Ministry of Finance
Government of India

भारतसरकारGOVERNMENT OF INDIA
वित्तमंत्रालयMINISTRY OF FINANCE
राजस्वविभागDEPARTMENT OF REVENUE
केंद्रीयअप्रत्यक्षकरऔरसीमाशुल्कबोर्डCENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालयOFFICE OF THE PRINCIPAL COMMISSIONER
केंद्रीयकरऔरकेंद्रीयउत्पादशुल्कCENTRAL TAX AND CENTRAL EXCISE
कोच्चिआयुक्तालयKOCHI COMMISSIONERATE
सी.आरबिल्डिंग, आई.एस. प्रेसरोड, कोच्चि- 682018C.R. BUILDING, I.S. PRESS ROAD,KOCHI- 682018

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

File No: GEXCOM/HQRS/MISC/130/2022-HQRS-O/o PR COMMR-CGST-KOCHI

RECRUITMENT OF MERITORIOUS SPORTS PERSONS IN CENTRAL TAX, CENTRAL EXCISE AND CUSTOMS DEPARTMENT -2024

The Central Tax, Central Excise & Customs, Thiruvananthapuram Zone, Kochi invites applications for recruitment of meritorious sports persons in all 65 sports disciplines notified by the DoP&T. Post wise number of vacancies for recruitment are as mentioned in the table below:

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

2. The application form along with Annexures and instructions to the candidates should be downloaded from the Central Board of Indirect Taxes Departmental official website "**https://www.cbic.gov.in"** or from the Central Tax & Central Excise, Kochi Commissionerate website "**https://cenexcisekochi.gov.in/"**

The application form duly filled in all respects should be submitted in a closed cover super scribed with words. "**Application of meritorious sports person in Central Tax, Central Excise and Customs Department 2024**" and addressed to:

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

3. The applications may be sent either by post or in person so as to reach the above

address within office hours **on or before 20.12.2024**. For candidates domiciled in North-Eastern States, Andaman & Nicobar Islands, Lakshadweep, Jammu & Kashmir, the application should reach the above address within office hours **on or before 27.12.2024**. **The applications received after last date will not be entertained under any circumstances.**

4. TERMS & CONDITIONS

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

(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.

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

iii. 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 (**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	Khelo India University Games/ Khelo India	Officer designated/Officer in-charge from Sports Authority of India (SAI) for	5

	Youth Games/ Khelo India Winter Games/Khelo India Para Games	Khelo India University/ Khelo India Youth Games, Khelo India Winter Games/Khelo India Para Games.	

5. ELIGIBILITY CONDITIONS

(i). AGE LIMIT: 18 to 27 years as on 01.12.2024 for the post of Tax Assistant, Stenographer Gr-II and Havaldar with relaxation up to 3 years for OBC candidates and 5 years in case of SC/ST Candidates and relaxation upto 40 years for Government Servants in accordance with the instructions or orders issued by the Central Government from time to time. For the post of Canteen Attendant between 18 to 25 years and relaxable for Government Servants in accordance with the instructions or orders issued by the Central Government from time to time. For exceptional achievements in Sports/Game and those candidates who fulfil all other eligibility conditions with necessary certificate, age will be relaxable up to 5 years and 10 years in the case of SC/ST.

(ii). EDUCATIONAL QUALIFICATION:

Post	Educational and other qualification required
Tax Assistant	i) Bachelor's Degree from a recognized University or equivalent. ii) possess a data entry speed of not less than 8000 key depressions per hour for data entry work. iii) Should have basic knowledge in the use of computer applications. 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.
Stenographer Gr-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: 65 minutes), (Hindi); (on computer)

Havaldar	Matriculation or equivalent from any recognized Board. Note : Candidate will be required to possess the physical standards and pass physical test as specified below, namely:- **For Male Candidates**: Physical standards (minimum) **Height** – 157.5 Cms (relaxed by 5 Cms in the Case of Garhwalis, Assamese, Gorkhas and members of 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 case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes **Physical Test:** Walking- 1 km in 20 minutes.
Canteen Attendant	Matriculation or equivalent from a recognized Board.

6. SPORTS ELIGIBILITY:

The proficiency will be evaluated only on the basis of forms and certificates submitted for the **participation in recognized tournaments / events** in the calendar year **2024, 2023, 2022, 2021, and 2020** for which details should be furnished in **Annexure I**. **Certificates of participation/achievements for which concerned forms issued by concerned Authorities are not enclosed, will not be considered for evaluating the proficiency.** The tournaments/events will be evaluated in the following descending order of importance.

Order of Preference:

(a) First preference to those candidates who have represented the country in an International Competition with the clearance of the Department of Sports, Ministry of Youth Affairs and Sports.

(b) Next preference may be given to those who have represented a State U.T. in the Senior or Junior level national Championships organized by the National Sports Federations recognized by Department of Sports, Ministry of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have won medals or positions up to 3rd place. Between the candidates participating in Senior and Junior National Championships/games, the candidates having participated and won medal in Senior National Championship should be given preference.

(c) Next preference may be given to those, who have represented a University in an Inter-University competition conducted by Association of Indian Universities/Inter University Sports Board Or Khelo India University Games conducted with authorization of

Department of Sports, Ministry of Youth Affairs and Sports and have won medals or positions upto 3rd place in finals.

