OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX & CENTRAL EXCISE, C.R. BUILDING, I.S PRESS ROAD, KOCHI- 682018

APPLICATION FORM FOR DEPARTMENTAL CANTEEN POSTS - 2024

ROLL NO.		- For Office Use

1. Name of the Post applied for

_____

Affix recent Photo here (self-attested)

2. Name (as recorded in the Matriculation/Secondary School Certificate)
(BLOCK LETTERS ONLY)

3. Father's Name (BLOCK LETTERS ONLY)

4. Mother's Name (BLOCK LETTERS ONLY)

5. (a) Date of Birth

	Date	Month	Year
In figures			

(in words) _____

(b) Age as on closing date of application (25.10.2024)

Years	Months	Days

6. Gender (Write - 1 for Male, 2 for Female) | |

7. Category:

[Scheduled Caste (SC)/ Schedule Tribe (ST)/ Other Backward Classes (OBC)/ Economically Weaker Section (EWS)/ Un-reserved (UR) / Ex-Serviceman (ESM)]

8. Whether person with benchmark disability. (PwBD)?

9. If Yes, Type of disability (OH, HH, VH, Others)

10. If you are Ex-Serviceman (ESM) seeking age relaxation, Write 1.
If you are a Central Government Civilian Employee seeking age relaxation, Write 2.

11. Details of service rendered by Ex-Serviceman/ Central Government Civilian Employee.

Ministry / Department / Office	**Date of joining**	**Length of Service**

Date of Discharge		**Details of last Unit/ Corps**	

12. Nationality

13. Educational Qualification & Experience if any

(a) **Educational Qualification:**

Sl. No.	**Name of Exam**	**Years of passing**	**Name of Board/ University**	**Percentage/ CGPA**

(b) **Experience:**

Sl. No.	Experience	Duration of Experience	Name of Employer	Remarks

14. Address for correspondence (BLOCK LETTERS ONLY)

STATE																		PIN						

15. Permanent Address (BLOCK LETTERS ONLY)

STATE																		PIN						

17. Phone Number:

LANDLINE (PREFIX STD CODE) :

MOBILE NUMBER :

18. E-mail ID :

19. (i) I hereby declare that

(a) I have read all the provisions in the Recruitment Notification carefully and hereby undertake to abide by them;
(b) All the statements made in this application are true, complete and correct to the best of my knowledge and belief; &
(c) I fulfill all the conditions of eligibility regarding age limits, educational qualification, desirability etc., prescribed in the Recruitment Notification.

(ii) I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after my selection, **my candidature / appointment is liable to be cancelled.**

***SIGNATURE OF THE CANDIDATE**

Left Hand Thumb Impression of the candidate

PLACE:

DATE:

***** Application without signature of the candidate and application incomplete in any aspect will be summarily rejected.

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OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX & CENTRAL EXCISE, CENTRAL REVENUE BUILDING, I.S. PRESS ROAD, KOCHI- 682018
Fax:0484-2390608 **Phone:0484-2390404**

NOTIFICATION

GEXCOM/II/(3)/43/2020-ESTT : Applications are invited from eligible candidates 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

Number of vacancies available for direct recruitment = 1 (UR – 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 to assess the suitability of the candidate.

2) Clerk

Number of vacancies available for direct recruitment = 1 (UR – 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 (35 words per minute in English or 30 words per minute in Hindi 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

Number of vacancies available for direct recruitment = 12 [UR–7, ST-1, OBC-3, EWS-1.
Total-12, Ex-Servicemen-1, Hard of Hearing (HH)-1]
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).

Proof for Date of Birth: The Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate only will be accepted for determining the age eligibility.

The details of the various categories of persons to whom age concession is applicable for various posts and the extent of age concession applicable has been communicated vide DoPT's OM No.15012/2/2010-Estt(D) dated 27.03.2012. A copy of the said OM is available on the website of Central Tax & Central Excise, Kochi commissionerate – www.cenexcisekochi.gov.in for reference. The crucial date for determining of age limit/possession of Essential Qualifications (EQs)/ Experience will be closing date of receipt of applications from the candidates i.e. **25.10.2024**.

Selection Process

The candidates who are desirous of applying may do so in the prescribed Application form, enclosing attested copies of all the supporting documents in respect of Educational Qualification (EQ), Experience, Category, Age, Age-relaxation, etc. (as applicable). Candidates who wish to apply for more than one post should apply separately for each category of post. Multiple applications for the same post will result in cancellation of the candidature.

