



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



Website: www.cochincustoms.gov.in

Control Room: 0484-2666422

E-mail: esttcus-cochin@gov.in

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प्रेषित To

Shri Naresh Saluja,
F-12, Om Vihar Estension,
Uttam Nagar, New Delhi, Delhi,
PIN-110 059.

Dear candidate,

विषय: कर्मचारी चयन आयोग, आशुलिपिक परीक्षा-2020 के आधार पर सीमा शुल्क गृह, कोचीन में आशुलिपिक श्रेणी-II के संवर्ग में नियुक्ति- संबंधित।

Sub: Appointment to the cadre of Stenographer Grade-II in Custom House, Cochin on the basis of Staff Selection Commission, Stenographer Examination, 2020 - Reg.

The Central Board of Indirect Taxes and Customs (CBIC), New Delhi vide the letter F.No.A-12034/SSC/04/2020-Ad.III(B) dated 24.11.2022 has allocated you for appointment to the post of Stenographer Grade-II in Custom House Cochin.

2. You are required to be present for the medical test as well as for verification of certificates as per the schedule given below:

Sl. No.	Test	Date/Time	Venue	Person to be contacted
1.	Medical Test	09:00 AM on 19.12.2022	The Medical Superintendent, Government Taluk Hospital, T M Muhammad Road, Kunnumupuram, Fort Kochi, Kochi- 682 001	The Medical Superintendent
2.	Document Verification	02:00 PM on 19.12.2022	Establishment Section, Custom House Cochin, Willingdon Island, Cochin- 682 009.	The Assistant Commissioner, Establishment

3. You are required to produce the attached Medical Examination Certificate format before The Medical Superintendent, Government Taluk Hospital, T M Muhammad Road, Kunnumupuram, Fort Kochi, Kochi- 682 001 for medical examination.

4. At the time of document verification, you are required to produce 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) Discharge Certificate/NOC 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 letter.
- g) Aadhar card.

h) The attestation form, **in triplicate**, may be duly filled (by hand only) and produced at the time of document verification.

5. The department will not pay any travelling or other expenses to the candidates at the time of document verification.

6. Due to COVID-19 pandemic situation, you are required to follow the extant guidelines issued by Govt. of Kerala.

(शुभा चंद्रन **Subha Chandran**)

सहायक आयुक्त (स्थापना)

Assistant Commissioner (Estt.)

प्रतिलिपि Copy to: Supertindent (EDI)- to be published on website.

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)