

## ANNEXURE SHOWING THE GENERAL CONDITIONS OF SERVICE

1. The appointment to the post of Multi-Tasking Staff is temporary until further orders.
2. No travelling allowance will be admissible to the candidates for reporting for duty.
3. The candidate is 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.
4. The candidate must produce his/her original certificates in proof of his/her academic qualifications, age, community (if SC/ST/OBC) and other qualifications, if any, at the time of reporting for duty.
5. 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.
6. The candidate must give a statement in writing giving full information of his previous employment, if any, during the last 3 years under the Government of India or under any other State Government.
7. Retrenched Central Government servants or, those who are treated as such, are not allowed to count their past service for the purpose of seniority in this Department.
8. If a candidate claims to be a member of the SC/ST, he/she should state specifically to which of the castes/communities or tribes mentioned in the Constitution (Scheduled Castes) order 1950, or under the Constitution (Scheduled Tribes) order 1950, he/she belongs. The candidate should produce a community certificate in the prescribed form (Specimen enclosed).
9. 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 © dated 10.09.93. The candidate should produce a community certificate in the prescribed form (specimen enclosed).
10. The candidate is 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.
11. 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.
12. 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.

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

14. The candidate should note that he/she is liable to be transferred anywhere within the jurisdiction of the Chennai GST& Central Excise, Cadre Control Zone, Chennai.

15. Candidates appointed to the grade of Multi-Tasking Staff before joining duty, will have to sign a undertaking in the 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."

16. The period of probation will be 2 years. The period of probation will be extended if his/her work and conduct are not found to be satisfactory during the said period.

17. Candidates appointed in this Department should declare his/her native place i.e., Home Town in writing at the time of joining duty.

18. 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.

19. Candidates belonging to SC community should inform the appointing authority, if and when they change their religious faith.

20. The candidate will be governed by the New Pension System 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. This will not apply to a permanent Government servant who joins the post on tendering Technical resignation under Rule 26(2) of CCS (Pension) Rules, 1972 on reappointment to the post.

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