

 	प्रधान मुख्य आयुक्त कार्यालय, माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क Office of the Principal Chief Commissioner of GST & Central Excise तमिलनाडु एवं पुदुच्चेरी, चेन्नई अंचल Tamil Nadu & Puducherry, Chennai Zone जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई – 600 034 GST Bhawan, No.26/1, Mahatma Gandhi Road, Chennai –600 034 ई-मेल / Email: ccaestt-prcco@gov.in/cca.estt.section@gmail.com दूरभाष / Ph: 28331011 फैक्स / Fax: 044-28331050/1015	 
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File No.: GCCO/II/3/34/2025-CCAESTT

सूचना / NOTICE

विषय: कर्मचारी चयन आयोग, संयुक्त स्नातक स्तरीय परीक्षा, 2025 के माध्यम से कार्यकारी सहायक तथा कर सहायक (माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क) के पदों के लिए अभ्यर्थियों का आबंटन - दस्तावेज़ सत्यापन के स्थान और तिथि की सूचना - संबंधित।

Sub: Allocation of candidates through Staff Selection Commission, Combined Graduate Level Examination, 2025 to the posts of Executive Assistant and Tax Assistant (GST & Central Excise) – Intimation of date and venue of Document Verification – reg.

केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड (सीबीआईसी), नई दिल्ली ने पत्र फा.सं. CBIC-10A12/1/2025-Ad-IIIB (सं. I/152843/2026) दिनांक 03.07.2026 के माध्यम से कर्मचारी चयन आयोग द्वारा आयोजित संयुक्त स्नातक स्तरीय परीक्षा, 2025 के परिणामों के आधार पर चेन्नई माल और सेवा कर अंचल में कार्यकारी सहायक तथा कर सहायक (माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क) के पद पर अभ्यर्थियों को आवंटित किया है।

The Central Board of Indirect Taxes and Customs (CBIC), New Delhi vide letter F.No.CBIC-10A12/1/2025-Ad-IIIB (I/152843/2026) dated 03.07.2026 has allocated candidates for the post of Executive Assistant and candidates for the post of Tax Assistant (GST & Central Excise) to Chennai GST Zone, based on the results of the Combined Graduate Level Examination, 2025, conducted by the Staff Selection Commission.

2 . इस संबंध में अनुलग्नक 'क' में दर्शाए गए अभ्यर्थियों को निदेश दिया जाता है कि वे दिनांक 22.07.2026 को प्रातः 09.30 बजे माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क के प्रधान मुख्य आयुक्त कार्यालय, चेन्नई, 26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नई - 600 034 में दस्तावेज़ सत्यापन के लिए निश्चित रूप से उपस्थित हों। अभ्यर्थियों को सलाह दी जाती है कि वे दस्तावेज़ सत्यापन और चिकित्सा परीक्षा को पूरा करने के लिए कम से कम 01 कार्य दिवस के लिए अपने यात्रा कार्यक्रम की योजना बनाएं। दस्तावेज़ सत्यापन की प्रक्रिया संवर्ग नियंत्रण प्राधिकारी, चेन्नई अंचल द्वारा डोज़ियर की प्राप्ति और सत्यापन के अध्यक्षीन है।

In this regard, the candidates figuring in Annexure 'A' are directed to report for Document Verification on 22.07.2026 at 09.30 A.M at Office of the Principal Chief Commissioner of GST & Central Excise, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai – 600 034 without fail. The document verification will be held on 22.07.2026. The candidates are advised to plan their itinerary for at least 01 working day so as to complete Document Verification and Medical Examination. The process of Document Verification is subject to receipt and verification of dossiers by the Cadre Controlling Authority, Chennai zone.

3 . अनुप्रमाणन प्रपत्र, तीन प्रतियों में विधिवत् भर कर (केवल हस्तलिखित) दस्तावेज़ सत्यापन के समय निश्चित रूप से प्रस्तुत किए जाने हैं।

The Attestation Form, in triplicate (03 copies), may be duly filled in all respects (by hand only) and produced at the time of Document Verification without fail.

