

दूरभाष / Telephone : 044-28335062  
फेक्स / Fax : 044-28331113



भारत सरकार / GOVERNMENT OF INDIA  
वित्त मंत्रालय / MINISTRY OF FINANCE  
राजस्व विभाग / DEPARTMENT OF REVENUE

केन्द्रीय उत्पाद शुल्क के मुख्य आयुक्त का कार्यालय, चेन्नै अंचल  
OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CHENNAI ZONE  
26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै-600 034  
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034

सी.सं./C.No.II/31/ /2017-सं.नि.प्रा.-स्था./CCA.Estt.

दिनांक/Date : 2 /02/2017.

Sub: Direct Recruitment in the grade of Junior Translators (CSOLS) / Junior Hindi Translators ( in Sub-ordinate offices) & Hindi Pradhyapak (Central Hindi Training Institute) etc., Examination, 2011 - Regarding.

\* \* \*

Shri.Ajay Shaw, is a candidate recommended for appointment by the Staff Selection Commission for the post of Junior Hindi Translator in Chennai Central Excise Zone (Tamil Nadu & Puducherry ) on the basis of result of Junior Translators (CSOLS) / Junior Hindi Translators ( in Sub-ordinate offices) & Hindi Pradhyapak (Central Hindi Training Institute) etc., Examination, 2011.

2. The candidate is directed to report before the undersigned on the date and time mentioned below :

SL. NO.	ROLL NO.	RANK NO	NAME S/Shri/Smt.	DATE	TIME
1	2201500275	SL / 46	AJAY SHAW	13-02-2017	11 A.M

3. While reporting, the candidate is required to submit the duly filled in Attestation forms (enclosed) in the prescribed proforma in **two sets in original** without fail along with original certificates in proof of (i) Date of Birth, (ii) Educational Qualifications, (iii) Community Certificate (if applicable), (iv) PH/Ex-Serviceman Certificate ( if applicable) and any other relevant documents. On satisfactorily completing the verification process, the candidate will be subjected to medical examination.

4. Also please find enclosed the format of Identification and Character Certificate ( the same is required to be obtained from two different gazetted officers who have known to the candidate for a minimum period of two years ) in **two sets in original** which are to be submitted duly certified at the time of reporting in this Office.

5. Also, if the candidate has been issued with any Show Cause Notice (SCN), the reply of SCN along with proof of having sent the reply to the SSC should be brought at the time of verification without fail.

6. The candidate is also advised to come prepared to **stay for 2 working days** for completion of the required formalities. It may be noted that the candidate have to make his own arrangement for boarding and lodging during the stay. No Travelling or other expenses will be paid by the Department for attending the Certificate verification and medical examination.

7. It may please be noted that any request from the candidate for rescheduling of dates will not be entertained.

**Address for reporting :**

**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CENTRAL EXCISE  
26/1, NUNGAMBAKKAM HIGH ROAD, NUNGAMBAKKAM, CHENNAI – 600 034.  
CONTACT NO. : 044 – 2833 5061 / 62 .**



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

Encl: 1) Attestation Forms  
2) Identity Certificates.  
3) Character Certificates.

To : The Individuals

**(By Speed Post)**

Copy to:  
The Superintendent (Computer), Chennai-I (for display in the Internet)

ATTESTATION FORM

WARNING

**Affix a signed  
Passport size  
(5cms X 7 cms  
approximately)  
copy of recent  
photograph here  
without defacing  
the identity**

1. 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 employment under the Government.
2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted, etc., subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be a suppression of factual information.
3. 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 a time during the service of a person, his/her services would be liable to be terminated.

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1. Name in full (IN BLOCK CAPITALS) with alias, if any. (Please indicate if you have added or dropped in any stage any part of your name or surname)

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2. Present address in full (i.e. Village / Thana / District or House No./ Lane / Street / Road / Town and name of District Hqrs.)

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3. (a) Home address in full (i.e. Village / Thana / District or House No./ Lane / Street / Road / Town and name of District Hqrs.)

(b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union

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4. Particulars of places (with period of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

Sl. No.	From	To	Residential address in full (i.e. Village / Thana / District or Door No. / Lane / Street / Road and Town)	Name of the Hqrs. of the places mentioned in the preceding column

Members of family	Name (with alias, if any)	Nationality	Place of Birth	Occupation (if employed, giving designation and Office address)	Present postal address and permanent Home address
	1	2	3	4	5
Father					
Mother					
Wife / Husband					
Brother (s)					
Sister (s)					

5. Information to be furnished with regard to son(s) and daughter(s) in case they are studying / living in a foreign country.

