



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

Dated: .01.2022

To

All Principal Chief Commissioner/Chief Commissioner of CGST (All CCAs)
All Principal Chief Commissioners/ Chief Commissioners of Customs (All CCAs)
Directorate General of Performance Management/ CBN,

Madam/Sir,

Subject: Reporting of vacancies to SSC for the vacancy year 2022 in various grades for direct recruitment quota through e-vacancy module of DGHRD.

Please refer to the above mentioned subject.

2. HRM-II is mandated to collect and compile vacancies in various group B & C posts for direct recruitment for onward submission to Board. Posts for which DR quota vacancies are being collected by DGHRD is enclosed as Annexure-A. As per model calendar, vacancies for the year should be reported at the beginning of the calendar year. For example for vacancy year 2022, DR quota vacancy should be reported in January'2022 so that same is intimated to Board and further intimated to SSC for starting selection process.

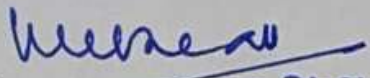
3. However it is observed that due to various factors reporting of DR quota vacancy is normally delayed. It also takes considerable time and energy in collecting and compiling the data. A chart showing submission of vacancy data for the vacancy year 2021 is enclosed as Annexure-B which clearly indicates the need of streamlining of process.

4. In order to streamline the process and reduce time in collection & compilation of data, this office has developed a dedicated online module for reporting of vacancies for direct recruitment by the CCAs for the particular vacancy year. It will ensure error free reporting by avoiding discrepancies arising in manual mode, as well as minimize delay in collection and collation of the data.

5. The E-Vacancy module is made available on the website of DGHRD & it will be operational w.e.f. 21.01.2022. The user Id & password for this module will be same as that in e-disposition list module hosted on DGHRD website and being used by all formations.

Encls.: As above.

Yours faithfully,


(Neeta Lall Butalia) 21.01.22
Director General

ANNEXURE-A

- i) Inspectors((CGST)
- ii) Preventive Officer(Customs)
- iii) Examiner(Customs)
- iv) Executive Assistant
- v) Tax Assistant(Customs & CGST)
- vi) Stenographer-I
- vii) Stenographer-II
- viii) Havaldar
- ix) MTS
- x) Canteen Staff

Annexure-B

S.No.	Cadre Controlling Authorities	Date of Issuance of Letter by DGHRD for CGLE 2021	Date of Submission of report by E-mail dated				Date of Issuance of Letter by DGHRD for Steno 2021	Date of Submission of report by E mail dated		Date of Issuance of Letter by DGHRD for MTS 2021	Date of Submission of report by CCA	Date of Issuance of Letter by DGHRD for Havaladar	Date of Submission of report by CCA
			Inspector	Examiner	Preventive Officer	Tax Assistant		Stenographer-I	Stenographer-II				
CGST													
1	Bangalore	09.02.2021	23-04-2021	NA	NA	23-04-2021	09.02.2021	31.03.2021	31.03.2021	24.09.2021	27.09.2021	09.02.2021	04.03.2021
2	Bhopal	09.02.2021	17.02.2021	NA	NA	17.02.2021	09.02.2021	17.02.2021	17.02.2021	24.09.2021	16.12.2021	09.02.2021	18.02.2021
3	Bhubaneshwar	09.02.2021	19.03.2021	NA	NA	19.03.2021	09.02.2021	19.03.2021	19.03.2021	24.09.2021	06.10.2021	09.02.2021	19.03.2021
4	Chandigarh	09.02.2021	26.02.2021	NA	NA	26.02.2021	09.02.2021	09.06.2021	26.02.2021	24.09.2021	29.09.2021	09.02.2021	09.03.2021
5	Chennai	09.02.2021	27.05.2021	NA	NA	27.05.2021	09.02.2021	30.03.2021	26.03.2021	24.09.2021	05.10.2021	09.02.2021	17.03.2021
6	Cochin	09.02.2021	11.05.2021	NA	NA	11.05.2021	09.02.2021	30.03.2021	30.03.2021	24.09.2021	21.10.2021	09.02.2021	10.08.2021
7	Delhi	09.02.2021	06.08.2021	NA	NA	20.07.2021	09.02.2021	11.08.2021	11.08.2021	24.09.2021	17.12.2021	09.02.2021	21.06.2021
8	Goa	09.02.2021	11.02.2021	NA	NA	11.02.2021	09.02.2021	11.02.2021	11.02.2021	24.09.2021	27.09.2021	09.02.2021	11.02.2021
9	Hyderabad	09.02.2021	10.08.2021	NA	NA	10.08.2021	09.02.2021	10.08.2021	10.08.2021	24.09.2021	04.10.2021	09.02.2021	03.09.2021
10	Jaipur	09.02.2021	25.02.2021	NA	NA	25.02.2021	09.02.2021	25.02.2021	25.02.2021	24.09.2021	12.11.2021	09.02.2021	19.03.2021
11	Kolkata	09.02.2021	07.07.2021	NA	NA	09.08.2021	09.02.2021	09.08.2021	09.08.2021	24.09.2021	26.10.2021	09.02.2021	25.02.2021
12	Lucknow	09.02.2021	17.05.2021	NA	NA	15.04.2021	09.02.2021	13.04.2021	13.04.2021	24.09.2021	20.10.2021	09.02.2021	01.04.2021
13	Mumbai	09.02.2021	22.02.2021	NA	NA	NA	09.02.2021	NA	NA	24.09.2021	01.10.2021	09.02.2021	24.03.2021
14	Pune	09.02.2021	NA	NA	NA	26.02.2021	09.02.2021	18.02.2021	18.02.2021	24.09.2021	04.10.2021	09.02.2021	23.02.2021
15	Ranchi	09.02.2021	09.08.2021	NA	NA	30.07.2021	09.02.2021	30.07.2021	30.07.2021	24.09.2021	15.12.2021	09.02.2021	18.02.2021
16	Shillong	09.02.2021	03.09.2021	NA	NA	03.09.2021	09.02.2021	03.09.2021	03.09.2021	24.09.2021	15.12.2021	09.02.2021	26.03.2021
17	Vadodara	09.02.2021	04.03.2021	NA	NA	04.03.2021	09.02.2021	11.02.2021	11.02.2021	24.09.2021	30.09.2021	09.02.2021	11.02.2021
Customs													
18	Chennai	09.02.2021	NA	12.04.2021	12.04.2021	12.04.2021	09.02.2021	30.03.2021	30.03.2021	24.09.2021	21.10.2021	09.02.2021	16.03.2021
19	Cochin	09.02.2021	NA	12.05.2021	12.05.2021	12.05.2021	09.02.2021	30.05.2021	30.05.2021	24.09.2021	21.10.2021	09.02.2021	10.08.2021
20	Goa	09.02.2021	NA	18.03.2021	18.03.2021	18.03.2021	09.02.2021	10.03.2021	10.03.2021	24.09.2021	12.10.2021	09.02.2021	12.05.2021
21	Kolkata	09.02.2021	NA	30.04.2021	30.04.2021	30.04.2021	09.02.2021	12.04.2021	12.04.2021	24.09.2021	13.12.2021	09.02.2021	30.03.2021
22	Mumbai	09.02.2021	NA	14.06.2021	14.06.2021	14.06.2021	09.02.2021	23.06.2021	23.06.2021	24.09.2021	12.10.2021	09.02.2021	01.07.2021
23	Vishakapatnam	09.02.2021	NA	17.06.2021	17.06.2021	17.06.2021	09.02.2021	16.06.2021	16.06.2021	24.09.2021	09.10.2021	09.02.2021	26.02.2021
Directorates													
24	DGPM	09.02.2021	NA	NA	NA	15.04.2021	09.02.2021	15.04.2021	15.04.2021	24.09.2021	15.04.2021	09.02.2021	15.03.2021
25	CBN	09.02.2021	NA	NA	NA	NA	09.02.2021	13.07.2021	13.07.2021	24.09.2021	17.12.2021	09.02.2021	16.03.2021

