



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
राजस्व विभाग DEPARTMENT OF REVENUE  
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड  
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS  
सीमा शुल्क आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER OF CUSTOMS  
सीमा शुल्क गृह, विल्लिंगटन आईलैंड, कोच्चिन-682009  
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009



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**नियुक्ति प्रस्ताव OFFER OF APPOINTMENT**

मि.सं.F.No.S45/33/2020 Estt.Cus.

दिनांक Date:27.07.2020

विषय: कर्मचारी चयन आयोग, संयुक्त स्नातक स्तरीय परीक्षा, 2017 के माध्यम से सीमाशुल्क गृह कोचीन में कर सहायक संवर्ग में नियुक्ति-संबंध

**Sub: Appointment to the cadre of Tax Assistant in Custom House, Cochin through Staff Selection Commission (Combined Graduate Level Examination, 2017) - Reg.**

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It is hereby informed that the Staff Selection Commission has sponsored you as a candidate for appointment to the post of Tax Assistant on probation in Custom House, Cochin in Level 4 of Pay Matrix with Basic Pay of Rs 25,500/- and usual allowances admissible under the rules. The appointment is purely temporary and the services of the candidate are liable to be terminated any time without notice and without assigning any reasons or if the candidate is found physically unfit.

2. The appointment is subject to the candidates taking "Oath of Allegiance" to the Indian Republic and production of certificate of character, in the enclosed form from two Gazetted officers of the Central or State Government or Stipendiary Magistrates and to the submission of declaration in the enclosed form by the candidate that he has not more than one wife living, the appointment will be subject to his being exempted from the enforcement of the requirement in this behalf. The candidate should also produce a certificate of fitness from a physician not below the rank of a Civil Surgeon.

3. The candidate is also informed that if he accepts the offer, he will be governed by the Rules and Regulations prescribed for the conditions of services of Superior / Inferior servants in the employment of the Central Government as amended from time to time and that he is expected to acquaint himself with the prescribed provisions. Further he will be required to pass the Departmental Examination prescribed for the post within two years from the date of joining duty failing which he is liable for suitable action as stipulated in the Departmental Examination Rules. He will be governed by the C.C.S (Leave) Rules 1972 and if he is eventually confirmed, he will be governed by the new Defined Contributory Pension Scheme (DCPS).

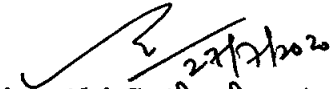
4. In case the candidate belongs to Scheduled Castes /Scheduled Tribes/ Other Backward Community, he should produce the Scheduled Castes / Scheduled Tribe Community/ Other Backward Community Certificate.

- 5.** The candidate is also informed that his application for employment to other offices, whether Government or otherwise will not ordinarily be forwarded. Such applications should in any case, be submitted to the Commissioner of Customs through the proper channel for onward transmission (if permission is granted) and not direct to these offices.
- 6.** If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, she/he will be liable for removal from service and such other action, as Government may deem necessary.
- 7.** In case the candidate accepts the post on the above conditions, she/he should report for duty to the Additional Commissioner (P&V), Custom House, Cochin **on or before 11.09.2020**. Non acceptance should be intimated by return of post. If no reply is received or the candidate fails to report for duty by the prescribed date, the offer of appointment will be treated as cancelled.
- 8.** If however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the department but extension beyond three months will not be granted liberally and it will be granted only as an exception where facts and circumstances so warrant and if any case only upto a maximum of six months from the date of issue of the original offer of appointment and offer of appointment would lapse automatically after the expiry of six months from the date of issue. In case you join within the above period of six months you will have seniority fixed under the seniority rules applicable to the service/post concerned to which you are being appointed, without any depression of seniority.
- 9.** The department will not pay any travelling or other expenses to the candidates at the time of joining.
- 10.** At the time of joining, the candidates should bring the following documents (in original) along with 3 sets of photocopy for verification:

  - a)** Matriculation / High School Certificate showing Date of Birth.
  - b)** Academic Certificates in support of Educational Qualification.
  - c)** Caste Certificate in case of SC/ST/OBC.
  - d)** Certificate in case of Person with disabilities (Divyangjan) candidate.
  - e)** Character Certificate from two Gazetted officers of the Central or State Government or Stipendiary Magistrates.
  - f)** Certificate of fitness from a physician not below the rank of a Civil Surgeon.
  - g)** Discharge Certificate from previous employer in case the candidate is employed in any of the offices under the Central Government/State Government, Autonomous Body, and Public Sector Undertaking presently. The certificate should be obtained with reference to this Offer of Appointment.
  - h)** Aadhar card.
- 11.** The attestation form, **in triplicate**, may be duly filled (by hand only) and produced at the time of joining

12. Due to COVID-19 pandemic situation, you have to be quarantined as per the "Standard Operating Procedure" (SOP) of the Government of Kerala at the prevalent time and you have to make your own arrangements for accommodation accordingly. A list of places where paid quarantine facilities available in Cochin is given on the website- <https://norkaroots.org/en/covid-services>.

13. The candidate is also informed that the appointment is provisional and is subject to verification of Date of Birth/Educational Qualification/Character & Antecedents, Caste/Tribe certificates being verified through the proper channels and if the verification reveals that any of the claim is false, his 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.

  
(Srimathi S श्रीमती एस)

अतिरिक्त आयुक्त (क. व स.)

Additional Commissioner (P&V)

प्रेषित To:

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संलग्नक Encl: यथोक्त As above. (All forms & enclosures can be downloaded from Custom House website- [http://www.cochincustoms.gov.in/default.php/offer\\_of\\_appointment](http://www.cochincustoms.gov.in/default.php/offer_of_appointment))

To be published in the Custom House Cochin website. —