation shall be three or five years depending upon the posts.

06. Department of Revenue reserves the right to post suitable applicants in any State out of the three preferences of States given by the applicant, subject to the availability of vacancy in the posts applied for. Other service conditions including absorption, promotions, transfers etc shall be governed by the Recruitment Rules to be framed in this behalf.

Encl.- As above


14/09/2024

(Kuldeep Chaudhary)
Under Secretary to the Government of India
Tele: 23093363

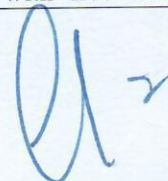
1. All the Ministries/Department under Central Government.
2. Commissioner (Coordination), CBIC
3. Commissioner (Coordination), CBDT
4. All Commissioners of Commercial Tax, State GST
5. The Administrators, Union Territories
6. Section Officer (Computer Cell) - with request to host the vacancy circular on the website of Department of Revenue.
7. The Webmaster, CBIC, Directorate of Systems, New Delhi – with request to host the vacancy circular on the website of CBIC.
8. The Webmaster, CBDT, Directorate of Systems, New Delhi for hosting the vacancy circular on the website of CBDT.
9. Notice Board

Copy to:

1. Sr.PPS to RS
2. Sr.PPS to AS (R)
3. PPS to JS (DOR)
4. PA to JS (ST)

Annexure 1

S No	Name of Post/ number of vacant posts	Pay-Scale	Mode of Selection	Eligibility
1.	Registrar/ (01)	PB-4 37400- 67000 GP- 8700 Level-13 (Rs.123100 - 215900)	Deputation	<p>Officers under the Central Government or State Government or UT Administration or Tribunals:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level 12 of the Pay Matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with ten years service in the grade rendered after appointment thereto on a regular basis in posts in Level 11 of the Pay Matrix or equivalent in the parent cadre or department;</p> <p>and</p> <p>possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) Bachelors degree from a recognised University or institution;</p> <p>(ii) Seven years' experience in administration or establishment or Court matters.</p> <p>Desirable:</p> <p>(i) Bachelor Degree in Law from a recognised University or institution.</p> <p>(ii) Two years' experience in Customs / Central Excise / Service Tax / Value Added Tax / State Tax / GST.</p>
2.	Financial Advisor/ (01)	PB-4 37400- 67000 GP- 8700 Level-13 (Rs.123100 - 215900)	Deputation	<p>Officers under the Central Government or State Government or UT Administrations or Tribunals:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five service in the grade</p>



				<p>rendered after appointment thereto on a regular basis in posts in Level 12 of the Pay Matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 11 of the Pay Matrix or equivalent in the parent cadre or department;</p> <p>and</p> <p>possessing the following essential educational qualifications and experience:</p> <p>(i) Bachelor's degree from a recognised University or institution;</p> <p>(ii) Seven years' experience in Audit / Accounts / Management of Finance and Budgeting</p>
3.	Joint Registrar/ (12)	PB-3 15600-39100 GP-7600 Level-12 (Rs.78800 - 209200)	Deputation	<p>Officers under the Central Government or State Government or UT Administration or Tribunals:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 11 of the Pay Matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 10 of the Pay Matrix or equivalent in the parent cadre or department;</p> <p>and</p> <p>possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) Bachelors degree from a recognised University or institute;</p> <p>(ii) Six years' experience in</p>

				<p>administration or establishment or Court matters.</p> <p>Desirable:</p> <p>(i) Bachelor Degree in Law from a recognised University or institute.</p> <p>(ii) Two years' experience in Customs / Central Excise / Service Tax / Value Added Tax / State Tax / GST.</p>
4.	Deputy Registrar/ (20)	PB-3 15600-39100 GP-6600 Level-11 (Rs.67700 - 208700)	Deputation	<p>Officers under the Central Government or State Government or UT Administration or Tribunals:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Level 10 of the Pay Matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with seven years service in the grade rendered after appointment thereto on a regular basis in posts in Level 9 of the Pay Matrix or equivalent in the parent cadre or department; or</p> <p>(iv) with eight years service in the grade rendered after appointment thereto on a regular basis in posts in Level 8 of the Pay Matrix or equivalent in the parent cadre or department;</p> <p>and</p> <p>possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) Bachelor's degree from a recognised University or institute;</p> <p>(ii) Five years' experience in administration or establishment or Court matters.</p> <p>Desirable:</p> <p>(i) Bachelor Degree in Law from a recognised University or institute.</p>

