

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

5. The candidates should produce his / her original certificates in proof of the Date of Birth, Educational Qualifications, Community (SC / ST / OBC) and other qualifications, if any, at the time of reporting for duty. The candidate should produce the Community Certificate (in original) in the prescribed Proforma only. If a candidate claims to be a member of the SC / ST, he / she should state specifically to which of the caste / community or tribe mentioned in the Constitution (Scheduled Castes) order 1950, or under the Constitution (Scheduled Tribes) order 1950, he / she belongs.

6. If a candidate claims to be a member of "Other Backward Classes", he / she should state specifically to which of the Backward Classes / Communities, mentioned in the list of socially and economically Backward communities, which are common to both the reports of the Mandal Commission and the State lists published by Government of India, Ministry of Social Welfare vide Resolution No.12011/68/93-BCC (c) dated 10.09.93. The candidate should produce a community certificate in the prescribed form.

7. The candidates should state whether he / she is a citizen of India and if not, whether he / she is a person who has migrated from (a) Pakistan with the intention of permanently settling in India on the date of migration, (b) a subject of Nepal or Sikkim or Tibet.

8. The candidates are warned that the furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for the employment under the Government. If the fact that false information has been furnished or there has been suppression of any factual information in the Attestation form comes to notice at any time during the service of the person, his / her services should be liable to be terminated forthwith.

9.. The candidates should also note that he / she has to conform to the rules, discipline and conduct prevailing in this Department and those imposed by Government on all their employees from time to time.

10. The Head of the Department has full discretion to forward or withhold any of his / her applications for appointment in other Government offices or elsewhere.

11. The candidates should prior to assuming office, take an Oath of allegiance to the Indian Union in the prescribed form.

12. The candidates offered appointment will be on probation for a period of two years from the date of joining as Tax Assistant in this Department. The two years period will be extended in case the work and conduct of the candidate is not found to be satisfactory.

13. The candidates shall not indulge in activities not officially organized or any manner considered as indiscipline.

14. **The candidates should pass a Data Entry Speed Test of 8000 key depressions per hour prescribed for the post within one year from the date of joining as Tax Assistant failing which his / her service is liable to be terminated.** The candidates should pass the prescribed Departmental Examination within two years, failing which he will not be eligible to draw further increments.

III

15. The candidates are liable to be transferred anywhere within the combined cadre jurisdiction of Chennai Cadre Control Zone (Tamilnadu and Puducherry) at any point of time.

16. The Seniority of the candidates in the combined cadre strength of Chennai Cadre Control Zone (Tamilnadu and Puducherry) in the grade of Tax Assistant will be fixed as per the orders in force.

17. The appointment is provisional and is subject to the Scheduled Caste / Scheduled Tribe / OBC certificates being verified through proper channel and if the verification reveals that the claim to belong to SC / ST / OBC or in the case of OBC, not to belong to 'creamy Layer' as the case may be, is false, his / her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates (Applicable in respect of SC / ST / OBC candidates).

18. The Candidates appointed to the grade of Tax Assistant before joining duty, will have to sign a undertaking in form given below :

" I understand that my employment under the Government of India is temporary and that my service may be terminated at any time by a notice for a period of not less than one month but without any reason being assigned or my service can be terminated forthwith giving me an entitlement to claim a sum equivalent to the amount of pay and allowances for the period of the notice or as the case may be for the period by which such notice falls short of one month. I agree that, if I wish to resign from my present Employment, I shall give notice in writing for a period of not less than 2 months of my intention to resign. I further agree that without prejudice to the above provisions the appointing authority has the right to take appropriate action against me under Section 23 of the Central Excise Act, 1944, in the event of my refusal to perform or withdraw myself from the duties of my office ".

19. **This offer of appointment is purely temporary and is subject to receipt of the antecedent verification report from the concerned District / Police authorities / Caste certificate from the concerned issuing authority / verification of certificate of education issued by the University / Board. In case any adverse / negative report is received from the concerned authorities, the services will be terminated immediately without assigning any reason or notice.**

20. **The appointment is subject to the condition that the candidates should maintain properly the other family members who were dependent on the deceased Government servant and in case it is proved at any time that the said family members are being neglected or not being properly maintained by him / her, his / her appointment will be terminated forthwith. An undertaking to this effect in the enclosed Proforma should be submitted at the time of joining.**

21. The candidates should declare his / her native place i.e., Home Town and details of dependent family members in writing at the time of joining duty.