Name	Nationality (By birth or Domicile)	Place of birth	Country in which studying/living with full address	Date from which studying in the country mentioned in previous column

6. Nationality (by birth or Domicile) :
7. (a) Date of birth :
- (b) Present age :
- (c) Age at Matriculation :
8. (a) Place of Birth/District & State in which situated :
- (b) District & State to which you presently belong :
- (c) District & State to which your father originally belonged :
9. (a) Your religion :
- (b) Are you a member of (strike out whichever not applicable) : SC / ST / OBC
- (c) Name of the Caste :
- (d) Category of candidature (strike out whichever not applicable) : PH / EX-SM / Dependents of EX-SM killed in action

.....4/-

10. Educational qualification showing places of education with years in School(s) and Colleges(s) since 15<sup>th</sup> year of age.

Name of School/ College with full address	Date of entrance	Date leaving	of	Examination(s) passed

11. (a) Are you holding or have any time held an appointment under the Central or State Government or a Semi-Government or a Quasi-Government body or an Autonomous body or a public undertaking or a private firm or institution. If, so, give full particulars with dates of employment, up-to- date.

period		Designations, Emoluments and nature of employment	Full name and address of the employer	Reasons for leaving previous service
From	To			

(b) If the previous employment was under the Government of India / a State Government / an Undertaking owned by or controlled by the Government of India or a State Government / an autonomous body / University / local body.

(state whether you had left service on giving a month's notice under Rule 5 of Central Civil Services (Temporary Service ) Rules, 1965, or any similar corresponding rules where any disciplinary proceedings framed against you, or had you been called upon to explain you conduct in any matter at the time you have been served with notice of termination of service, or at a subsequent date, before your services were actually terminated).

12. (a) Have you ever been arrested? : Yes / No
- (b) Have you ever been prosecuted? : Yes / No
- (c) Have you ever been kept under detention? : Yes / No
- (d) Have you ever been bound down? : Yes / No
- (e) Have you ever been fined by a Court of Law? : Yes / No
- (f) Have you ever been convicted by a Court of Law for any offence? : Yes / No
- (g) Have you ever been debarred from any examination or restricted by any University or any other educational Authority / Institution? : Yes / No
- (h) Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examinations / selections? : Yes / No
- (i) Is any case pending against you in any University or any other Educational Authority / Institution at the time of filling up this Attestation Form? : Yes / No
- (j) Is any case pending against you in any Court of law at the time of filling up this Attestation Form? : Yes / No
- (k) Whether discharged/expelled/ withdrawn from any training institution under the Govt. or otherwise? : Yes / No

If the answer to any of the above mentioned questions is "Yes", give full particulars of the case Viz. arrest/detention/fine/conviction/sentence/punishment, etc., and the nature of the case pending in the Court/University/Educational authority, etc. at the time of filling up of this form.

NOTE : (i) Please also see the 'WARNING' at the top of this form.  
(ii) Specific answers to each of the questions should be given by striking out "Yes" or "No" as the case may be.

-: 6 :-

13. Name and addresses of two responsible persons of your locality or two references to whom you are known.

(1)

(2)

I CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM NOT AWARE OF ANY CIRCUMSTANCES WHICH MIGHT IMPAIR MY FITNESS FOR EMPLOYMENT UNDER THE GOVERNMENT OF INDIA.

Date :

Place :

Signature of the candidate

.....71-



IDENTITY CERTIFICATE

Certified that I have known Shri / Smt./  
Kum. \_\_\_\_\_ Son / Daughter of Shri  
\_\_\_\_\_ for the last \_\_\_\_\_ years \_\_\_\_\_

months and to the best of my knowledge and belief, the particulars furnished by him/her are correct.