User Manual

For

E-VACANCY

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)

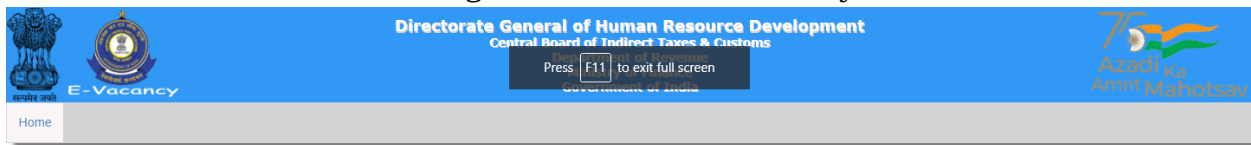
User Manual for E-vacancy module

Overview


At present, DGHRD seeks data of Direct Recruitment vacancies for requisition against vacant posts from CCAs under CBIC. This data is reported by the CCAs on a report module on DGHRD website. CCAs also need to submit a certificate regarding vacancies reported for persons with disabilities. However, the numerical data submitted by CCAs is manually compiled & summed up at DGHRD. This data along with certificate in respect of persons with disabilities is submitted to AD IIIB, CBIC. The online module will enable CCAs to submit the numerical data as well as the certificates and module will compile & sum up the data for requisition against Direct Recruitment vacancies and will enable downloading of certificates submitted by CCAs at DGHRD.

PART A: Following are the steps to be followed by the CCAs for submitting vacancy report:

Step 1: CCAs need to open <https://dghrdcbic.gov.in/e-vacancy> link and login into the module with the credentials of concerned Cadre Control Authorities (CCAs). Credentials, i.e. the User Names are kept same as that of CCA, i.e. office of Principal Chief Commissioner/Chief Commissioner or Principal Commissioner/commissioner, one-Disposition List module. The initial Password for first log-in is same as User Name and can be changed thereafter by authorized user.



Login Window



Home

User Name	<input type="text"/>
*****	<input type="password"/>
Enter Verifying Code	<input type="text" value="4503"/>
<input type="button" value="Login"/>	

[Forgot your password?](#)

An error occurred on the server when processing the URL. Please contact the system administrator.
If you are the system administrator please click [here](#) to find out more about this error.

User Manual for E-vacancy module

Step 2: Once login is successful, following screen will appear as default wherein all vacancy reports along with their current status will get displayed:

Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs
Press F11 to exit full screen
Government of India

Vacancies Reports Entity Details Change Password Logout

Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53

Vacancies

S.No	2022 Vacancies Details	Date	Status	Add/Edit Details
1	⁽⁰⁾ Inspector Central Excise 2022 Inspector vacancy for year 2022	20/01/2022	Pending with CCO	+

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User Manual for E-vacancy module

Step 3: To add a report, CCA needs to click on the “ + ” sign mentioned below the “Add/Edit Details” column against the post for which vacancy report needs to be filed.

