



कार्यालय / Office Of The

प्रधान मुख्य आयकर आयुक्त, मुंबई

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI

संयुक्त आयकर आयुक्त (मुख्य) कार्यालय

JOINT COMMISSIONER OF INCOME-TAX (HQ) PERSONNEL

Room No. 133-C, 1st Floor, Aaykar Bhavan, M. K. Marg, Mumbai - 400020

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No. Jt.CIT(HQ)Pers./ Recrt./Comp-2018-21/2022-23

Date: 04/08/2022

CIRCULAR

Sub:- Fixing of dates of document verification of candidates selected on the basis of Compassionate Appointment for the post of Tax Assistant and Multi-Tasking Staff, to the office of the Pr. Chief Commissioner of Income Tax , Mumbai - Reg

The list of candidates who have been recommended for the post of Tax Assistants and Multi-Tasking Staff on the basis of Compassionate Appointment (RY-2018 to RY-2021) and in respect of whom dates for document verification have been fixed is enclosed herewith. The candidates are required to report to the **Multi Purpose Hall, Ground Floor, Aayakar Bhavan, New marine Lines, M.K. Road, Mumbai - 400020** on their respective dates at **11:00 am sharp** and also to bring along with them, the following documents :-

- Attestation form (11 pages) (all in original with recent photograph) (format available on www.incometaxindia.gov.in and www.incometaxmumbai.gov.in)
- Affidavit of NOC from family members including legal heirs of the deceased and married sister (Proforma enclosed).
- Marks Sheet and Passing Certificate related to educational qualifications from Std.10th to last qualified Degree (original and Xerox copy of all documents)(Self attested).
- Proof of Age (School Leaving Certificate/ Std.10th Certificate showing the Date of Birth)
- Certificate of Physical Disability (If applicable to the candidate)
- Service Leaving Certificate/ Discharge book of Ex-Servicemen(if applicable to the candidate)
- If belonging to SC/ST/OBC category, valid caste certificate issued in the Central Government format by the competent authority in this regard (two copies).
- Medical Fitness Certificate issued by a Civil Surgeon or Chief Medical Officer of your district. The medical examination is to be done by a Civil Surgeon or Chief Medical Officer of your district and the reports are to be submitted on the day of Document Verification. The Medical Fitness certificate is to be submitted only in the prescribed format (3 pages in original) that is available on www.incometaxindia.gov.in and www.incometaxmumbai.gov.in
- **All the above mentioned documents should be brought in original along with a self attested Xerox copy of each.**
- Fully filled in Candidate's Details Form along with required enclosures (format available on www.incometaxindia.gov.in).
- Aadhar Card and Pan Card in original with two xerox copies of each.
- 5 recent photographs.

A copy of the Attestation Form (along with instructions to fill the same), Medical Statement and Declaration Form and Candidate's Detail Form is also being uploaded on the website www.incometaxindia.gov.in. Candidates are requested to download the forms, fill them up in their own handwriting as per instructions, and carry the same with them for document verification.

Candidates should note that no travelling, boarding, lodging or other allowance shall be paid to them for verification of above mentioned documents and medical examination.

All the candidates are instructed to bring complete addresses of the respective district police headquarters where he/she has resided for more than one year in last five years (with pin code) and also the complete address of the respective office of the concerned authority from where their caste certificate has been issued (if applicable).

Encl: As above



(महेश सखाराम शिंगटे, भा. रा. से.)
(MAHESH SAKHARAM SHINGATE, I.R.S.)
संयुक्त आयुक्त आयुक्त (मुख्या) कार्यालय, मुंबई
Jt. Commissioner of Income Tax (HQ)
Personnel, Mumbai

- Copy to: 1. ITO (HQ) System, with the request to publish the said notice
on the departmental website: www.incometaxindia.gov.in and
www.incometaxmumbai.gov.in.
2. The candidate concerned.

List of Candidates recommended for the post of Tax Assistants and Multi-tasking Staff on the basis of Compassionate Appointment and respective dates for Document verification (22-08-2022 to 24-08-2022)