Date :

Signature:

Place :

Designation / Status and  
Address with seal

**NOTE :** THIS CERTIFICATE IS TO BE SIGNED BY ANY ONE OF THE FOLLOWING.

1. Gazetted Officers of Central or State Government.
2. Members of Parliament or State Legislature belonging to the Constituency where the candidate or his parent /guardian is Originally a resident
3. Sub-Divisional Magistrate / Officers
4. Tahsildars / Deputy Tahsildars authorized to exercise Magisterial powers
5. Principal / Head Master of the recognized School(s) / College(s) / Institution where the candidate studied last
6. Block Development Officers
7. Post Masters
8. Panchayat Inspectors

.....8/-

I. CHARACTER CERTIFICATE

Certified that I have known Shri / Smt. / Kum. \_\_\_\_\_  
Son / Daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_  
years \_\_\_\_\_ months and to the best of my knowledge and belief, he / she  
bears reputable character and has no antecedents which render him / her unsuitable for  
Government employment.

2. Shri / Smt. Kum. \_\_\_\_\_ is not related to  
me.

Date : Signature :  
Place : Designation :  
Seal :

II. CHARACTER CERTIFICATE

Certified that I have known Shri / Smt. / Kum \_\_\_\_\_  
Son / Daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_  
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Seal :

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Affix a signed  
Passport size  
(5cms X 7 cms  
approximately)  
copy of recent  
photograph here  
without defacing  
the identity

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Wife / Husband					
Brother (s)					
Sister (s)					

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Name	Nationality (By birth or Domicile)	Place of birth	Country in which studying/living with full address	Date from which studying in the country mentioned in previous column

6. Nationality (by birth or Domicile) :
7. (a) Date of birth :
- (b) Present age :
- (c) Age at Matriculation :
8. (a) Place of Birth/District & State in which situated :
- (b) District & State to which you presently belong :
- (c) District & State to which your father originally belonged :
9. (a) Your religion :
- (b) Are you a member of (strike out whichever not applicable) : SC / ST / OBC
- (c) Name of the Caste :
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(state whether you had left service on giving a month's notice under Rule 5 of Central Civil Services (Temporary Service ) Rules, 1965, or any similar corresponding rules where any disciplinary proceedings framed against you, or had you been called upon to explain you conduct in any matter at the time you have been served with notice of termination of service, or at a subsequent date, before your services were actually terminated).

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- (e) Have you ever been fined by a Court of Law? : Yes / No
- (f) Have you ever been convicted by a Court of Law for any offence? : Yes / No
- (g) Have you ever been debarred from any examination or restricted by any University or any other educational Authority / Institution? : Yes / No
- (h) Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examinations / selections? : Yes / No
- (i) Is any case pending against you in any University or any other Educational Authority / Institution at the time of filling up this Attestation Form? : Yes / No
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Date :

Place :

Signature of the candidate

.....7/-



**IDENTITY CERTIFICATE**

Certified that I have known Shri / Smt./  
Kum. \_\_\_\_\_ Son / Daughter of Shri  
\_\_\_\_\_ for the last \_\_\_\_\_ years \_\_\_\_\_

months and to the best of my knowledge and belief, the particulars furnished by him/her are correct

Date :

Signature:

Place :

Designation / Status and  
Address with seal

**NOTE :** THIS CERTIFICATE IS TO BE SIGNED BY ANY ONE OF THE FOLLOWING.

1. Gazetted Officers of Central or State Government.
2. Members of Parliament or State Legislature belonging to the Constituency where the candidate or his parent /guardian is Originally a resident
3. Sub-Divisional Magistrate / Officers
4. Tahsildars / Deputy Tahsildars authorized to exercise Magisterial powers
5. Principal / Head Master of the recognized School(s) / College(s) / Institution where the candidate studied last
6. Block Development Officers
7. Post Masters
8. Panchayat Inspectors

.....8/-

I. CHARACTER CERTIFICATE

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Son / Daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_  
years \_\_\_\_\_ months and to the best of my knowledge and belief, he / she  
bears reputable character and has no antecedents which render him / her unsuitable for  
Government employment.

2. Shri / Smt. Kum. \_\_\_\_\_ is not related to  
me.

Date :  
Place :

Signature :  
Designation :  
Seal :

II. CHARACTER CERTIFICATE

Certified that I have known Shri / Smt. / Kum. \_\_\_\_\_  
Son / Daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_  
years \_\_\_\_\_ months and to the best of my knowledge and belief, he / she  
bears reputable character and has no antecedents which render him / her unsuitable for  
Government employment.

2. Shri / Smt. Kum. \_\_\_\_\_ is not related to  
me.

Date :  
Place :

Signature :  
Designation :  
Seal :

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