4 . अभ्यर्थियों को निर्देश दिया जाता है कि वे दस्तावेज़ सत्यापन के समय निम्नलिखित दस्तावेज़ों का मूल एवं एक सेट छायाप्रति अवश्य प्रस्तुत करें:

The candidates should bring the following documents (in original) along with 1 set of photocopy at the time of Document Verification:

a) जन्म तिथि दर्शाते हुए मैट्रिक / हाई स्कूल प्रमाण पत्र।

Matriculation / High School Certificate showing Date of Birth.

b) शैक्षिक योग्यता के समर्थन में शैक्षणिक प्रमाण पत्र।

Academic Certificates in support of Educational Qualification.

c) अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग के मामले में निर्धारित प्रपत्र में मूल जाति / समुदाय प्रमाण पत्र (संयुक्त स्नातक स्तरीय परीक्षा, 2025 की सूचना में उल्लिखित निर्णायक तिथि)।

Original Caste / Community Certificate in case of SC/ST/OBC in the prescribed form (Crucial date as per CGLE 2025 Notice).

d) ई.डब्ल्यू.एस अभ्यर्थी के मामले में आय और संपत्ति प्रमाण पत्र (संयुक्त स्नातक स्तरीय परीक्षा, 2025 की सूचना में उल्लिखित निर्णायक तिथि)।

Income and Asset Certificate in case of EWS candidate (Crucial date as per CGLE 2025 Notice).

e) विकलांग व्यक्ति (दिव्यांगजन) अभ्यर्थी के मामले में प्रमाण पत्र।

Certificate in case of Person with Disabilities (Divyangjan) candidate.

f) केन्द्र या राज्य सरकार के दो राजपत्रित अधिकारियों या वृत्तिकाग्राही मजिस्ट्रेट से न्यूनतम 02 वर्षों के लिए चरित्र प्रमाण पत्र। (मूल में 3 सेट)

Character Certificate for a minimum of 02 years from two Gazetted Officers of the Central or State Government or Stipendiary Magistrates. (3 sets in original)

g) केन्द्र या राज्य सरकार के राजपत्रित अधिकारी या वृत्तिकाग्राही मजिस्ट्रेट से न्यूनतम 02 वर्षों के लिए पहचान प्रमाण पत्र। (मूल में 3 सेट)

Identity Certificate for a minimum of 02 years from a Gazetted Officer of the Central or State Government or Stipendiary Magistrates. (3 sets in original)

h) स्वस्थता प्रमाण पत्र, सिविल सर्जन के पद से नीचे न हो ऐसे चिकित्सक से प्राप्त किया जाना है। महिला उम्मीदवारों को यह प्रमाण पत्र सिविल सर्जन के पद से नीचे न हो ऐसी महिला चिकित्सक से प्राप्त करना है। (अनुलग्नक 'ख')

Certificate of Fitness from a physician not below the rank of a Civil Surgeon. Female candidates should obtain the certificate from a female physician not below the rank of a Civil Surgeon. (Annexure 'B')

i) वर्तमान में केन्द्र सरकार / राज्य सरकार, स्वायत्त निकाय अथवा सार्वजनिक क्षेत्र के उपक्रम के अंतर्गत कार्यरत होने की स्थिति में पिछले नियोक्ता से सेवा-मुक्ति प्रमाण पत्र, जो इस नोटिस के संदर्भ में प्राप्त किया गया हो।

Discharge Certificate from the previous employer in case the candidate is presently employed under the Central Government / State Government, Autonomous Body, or Public Sector Undertaking. The certificate should be obtained with reference to this notice.

j) भूतपूर्व सैनिकों के मामले में सेवा-मुक्ति प्रमाण पत्र।

Discharge Certificate in case of Ex-Servicemen.

k) आधार कार्ड और पैन कार्ड।

Aadhaar Card and PAN Card.

l) 5 से.मी x 7 से.मी आकार की रंगीन तस्वीरों की 3 प्रतियां, अनुप्रमाणन प्रपत्रों पर चिपकाई जानी हैं।
3 sets of colour photographs of size 5cm x 7cm to be pasted on the

Attestation Forms.

5. दस्तावेज़ सत्यापन के लिए निर्धारित तिथि को उपस्थित नहीं होने की स्थिति में यह माना जाएगा कि अभ्यर्थी विभाग में नियुक्ति का इच्छुक नहीं है तथा उसका नामांकन निरस्त किया जाएगा।

In the event of not reporting on the prescribed date for the Document Verification, it will be presumed that the candidate is not interested in accepting the offer of appointment in the Department and the nomination will be treated as cancelled.