Sr No	Name	Name of the Govt. official in respect of whom compassionate apptt has been made	Post	Date of document verification
1	Smt. Pratima Kumari	W/o Shri Jitendra Kumar (Insp)	TA	22.08.2022
2	Shri Mitesh Kundan Dunganrshi	S/o Shri Kundan Pitambar Dunganrshi, (MTS) NPS Employee	TA	22.08.2022
3	Ms. Pallavi Raju Joshi	D/o Shri Raju Mangala Joshi , (TA)	TA	22.08.2022
4	Priya kenil Pawar	W/o Shri Kenil Vijay Pawar , (MTS)	TA	22.08.2022
5	Ms. Akshata Anil Malekar	D/o Shri Anil Bhogoji Malekar, (TA)	TA	22.08.2022
6	Janhavi Jayesh Revandkar,	W/o Shri Jayesh Prabhakar Revandkar (TA)	TA	22.08.2022
7	Mayur Hosmani	S/o Shri Suresh Hosmani,(TA)	TA	22.08.2022
8	Shri Akash Sunil Dhurandhar	S/o Shri Sunil A Dhurandhar , (Cant Staff)	TA	22.08.2022
9	Komal Deepak More	D/o Deepak Rajaram More , TA	TA	22.08.2022
10	Shravan N. Dumbre,	Late Shri Narayan G Dumbre (SCD)	TA	22.08.2022
11	Kunal Kisan Sonawane	S/o Shri Kisan S Sonavne, (TA)	TA	22.08.2022
12	Vaibhav V. Gandhi	S/o Shri Vijay V. Gandhi (NS)	TA	22.08.2022
13	Mr.Nikhil Umesh Khedaskar,	S/o Shri Umesh Vishnu Khedaskar(Staff Car Driver)	TA	22.08.2022
14	Smt T.Siva Ramani	W/o Shri Tammana Sreedatta Kumar, (Inspector)	TA	22.08.2022
15	Shri. Sachin Siddharth Gaikwad	S/o Shri Siddharth Gangaram Gaikwad (NS)	TA	22.08.2022
16	Aarti Mandar Bhoir,	W/o Shri Mandar R. Bhoir, (OS)	TA	22.08.2022
17	Shri Raj Prakash Sonawane	Shri Prakash Bhau Sonawne, (NS)	TA	22.08.2022
18	Mrs. Vinita Kumari	W/o Shri Ratnesh Deepak (ACIT)	TA	22.08.2022
19	Sudarshan S. Parab,	S/o Shri Suresh Dattaram Parab, (Staff Car Driver)	TA	22.08.2022
20	Wasim Salim Mukadam	S/o Shri Salim Hasanmiya Mukadam	TA	22.08.2022
21	Ms. Anjali Jagdish Jethanandani,	D/o Shri Jagdish K. Jethanandani, (Inspector)	TA	22.08.2022
22	Indira Subramaniun,	W/o. S.S.Subramanian, (Dish washer)	MTS	23.08.2022
23	Smt.Vidula Hemant Bansode	W/o Late Shri Hemant D. Bansode, (Insp)	MTS	23.08.2022
24	Akshata Hawal	D/o Late Shri Chandrakant Vasant Hawal (DB)	MTS	23.08.2022

		Hawal (DB)		
25	Shri Rahul Jaywant Repote,	S/o Late Shri Jaywant Murlidhar Repote (TA)	MTS	23.08.2022
26	Kavita Ananda Ramugade,	W/o. Ananda Raghunath Ramugade(TA)	MTS	23.08.2022
27	Sankalp Sudhakar Sawant,	S/o. Sudhakar Shantaram Sawant, (DB)	MTS	23.08.2022
28	Suraj Keshav Herba	S/o Late Shri Keshav Dagadu Herba, (DB)	MTS	23.08.2022
29	Shri Sanket Pramod Jadhav	S/o Late Shri Pramod Ambaji Jadhav, (NS)	MTS	23.08.2022
30	Satish Pravin Divekar,	S/o Late Shri Pravin Valmik Divekar, (Notice Server)	MTS	23.08.2022
31	Shrutika Kailash Dhavale	D/o Late shri kailash Dhavale, (NS)	MTS	23.08.2022
32	Prashant Naishil Kamble	S/o. Naishil Pandurang Kamble (TA)	MTS	23.08.2022
33	Ms. Anvi Manoj Kaskar	D/o Late Shri Manoj kisan Kaskar, (TA)	MTS	23.08.2022
34	Madhavi Dattaguru Patel	W/o. Dattaguru Balwant Patel(TA)	MTS	23.08.2022
35	Suraj Arvind Patil	S/o Arvind Narayan Patil (LDC)	MTS	23.08.2022
36	Smt. Shobha Prakash Ghodke	Late Shri Prem Bahadur Singh	MTS	23.08.2022
37	Prutha P Patil	D/o Pradip Vithal Patil (NS)	MTS	23.08.2022
38	Shri Abhay Anil Pawar	S/o Late Shri Anil Laxman pawar, (TA)	MTS	23.08.2022
39	Arvind R. Gurav	S/o. Ramchandra B Gurav (NS)	MTS	23.08.2022
40	Jitendra Ramji Maroo	S/o. Ramji A. Maroo(NS)	MTS	23.08.2022
41	Vaishali Atmaram Dawande	W/o Atmaram sakham Dawande, (Notice Server)	MTS	23.08.2022
42	Ms. Richita M Sarwan	D/o Late Smt Sulochana M Sarwan, (NS)	MTS-Trainee	23.08.2022