Only those candidates who meet the required eligibility criteria and experience mentioned above need to apply. There is no Application Fee. Incomplete applications, unsigned applications, or applications without photographs/ attested copies of all supporting documents will be deemed to be invalid and will be rejected without intimation to the candidate. The candidature of applicants not meeting the conditions specified in this notification will be cancelled at any stage of the recruitment process without any notice. The Selection Committee shall scrutinize the applications received and the short-listed candidates who fulfill the eligibility criteria stipulated above as on the closing date of receipt of application will be called for skill test, or typing test as per the post applied for. A written test may be conducted to shortlist candidates if deemed necessary. The decision of the appointing authority will be final. The recruitment process can be cancelled or postponed without any prior notice or assigning any reasons at any stage.

The application forms, complete in all respects, must reach the Office of the Principal Commissioner of Central Tax

& Central Excise, Central Revenue Building, I.S Press Road, Kochi-682018, Kerala, on or before **25.10.2024** by post. Applications received after the closing date shall be summarily rejected, and no communication regarding the rejected application forms shall be entertained. This office shall not be responsible for any postal delays. The envelope containing the application must be super-scribed in bold letters as “APPLICATION FOR DEPARTMENTAL CANTEEN POSTS” and also indicating the NAME OF THE POST APPLIED FOR at the left side top corner of the envelope.

Application form can be downloaded from the website of Central Tax & Central Excise, Kochi Commissionerate – www.cenexcisekochi.gov.in under the heading ‘Public Orders’ => ‘SSC Recruitment’.

Signed by
Rani C R
Additional Commissioner (P&V)
Date: 18-09-2024 16:40:15

No. 15012/2/2010-Estt.(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Trainning)
****

New Delhi, dated the 27th March, 2012

OFFICE MEMORANDUM

Subject:- **Consolidated orders on relaxation in upper age limit allowed to various categories of government servants**- regarding

The undersigned is directed to invite attention to this Department's Notification No. 2/101/72-Estt(D) dated 07.03.1974 and to say that since then a number of instructions allowing relaxation in upper age to Central government servants for recruitment to various categories of posts under the Central government have been issued. For the facility of reference and guidance, the content of the important/relevant O.M's/orders on the subject have been consolidated. The number and date of original O.M.'s have been referred under each category for easy reference to the context.

S. No.	Category of Persons to whom age concession is admissible and O.M./Notification No.	Categories of posts to which the age concession is admissible	Extent of Age Concession
1.	Scheduled Castes and Scheduled Tribes **Notification No. 2/101/72-Estt(D) dated 07.03.1974**	All posts filled by Direct Recruitment	5 years
2.	Other Backward Class **O.M. No. 43013/2/95-Estt. (SCT) dated 25.01.1995** **O.M. No. 36012/22/93-Estt.(SCT) dated 22.10.1993**	All posts filled by Direct Recruitment	3 years
3.	Persons with disabilities **No. 43019/28/86-Estt.(D) dated 01.02.1999** read with **O.M. No. 36035/3/2004-Estt(Res.) dated 29.12.2005**	(i) In case of Direct Recruitment to Group 'Ç' and erstwhile Group 'D' (now MTS)	10 years

		posts (ii) In case of recruitment to Group Á' and Group 'B' posts through open competitive examination	
	SC/ST Persons with disabilities		15 years
	OBC Persons with disabilities		13 years
	Persons with disabilities **O.M. No. 36035/3/2004-Estt(Res.) dated 29.12.2005**	In case of direct recruitment to Group 'A' and Group 'B' where recruitment is made otherwise than through open competitive examination	5 years
	SC/ST Persons with disabilities		10 years
	OBC Persons with disabilities		8 years
4.	Retrenched Central Government Employee **Notification No. 2/101/72-Estt(D) dated 07.03.1974**	For posts filled otherwise than through UPSC on the basis of competitive tests, i.e. filled through employment exchange	Period of previous service under the Govt. of India plus three years
5.	Whole Time Cadet Instructors in NCC	For the purpose of appointment to the posts, recruitment to which is made through the Employment exchange	Period of service rendered in NCC plus three years
	(a) who were released from NCC after the expiry of their initial/ extended tenure **Notification No. 2/101/72-Estt(D) dated 07.03.1974**		
	(b) who were released form NCC before the expiry of their initial/extended tenure **Notification No. 2/101/72-Estt(D) dated 07.03.1974**	- do -	Period of service rendered in NCC, plus three years provided they have served in NCC for a period of not less than six months prior to their release from NCC

