केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
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C.No.II/39/25/2013 Estt. Dated: 27 .02.2015

ORDER No. 27 /2015

Sub: Regularisation of Casual Labourers with Temporary Status - Appointment to the cadre of Multi Tasking Staff - reg.

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On the basis of Ministry's letters F.No. A-12012/04/2009-Ad.III B dated 22.05.2013, F.No. A-12012/04/2009-Ad.III(B)(Pt.I) dated 11.03.2014 and F.No. A-12012/04/2009-Ad.III B dated 08.09.2014 and in pursuance of Notification G.S.R. No. 790(E), the Central Excise and Customs Department Multi-Tasking Staff (Group 'C' posts) Recruitment Rules, 2013. A Committee was constituted for regularisation of Casual Labourers with temporary status to Multi Tasking Staff. The Committee after careful examination of the matter and instructions in force recommended its findings and the list of candidates for appointment as Multi Tasking Staff. Accordingly after approval of the recommendations by the Competent Authority the following Casual Labourers with temporary status are appointed to officiate as Multi Tasking Staff in the Pay Band – 1 (Rs. 5200-20200) with grade pay Rs. 1800/- plus such allowances as may be sanctioned by the Government of India from time to time to the places noted against each:-

Ser No.	Name of the officer Shri/Smt	Date of Birth	Present Place of Posting	On regularization as Multi Tasking Staff posted to
1	A Parukutty	17.05.56	Calicut Central Excise, Ottapalam Range	Calicut Central Excise
2	Susheel Kumar K	15.05.71	Trivandrum Central Excise, Customs Division	Trivandrum Central Excise
3	K Sarasu	21.03.66	Cochin Central Excise, Angamaly Range	Cochin Central Excise
4	V A Thankamma	29.05.60	Cochin Central Excise, Muvattupuzha Range	Cochin Central Excise
5	K N Jalaja	22.03.62	Cochin Central Excise, Hqrs. Office	Cochin Central Excise

The conditions of appointment to be fulfilled by them are laid down in the Annexure I to this order. If they accept the offer of appointment on the conditions referred to in the Annexure they should appear before Joint Commissioner (P&V), of the concerned Commisssionerate to which they are posted on or before 16.03.2015. If they fail to report for duty within the specified time limit, this order of appointment will be treated as cancelled.

They should fill up the enclosed attestation forms (in triplicate) and produce the same at the time of reporting for duty.

They are informed that their appointment to the grade of Multi Tasking Staff is purely on a temporary and provisional basis and they are liable to be discharged from service at any time without assigning any reasons.

They are further informed that they will be on probation for a period of two years and that they will not be considered for permanent retention unless they complete the probation satisfactorily.

They should produce the following documents/certificates also at the time of reporting for duty:-

(a) All certificates and documents in original giving details of age, educational qualification.

(b) Certificates for medical fitness for Government Service from a medical officer not below the rank of a Civil Surgeon (Specimen form enclosed). The statement in the Annexure II should be filled in and declaration appended there to be signed prior to medical examination.

On joining of the above individuals they may be given specific posting by the respective Commissionerates.

Hindi version follows.

27/2/15

[MANIKKAVEL P]
JOINT COMMISSIONER [P&V]

To

S/Shri/Smt

1	A Parukutty, Ottapalam Range, Palakkad II Division	(through officers concerned)
2	Susheel Kumar K, Customs Division, Trivandrum	
3	K Sarasu, Angamaly Range, Ernakulam I Division	
4	V A Thankamma, Muvattupuzh Range, Muvattupuzha Division	
5	K N Jalaja, Central Excise Hqrs. Office, Cochin	

Copy submitted to: -

The Chief Commissioner of Central Excise, Customs and Service Tax, Cochin.