22. The candidates belonging to SC community should inform the appointing authority in the event of change of religious faith.

IV

23. Candidates appointed in this Department should give in writing a declaration whether he / she is un-married / married ; if married whether he / she has only one wife / husband living etc., in the prescribed form.

24. The candidates will be governed by the New Pension Scheme as notified vide Government of India, Ministry of Finance, Notification No.5/7/2003-ECB & PR dated 22.12.2003 – published in Gazette of India, Extraordinary, Part I – Section 1, dated 22.12.2003.

Encl.: As above.



(K.V.V.G. DIWAKAR)
ADDITIONAL COMMISSIONER (CCA)

To :

The individuals

Copy to :

The Chief Commissioner of Central Excise, Coimbatore

The Chief Commissioner of Customs (Prev.), Trichy

The Commissioner of Central Excise,
Chennai – I / II / IV / Puducherry Commissionerate

The individual may be allowed to join as Tax Assistant on fulfillment of the conditions stipulated above and on production of the documents mentioned at para 5 & 20. Duly filled Two Attestation Forms, Character & Identity Certificate, Medical Examination Certificate in respect of the candidate posted is enclosed. Proforma of undertaking (for para 18 & 20) is also enclosed. **The Character & antecedents verification may be done at your end.**

The Superintendent CF (Cadre Control), Chennai – 34.

Hindi Cell

✓ The Superintendent, Computer Section, Chennai-I – for display in the official website



(K.V.V.G. DIWAKAR)
ADDITIONAL COMMISSIONER (CCA)

UNDERTAKING

" I understand that my employment under the Government of India is temporary and that my service may be terminated at any time by a notice for a period of not less than one month but without any reason being assigned or my service can be terminated forthwith giving me an entitlement to claim a sum equivalent to the amount of pay and allowances for the period of the notice or as the case may be for the period by which such notice falls short of one month. I agree that, if I wish to resign from my present Employment, I shall give notice in writing for a period of not less than 2 months of my intention to resign. I further agree that without prejudice to the above provisions the appointing authority has the right to take appropriate action against me under Section 23 of the Central Excise Act, 1944, in the event of my refusal to perform or withdraw myself from the duties of my office"

Date :

Place :

Signature of the candidate

DECLARATION / UNDERTAKING

I _____ hereby declare that, I shall maintain properly the other family members who were dependent on my father (Late) / Mother (Late) / Husband (Late) _____ and in case it is proved at any time that the family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date :

Place :

Signature of the candidate

COIMBATORE ZONE

Office of the Chief Commissioner of Customs & Central Excise
6/7, A.T.D. Street, Race Course Road, Coimbatore – 641 018.
PH : 0422 – 2225 629

CUSTOMS (PREVENTIVE) ZONE

Office of the Chief Commissioner of Customs (Preventive)
No.1, Williams Road, Cantonment, Trichy – 625 001.
PH : 0431 - 2418466

CHENNAI ZONE

CHENNAI – I COMMISSIONERATE :

Office of the Principal Commissioner of Central Excise
No.121, Nungambakkam High Road, Nungambakkam, Chennai – 600 034.
PH : 044 - 2833 6800

CHENNAI – II COMMISSIONERATE :

Office of the Commissioner of Central Excise
MHU COMPLEX, 692, Anna Salai, Nandanam, Chennai – 600 035.
044 – 2432 0670

CHENNAI – IV COMMISSIONERATE :

Office of the Principal Commissioner of Central Excise
MHU COMPLEX, 692, Anna Salai, Nandanam, Chennai – 600 035.
044 – 2431 0893

PUDUCHERRY COMMISSIONERATE :

Office of the Commissioner of Central Excise
P.B.No.104, Goubert Avenue, Puducherry – 605 001.
0413 – 2222 031