The screenshot displays the E-Vacancy module interface. At the top, there is a blue header with the Government of India logo, the text "Directorate General of Human Resource Development", "Central Board of Indirect Taxes & Customs", "Department of Revenue", "Ministry of Finance", and "Government of India". Below the header is a navigation bar with "Vacancies", "Reports", "Entity Details", "Change Password", and "Logout".

The main content area shows a welcome message: "Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53". Below this is a search section with a magnifying glass icon and the word "Vacancies". The search filters include "All", "2022", "----All Ranks---", and "----All Status---", with a "Search" button.

The search results are displayed in a table:

S.No	2022 Vacancies Details	Date	Status	Add/Edit Details
1	⁽⁰⁾ Inspector Central Excise 2022 Inspector vacancy for year 2022	20/01/2022	Pending with CCO	+

An arrow points to the "+" icon in the "Add/Edit Details" column of the first row.


At the bottom of the page, there is a blue footer with the text "Prayassolutions.com 2021. All Rights Reserved".

User Manual for E-vacancy module

Step 4: Clicking on the “+” sign will direct the CCAs to a new page which will appear as shown below:



Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs
Government of India



Vacancies Reports Entity Details Change Password Logout

Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53

Inspector Central Excise 2022													
Inspector vacancy for year 2022													
Vertical Reservation							Horizontal Reservation						PWD Certificate
Categories							Categories						PWD Certificate
							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 Disabilities	Ex- Serviceman	PWD Certificate
1	Goa CGST - Inspector Central Excise	0	0	0	0	0	0	0	0	0	0	0	
Total							0						

SAVE
Send to DGHRD
Cancel

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User Manual for E-vacancy module

Step 5: On the above shown screen CCAs can enter the vacancies category wise as available with the CCA and click on “SAVE” button. For reference, some figures are entered below:

Department of Revenue
Ministry of Finance
Government of India

Vacancies
Reports
Entity Details
Change Password
Logout

Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53

Details have been saved successfully.

Inspector Central Excise 2022														
Inspector vacancy for year 2022														
Vertical Reservation							Horizontal Reservation							
Categories							Categories							PWD Certificate
							Persons with Disability				Ex-Serviceman		PWD Certificate	
S.No	Participating Zone/ Commissionerates/ Directorates	General	SC	ST	OBC	EWS	Total	Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities	Ex- Serviceman	PWD Certificate	
1	Goa CGST - Inspector Central Excise	50	16	7	27	10	110	1	1	1	1	0	Click here to attach Certificate	
Total		50	16	7	27	10	110	1	1	1	1	0		

SAVE

Send to DGHRD

Cancel

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User Manual for E-vacancy module

Step 6: After saving the details, CCA needs to upload the Persons with Disability (PwD) Certificate by clicking on the link “Click here to attach Certificate” appearing in the last column “PwD Certificate”. Clicking on link will open a pop-up page as shown below:

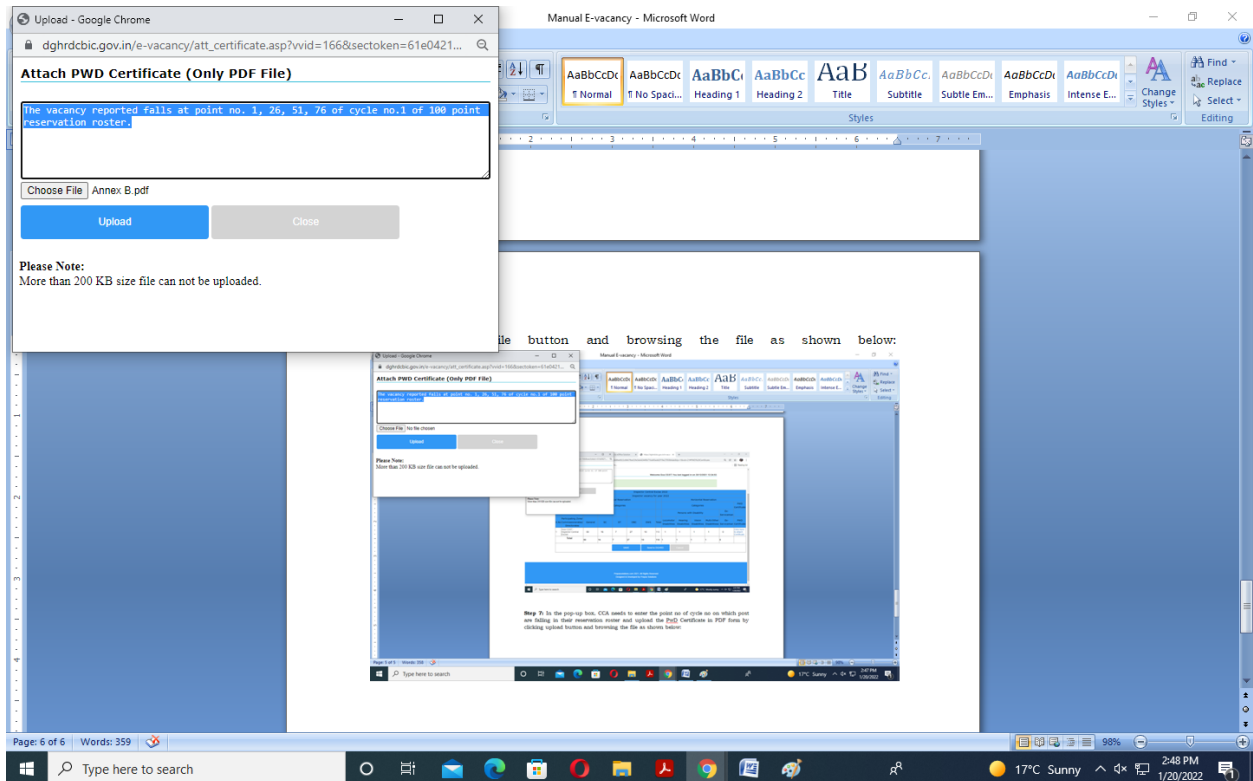
The screenshot shows a web browser window with a pop-up titled "Attach PWD Certificate (Only PDF File)". The pop-up contains a message: "The vacancy reported falls at which point no. of which cycle no. of 100-point reservation roster". Below this is a "Choose File" button (disabled) and an "Upload" button. A "Please Note:" section states: "More than 200 KB size file can not be uploaded." The main window displays a "Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53" message and a table for "Inspector Central Excise 2022 Inspector vacancy for year 2022".

