





- 5.** The candidate 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 candidate 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 candidate is warned that 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 candidate 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 candidate should prior to assuming office, take an Oath of allegiance to the Indian Union in the prescribed form.
12. The candidate 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 candidate shall not indulge in activities not officially organized or any manner considered as indiscipline.
14. **The candidate 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 candidate should pass the prescribed Departmental Examination within two years, failing which he will not be eligible to draw further increments.
15. The candidate is 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 candidate 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 Candidate appointed to the grade of Tax Assistant before joining duty, will have to sign an undertaking, as detailed below, in the enclosed form for undertaking (**Annexure-I**).

“I understand and undertake 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 read with Section 3 of Central Goods and Services Tax Act, 2017, 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 candidate 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 (Annexure-II) should be submitted at the time of joining.**

21. The candidate 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 candidate belonging to SC/ST community should inform the appointing authority along with his/her religious faith / change of religious faith.

23. Candidate 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 candidate 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. Venkat Ram Reddy* 30/8/2019  
(Dr. K VENKAT RAM REDDY)  
ADDITIONAL COMMISSIONER ( CCA )

To :  
The Individual.

**Address for Reporting :**

Office of the Principal Chief Commissioner of GST & Central Excise,  
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai – 600 034.  
Note : For any query please contact on 044 – 2833 5061/62

**Copy to :**

1. The Principal Chief Commissioner of GST & Central Excise, Chennai

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, 18 & 20. Duly filled Two Attestation Forms, Character & Identity Certificate, Medical Examination Certificate in respect of the candidate posted is enclosed (in original). Proforma of Undertaking and Declaration (for para 18 & 20) are also enclosed as Annexure –I & II. **The Educational qualifications, Character & antecedents verification may be done at your end.** Compliance report in this regard may be sent to this office.

2. The Sr. PS to Principal Chief Commissioner of GST & Central Excise, Chennai.
3. The PS to Additional Commissioner of GST & Central Excise, Chennai
4. The Administrative Officer, CCA Estt, PCCO, Chennai.
5. Hindi Cell—for Translation
6. The Superintendent, Computer Section, Chennai North – for display in the official website

*K. Venkat Ram Reddy* 30/8/2019  
(Dr. K VENKAT RAM REDDY )  
ADDITIONAL COMMISSIONER ( CCA )



**UNDERTAKING**

“ I understand and undertake 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, read with Section 3 of Central Goods and Services Tax Act, 2017, in the event of my refusal to perform or withdraw myself from the duties of my office”

Date:

Place:

**Name of the Candidate:-**

**Signature of the candidate:-**

**ANNEXURE-II**

**DECLARATION**

I, \_\_\_\_\_  
hereby declare that, I shall maintain properly the other  
family members who were dependent on my Father (Late) /  
Mother (Late) / Husband (Late) / Brother (Late)/  
S/Smt. \_\_\_\_\_ 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**