OFFICE OF THE COMMISSIONER OF CENTRAL TAX & CENTRAL EXCISE
CENTRAL REVENUE BUILDING: I.S. PRESS ROAD: COCHIN – 682018

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RECRUITMENT AGAINST SPORTS QUOTA IN THE CENTRAL TAX, CENTRAL EXCISE AND CUSTOMS DEPARTMENT, THIRUVANANTHAPURAM ZONE, KOCHI – 2022-23.

Central Tax, Central Excise & Customs, Thiruvananthapuram Zone, Kochi invites applications for recruitment of meritorious Sports Persons in different games/sports. The recruitment will be made in the following post.

Sl. No.	Name of the Post	No. of Vacancies	Pay (As per 7th CPC)
1.	Tax Assistant	01	Level - 4 in the pay matrix (Rs. 25,500 - 81,100)
2.	Stenographer (Grade-II)	01	Level - 4 in the pay matrix (Rs. 25,500 - 81,100)
3.	Havaldar	05	Level - 1 in the pay matrix (Rs. 18,000 - 56,900)
4.	Canteen Attendant	01	Level - 1 in the pay matrix (Rs. 18,000 - 56,900)

The selected candidates would also be entitled to all the allowances as applicable to Central Government employees.

The application form along with terms and conditions and instructions to the candidates should be downloaded from the Central Board of Indirect Taxes & Customs Departmental official website http://www.cbic.gov.in and from the Central Tax & Central Excise (CCA), Kochi Commissionerate, Kochi website http://www.cenexcisekochi.gov.in

The application form duly filled in all respects should be submitted in a closed cover super scribed with words- "Application for Sports Quota Recruitment 2022-23" along with a self-addressed envelope of size of 11” x 5” affixed with postage stamp of Rs.10/- to:

O/o The Commissioner of Central Tax & Central Excise (CCA),
Kochi Commissionerate, Hqrs. Office,
C.R.Building, I.S.Press Road, Kochi- 682 018

The applications may be sent either by post or in person so as to reach the above address within office hours on or before **15.02.2023**.

The applications received after last date will not be entertained under any circumstances.

TERMS & CONDITIONS

1. Candidates should read the below mentioned terms and conditions and instructions carefully before filling up the form.

2. (a) The application should be strictly as per the pro-forma prescribed. Application not accompanied by the prescribed forms and copies of relevant merit/participation certificates will be liable for rejection.

(b) Only one application should be submitted by the candidate. If any candidate submits more than one application, all such applications will be summarily rejected and the candidate will not be eligible.

3. The application should be filled up in Block Letters in English using ink pen or ballpoint pen preferably in **Black ink.**

4. Along with the application (Annexure-II), the following mentioned forms duly filled up and signed by the respective sports authorities as mentioned in the forms (Enclosed as Annexure-A) should be submitted.

List of authorities competent to award certificates on eligibility for recruitment of sportspersons

Sl. No.	**Competition**	**Authority awarding Certificate**	**Form in which certificate is to be awarded**
1	International Competition	Secretary of the National Federation of the Game concerned.	1
2	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned.	2
3	Inter-University Tournaments	Dean of Sports or other officer in overall charge of sports of the University concerned.	3
4	National/Sports/ Games for Schools	Director or Additional/ Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/Education of the State.	4
5	Physical Efficiency Drive	Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education & Social Welfare Government of India	5

ELIGIBILITY CONDITIONS

1. AGE LIMIT: The crucial date for determining the age shall be the closing date for receipt of applications from candidates ie., 15.02.2023. He / She must have been born not earlier than 15.02.1996 and not later than 15.02.2005 for candidates aged between 18 – 27 Years. He / She must have been born not earlier than 15.02.1998 and not later than 15.02.2005 for candidates aged between 18 – 25 Years.