				(ii) One year experience in Customs / Central Excise / Service Tax / Value Added Tax / State Tax / GST.
5.	Principal Private Secretary/ (11)	PB-3 15600-39100 GP-6600 Level-11 (Rs.67700 - 208700)	Deputation	Officers holding the post of Stenographers cadre under the Central Government or State Government or UT Administration or Tribunals: (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the Level 10 of the Pay Matrix or equivalent in the parent cadre or department; or (iii) with seven years regular service in the Level 9 of the Pay Matrix or equivalent in the parent cadre or department; or (iv) with eight years regular service in the Level 8 of the Pay Matrix or equivalent in the parent cadre or department.
6.	Assistant Registrar/ (32)	PB-3 15600-39100 GP-5400 Level-10 (Rs.56100-177500)	Deputation	Officers under the Central Government or State Government or UT Administration or Tribunals: (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years regular service in the Level 9 of the Pay Matrix or equivalent in the parent cadre or department; or (iii) with four years regular service in the Level 8 of the Pay Matrix or equivalent in the parent cadre or department; or (iv) with five years regular service in the Level 7 of the Pay Matrix or equivalent in the parent cadre or department; and possessing the following educational qualifications and experience: Essential: (i) Bachelor's degree from a

				<p>recognised University or institution; (ii) Three years' experience in administration or establishment or Court matters.</p> <p>Desirable: (i) Bachelor Degree in Law from a recognised University or institution. (ii) Two years' experience in Customs/ Central Excise/ Service Tax/ Value Added Tax/State Tax / GST.</p>
7.	Senior Private Secretary/ (21)	PB-2 9300-34800 GP-4800 Level-8 (Rs.47600 - 151100)	Deputation	<p>Officers holding the post in Stenographer cadre under the Central Government or State Government or UT Administration or Tribunals: (A)(i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with two years regular service in the Level 7 of the pay matrix or equivalent in the parent cadre or Department; or (iii) with six years regular service in the Level 6 of the pay matrix or equivalent in the parent cadre or Department.</p>
8.	Accounts Officer/ (24)	PB-3 15600-39100 GP-5400 Level-10 (Rs.56100-177500)	Deputation	<p>Officers under the Central Government or State Government or UT Administration or Tribunals: (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in the Level 9 of the Pay Matrix or equivalent; or (iii) with four years' service in the grade rendered after appointment thereto on a regular basis in posts in the Level 8 of the Pay Matrix or equivalent; (iv) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Level 7 of the Pay Matrix or equivalent;</p>

				<p>and</p> <p>possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) Bachelors degree from a recognised University or institution;</p> <p>(ii) 3 years experience in Cash, Account and Budget work in a Government Office / PSU / Autonomous body / Statutory body.</p> <p>Desirable:</p> <p>(i) Two years experience in Audit / Accounts / Management of Finance and Budgeting</p>
9.	Court Officer / (64)	PB-2 9300-34800 GP-4800 Level-8 (Rs.47600 - 151100)	Deputation	<p>Officers under the Central Government or State Governments or UT Administrations or Tribunals:</p> <p>(A)(i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with two years service in the grade rendered after appointment thereto on a regular basis in posts in Level 7 of the pay matrix or equivalent in the parent cadre or Department; or</p> <p>(iii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in Level 6 of the pay matrix or equivalent in the parent cadre or Department:</p> <p>and</p> <p>possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) Bachelors Degree from a recognised University / Institution;</p> <p>(ii) Two years experience in administration or establishment or Court matters.</p> <p>Desirable:</p> <p>(i) Bachelor degree in law from a</p>

