OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
CENTRAL REVENUE BUILDING: I.S.PRESS ROAD: COCHIN-682 018

E-mail: cexcochi@nic.in FAX-0484-2390608 Phone: 0484-2390404

C No.II/3/25/2013 Estt.III Dated: 4 .03.2014

Sub: Estt - Recruitment to the grade of Tax Assistant through Staff Selection Commission - Reg

You are a candidate sponsored by Staff Selection Commission, for appointment to the post of Tax Assistant in the Central Excise Department, Kerala Zone. You are hereby directed to report before the Additional Commissioner, Office of the Commissioner of Central Excise, Customs & Service Tax, Central Revenue Building, I.S. Press Road, Cochin, Kerala - 682 018.

5. You should report on or before **25th March, 2014** positively.

6. You are required to bring the following documents in original along with two attested copies: -

iv. Matriculation / Higher Secondary / High School Certificate showing date of birth.
v. All other Academic Certificates (including year wise mark sheets) showing Educational Qualifications and also subjects studied at various levels.
vi. Certificates in support of your claim as SC / ST / OBC / Ex-Service / PH in the prescribed Proforma if applicable.

7. You are required to fill in the attestation form (in triplicate), which is being sent with this call letter.

5. You are required to undergo the prescribed Medical examination and produce the Medical certificate as in the enclosed Proforma. Medical Certificate in triplicate is to be obtained from a single Medical officer (Civil Surgeon or a District Medical Officer or a Medical Officer of equivalent status).

6. The Character Certificates / Identity Certificates are to be obtained from three different Gazetted Officers endorsed with their office seals in the enclosed Proforma.

7. The department will not pay any travelling or other expenses to the candidates at the time of joining. In the case of Central Govt./State Govt./Autonomous Bodies employees and private sector employees they should obtain technical resignation/resignation from their parent department before joining this department.

8. In the event of not reporting before the prescribed date, it will be presumed that you are not interested in accepting the offer of appointment in this department and your nomination will be treated as cancelled.

9. If, however, within the specific period, a request is received from the candidate for extension of time, it may be considered by the Ministries/departments but extension beyond three months will not be granted liberally and it will be granted only as an exceptions where facts and circumstances so warrant and in any case only up to a maximum of six months from the date of issue of the original offer of appointment and the offer of appointment would lapse automatically after the expiry of six months from the date of issue of the offer of appointment. In case you join within the above period of six months you will have seniority fixed under the seniority rules applicable to the service/post concerned to which you are being appointed, without any depression of seniority.

10. Receipt of this letter must be acknowledged immediately.

Encl: As above

[P R NAIR]
JOINT COMMISSIONER[P&V]

To

(BY REGISTERED POST WITH A/D)

Sl. No	**Name (S/Shri/Smt/Ku)**	**Category**
1.	SUNIL KUMAR 31/273, RAWLI (AGRA), U.P - 282001	OBC

Copy submitted to:-

3. The Chief Commissioner of Central Excise, Customs & Service tax, Cochin-18- wrt letter C.No.II/3/9/2012 CC(KZ) I dated 27.11.2013

4. The Under Secretary to the Govt. of India, Ground Floor, Hudco Vishala Building, Bhikaji Gama Place, R.K.Puram, New Delhi-wrt letter F.No.A-12034/SSC/2/2012-Ad.III (B) dated 16.09.2013.

Copy to:-

The Superintendent, Computer Cell, Central Excise Hqrs Office, Cochin- for uploading in website.