2. EDUCATIONAL QUALIFICATION:

Post	**Educational and other qualification required**
Tax Assistant	Essential: (i) Bachelor's Degree from a recognized University or equivalent; and (ii) Possess a speed of not less than 8000 key depressions per hour for data entry work. **Note**: The speed of 8000 key depressions per hour for data entry work is to be examined by conducting a speed test on the electronic data processing machine. **Age Limit :- Aged between 18- 27 Years**
Stenographer (Grade-II)	i) 12th Class pass or equivalent from a recognized Board or University. ii) Skill Test Norms Dictation: 10 Minutes @ 80 words per Minute Transcription: 50 Minutes (English, on Computer) 65 Minutes (Hindi, on Computer) **Age Limit :- Aged between 18- 27 Years**
Havaldar	Matriculation or equivalent from any recognized Board. **Note**: Candidates will be required to possess the physical standards and pass physical tests as specified in the new Recruitment Rules. **For Male Candidates**:- Physical standard (minimum) Height – 157.5 Cms (relaxable by 5 cms in the case of garhwalis, Assmese, Gorkhas and members of the Schedule tribes) Chest – 81 Cms (fully expanded with minimum expansion of 5 Cms) **Physical Test:** Walking – 1600 Meters in 15 minutes **For Female Candidates**:- Physical standard (minimum) Height – 152 Cms ; Weight 48 Kgs. (Height relaxable by 2.5 Cms and weight by 2 Kgs. in the case of Garhwalis, Assmese, Gorkhas and members of the Schedule tribes) **Physical Test**: Walking – 1 km in 20 minutes. **Age Limit :- Aged between 18- 27 Years**
Canteen Attendant	Matriculation or equivalent from a recognized Board. **Age Limit :- Aged between 18- 25 Years**

3. SPORTS ELIGIBILITY:

The proficiency will be evaluated on the basis of their participation in recognized tournaments/ events in the calendar years 2022, 2021, 2020, 2019, 2018 and 2017 for which details should be furnished as Annexure I. The tournaments/ events will be evaluated in the following descending order of importance.

a) International Tournaments/Events like Olympics & World Championship.
b) International Tournaments/Events of Regional importance like Asian Games/ Commonwealth Games/ Afro Asian Games.
c) Other International Tournaments/ Events like SAF Games.
d) Domestic Tournaments/ Senior National level Events like National Games, National Federation Games etc.
e) Domestic Tournaments/ Junior National level Events
f) Inter University Tournaments.
g) National School Games
h) National physical efficiency / drive certificate holders.

Only the best three performances during the calendar years 2022, 2021, 2020, 2019, 2018 & 2017 will be considered for evaluation. These should be properly filled up in Annexure-1 of the application.

4. LIST OF GAMES/SPORTS FOR WHICH RECRUITMENT IS BEING MADE:

Sl. No.	Name of the Sport	Male/Female	No of Vacancies	Name of the Post	Sports Events / positions
1	Football	Male	3	Havaldar	In all positions
2	Basketball	Male	3	Havaldar / Stenographer	In all positions
3	Athletics	Male/Female	2	Tax Assistant / Canteen Attendant	Events- 200 M, 400 M & 800 M.
		Total	**8**		

NOTE: Only the applications for the above mentioned Sports Disciplines will be considered.

5. SELECTION OF THE CANDIDATES

The applications will be scrutinized and suitable candidates will be shortlisted for further selection process. Department reserves the right to decide the number of candidates to be called for field trials based on the credentials of the candidates. The eligible candidates will have to appear in the field test relevant to Sports discipline. Success in the above tests confers no right to appointment unless the department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

6. Field trial will be conducted to check the fitness levels and performance of the candidates. Field trials will carry marks and will also be counted for ranking purpose. In case any candidate is unable to take the fitness test for any reason whatsoever or having taken the test is not found fit, he would not be considered for the post. The current form will be evaluated based on the year of participation in recognized tournaments/events in the calendar years 2022, 2021, 2020, 2019, 2018 and 2017 for which the details should be furnished as per Annexure-1.

7. The shortlisted candidates will be called for written test. The written examination will be in English and will consist of questions in English, Mathematics and General Knowledge. Written test is purely qualifying in nature. The candidates applying for Tax Assistants posts will be required to take a data entry test for 15 minutes and skill test for the Stenographers. Based on the aggregate marks obtained in the field trials and merit certificates, the candidates will be ranked for selection.

8. The field trials and written exam will be held in Kochi. The selected candidates will be required to appear for the same at their own expenses on the dates and time to be indicated later.

