OFFICE OF THE COMMISSIONER OF CENTRAL TAX & CENTRAL EXCISE, CENTRAL REVENUE BUILDING, I.S PRESS ROAD, COCHIN- 682018
E-mail:cexcochi@nic.in, Fax:0484-2390608, Phone:0484-2390404

NOTIFICATION

Applications are invited from eligible persons having the desired qualifications mentioned below as per the Recruitment Rules for filling up the vacancies in various cadres of Canteen Staff in Central Tax & Central Excise department, Thiruvananthapuram Zone.

1) Assistant Halwai-cum-cook

No: of vacancies available for direct recruitment = 1 (General – 1)

Pay Matrix: Level-2 in the pay matrix (Rs. 19,900 – 63,200)

Eligibility Criteria	
i) Educational Qualification	10th class pass from a recognized Board with a Certificate or Diploma in catering from a recognized institute.
ii) Experience	One year experience in cooking
iii) Skill Test	A trade Skill Test for cooking including maintenance of hygiene shall be conducted by the Departmental Promotion Committee to assess the suitability of the candidate.

2) Clerk

No: of vacancies available for direct recruitment = 1 (General – 1)

Pay Matrix: Level-2 in the pay matrix (Rs. 19,900 – 63,200)

Eligibility Criteria	
i) Educational Qualification	12th class pass or equivalent with Commerce from a recognized university or Board.
ii) Typing Speed	A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (correspond to 10500 key depression per hour or 9000 key depression per hour on an average of 5 key depressions for each word)

3) Canteen Attendant

No: of vacancies available for direct recruitment = 10 (General –7, SC-1, OBC-2)

Pay Matrix: Level-1 in the pay matrix (Rs. 18,000 – 56,900)

Eligibility Criteria	
i) Educational Qualification	Matriculation or equivalent from a recognized Board

Age Limit

Age Limit to apply for the above posts: Between 18 and 25 years (Relaxable for Government Servants upto the age of 40 years in accordance with the orders issued by the Central Government). The crucial date for determining the age shall be closing date of receipt of applications from the candidates i.e 20.08.2018.

Selection Process

Those who are desirous of applying may do so in prescribed Application form in Annexure enclosing attested copy of certificates showing age, educational qualifications, experience etc. so as to reach the undersigned on or before 20.08.2018.

Only those candidates who have required eligibility criteria and experience mentioned above need to apply and the shortlisted candidates will be called for skill test/typing test as per the post applied for.

Application form can be downloaded from the website of Central Tax & Central Excise, Kochi commissionerate – www.cenexcisekochi.gov.in

JOINT COMMISIONER (P&V)

ANNEXURE

APPLICATION FORM

To

The Joint Commissioner (P&V)
Central Tax & Central Excise,
Kochi commissionerate,
Central Revenue Building,
I S Press Road, Kochi – 682018

Signed Photograph

APPLICATION FOR THE POST OF .....

1. NAME (in block letters):
2. FATHER'S NAME:
3. PRESENT ADDRESS:
4. DATE OF BIRTH:
5. AGE AS ON 20.08.2018 : ..... YEARS, ... MONTHS, ... DAYS
6. EDUCATIONAL QUALIFICATIONS

Sl No.	Name of Board/University	Passed in the year	Division	Percentage of marks	Subject

7. NATIONALITY:
8. WHETHER BELONGS TO SC/ST/OBC:
9. CONTACT NUMBER:
10. DETAILS OF PREVIOUS EXPERIENCE:
11. DETAILS OF CERTIFICATE OR DIPLOMA IN CATERING FROM A RECOGNIZED INSTITUTE:

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and nothing is kept as false. If at any time it becomes known that any of the facts given by me are wrong I know that my candidature/appointment will be terminated without notice.

Place: Signature of Applicant:

Date: Name of the Applicant:

In case of applicants employed in Govt. Department/undertaking, they should submit their applications through proper channel.