(d) Next preference may be given to those who have represented a State/UT in Khelo India Youth Games (age category above 18 years) or Khelo India Winter Games or Khelo India Para Games conducted with authorization of Department of Sports, Ministry of Youth Affairs and Sports and have won medals or positions up to 3rd place in finals.

(e) Next preference may be given to those who have represented the State Schools in the National sports/games for Schools conducted by the All-India School Games Federation and have won medals or positions up to 3rd place.

(f) Next preference may be given to those who represented a State/Union Territory/University/State Schools Teams at the level mentioned in categories (b) to (e) but could not win a medal or position, in the same order of preference.

7. List of Sports which qualify for Appointment of Meritorious Sportspersons

S. No.	Name of the Sport	S. No.	Name of the Sport	S. No.	Name of the Sport
1	Archery	23	Handball	45	Rowing
2	Athletics	24	Hockey	46	Rugby
3	Atya-Patya	25	Ice-Hockey	47	Sepak Takraw
4	Badminton	26	Ice-Skating	48	Soft Ball
5	Ball-Badminton	27	Ice-Skiing	49	Soft Tennis
6	Baseball	28	Judo	50	Squash
7	Basket Ball	29	Kabaddi	51	Swimming
8	Billiards & Snookers	30	Karate	52	Table Tennis
9	Body-Building	31	Kayaking & Canoeing	53	Taekwondo
10	Boxing	32	Kho – Kho	54	Tenni-Koit
11	Bridge	33	Kudo	55	Tennis
12	Carrom	34	Mallakhamb	56	Tenpin Bowling
13	Chess	35	Motor Sports	57	Triathlon

14	Cricket	36	Net Ball	58	Tug-of-war
15	Cycling	37	Para Sports (For Sports discipline included in Para Olympics and para Asian Games)	59	Volleyball
16	Cycle Polo	38	Pencak Silat	60	Weightlifting
17	Deaf Sports	39	Polo	61	Wushu
18	Equestrian	40	Power Lifting	62	Wrestling
19	Fencing	41	Shooting	63	Yachting
20	Football	42	Shooting Ball	64	Tennis Ball Cricket
21	Golf	43	Roll Ball	65	Yogasana
22	Gymnastics	44	Roller Skating		

8. 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.

9. 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, the candidates 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 year 2024, 2023, 2022, 2021 and 2020 for which the details should be furnished as per Annexure-I.

10. The shortlisted candidates will be called for written test. The written examination for the post of Tax Assistant/Stenographer/Havaldar/Canteen Attendant will be in English/Hindi and will consist of objective type multiple choice questions in General Knowledge, Reasoning, Numerical/Quantitative Aptitude, General English and General Awareness. 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. The candidates applying for the post of Stenographer Gr-II post will be required to take skill test for stenography as per prescribed norms. For the recruitment to the post of Havaldar, there would be a physical test. Based on the aggregate marks obtained in the field trials and merit certificates, the candidates will be ranked for selection.

11. 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 informed later.

12. The applicant should enclose attested copies of the following certificates.
(i) Matriculation/SSC or equivalent certificate for proof of age.
(ii) Education qualification certificates.
(iii) Sports/games certificates as mentioned in Annexure-I.
(iv) Relative Forms for Sports/games certificates as mentioned in Annexure-A.
(v) Caste certificate in proof of caste (if applicable).

13. Sports achievements (Forms) certified by authorities other than those recognized by the Ministry of Sports and Youth Welfare shall not be considered.

14. 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.

15. The selected candidates will be on probation for a period of 2 years or such period as per the extant instructions of the Government of India. Their participation in the tournaments/meets on behalf of the Department will also be a deciding factor in the declaration of their probation. The selected candidates will be required to represent the Central Tax, Central Excise and Customs Department, Thiruvananthapuram Zone in the tournament /meets as decided at least for 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.**

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

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

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

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

20. The Annexures to be downloaded from "https://cenexcisekochi.gov.in/"

21. For any updates please visit "**https://cenexcisekochi.gov.in/**"

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

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 2024					
1					
2.					
3.					
Best three performances during the year 2023					
1.					
2.					
3.					
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.					

Annexure-II

APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTSPERSONS IN THE OFFICE OF THE CHIEF 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 01.12.2024)			
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.)STATEASSOCIATIONOF__IN THEGAME_____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 representing in Khelo India University Games/Khelo India Youth Games/ Khelo India Winter Games/Khelo India Paara Games)

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/Smt./Kumari _____

son/Wife/daughter of Shri_____resident of

_____(complete address)

Student of_____

Represented the University/ Institute/ School of _____

_____ in the game / event of

_____ in Khelo India University

Games/ Khelo India Youth Games/ Khelo India Winter Games/ Khelo India Para Games held at

_____ from _____ to _____.

The certificate is being given on the basis of records available in this office.

Place_____ **Signature_____**

Date_____ **Name _____**

Designation _____

Address_____

Seal _____

Note: This Certificate will be valid only when signed personally by the officer designated/ officer in charge from Sports Authority of India for Khelo India University/ Khelo India Youth Games/ Khelo India Winter Games/ Khelo India Para Gamaes.