6.	Ex-General Reserve Engineer Force Personnel **O.M. No. 4/10/64-Estt(D) dated 26.10.1964** **Notification No. 2/101/72-Estt(D) dated 07.03.1974**	For posts filled otherwise than through UPSC on the basis of competitive tests, i.e. filled through Employment exchange	Period of Service in GREF plus 3 years
7.	Territorial Army Personnel who have service on the permanent staff of Territorial Army Unit or have been embodied for service under T.A. Rule 33 for a continuous period of not less than six months. **O.M. No. 4/6/64-Estt(D) dated 11.02.1965** and **Notification No. 2/101/1972-Estt(D) dated 7.3.1974**	For post filled otherwise than through UPSC on the basis of competitive tests i.e. for posts filled through Employment Exchange	Entire Period of embodied service including broken period in the Territorial Army plus three years
8.	Ex-Servicemen **Notification No. 39016/10/1979- Estt. (c) dated 15.12.1979**	Group C & erstwhile D posts	Period of Military service plus 3 years
9.	Disabled Defence services personnel **O.M. No. 14/42/65-Estt(D) dated 29.03.1966** and O.M. No. **13/35/71-Estt.(C) dated 24.12.1971**	(a) Group C & erstwhile D posts filled through Employment Exchange	45 years (50 years of SC/ST)
		(b) Group A & B posts filled otherwise than through Competitive Examination by UPSC	45 years (50 years of SC/ST)
	O.M. No. 39016/5/1981-Estt.(C) dated 21.02.1981	(c) All posts filled by Competitive examination	3 years (8 years for SC/ST) subject to the condition that they would not be allowed to avail of

			a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit.
10.	Ex-personnel of Army Medical Corps (Short Service regular Commissioned Officer) **O.M. No. 4/3/55-RPS dated 13.07.1956**	All posts requiring Medical qualification	35 years
11.	Ex-servicemen ECO/SSCO **O.M. No. 39016/15/79-Estt.(C) dated 07.09.1981** **O.M. No. 36034/8/88-Estt.(SCT) dated 19.05.1988**	Group A & B Posts Services/posts filled by direct recruitment otherwise than on a result of any open All India competitive examination held by UPSC subject to the condition that (i) the continuous service rendered in teh Armed Forces by an ex-servicemen is not less than six months after attestation (ii) resultant age after deducting his age does not exceed the prescribed age	Military service plus three years

		limit by more than three years and (iii) condition prescribed in O.M. No. 39016/10/79-Esst.(C) dated 15.12.1979	
		For appointment to any vacacny in Group A and Group B Services/posts filled by direct recruitment on the results of an All India Competitive Examination held by UPSC, ex-service and Commissioned Officers including ECOs/SSCOs who have rendered atleast 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months) otherwise than by way of dismissal or discharge on account of physical disability attributable to	Five years

		military service or on invalidment.	
12.	Departmental Candidates with three years continuous service in Central Government **O.M. No. 15012/1/88-Esst.(D) dated 30.01.1980** **O.M. No. 15012/1/88-Esst.(D) dated 20.05.1988**	For appointment to Group 'C' and erstwhile 'D' (now MTS posts) by direct recruitment which are in the same line or allied cadres	Up to 40 years of age (45 years for SC/ST)
	O.M. No. 15012/8/87-Estt.(D) dated 15.10.1987 **O.M. No. 35014/4/79-Esst.(D) dated 24.10.1985**	Group A and Group B posts filled through UPSC (other than those filled on the basis of competitive examination) and posts which are exempted from purview of UPSC (where recruitment is made by organisation themselves)	5 years (for posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post
13.	Widows, divorced women and women judicially separated from their husbands and who are not re-married **O.M. NO. 15012/13/1979-Estt (D) dated 19.01.1980** **O.M. No. 15012/1/82-Estt.(D) dated 06.09.1983**	Group 'C' and erstwhile Group 'D' posts under the Central Government filled through Staff Selection Commission and Employment exchange	Up to the age of 35 years (up to 40 years for members of Scheduled Castes and Scheduled Tribes) but no relaxation of educational qualification or method of recruitment
	O.M. No. 15012/1/87-Estt.(D) dated 05.10.1990	Group 'A' and 'B' posts except where recruitment is	

		made through open competitive examination	
14.	Meritorious Sportspersons **No. 15012/3/84-Estt.(D) dated 12.11.1987**	All Group of Civil posts/Services under the Government of India filled otherwise than through Competitive examinations conducted by UPSC	Up to 5 years (10 years for SC/ST candidates)
15.	Persons who had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989 **GSR 915(E) dated 30.12.2011** **GSR 208(E) dated 10th April 1997** **GSR 826(E) dated 27th December 1999** **GSR 919(E) dated 20th December 2001** **GSR 879(E) dated 10th November 2003** **GSR 707(E) dated 6th December 2005** **GSR 761(E) dated 7th December, 2007** **GSR 839(E) dated 23rd November 2009**	For recruitment to all Central Civil Services and Posts made through UPSC or SSC or otherwise by Central Government till 31.12.2013	Upper age-limit relaxable by five years subject to maximum number of chances permissible under the relevant rules