6 . अभ्यर्थियों को पंजीकृत डाक और ई-मेल द्वारा सूचना अलग से भेजी जा रही है। सूचना पत्रों की प्रेषित प्रतियां प्राप्त न होने की स्थिति में भी अभ्यर्थी अपने नाम के सामने उल्लिखित तिथि पर दस्तावेज़ सत्यापन में शामिल हों। अभ्यर्थी संलग्न सत्यापन प्रपत्र डाउनलोड करें और दस्तावेज़ सत्यापन में भाग लेने के समय विधिवत भरे हुए प्रपत्र प्रस्तुत करें। इस नोटिस के साथ सभी प्रपत्र <https://gstchennai.gov.in/promotion-posting-transfer.php> से डाउनलोड किए जा सकते हैं।

Separate intimation to the candidates is being dispatched by Registered Email. The candidates may attend the Document Verification on the date mentioned even in case they do not receive the dispatched copies of the intimation letters. The candidates may download the enclosed attestation forms and submit the duly filled-in forms at the time of attending Document Verification. All forms along with this Notice may be downloaded from <https://gstchennai.gov.in/promotion-posting-transfer.php>

7 . अप्रत्याशित परिस्थितियों में, दस्तावेज़ सत्यापन को स्थगित/पुनर्निर्धारित किया जा सकता है। तदनुसार, अभ्यर्थियों को सलाह दी जाती है कि वे चेन्नई केन्द्रीय उत्पाद शुल्क की वेबसाइट तथा अपने व्यक्तिगत ई-मेल पते की जाँच करते रहें।

In the event of unavoidable circumstances, the Document Verification may be postponed/rescheduled. Accordingly, candidates are advised to keep checking the website of Chennai Central Excise and their individual email address.

(हरीश के / HARISH K)

अपर आयुक्त (प्र.मु.आ.का)

ADDITIONAL COMMISSIONER (PCCO)

सेवा में / To

अभ्यर्थियों को (अनुलग्नक 'क' पर दी गई सूची के अनुसार)

The candidates / As per the list enclosed as Annexure 'A'

संलग्न / Encl:

7. अनुलग्नक 'क' - आबंटित अभ्यर्थियों की सूची / Annexure 'A' – List of allocated candidates
8. अनुलग्नक 'ख' - स्वास्थ्य प्रमाण-पत्र प्रारूप / Annexure 'B' – Medical Fitness Certificate format
9. अनुप्रमाणन प्रपत्र / Attestation Form
10. चरित्र प्रमाण पत्र / Character Certificate
11. पहचान प्रमाण पत्र / Identity Certificate
12. वैवाहिक स्थिति प्रमाण पत्र / Marital Status Certificate

सभी प्रपत्र एवं संलग्नक चेन्नई केन्द्रीय उत्पाद शुल्क की वेबसाइट - <https://gstchennai.gov.in/promotion-posting-transfer.php> से डाउनलोड किए जा सकते हैं।

All forms & enclosures can be downloaded from the Chennai Central Excise website – <https://gstchennai.gov.in/promotion-posting-transfer.php>

प्रतिलिपि / Copy to:

अधीक्षक (कंप्यूटर अनुभाग), प्र.मु.आ.कार्यालय, चेन्नई वेबसाइट पर प्रदर्शित करने हेतु।

The Superintendent (Computer Section), Pr.CCO for displaying on the website.

ANNEXURE TA

Roll No	Name of the Candidate
8202001221	MEHAK KUKREJA
2201268785	DIVISHA CHAUDHARY
8208000357	RAMAKRISHNAN V
8201014730	RAHUL R B
8201011974	SRUTHI S
8201033498	JOHN NELSON S
8208004024	DEEPIKA S
3010058528	ABHIJEET SAXENA
8007002049	SOMAROUTHU PANDGENANGA RAO
2003007629	DHEERAJ JOSHI
3010054999	MANSI TRIPATHI
3206028627	PRABHU NARAYAN SINGH
2201296625	PANKAJ PHOGAT
3005019148	ADITYA NARAYAN SHUKLA
2201240871	ABHISHEK MITTAL
4410022390	RAHUL
4410044664	SAGAR GUPTA
2201311437	RIZWANHASHMI
6006015432	SHIWANI JAISWAL
4205046376	ANIMESH BAGENI
8201009387	NANDHA GOPALAN K
2201043731	VIJAY BHARTI MEENA
8601032866	MUDAVATH CHARAN
9005001448	K RAMCHANDAR
8204016088	MANIKUMAR V
3009018476	SAGENABH SHARMA
9009007859	NAVEEN A
9212010667	JAYESH KUMAR

ANNEXURE EA

Roll No	Name of the Candidate
8601095066	VELURU ATHIN SAI
2201066164	ADITYA VASHISTHA
8205008418	BALA SUBRAMANIAN K
3206028670	VIKASH KUMAR
2201037308	ABHISHEK
2411022163	ANIKET SAINI
2405059266	RAHUL KHOKHAR
2201027284	SUDHAKAR CHAUHAN
8201020841	MOHANASELVI R
2201193571	M S ADITYA