S.No	Participating Zone/ Commissionerates/ Directorates	Vertical Reservation						Horizontal Reservation					PwD Certificate
		General	SC	ST	OBC	EWS	Total	Persons with Disability				Ex- Serviceman	
								Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities		
1	Goa CGST - Inspector Central Excise	50	16	7	27	10	110	1	1	1	1	0	Click here to attach Certificate
Total		50	16	7	27	10	110	1	1	1	1	0	

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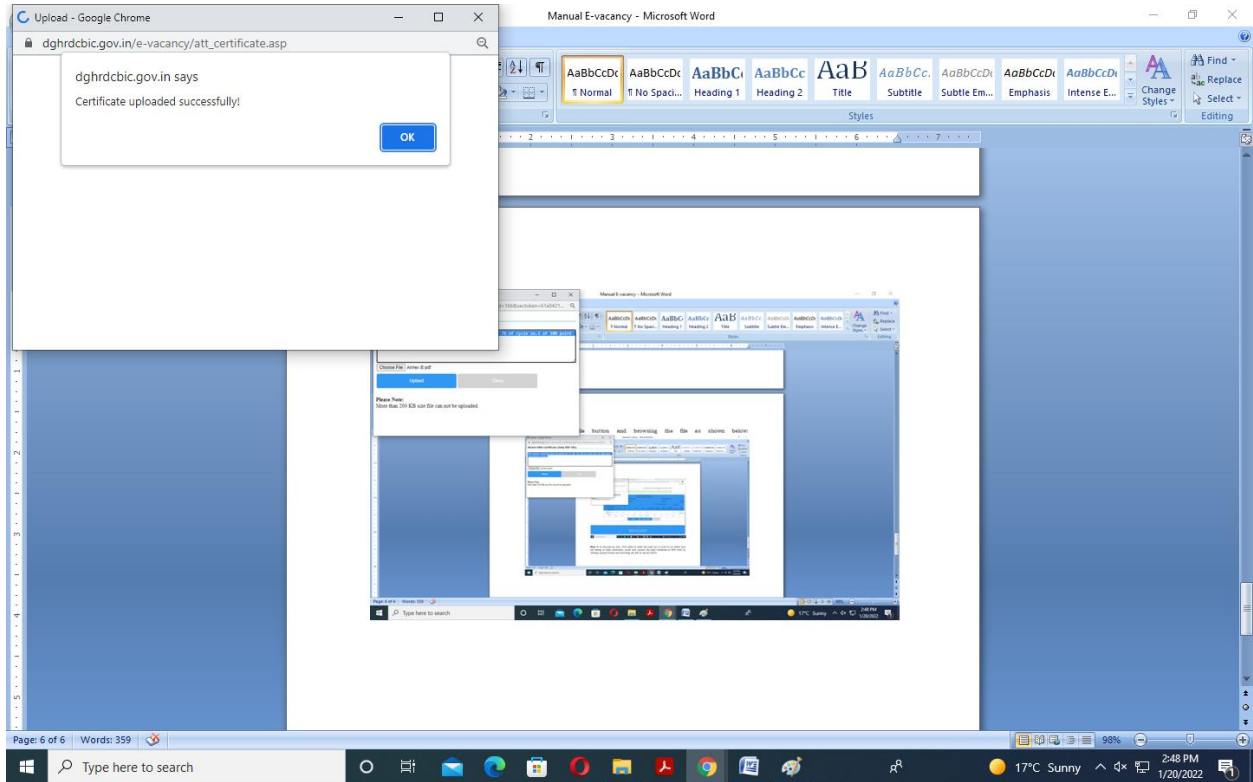
User Manual for E-vacancy module

Step 7(i): In the pop-up box, CCA needs to enter the point number of the cycle number on which vacancy(ies) are falling for PwDas per their reservation roster and upload the PwD Certificate in PDF format by clicking “Choose File” button and browsing the required PDF file. The information thereafter is submitted by clicking on the “Upload” button:



User Manual for E-vacancy module

Step 7(ii): Once PDF is successfully uploaded, following message box will appear as shown below on which CCA need to click on “OK” button:



User Manual for E-vacancy module

Step 8(i): Once the vacancies are entered and PwD Certificate is attached, CCA needs to click on “Save” button and then on “Send to DGHRD” button to submit the report to DGHRD, as shown below:


Press **F11** to exit full screen Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53

Inspector Central Excise 2022													
Inspector vacancy for year 2022													
Vertical Reservation							Horizontal Reservation						PwD Certificate
Categories							Categories						PwD Certificate
							Persons with Disability				Ex-Serviceman	PwD Certificate	
S.No	Participating Zone/Commissionerates/Directorates	General	SC	ST	OBC	EWS	Total	Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities	Ex-Serviceman	PwD Certificate
1	Goa CGST - Inspector Central Excise	50	16	7	27	10	110	1	1	1	1	0	View Change Certificate The vacancy reported falls at point no. 1, 26, 51, 76 of cycle no.1 of 100 point reservation roster.
Total		50	16	7	27	10	110	1	1	1	1	0	


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User Manual for E-vacancy module

Step 8(ii): Once the report is sent to DGHRD a message of successful submission will appear as shown below after which CCA will not be allowed to edit/alter vacancies or Certificate:



Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs
Department of Revenue
Ministry of Finance
Government of India



[Vacancies](#) [Reports](#) [Entity Details](#) [Change Password](#) [Logout](#)

Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53

Details have been sent to DGHRD successfully.

Inspector Central Excise 2022													
Inspector vacancy for year 2022													
S.No	Participating Zone/ Commissionerates/ Directorates	Vertical Reservation						Horizontal Reservation					
		Categories						Persons with Disability					PWD Certificate
		General	SC	ST	OBC	EWS	Total	Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities	Ex-Serviceman	PWD
1	Goa CGST - Inspector Central Excise	50	16	7	27	10	110	1	1	1	1	0	View The vacancy reported falls at point no. 1, 26, 51, 76 of cycle no.1 of 100 point reservation roster.
Total		50	16	7	27	10	110	1	1	1	1	0	

Please enter reason for change request.

Request for Change

Cancel

User Manual for E-vacancy module

Step 9: To check the status of vacancy reports CCA may click on the “Vacancies” tab on the top left corner which will direct CCA to vacancy page wherein latest status of report will be shown to CCA as shown below:

The screenshot displays the E-Vacancy module interface. At the top, there is a header with the Government of India logo, the text 'E-Vacancy', and the Directorate General of Human Resource Development, Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India. A navigation menu includes 'Vacancies', 'Reports', 'Entity Details', 'Change Password', and 'Logout'. A welcome message reads 'Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53'. Below this is a search section with a magnifying glass icon and the word 'Vacancies'. The search filters include 'All', '2022', '---All Ranks---', and '---All Status---', with a 'Search' button. A table titled 'S.No 2022 Vacancies Details' is shown with the following data:


S.No	2022 Vacancies Details	Date	Status	Add/Edit Details
1	Inspector Central Excise 2022 Inspector vacancy for year 2022	20/01/2022	Submitted On 1/20/2022 2:51:48 PM	⊕

At the bottom of the page, a blue footer contains the text: 'Prayassolutions.com 2021. All Rights Reserved. Designed & Developed by Prayas Solutions'.


User Manual for E-vacancy module

PART B: In case there arises a need to edit/alter vacancies or Certificate, then a request to DGHRD can be sent by clicking on “Request for Change” button and providing the specific ‘reason for change’ in the dialogue textbox.

Step 1: In case CCA needs to raise a request for any change to the report already sent to DGHRD, they need to click on the “+” sign mentioned below “Add/Edit Details” column against the vacancy for which changes are required, which will direct CCA to the page where request can be raised:



Directorate General of Human Resource Development
 Central Board of Indirect Taxes & Customs
 Department of Revenue
 Ministry of Finance
 Government of India



Vacancies
Reports
Entity Details
Change Password
Logout

Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53


Inspector Central Excise 2022														
Inspector vacancy for year 2022														
S.No	Participating Zone/ Commissionerates/ Directorates	Vertical Reservation						Horizontal Reservation						PWD Certificate
		Categories						Categories						
		General	SC	ST	OBC	EWS	Total	Persons with Disability				Ex- Serviceman		
Locomotor Disabilities	Hearing Disabilities							Vision Disabilities	Multi/Other Disabilities					
1	Goa CGST - Inspector Central Excise	50	16	7	27	10	110	1	1	1	1	0	0	View The vacancy reported falls at point no. 1, 26, 51, 76 of cycle no.1 of 100 point reservation roster.
Total		50	16	7	27	10	110	1	1	1	1	0	0	

Please enter reason for change request.