2. For the purposes of the above mentioned age concessions:

i. "a retrenched Central Government employee" means a person who was employed under the Government of India for a continuous period of not less than six months prior to this retrenchment and was discharged as a result of the recommendation of the Economy Unit or due to normal reduction in establishment;

ii. "a whole-time Cadet instructor in NCC" means a person who was recruited as a whole-time cadet instructor in NCC on or after 01.01.1963;

iii. "Ex-GREF personnel" means a person who was employed in that Force at least a continuous period for not less than six months and who was released from that Force on completion of his tenure of Service.

iv. "disabled ex-servicemen" means ex-serviceman who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas;

v. "Ex-servicemen" means a person, who has served in any rank (whether as a combatant or an non-combatant), in the Armed Forces of the Union, including the Armed Forces of the former Indian States, but excluding the Assam Rifles, Defence Security Corps, General Reserve Engineering Force, Lok Sahayak Sena and Territorial Army, for a continuous period of not less than six months after attestation, and (i) has been released, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, or has been transferred to the reserve pending such release, or (iii) has been released at his own request after completing five years service in the Armed Forces of the Union.

3. These instructions are applicable only to Central Government Civilian Employees holding Civil posts and are not applicable to personnel working in autonomous/statutory bodies, Public Sector under taking etc. which are governed by regulations/statute issued by the concerned administrative Ministries/Departments. In certain cases the benefit of age relaxation was allowed to a specified category of personnel for a limited period. The validity of relaxation in such cases will be for the period specified in the original instructions or as amended from time to time.

4. In case of recruitment through the UPSC and the Staff Selection Commission(SSC), the crucial date for determining the age-limit shall be as advertised by UPSC/SSC. The crucial date for determining age for competitive examination held by UPSC/SSC is fixed as per the instructions in this Department's O.M. No. 42013/1/79-Estt.(D) dated 04.12.1979 and O.M. No. AB.14017/70/87-Esst.(RR) dated 14.07.1988.

5. A government servant is not allowed any relaxation of age for recruitment to Group 'A' and Group 'B' post on the basis of competitive examination held by the Commission except in cases where it has been specifically provided for in the scheme of the examinations approved in consultation with the Commission(O.M. No. 4/4/74-Estt.(D) dated 09.04.1981).

6. The upper age-limit for recruitment by the method of Direct Open Competitive to the Central Civil Services and civil posts specified in the relevant service/recruitment rules on the date of commencement of the Central Civil Services and Civil posts (Upper Age-limit for Direct Recruitment) Rules 1998, shall be increased by two years (Notification No. 15012/6/98-Estt.(D) dated 21.12.1998). The "Direct Open Competitive Examination" for the purpose of these rules shall mean direct recruitment by Open Competitive Examination conducted by the Union Public Service Commission or the Staff Selection Commission or any other authority under the Central Government and it shall not include recruitment through Limited Departmental Examination or through shortlisting or by absorption or transfer or deputation.

8. Copies of previous O.M.'s referred are available at this Department's website www.persmin.nic.in(www.persmin.nic.in>O.Ms & Orders > Establishment > (A)Administration > (II)Establishment > (g)Age relaxation)

9. This may be brought to the notice of all concerned for information, guidance and necessary action.

10. Hindi version will follow.

(Mukta Goel)
Director(E.I)
Tele: 23092479

To

All Ministries/Departments of the Government of India.

Copy to:

1. President's Secretariat, New Delhi
2. Vice-President's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi
9. The Secretary, Union Public Service Commission, New Delhi
10. The Secretary, Staff Selection Commission, New Delhi
11. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
12. National Commission for Scheduled Castes, New Delhi
13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
16. Establishment Officer & A.S.
17. All Officers and Sections in the Department of Personnel and Training.
18. Facilitation Center, DOP&T (20 copies)
19. NIC (DOP&T) for placing this Office Memorandum on the Website of DOP&T.
20. Establishment Section (200 copies).

Virender Singh 27/3/2012

(Virender Singh)
Under Secretary to the Government of India
Tele: 23093804