9. The applicant should enclose attested copies of the following certificates.

(i) Matriculation/SSC or equivalent certificate for proof of age

(ii) Education qualification

(iii) Sports/games certificates/forms as mentioned in Annexure-A.

{iv) Caste certificate in proof of caste.

10. Sports achievements certified by authorities other than those recognized by the Ministry of sports and youth welfare shall not be considered.

11. Sports persons who are already employed in Central Government or State Government or PSU should submit an NOC from the present employer which should be enclosed with the application.

12. The selected candidates will be on probation for 2 years or such period as per the extant instructions of the Government of India. His/her participation in the tournaments/meets on behalf of the Department will also be a deciding factor in the declaration of his/her probation. The selected candidates will be required to represent the Central Tax and Customs Department, Thiruvananthapuram Zone, in the tournament/meets as decided at least for ten (10) years. **The selected candidates will also be required to sign an undertaking that he will not seek inter-zone transfer for a period of 10 years.**

13. Any form of canvassing by any candidate will render his/her candidature liable to be rejected summarily at any stage of the recruitment process.

14. The Commissioner of Central Tax & Central Excise, Kochi Commissionerate has got the right to cancel the recruitment process.

15. In the event of any tie the decision of the appointing authority will be final.

16. This recruitment is subject to applicable rules for recruitment of meritorious sports persons, issued by Government of India from time to time.

Sd/-

Additional Commissioner (P&V)
O / o The Commissioner of Central Tax & Central Excise, Kochi Commissionerate, Hqrs. Office,
C.R.Building,I.S.Press Road, Kochi – 682 018

Enclosures:

i) **Annexure-1:** Details of tournaments/events participated in the calendar years 2022, 2021, 2020, 2019, 2018 and 2017.
ii) **Annexure-11:** Application form.
iii) **Annexure-A:** Form-1, Form-2, Form-3, Form-4 & Form-5.

ANNEXURE-I

Details of Participation in Sports/Games

Sl.No	Date of event	Place where event is held	Name of the tournament/event	Events participated	Position earned
Best three performances during the year 2022					
1					
2.					
3.					
Best three performances during the year 2021					
1.					
2.					
3.					
Best three performances during the year 2020					
1.					
2.					
3.					
Best three performances during the year 2019					
1.					
2.					
3.					
Best three performances during the year 2018					
1.					
2.					
3.					
Best three performances during the year 2017					
1.					
2.					
3.					

Annexure-II

APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTSPERSONS IN THE OFFICE OF THE COMMISSIONER OF CENTRAL TAX AND CUSTOMS, THIRUVANANTHAPURAM ZONE, KOCHI

Affix latest passport size colour photograph of the candidate duly attested by a Gazetted officer

Post applied for: (Please tick the relevant as per the vacancy post mentioned against each sports discipline as in the notification)

Tax Assistant: [ ]

Stenographer (Grade-II): [ ]

Havaldar: [ ]

Canteen Attendant: [ ]

Sports Discipline :

(Please fill the form in the black ink in Capital letters)

A) Full Name	First	Middle	Last
B) Father's Name			
C) Gender (Male/Female)			
D) Permanent Residential Address			
E) Address for communication			
F) Date of birth (DD/MM/YYYY)			
G) Age (as on 15.02.2023)			
H) Whether General /OBC/EWS/SC/ST			
I) Educational Qualification (with name of the Board / University)			
J) Sports event/game (give detailed information including nature of event and playing details wherever applicable, along with copies)			
K) Details of best performance(please enclose proof)			
a) International (mention the name of the event, year & month when event was held and position secured)			
b) National (mention the name of event, year & month when event was held and position secured)			

c) Inter-University (mention the name of event, year & month when event was held and position secured)		
d) Other (mention the name of event, year & month when event was held and position secured)		
L) Details of last performance in sports(proof to be enclosed)		
M) Documents to be submitted (self-attested): a) Educational certificate/Mark Sheet (Marks list and Certificate of the University as applicable) b) Age proof (as per matriculation certificate) c) Sports Certificate d) Caste Certificate (in case of SC/ST candidates)		
N) Telephone No.		
O) E-mail id, if any		
P) Aadhaar number (optional)		
Q) Any other Government /Bank identity particulars(enclose photocopy)	Document Type	
	Number	

DECLARATION

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the test/interview, my candidature/appointment is liable to be cancelled /terminated. I have not submitted any other application for this post. I am aware that if I contravene this rule, my application will be rejected summarily by the Department.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification & sports eligibility etc., prescribed for the post.