Request for Change
Cancel

User Manual for E-vacancy module

Step 2:CCA needs to enter the ‘reason for change’ in the dialogue textbox and click on “Request for Change” button as shown below:



Directorate General of Human Resource Development
 Central Board of Indirect Taxes & Customs
 Department of Revenue
 Ministry of Finance
 Government of India



Vacancies
Reports
Entity Details
Change Password
Logout

Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53

Inspector Central Excise 2022														
Inspector vacancy for year 2022														
S.No	Participating Zone/ Commissionerates/ Directorates	Vertical Reservation					Horizontal Reservation							PWD Certificate
		Categories					Categories							
		General	SC	ST	OBC	EWS	Total	Persons with Disability				Ex- Serviceman	PWD	
		General	SC	ST	OBC	EWS	Total	Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities	Ex- Serviceman	PWD	
1	Goa CGST - Inspector Central Excise	50	16	7	27	10	110	1	1	1	1	0	View The vacancy reported falls at point no. 1, 26, 51, 76 of cycle no.1 of 100 point reservation roster.	
Total		50	16	7	27	10	110	1	1	1	1	0		

Changes required due to unseen vacancies arising due to adhoc promotions

Request for Change
Cancel

User Manual for E-vacancy module

Step 3: Thereafter, CCAs may check the status of their request by going on “Vacancies” page which will appear as shown below:

The screenshot displays the E-Vacancy module interface. At the top, there is a blue header with the Government of India logo, the text "Directorate General of Human Resource Development", "Central Board of Indirect Taxes & Customs", "Department of Revenue", "Ministry of Finance", and "Government of India". Below the header is a navigation bar with "Vacancies", "Reports", "Entity Details", "Change Password", and "Logout".

The main content area shows a welcome message: "Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53". Below this is a search filter with a magnifying glass icon and the text "Vacancies". The filter includes dropdown menus for "All", "2022", "All Ranks", and "All Status", along with a "Search" button.

The search results are displayed in a table with the following data:

S.No	2022 Vacancies Details	Date	Status	Add/Edit Details
1	Inspector Central Excise 2022 Inspector vacancy for year 2022.	20/01/2022	Change Requested on 1/20/2022 3:02:10 PM	⊕

At the bottom of the page, there is a blue footer with the text: "Prayassolutions.com 2021. All Rights Reserved. Designed & Developed by Prayas Solutions".

User Manual for E-vacancy module

Step 4: Once the request is approved by DGHRD, status of the report will change as shown below:

Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs
Department of Revenue
Ministry of Finance
Government of India

Vacancies | Reports | Entity Details | Change Password | Logout

Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53

Vacancies

S.No	2022 Vacancies Details	Date	Status	Add/Edit Details
1	Inspector Central Excise 2022 Inspector vacancy for year 2022.	20/01/2022	Request Accepted On-1/20/2022 3:07:37 PM	⊕

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Note: However, as a note of caution, that once report is validated by DGHRD and conveyed to the Board then no request for change will be accepted and a 'request rejected' message will appear under "Status" column.

User Manual for E-vacancy module

Step 5: Once the request is approved the CCA may click “+” sign below “Add/Edit Details” column which will direct the CCA to the page where CCA can make the desired changes/updates by following the **Step 5 to Step7 as in Part A** above:

Vacancies Reports Entity Details Change Password Logout

Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53

Inspector Central Excise 2022														
Inspector vacancy for year 2022														
Vertical Reservation								Horizontal Reservation						
Categories								Categories						PWD Certificate
S.No	Participating Zone/Commissionerates/Directorates	General	SC	ST	OBC	EWS	Total	Persons with Disability				Ex-Serviceman	PWD Certificate	
								Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities	Ex-Serviceman		
1	Goa CGST - Inspector Central Excise	<input type="text" value="50"/>	16	7	27	10	110	1	1	1	1	0	View Change Certificate The vacancy reported fails at point no. 1, 26, 51, 76 of cycle no. 1 of 100 point reservation roster.	
Total		50	16	7	27	10	110	1	1	1	1	0		

SAVE Send to DGHRD Cancel

Arvind Kumar on 20/01/2022 15:07:37
 * Changes may be incorporated and report be submitted by 24.01.2022.
 Goa CGST on 20/01/2022 15:02:10
 * Changes required due to unseen vacancies arising due to adhoc promotions

User Manual for E-vacancy module

Step 6: After incorporating the desired changes CCAs need to save the details by clicking on “SAVE” button. Thereafter, ‘updated successfully’ message will get flashed as shown below:

Directorate General of Human Resource Development
 Central Board of Indirect Taxes & Customs
 Department of Revenue
 Ministry of Finance
 Government of India

आज़ादी का
 अमृत महोत्सव

[Vacancies](#) | [Reports](#) | [Entity Details](#) | [Change Password](#) | [Logout](#)

Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53

Details have been updated successfully

Inspector Central Excise 2022														
Inspector vacancy for year 2022														
S.No	Participating Zone/ Commissionerates/ Directorates	Vertical Reservation					Horizontal Reservation							
		Categories					Persons with Disability							PWD Certificate
		General	SC	ST	OBC	EWS	Total	Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities	Ex- Serviceman	Ex- Serviceman	
1	Goa CGST - Inspector Central Excise	40	16	7	27	10	100	1	1	1	1	0		View Change Certificate The vacancy reported falls at point no. 1, 26, 51, 76 of cycle no. 1 of 100 point reservation roster.
Total		40	16	7	27	10	100	1	1	1	1	0		

SAVE
Send to DGHRD
Cancel

Arvind Kumar on 20/01/2022 15:07:37
 • Changes may be incorporated and report be submitted by 24.01.2022.
 Goa CGST on 20/01/2022 15:02:10
 • Changes required due to unseen vacancies arising due to adhoc promotions

User Manual for E-vacancy module

Step 7(i):After successfully saving the details, the CCA needs to click on “Send to DGHRD” button to submit the amended/updated report to DGHRD as shown below:

E-Vacancy
30/12/2021 12:24:53

Department of Revenue
 Ministry of Finance
 Government of India

Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53

Details have been updated successfully.