				<p>recognised University or institution. (ii) One year experience in customs/ Central Excise/ Service Tax / Value Added Tax / State Tax / GST.</p>
10.	Private Secretary / (24)	PB-2 9300-34800 GP-4600 Level-7 (Rs.44900 - 142400)	Deputation	<p>Officers holding the post in Stenographer cadre under the Central Government or State Government or UT Administration or Tribunals: (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years service in Level 6 of the pay matrix or equivalent in the parent cadre or Department.</p>
11.	Legal Assistant / (129)	PB-2 9300-34800 GP-4200 Level-6 (Rs.35400 - 112400)	Deputation	<p>Officers under the Central Government or State Government or UT Administration or Tribunals: (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in Level 5 of the Pay Matrix or equivalent in the parent cadre or department; or (iii) with ten years service in the grade rendered after appointment thereto on a regular basis in posts in the Level 4 of the Pay Matrix or equivalent in the parent cadre or department;</p> <p>and</p> <p>possessing the following educational qualifications and experience:</p> <p>Essential: (i) Bachelors degree from a recognised University or institution; (ii) One year experience in Customs, Central Excise, Service Tax or Value Added Tax or State Tax or Goods and Services Tax department.</p> <p>Desirable: (i) Bachelor Degree in Law from a recognised University or institution.</p>

12.	Senior Accountant/ (24)	PB-2 9300-34800 GP-4200 Level-6 (Rs.35400 - 112400)	Deputation	<p>Officers under the Central Government or State Government or UT Administration or Tribunals:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with six years service in the grade rendered after appointment thereto on a regular basis in posts in the Level 5 of the Pay Matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with ten years service in the grade rendered after appointment thereto on a regular basis in posts in the Level 4 of the Pay Matrix or equivalent in the parent cadre or department;</p> <p>and</p> <p>possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) Bachelors degree from a recognised University or institution;</p> <p>(ii) 2 years experience in Cash, Account and Budget work in a Government Office / PSU / Autonomous body / Statutory body.</p> <p>Desirable:</p> <p>(i) One year experience in Audit /Accounts/ Management of Finance and Budgeting.</p>
13.	Stenographer – Grade I / (72)	PB-2 9300-34800 GP-4200 Level-6 (Rs.35400 - 112400)	Deputation	<p>Officers holding the post of Stenographer under the Central Government or State Government or UT Administration or Tribunals:</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with six years regular service in the Level 5 of the Pay Matrix or equivalent in the parent cadre or department; or</p> <p>(iii) with ten years regular service in the Level 4 of the Pay Matrix or equivalent in the parent cadre or</p>

				department.
14.	Assistant, GSTAT / (24)	PB-2 9300- 34800 GP- 4200 Level-6 (Rs.35400 - 112400)	Deputation	<p>Officials of the Central Government or State Governments or Union Territory or Tribunals: -</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) a post in level-5 in pay matrix of Seventh Central Pay Commission with six years regular service in the grade, or</p> <p>(iii) a post in level-4 in pay matrix of Seventh Central Pay Commission with ten years regular service in the grade;</p> <p>and</p> <p>possessing the following essential educational qualification and experience:</p> <p>Essential:</p> <p>(i) Bachelors degree from a recognised University or institution;</p> <p>Desirable:</p> <p>(i) One year experience in customs, central excise, service tax or value added tax or state tax or goods services tax department.</p>
15.	Upper Division Clerk/ (40)	PB-1 5200- 20200 GP- 2400 Level-4 (Rs.25500 - 81100)	Deputation	<p>Officials of the Central Government or State Governments or Union Territories or Public Sector Undertaking or Central Public Sector Enterprises or Autonomous Organizations or Courts or Tribunals or statutory organisations or State/Higher Judicial Service:-</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) a post in level-3 in pay matrix of Seventh Central Pay Commission with five years' regular service in the grade, or</p> <p>(iii) a post in level-2 in pay matrix of Seventh Central Pay Commission</p>

