

F.1/37(14)/2025-R.II  
UNION PUBLIC SERVICE COMMISSION  
R-II SECTION

FINAL SCRUTINY/SHORTLISTING DETAILS	
Name of the post	Recruitment to 03 vacancies (UR-01, SC-01, EWS-01, Out of 03 posts, 01 Post reserved for PwBD) for the post of Assistant Registrar in the Customs, Excise & Service Tax Appellate Tribunal, Department of Revenue, Ministry of Finance by Direct recruitment - reg.
Advertisement No.	07/2025
Vacancy No.	25060706214
<b>Essential Qualification</b>	
<b>A. EDUCATIONAL-</b> Degree in Law from a recognized University or Institution.	
<b>B. EXPERIENCE-</b> Three years experience of Judicial or Legal work in the field of Customs, Excise & Service Tax matters.	
Criteria adopted for shortlisting candidates	EWS-01 vacancy: EQ (A) + EQ (B) PwBD-01 vacancy & SC-01 vacancy: EQ (A)+ EQ (B) (Relaxed to 1.5 years)

- i) The scrutiny and shortlisting details of this recruitment case were initially uploaded on the official Website of the Commission on 28.11.2025.
- ii) Also, candidates were given a window to express their concerns, if any, through e-mail till 08.12.2025. It was also mentioned that all the e-mails will be examined but no individual response to any such mails would be given as indicated earlier. It was further assured that the revised scrutiny and shortlisting details would be uploaded in due course.
- (iii) Further, 15 representations have been received and all these representations alongwith their online recruitment applications with reference to age, category, qualification, Experience and Desirable Qualification claimed in the Online Recruitment Application have been examined. In view of the shortlisting criteria and modalities approved by the Commission, 05 candidates have been shortlisted for interview. Rejection of 03 candidates have been changed from "Incomplete" category to "LEQ (B) Category" and rejection of applications of remaining 07 candidates is found to be in order and therefore maintained.

(iv) The approved terms of modalities again have been examined at higher level due to some disparities noticed against applicants who have categorized their experience as Voluntary in ORA, otherwise having required Experience Certificate uploaded, and therefore, are treated as not relevant/acceptable and thus rejected as 'Incomplete'. To avoid such disparity it has been decided to re-examine such cases and to be shortlist if otherwise eligible in all respects i.e. Experience Certificate etc.

(v) Accordingly, the final scrutiny of applications is as under:-

<b>Scrutiny modalities</b>
(i) Based on information given in the online application form if supported by uploading necessary document/ certificates.
(ii) Experience has been given due weightage based on document / certificate uploaded.
(iii) Experience certificate given in the commission's circular number F.8/84/2010-RC&P dated 23.12.2010 has been given preference. However, experience certificate in another format has been considered on merit.
(iv) The Experience Certificate must be issued by Govt Office/ Private institution/ Organization, Company, Associates relating to legal works and not by any individual private Advocate etc. It should be in line with Form-III (Experience Certificate) clearly stating the required areas of experience as per Recruitment Rules.
(v) The experience of Judicial or Legal work in any of the fields of Customs, Excise & Service Tax matters have only been counted for the purpose of eligibility.
(vi) Candidate not possessing essential educational qualification has been rejected as <b>LEQ-A</b> , not possessing relevant experience has been rejected under <b>LEQ-B</b> , not submitting required exp certificate has been rejected under <b>Incomplete</b> .
(vii) Experience Certificate must be uploaded/ available to ascertain the eligibility of the candidate. Hence, applications of candidates who have not uploaded/ furnished experience certificate, have been rejected as " <b>Incomplete</b> ". Experience Certificates without clearly specifying the nature of duties have also not been considered and rejected as ' <b>Incomplete</b> '. Similarly, applicants who claim relevant experience but the EC attached in support of that is not of the entire duration claimed or do not support the claim made are also rejected as ' <b>Incomplete</b> '.

(viii) The applications of the candidates who have neither produced the mark sheet nor degree of the essential educational qualifications have been rejected under the Category of **"Incomplete"**. If the uploaded documents by the candidate are not legible, application of such candidates have also been rejected as **"Incomplete"**.

(ix) Experience as **'Intern, Trainee, On Stipend, Voluntary, Part-time'** has also not been considered relevant.

(x) Appointment letter, office order, registration certificate, relieving order, pay certificate have not been considered relevant proof of experience.

(xi) Candidates who can be rejected under more than one category have been rejected under most appropriate category.

In response to the advertisement, 365 [SC-88, ST-06, OBC-66, GEN.-180 & EWS-25 (PwBD-12)] applications, including applications of PwBDs, have been received. Applications belonging to ST, & OBC categories have been considered under unreserved category. By adopting the above mentioned criteria, 116 (SC-88, EWS-25 & PwBD-03) applications are covered under zone of consideration for scrutiny. One UR vacancy will remain vacant as freshly reserved PwBD vacancy cannot be filled due to non-availability of eligible PwBD applicants i.e out of total three PwBD (B & LV) applicants who have applied for the post. All the three applicants found ineligible despite relaxing the requirements of Recruitment Rules. The applicants under UR category are not considered as the only UR vacancy has been kept vacant. However, scrutiny details of 116 applications are as under:-

PS for 01 (One) PwBD vacancy

Criteria: EQ (A) + EQ (B) (Relaxed to 1.5 years)

Total applications under Zone of Consideration: 03

(a) To be called: **'NIL'**

(b) Rejections

(i) LEQ-B

Roll No.:

90
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Total -01

(ii) INCOMPLETE

Roll No.

06	131
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Total -02

PS for 01 (One) SC vacancy

Criteria :EQ (A) + EQ (B) (Relaxed to 1.5 years)

Total applications under Zone of Consideration: 88

(a) To be called

Roll No.:

299	304	321	322	339	364*
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\*Shortlisted under relaxed standards.

Total - 06

(b) Rejections

(i) LEQ-B

Roll No.:

278	279	280	281	285	287	288
290	292	293	295	296	298	306
308	311	315	317	318	323	325
326	328	329	331	332	334	340
342	344	347	351	356	357	358
362	365	--	--	--	--	--

Total -37

(ii) INCOMPLETE

Roll No.:

282	283	284	286	289	291	294
297	300	301	302	303	305	307
309	310	312	313	314	316	319
320	324	327	330	333	335	336
337	338	341	343	345	346	348
349	350	352	353	354	355	359
360	361	363	--	--	--	--

Total -45

PS for 01 (One) EWS vacancy

Criteria :EQ (A) + EQ (B)

Total applications under Zone of Consideration: 25

(a) To be called

Roll No.:

253	257	260
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Total -03

(b) Rejections

(i) LEQ-B

254	255	258	259	262	263	267
268	269	270	271	275	--	--

Total -12

(iii) INCOMPLETE:

Roll No.:

256	261	264	265	266	272	273	274	276	277
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Total -10

INSTRUCTIONS FOR CANDIDATES

1. No further correspondence on this would be entertained.
2. The list of candidates who applied for the post alongwith their Roll Nos. has been uploaded on Commission's website at path:

Home >> Recruitment >> Status of Recruitment Cases (Advertisement-wise) >> Applicants' Lists

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