ATTESTATION FORM

Affix signed passport size (5cms X 7 cms) approx copy of recent photograph		“WARNING”	
		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, fines 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 earlier, failing which, it will be deemed to be suppression of factual information.
		3	If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person, his/her services would be liable to be terminated.
1	Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname)	Surname	Name
2	Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town):		
3(a)	Home Address in full (i.e. Village, Thana and District, or House Number, Lane/Street/ Road and Town and name of District Headquarters)		
(b)	If originally a resident of Pakistan / Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.		
4	Adhaar Card No. (if available)		
5	PAN No. (if available)		
6	Nationality		
7.(a)	Date of Birth		
(b)	Present Age		
(c)	Age at Matriculation		
8. (a)	Place of birth, district and state in which situated		

(b)	District and State to which you belong					
(c)	District and State to which your father originally belong					
9.(a)	Your Religion					
(b)	Are you a member of a Scheduled Caste /Scheduled Tribe/ Other Backward Classes ? (Answer Yes/No)					
10	Particulars of places (with periods of residences) 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 the age of 21 years should be given:					
From	To	Residential address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town)		Name of the District Headquarters of the place mentioned in the preceding Column.		
11.	Name (in full & aliases if any)	Nationality (by birth or domicile)	Place of birth	Occupation, if employed, give designation and official address	Present postal address (if dead, give last address)	Permanent Home address
a)Father						
b)Mother						
c)Spouse						

12.	Information to be furnished with regard to son(s) and/or daughter(s), in case they are studying/living in a Foreign Country:			
Name	Nationality (by birth or by domicile)	Place of birth	Country in which studying/living with full address	Date from which studying/ living in the country mentioned in the previous column
13.	Educational Qualification showing places of education with years in Schools and Colleges since 15 th year of age.			
Name of School/ College with Full Address		Date of entering	Date of leaving	Examination passed
14. (a)	Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a Public Sector Undertaking or a private firm or Institution? If so, give full particulars with date of employment up-to-date			
Period		Designation and Emoluments and nature of Employment	Full Name and Address of Employer	Reasons for leaving previous service
From	To			
14.(b)	If the previous employment was under the Government of India/State Government/ Undertaking owned or controlled by the Government of India or a State Government/an autonomous body/University/Local Body. If you have left service on giving a month's notice under Rule 5 of CCS (Temporary Service) Rules 1965, or any similar corresponding rules, where any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice to termination of service, or at a subsequent date(s), before your service actually terminated?			

15. (i)	(a)	Have you ever been kept under detention?	Yes/No
	(b)	Have you ever been arrested?	Yes/No
	(c)	Have you ever been prosecuted? (i.e. has a charge sheet in a criminal case been filed against you in any court of law)	Yes/No
	(d)	Is any original case pending against you in any Court of Law at the time of filling up this Attestation Form?	Yes/No
	(e)	Have you ever been convicted by a Court of Law for any offence?	Yes/No
	(f)	Whether discharged/expelled/withdrawn from any training/institution under the Govt. or otherwise.	Yes/No
	(g)	Have you ever been rusticated 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
(ii)		If the answer to any of the above mentioned is 'YES', give full particulars of the case/arrest/detention/fine/conviction sentence/punishment etc., and/or the nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up this attestation form	
Notes:	(i)	Please also see the ' WARNING ' at the top of this attestation form.	
	(ii)	Specific answers to each of the questions should be given by striking out 'YES' or 'NO' as the case may be.	
16.	Names of two responsible persons of your locality or two references to whom you are known with Designation, full Address and Mobile/Landline no.)	1)	
		2)	
DECLARATION			
I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence. I am not aware of any circumstances which might impair my fitness for employment under Government. Place: Date: Signature of the candidate			

The Attestation Form should be complete in all respects. Incomplete forms will be summarily rejected.

CHARACTER CERTIFICATE

Certified that I have known Shri / Smt. _____
son / wife / daughter of _____ for the last
_____ years / months and that to the best of my knowledge and belief he / she
bears reputable character and has no antecedent which render him / her unsuitable
for Government employment.

Shri / Smt. _____ is not
related to me.

Date:

Signature:

Place:

Designation:

CHARACTER CERTIFICATE

Certified that I have known Shri / Smt. _____
son / wife / daughter of _____ for the last
_____ years / months and that to the best of my knowledge and belief he / she
bears reputable character and has no antecedent which render him / her unsuitable
for Government employment.