Inspector Central Excise 2022													
Inspector vacancy for year 2022													
S.No	Participating Zone/ Commissionerates/ Directorates	Vertical Reservation						Horizontal Reservation					PWD Certificate
		Categories						Persons with Disability				Ex- Serviceman	
		General	SC	ST	OBC	EWS	Total	Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities		
1	Goa CGST - Inspector Central Excise	40	16	7	27	10	100	1	1	1	1	0	View Change Certificate The vacancy reported falls at point no. 1, 26, 51, 76 of cycle no.1 of 100 point reservation roster.
Total		40	16	7	27	10	100	1	1	1	1	0	


SAVE
Send to DGHRD
Cancel

Anind Kumar on 20/12/2022 15:07:37
 * Changes may be incorporated and report be submitted by 24.01.2022.
 Goa CGST on 20/12/2022 15:02:10
 * Changes required due to unseen vacancies arising due to adhoc promotions


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User Manual for E-vacancy module

Step 7(ii): Once the report is sent to DGHRD a message of successful submission will appear on the page.



Directorate General of Human Resource Development
Central Board of Indirect Taxes & Customs
 Department of Revenue
 Ministry of Finance
 Government of India



Vacancies
Reports
Entity Details
Change Password
Logout

Welcome Goa CGST. You last logged in on 20/01/2022 14:22:30

Details have been sent to DGHRD successfully.

Inspector Central Excise 2022													
Inspector vacancy for year 2022													
S.No	Participating Zone/ Commissionerates/ Directorates	Vertical Reservation						Horizontal Reservation					PWD Certificate
		General	SC	ST	OBC	EWS	Total	Persons with Disability				Ex- Serviceman	
								Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities		
1	Goa CGST - Inspector Central Excise	40	16	7	27	10	100	1	1	1	1	0	View The vacancy reported falls at point no. 1, 20, 51, 76 of cycle no.1 of 100 point reservation roster.
Total		40	16	7	27	10	100	1	1	1	1	0	

Please enter reason for change request.

Arvind Kumar on 20/01/2022 15:07:37
 * Changes may be incorporated and report be submitted by 24.01.2022.

User Manual for E-vacancy module


Step 8: CCAs may check the status of vacancy submitted by clicking on “Vacancies” tab at top left corner, which will direct CCA to vacancy page on which current status of vacancy will appear as shown below:



The screenshot displays the E-Vacancy module interface. At the top, there is a blue header with the text "Directorate General of Human Resource Development", "Central Board of Indirect Taxes & Customs", "Department of Revenue", "Ministry of Finance", and "Government of India". Below the header, there is a navigation menu with "Vacancies", "Reports", "Entity Details", "Change Password", and "Logout".

The main content area shows a welcome message: "Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53". Below this, there is a search bar with a magnifying glass icon and the text "Vacancies". The search bar contains dropdown menus for "All", "2022", "All Ranks", and "All Status", along with a "Search" button.

The search results are displayed in a table with the following data:

S.No	2022 Vacancies Details	Date	Status	Add/Edit Details
1	Inspector Central Excise 2022 Inspector vacancy for year 2022	20/01/2022	Submitted On: 120/2022 3:14:23 PM	

At the bottom of the page, there is a blue footer with the text: "Prayasolutions.com 2021. All Rights Reserved. Designed & Developed by Prayas Solutions."


Here “Status” of vacancies can also be monitored by CCAs for timely submission of the reports.

User Manual for E-vacancy module

NOTE:Further, CCAs may see their reports by clicking on the “Reports” tab, appearing next to “Vacancies” tab on top left corner, where CCAs can see reports as they desire by selecting options from drop down options as shown below:



Welcome Goa CGST. You last logged in on 30/12/2021 12:24:53

 Reports

2022 Inspector Centr CGST-Goa CGST

Inspector vacancy for year 2022 Search

Download ANNEXURE A

Inspector Central Excise 2022													
Inspector vacancy for year 2022													
S.No	Participating Zone/ Commissionerates/ Directorates	Vertical Reservation					Horizontal Reservation					PWD Certificate	
		Categories					Categories						
		General	SC	ST	OB	EWS	Total	Persons with Disability					Ex- Serviceman
Locomotor Disabilities	Hearing Disabilities							Vision Disabilities	Multi/Other Disabilities	Ex- Serviceman	PWD Certificate		
1	Goa CGST- Inspector Central Excise	40	16	7	27	10	100	1	1	1	1	0	View
Total		40	16	7	27	10	100	1	1	1	1	0	

User Manual for E-vacancy module

PART C: There may arise an occasion where DGHRD returns the vacancy report submitted by the CCA for some reason, then CCA needs to update the report and re-submit it to DGHRD. This can be done by following steps mentioned below:

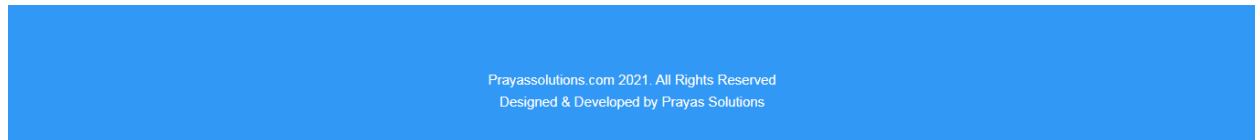
Step 1: If DGHRD returns the vacancy report submitted by the CCA, a blinking message will appear on the "Vacancies" page of the CCA under "Status" column and on bottom left "Action Required" pop-up message will also appear as shown below:



Welcome Goa CGST. You last logged in on 20/01/2022 14:22:30

All
2022
---All Ranks---
---All Status---
Search

S.No	2022 Vacancies Details	Date	Status	Add/Edit Details
1	⁽¹⁾ Inspector Central Excise 2022 Inspector vacancy for year 2022	20/01/2022	Returned Back Action Required On 1/21/2022 10:53:52 AM	+



Action Required: 1

To update the report CCA needs to click on the “+” sign mentioned below the “Add/Edit Details” column against the post for which report is returned by DGHRD.