				<p>with eight years' regular service in the grade;</p> <p>and</p> <p>possessing the following essential educational qualification:</p> <p>(i) Bachelors degree from a recognized University or Institution</p> <p>(c) Experience in customs, central excise, service tax or value added tax or state tax or goods & services tax department may be preferable.</p>
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* Number of posts is tentative and subject to variation.

Note 1 – For Posts at Sl. No. 1-14 (except at Sl. No. 2) the period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years. However, the period of deputation may be curtailed depending upon performance of the officer as well as the organizational requirement.

Note 2 – For Posts at Sr. No. 2 & 15, the period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years. However, the period of deputation may be curtailed depending upon performance of the officer as well as the organizational requirement.

Note 3 – For posts at Sl. No. 7,10,13, 14 & 15, the departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 4 – For Posts at Sl. No. 1 to 14 (except at Sl. No. 2), the maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications and it shall be fifty-eight years for posts at Sl. No. 2 & 15.

Note 5 - For purposes of appointment on deputation basis for posts at Sl. No. 15, the service rendered on a regular basis by an officer prior to 01st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the pay matrix of the Seventh Central Pay Commission.

U-2

APPLICATION FOR VACANT POSTS IN GSTAT

PHOTO

1. Name of the post applying for	<DROP DOWN FROM LIST>				
2. State applying for (Give three preferences)	<DROP DOWN FROM LIST>				
3. Name and Address (in Block Letters)					
4. Email ID					
5. Contact number					
6. Date of Birth (DD/MM/YY)					
7. (i) Date of entry into government service (ii) Date of retirement as per Parent cadre rules					
8. Educational Qualifications					
9. Current Designation					
10. Current Pay Matrix					
11. Number of years in current pay matrix					
12. Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualification and work experience for the post.					
13. Details of the employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Organisation	Post held	From	To	Scale of Pay	Nature of duties
*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay band and grade pay/ pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated below:					
Office/ Institution	Pay-band and Grade Pay drawn under ACP/MACP scheme	From	To		
14. Nature of Present employment i.e. Ad-hoc or temporary or Quasi Permanent or Permanent					
15. In case the present employment is held on deputation/contract basis, please state -					

a) Date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the Parent office/organisation to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>Note 1 – In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate</p>			
<p>Note 2 – Information under column 15 (c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
<p>16. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details</p>			
<p>17. Additional details about present employment – Please state whether working under (include the name of your employer against the relevant column)</p> <p>a. Central Government b. State Government c. Others (Pls specify)</p>			
<p>18. Additional information, if any, which you would like to mention in support of your suitability for the post</p>			
<p>19. Whether belongs to SC/ ST</p>			

I do hereby declare that the information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date:

(Signature of the Candidate)

Note: – All fields in the Application Proforma/ Checklist are mandatory to be filled. Incomplete application will not be considered and will be rejected without any intimation.



ANNEXURE 3

**Certificate by the employer/ Cadre Controlling Authority
(TO BE PROVIDED DIRECTLY TO DEPARTMENT OF REVENUE)**

The information/details provided in the above application by the applicant are true and correct as per the facts available on the record. If selected, he/she will be relieved immediately.

2. Also certified that

- i. There is no vigilance/ disciplinary case pending/ contemplated against Shri/Smt/Km.
- ii. His/ Her integrity is certified.
- iii. His / her CR dossiers in original/ photocopies of the APARs/ACR for last 5 years duly authenticated by an officer of the rank of Under Secretary to the Government of India or above are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years or a list of major minor penalties imposed on him/her during last 10 years is enclosed (as the case may be).

(Signature of Employer with seal)