Shri / Smt. _____ is not
related to me.

Date:

Signature:

Place:

Designation:

IDENTITY CERTIFICATE

CETIFICATE TO BE SIGNED BY ONE OF THE FOLLOWING:-

- i) Gazetted Officers of Central of State Government.
- ii) Members of Parliament or State Legislature belonging to the Constituency where the candidate or his parent/guardian is ordinarily resident:
- iii) Sub-Divisional Magistrate/Officers
- iv) Tahsildars or Naib/Deputy Tahsildars authorized to exercise Magisterial powers;
- v) Principal/Headmaster of the recognised School/College/Institution where the candidate studied last.
- vi) Block Development Officers vii) Post Masters viii) Panchayat Inspectors

Certified that I have known Shri./Smt/Kum. _____

son/daughter of Shri. _____ for the past _____ years and _____ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

PLACE:

SIGNATURE

DATE:

Designation or Status & Address

TO BE FILLED BY THE OFFICE

- i) Name, Designation and Full Address of the appointing authority
- ii) Post for which the candidate is being considered

ANNEXURE – II
CANDIDATE’S STATEMENT AND DECLARATION

The candidate must make the statement required below prior to his/her Medical Examination and must sign the declaration appended thereto. His/her attention is specifically drawn to the warning contained in the NOTE below:

1. State your name in full :
(In Block Letters)
2. State your age and place of Birth :
3. (a) Have you ever had small-pox intermittent :
or any other fever, enlargement or suppuration
of glands, spitting of blood, asthma, heart
disease, lung disease, fainting attacks,
rheumatism, appendicitis ? OR.

(b) any other disease or accident requiring :
confinement to bed and medical or surgical
treatment.
4. When were you last vaccinated? :
5. Have you or any of your near relations been :
afflicted with consumption, scrofula, gout,
asthma, fits, epilepsy or insanity.
6. Have you been examined and declared Unfit :
for Govt. Service by a Medical Officer/ Medical
Board within last 3 years.
7. Have you suffered from any form of Nervousness :
due to overwork or any other cause?
8. Furnish the following particulars Concerning :
your family

Father’s age if living and state of health	Father’s age at the time of death and the cause of death	No. of Brothers living, their ages & state of health	No. of Brothers dead their ages at death & causes of death.
Mother's age if living and state of health	Mother’s age at the time of death and the cause of death	No. of Sisters living, their ages & state of health	No. of Sisters dead their ages at death & causes of death.

I declare all the above answers to be, to the best of my knowledge and belief, true and correct.

I also solemnly affirm that I have not received a disability certificate/pension on account of any disease or other conditions.

Signed in my presence

SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE CHIEF MEDICAL OFFICER/CIVIL SURGEON

NOTE: The candidate will be held Responsible for the accuracy of the above statement, By willfully suppressing any information, he/she will incur the risk of losing the appointment and, if appointed, of forfeiting all claim to superannuation allowance or gratuity.

MEDICAL CERTIFICATE

I hereby certify that, I have examined Sri/Smt. _____ S/o/D/o/W/o _____ a candidate for Employment in the _____ Department as _____ and cannot discover that he/she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity except _____ I do not consider this a disqualification for employment in the office of the _____ Department. His/her age according to his/ her own statement is _____ years and by appearance about _____ years.

Date :

Place :

Office

Seal :

SIGNATURE OF THE CHIEF MEDICAL
OFFICER / CIVIL SURGEON WITH SEAL

Form of declaration to be submitted by OBC Candidate
(in addition to the community certificate)

I, _____ Son/Daughter of Shri.
_____ Resident of village/town/city
_____ district _____
State _____ hereby declare that I belong to the
_____ community which is recognized as a backward class
by the Department of Personnel and Training Office memorandum No. 36012/22/93-
Estt.(SCT) dated 08.09.1993. It is also declared that as on closing date I do not belong
to persons/sections (Creamy layer) mentioned in column 3 of the Schedule to the
above referred memorandum dated 08.09.1993, O.M. No. 36033/3/2004-Estt.(Res.)
dated 9th March, 2004, O.M No. 36033/3/2004-Estt. (Res) dated 14th October, 2008
and O.M. No. 36033/1/2013-Estt. (Res.) dated 27th May, 2013.

Signature of the Candidate:

Full Name:

~~Roll No.~~

Place:

Date:

Declaration / Undertaking not signed by Candidate will be rejected.