Copy to:-

The Commissioner of Central Excise, Customs & Service Tax, Cochin/Calicut/Trivandrum/CCP/Commissioner (Appeals)/Audit, Cochin.
All Dy./Asst. Commissioner in charge of the Divisions of Central Excise Cochin.
The Chief Accounts Officer/Pay and Accounts Officer, Central Excise HQ, Cochin.
The CAO/PAO, Central Excise Hqrs. Office, Cochin
The Administrative Officer (DDO), Superintendent (Confd/Vig)/PRO, Central Excise Hqrs., Cochin.
The Superintendent (EDP) – for uploading in website.
The Secretary, Central Excise Employees Co-operative Credit Society, Cochin.

ATTESTATION FORM

" WARNING "

AFFIX PHOTOGRAPH

The furnishing of false information or suppression of any factual information in the Attestation Form would be a dis-qualification, and is likely to render the candidate unfit for employment under the Government.

2. If detained, convicted, debarred etc, subsequent to the completion and submission of this form, the details should be communicated immediately to the Staff Selection Commission or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of factual information.

3. If the fact that false information has been furnished /or that there has been suppression of any factual information in the attestation forms comes to notice at any time during the service of a person, his services would be liable to be terminated.

1. Name in full (in block capitals) with aliases if any please indicate if you have added or dropped at any stage any part of your name or surname.	SUR NAME	NAME
2. Present Address in full (ie. Village, Thana and District, or House Number Lane/ Street / Road and Town.		
3. (a) Home Address in full (ie. Village, Thana and District , or House Number Lane/ Street / Road and Town and name of District Headquarters.		
(b) If originally a resident of Pakistan the address in that country and date of migration to Indian Union.		

11 (B) <u>If the previous employment was under the Government of India / a State Government/ an undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/ University/ Local Body.</u>

If you had left service on giving a month's notice under rule 5 of the Central Civil Service (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you give notice or termination of service, or at a subsequent date, before your service actually terminated ?.

12 (i) (a) Have you ever been arrested ? Yes/ No

(b) Have you ever been prosecuted ? Yes/ No

(c) Have you ever been kept under detention ? Yes/ No

(d) Have you ever been bound down ? Yes/ No

(e) Have you ever been fined by a Court of Law ? Yes/ No

(f) Have you ever been convicted by a Court of Law for any offence ? Yes/ No

(g) Have you ever been debarred from any examination or Restricted by any university or any other educational authority/ Institution ? Yes/ No

(h) Have you ever been debarred/ disqualified by any Public Service Commission/ Staff Selection Commission for any of its examination/ selection ? Yes/ No

(i) Is any case pending against you in any university/ Institution at the time of filling up this Attestation Form ? Yes/ No

(j) Is any case pending against you in any university or any other educational authority/ Institution at the time of filling up this Attestation Form ? Yes/ No

(k) Whether discharged/ expelled/withdrawn from any training Institution under the Government or otherwise ? Yes/ No

(ii) If the answer to any of the above mentioned questions is 'Yes' give full particulars of the case/ arrest/ detention/ fine/ conviction/ scentence/ punishment etc. and/ or the nature of the case pending in the Court/ University/ Educational Authority etc. at the time of filling up this form.

NOTE : - (i) Please also see the 'WARNING" at the top of this Attestation Form.
(Ii) Specific answer to each of the question should be given by striking out 'Yes' or 'No' as the case may be.

13. Name of two responsible persons of your locality or two references to whom you are known with address 1.

2.

4. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceeding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From	To	Residential address in full (ie. Village, Thana and District or House Number Lane/Street /Road and Town.	Name of the District Headquarters of the place mentioned in the preceeding column.

	Name	Nationality (by birth & /or by domicile)	Place of birth	Occupation (if employed give, designation and official address	Present postal address (if dead give last address)	Permanent Home address
1. Father (name in full aliases, if any) 2. Mother 3.Wife/Husband 4.Brother(s) 5. Sister (s)						

5 (1). Information to be furnished with regard to son(s) and / or daughter(s) in case they are studying/ living / in a foreign country.

Name	Nationality (by birth domicile	Place of birth	Country in which studying living with full address.	Date from which studying in the country mentioned in previous columns.