User Manual for E-vacancy module

Step 2:As shown below the report screen will now become editable where CCA can make necessary changes/updates by following the **Step 5 to Step7 as in Part A** above. After making necessary changes, CCA needs to click the "SAVE" button.

Inspector Central Excise 2022												
Vertical Reservation								Horizontal Reservation				
Categories								Categories				
S.No	Participating Zone/ Commissionerates/ Directorates	General	SC	ST	OBC	EWS	Total	Persons with Disability				Ex-Servicemen
								Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities	
1	Goa CGST - Inspector Central Excise	40	16	7	27	10	100	1	1	1	1	0
Total		40	16	7	27	10	100	1	1	1	1	0

SAVE

Send to DGHRD

Cancel

Arvind Kumar on 20/01/2022 15:07:37

Action Required: 1 ... reported and report be submitted by 24.01.2022.

02:10

User Manual for E-vacancy module

Step 3: Once updated report is saved, 'updated successfully' message will appear on the screen as shown below:

Welcome Goa CGST. You last logged in on 20/01/2022 14:22:30

Details have been updated successfully.

Inspector Central Excise 2022													
Inspector vacancy for year 2022													
Vertical Reservation							Horizontal Reservation						
Categories							Categories						
							Persons with Disability				Ex-Serviceman		PWD Certificate
Participating Zone/Commissionerates/Directorates	General	SC	ST	OBC	EWS	Total	Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities	Ex-Serviceman	PWD Certificate	
1 Goa CGST - Inspector Central Excise	40	16	7	27	10	100	1	1	1	1	0	View Change Certificate The vacancy reported falls at point no. 1, 26, 51, 76 of cycle no.1 of 100 point reservation roster.	
Total	40	16	7	27	10	100	1	1	1	1	0		

SAVE Send to DGHRD Cancel

Arvind Kumar on 20/01/2022 15:07:37
 * Changes may be incorporated and report be submitted by 24.01.2022.
 Goa CGST on 20/01/2022 15:02:10
 * Changes required due to unseen vacancies arising due to adhoc promotions

Goa CGST on 21/01/2022 10:53:52
 * It appears that vacancy reported are incorrect

Once the updates are saved successfully the CCA needs to click on "Send to DGHRD" button for submission of updated vacancy report to DGHRD.

User Manual for E-vacancy module

Step 4: Once report is sent to DGHRD a message of successful submission will appear as shown below:

Directorate General of Human Resource Development
 Central Board of Indirect Taxes & Customs
 Department of Revenue
 Ministry of Finance
 Government of India

Vacancies
Reports
Entity Details
Change Password
Logout

Welcome Goa CGST. You last logged in on 20/01/2022 14:22:30

Details have been sent to DGHRD successfully.

Inspector Central Excise 2022													
Inspector vacancy for year 2022													
S.No	Participating Zone/ Commissionerates/ Directorates	Vertical Reservation					Total	Horizontal Reservation					PWD Certificate
		General	SC	ST	OBC	EWS		Persons with Disability				Ex- Serviceman	
								Locomotor Disabilities	Hearing Disabilities	Vision Disabilities	Multi/Other Disabilities		
1	Goa CGST - Inspector Central Excise	40	16	7	27	10	100	1	1	1	1	0	View The vacancy reported falls at point no. 1, 25, 51, 76 of cycle no. 1 of 100 point reservation roster.
Total		40	16	7	27	10	100	1	1	1	1	0	

Please enter reason for change request.

Request for Change
Cancel

Arvind Kumar on 20/01/2022 15:07:37
 * Changes may be incorporated and report be submitted by 24.01.2022.

User Manual for E-vacancy module

Step 5:CCAs may check the status of vacancy submitted by clicking on “Vacancies” tab at top left corner, which will direct CCA to vacancy page on which current status of vacancy will appear as shown below:

The screenshot displays the E-Vacancy module interface. At the top, there is a blue header with the Directorate General of Human Resource Development logo and text: "Directorate General of Human Resource Development, Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India". Below the header is a navigation menu with "Vacancies", "Reports", "Entity Details", "Change Password", and "Logout". A welcome message reads: "Welcome Goa CGST. You last logged in on 20/01/2022 14:22:30".

On the left, there is a "Vacancies" icon with a magnifying glass. To the right, there is a search filter with dropdown menus for "All", "2022", "All Ranks", and "All Status", followed by a "Search" button.

S.No	2022 Vacancies Details	Date	Status	Add/Edit Details
1	¹ Inspector Central Excise 2022 Inspector vacancy for year 2022	20/01/2022	Submitted On 12/12/2022 11:04:43 AM	⊕

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CCAs may contact DGHRD at policy.dghrd@nic.in in case of any queries/difficulty.