Place: Signature of the candidate:

Date: Full Name:

ANNEXURE 'A'

Specimen forms referred to in Col. 3 of the Table in Para A.V

FORM I

(for representing India in an international Competition in one of the recognized Games/Sports).

NATIONAL FEDERATION / NATIONAL ASSOCIATION OF _____

Certificate to meritorious sportsmen for employment to Group C & D Service under the Central Government

Certified that Shri/Smt./Kumar_____ Son/Wife/Daughter of Shri_____and resident of _____ represented the (complete address) country in the game/event of _____ in _____competition/Tournament held at _____from_____to _____

The position obtained by the individual/team in the above said Competition/Tournament Was_____

The Certificate is being given on the basis of record available in the office of National Federation/National Association of _____

Place_____ Signature_____

Date_____Name _____

Designation _____

Name of the Federation/National Association_____

Address_____

Seal _____

Note: This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

FORM:-2

(for representing a State in India in a National competition in one of the recognized

Games/Sports.)STATE ASSOCIATION OF___IN THE GAME_____OF _____

Certificate to a meritorious sportsman for employment to a Group C & D service under the Central Government

Certified that Shri/Smt./Kumar_____ son/wife/daughter of Shri_____and resident of represented the State of (complete address)

_____in the game/event of _____in the National Competition/Tournament held at _____from_____to_____

The position obtained by the individual /team in the above said Competition/Tournament was _____

The certificate is being given on the basis of record available in the office of *the* State Association of_____

Place_____Signature_____

Date_____Name _____

Designation_____

Name of the State Association

_____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by the Secretary of the State Association.

(Annexure B of the Department of Personnel and Administrative Reforms U.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

FORM 3

(For representing a University in the Inter-University Competition in one of the recognized Games/sports).

UNIVERSITY OF _____

Certificate to a meritorious sportsman for employment to a Group C&D service under the Central Government

Certified that Shri/Smt./Kumari _____ Son/Wife/Daughter of Shri _____ Resident of_____student of_____ Represented the University of_____in Inter the game/event of _____in Inter-University Competition/Tournament held at_____ from_____to _____

The position obtained by the individual/team in the above said competition/tournament was_____

The certificate is being given on the basis of records available in the office of Dean of Sports or Officer in overall charge of sports in the University of _____

Place_____ **Signature_____**

Date_____ **Name_____**

Designation_____

Name of the University:

_____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by Dean/Director or other officer in overall charge of sports in the University of_____

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

FORM — 4

DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF_____

Certificate to a meritorious sportsmen for employment to a Group C & D services under the Central Government

Certified that Shri/Kumari _____ son/daughter of Shri_____ resident of student of (Complete address) Represented the_____ State School Team in the game/event of_____ in the National Games for schools held at_____ from_____ to _____

The position obtained by the individual/team in the above said Competition/Tournament was_____

The certificate is being given on the basis of records available in the office of Directorate of Public Instructions/education of _____

Place_____ **Signature_____**

Date _____ **Name_____**

Designation_____

Address_____

Seal_____

Note: This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games/for Schools in the Directorate of Public Instruction/Education of the State.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)

FORM-5

(for the awardees in Physical Efficiency performances conducted by the Ministry of Education & Social Welfare)

GOVERNMENT OF INDIA/DEPARTMENT OF YOUTH AFFAIRS AND SPORTS

Certificate to a meritorious sportsman for employment to a Group C & D posts/service under the Central Government

Certified that Shri/Kumari_____son/daughter of Shri resident of _____
(complete address)
represented the_____School Team in the game /event of _____in at the National Competition held at_____from _____to _____

The certificate is being given on the basis of records available in the Ministry of education and Social Welfare.

Place_____ **Signature_____**

Date_____ **Name _____**

Designation _____

Address _____

Seal _____

Note: This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)