6. Nationality

7. (a) Date of birth (a)
   (b) Present age (b)
   (c) Age at Matriculation (c)

8. (a) Place of birth, District and State in which situated. (a)

   (b) District & State to which you belong (b)

   (c) District and State to which your father originally belong. (c)

9. (a) Your religion (a)
   (b) Are you a member of a Scheduled Caste/ Scheduled Tribe ? Answer 'Yes' or 'No' (b)

10. Educational qualification showing places of education with years in schools and colleges since 15th year of age.

Name of School/ College with full address	Date of entering	Date of leaving	Examination passed

11 (A) Are you holding or have any time held an appointment under the Central or State or a semi-Government or a Quasi-Government body, or an autonomous body, or a Public Undertaking, or a Private firm or Institution ? If so give full particulars with dates of employment upto date.

Period		Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service
From	To			

6. Nationality

7. (a) Date of birth (a)
   (b) Present age (b)
   (c) Age at Matriculation (c)

8. (a) Place of birth, District and State in which situated. (a)

   (b) District & State to which you belong (b)

   (c) District and State to which your father originally belong. (c)

9. (a) Your religion (a)
   (b) Are you a member of a Scheduled Caste/ Scheduled Tribe ? Answer 'Yes' or 'No' (b)

10. Educational qualification showing places of education with years in schools and colleges since 15th year of age.

Name of School/ College with full address	Date of entering	Date of leaving	Examination passed

11 (A) Are you holding or have any time held an appointment under the Central or State or a semi-Government or a Quasi-Government body, or an autonomous body, or a Public Undertaking, or a Private firm or Institution ? If so give full particulars with dates of employment upto date.

Period		Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leavir previous service
From	To			

I certify that the foregoing information is correct and complete to the best of my knowledge and belief, I am not aware of any circumstances which impair my fitness for employment under Government.

Signature of candidate

Date : _____

Place : _____

IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

(i) Gazetted officers of Central or State Government.
(ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent / guardian is ordinarily resident.
(iii) Sub-Divisional Magistrate/Officers.
(iv) Tehsildars of Naib/Deputy Tehsildars authorized to exercise magisterial powers.
(v) Principal/ Head Master of the recognized School/ College/ Institution where the candidate studies last.
(vi) Block Development Officer.
(vii) Post Master.
(viii) Panchayat Inspectors.

CERTIFIED that I have known Shri / Smt. / Kum. _____ son/daughter of Shri _____ for the last _____years _____ months and that to the best of my knowledge and belief. The particular furnished by him/her are correct.

Date :
Office Seal

Name &
Signature
Designation
Address

TO BE FILLED BY THE OFFICE

(i) Name, designation and full address of the appointing authority

(ii) Post for which the candidate is being considered.

ANNEXURE-I

ANNEXURE SHOWING THE CONDITIONS OF SERVICE

1. The appointment is for the present temporary and "until further orders" and may be terminated if the temporary post is abolished of even earlier without assigning any reason therefore.

2. No traveling allowance or other allowance will be paid to the candidate for obtaining the certificate to be produced at the time of reporting for duty.

3. The candidate is informed that he/she will be considered to have joined this Department from the date on which reports for duty before the Head of Office concerned.

4. He/She would state whether he/she is a citizen of India and if not, whether he/she is (a) person who has migrated from Pakistan with the intention of permanently settling in India and the date of migration (b) a subject of Nepal or Sikkim or Tibet or a native of Pondichery state.

5. He/She must produce his/her original certificate in proof of his/her academic qualification and age.

6. He/She must give a statement in writing giving full information of his/her previous employment if any, during the last 3 years under the Government of India or under any State Government.

7. Retrenched Central Government servants or those who are treated as such, are not allowed to count their past service for the purpose of seniority in this Department. Their appointment in the Department is subject to this condition.

8. If he/she claims to be a member of the Scheduled Caste or Scheduled Tribes, he/she should state specifically to which of the castes of tribes mentioned in the Constitution (Scheduled Cases) Order 1950 he/she belongs.

9. He/She is warned that, the furnishing of incorrect information on any point will render him/her liable to disciplinary action.

10. He/She should also note that, he/she has to confirm to the Rules, disciplines and conduct prevailing in this Department and those imposed by Government on all their employees.

11. He/She should prior to assuming office, take on oath of allegiance to the Indian Union in the prescribed form.

12. He/She should note that he/she is liable for transfer anywhere falling within the jurisdiction of any Commissionerates coming under the Kerala Central Excise Zone and Customs Preventive Commissionerate Cochin.

13. The head of Department has full discretion to forward or withhold any of his/her application for appointment in other Government Offices or elsewhere.

Contd.../p.

14. The candidate must produce a certificate of good character (in the specimen form given below) not more than three months old from a Gazetted Officer, not related to him/her. His/her retention in service is further subject to her/his being found suitable for Government service in all respect.

15. The candidate must produce a Certificate of Medical fitness for Government Service from a Medical Officer not below the rank of Civil Surgeon (Specimen given below).

I. SPECIMEN OF CHARACTER CERTIFICATE

CERTIFIED that, I have known ..... son/ daughter of..... for the last ..... years ..... months and that to the best of my knowledge and belief he/she bears a reputable character and has no antecedents which render him/her unsuitable for Government employment.

2. He/She is not related to me.

Date :

Place :

Office Seal

Signature
Name
Designation of the post held at present.

II. SPECIMEN OF MEDICAL CERTIFICATE :

I hereby certify that, I have examined ..... candidate for employment in the ..... Department and cannot discover that has any disease (communicable or otherwise) constitutional weakness, or infirmity or bodily infirmity except..... I do not consider this a dis-qualification for employment in the office ..... His/her age is according to his/her own statement ..... years and by appearance about ..... years

Date :

Place :

Office Seal

Signature of the Medical Officer with Seal

16. All candidates appointed to clerical posts and other non-executive posts are informed that, if they wish to resign the post in this Department they shall give notice in writing for a period of one month of their intention to resign.

17. Departmental candidates appointed to the posts against direct recruitment quota are governed by the conditions prescribed for such appointment by the Govt of India. Their T.A. joining time and pay etc. are governed by the orders issued from time to time.

18. All Deptl. Ministerial officers appointed to Executive posts should give undertaking in the prescribed form.

19. All candidates appointed in this Dept. should pass the Deptl. Examinations prescribed for their cadres within the prescribed time.

ANNEXURE-II

CANDIDATES STATEMENT AND DECLARATION

The candidate must make the statement required below prior to his/her medical examination and must sign the declaration appended thereto. His/her attention is specially directed to the warning contained in the note below :

1. State your name in full (in block letters) :

2. State your age and place of birth :

3. (a) Have you ever had small pox, Intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks rheumatism, appendicities ? :

   OR

   (b) Any other disease or accident requiring confinement to bed and medical or surgical treatment ? :

4. When were you last vaccinated ? :

5. Have you or any of your near relations been afflicted with consuption scarfula, gout, asthma, fits, epilepsy or insanity ? :

6. Have you suffered from any form of horvousness due to over work of any other cause ? :

7. Have you been examined and declared unfit for Govt. service by a Medical Officer / Medical Board, within the last 3 years ? :

8. Furnish the following particulars concerning your family

Father's age if living and state of health	Father's age at death and cause of death	No.of brothers living, their ages & state of health	No.of brothers dead their age at death and cause of death

(P.T.O.)

Mother's age if living and state of health	Mother's age at death and cause of death	No.of sisters living, their ages & state of health	No.of sisters dead their age at death and cause of death

I declare all the above answers to be, to the best of my knowledge and belief, correct.

I also solemnly affirm that, I have not received a disability certificate/ pension on account of any disease or other condition.

CANDIDATE'S SIGNATURE

SIGNED IN MY PRESENCE

Office Seal

SIGNATURE OF MEDICAL OFFICER

Note : - The candidate will be held responsible for accuracy of the above statement. By the willfully suppressing any information he/she will incur the risk of losing the appointment, and if appointed, of forefeiting all claim to superannuation allowance or gratuity.