सत्यापन प्रारूप/ ATTESTATION FORM

चेतावनी/ Warning

हाल ही में खींची गई
पासपोर्ट साईज की फोटो
चिपकाई जाए।

PLEASE AFFIX
YOUR RECENT
PASSPORT SIZE
PHOTOGRAPH.

(1) इस सत्यापन फार्म में कोई गलत सूचना देना या किसी वास्तविक सूचना को छिपाना अयोग्यता मानी जाएगी और इसके लिए उम्मीदवार को सरकार के अधीन अयोग्य घोषित किया जा सकता है।

The furnishing of false information or suppression of any actual information in the Attestation Form would be a disqualification & is likely to render the candidate unfit for employment under the Government.

(2) इस फार्म को भरने और प्रस्तुत करने के बाद यदि उम्मीदवार को हिरासत में लिया जाए, सजा हो जाए, वारित किया जाए तो इसकी सूचना यथास्थिति उस प्राधिकारी को तत्काल दी जाए जिसको यह सत्यापन फार्म प्रस्तुत किया गया है। ऐसा न करने पर इसे वास्तविक सूचनाओं को छिपाना समझा जाएगा।

If detained, convicted, debarred, etc, subsequent to the completion and submission of this form the detail should be communicated to the Staff Selection Commission or the authority to whom the Attestation Form has been sent earlier, as the case may be, failing which it will be deemed to be suppression of factual information.

(3) यदि उम्मीदवार के सेवाकाल में किसी समय यह जानकारी मलने पर कि उसने सत्यापन फार्म में कोई गलत सूचना दी है अथवा किसी वास्तविक सूचना को छिपाया है तो उसकी सेवा समाप्त की जा सकती है।

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 services would be liable to be terminated.

.....
1.(a) Name in full (IN BLOCK/CAPITAL LETTERS) with aliases if any पूरा नाम यथास्थिति उपनाम सहित (स्पष्ट अक्षरों में)

उपनाम/SURNAME	नाम/NAME	पिता का नाम/FATHER'S NAME

(b) Please indicate if you have added or dropped in at any stage any part of your name or surname/कृपया बताएं कि क्या आपने नाम व उपनाम में कभी कुछ जोड़ा है अथवा कुछ घटाया है-

.....

2. Present address in full, (i.e.Village, Thana & District, House No., Lane/Street/Road & Town) & name of Dist. Headquarters./वर्तमान पूरा पता अर्थात् गाँव, थाना व जिला या मकान नं./गली व सड़क आदि।

3.(a) Home address in full, (i.e.Village, Thana & District, House No., Lane/Street/Road & Town) & name of Dist. Headquarters. /घर का पूरा पता अर्थात् ग्राम, थाना व जिला या मकान नं./गली/सड़क और नगर व जिले का नाम आदि-

(b) If originally a resident of Pakistan, the address in that Country and the date of migration to Indian Union./यदि मूलरूप से पाकिस्तान के निवासी है तो देश का पता और भारत में प्रवासन की तारीख।

4.(a) उन स्थानों का ब्यौरा दें (निवास की अवधि सहित) जहाँ आप पिछले पाँच वर्षों में एक वर्ष से अधिक समय तक रहे हों (विदेश में पाकिस्तान सहित) रहने के मामलों में उन स्थानों का ब्यौरा जहाँ आप 21 वर्ष की आयु पूरी करने के बाद एक वर्ष से अधिक अवधि तक रहे हों।

Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceeding five years. In case of stay abroad (Including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

निवास की अवधि कब से कब तक/ FROM TO	निवास स्थान का पूरा पता जैसे गाँव, थाना और जिला मकान नं./गली नं./सड़क, कस्बा आदि/ Residential address in full (i.e. Village, Thane & Dist. or House No. Lane/Street/Road & Town)	पहले कॉलम में उल्लिखित स्थानों के जिला मुख्यालय का नाम/ Name of the Dist. Headquarters of the place mentioned in the preceeding column.

4.(b)

नाम/ NAME	राष्ट्रीयता (जन्म से अथवा अधिवास से)/Nationality (by birth & or by Domicile)	जन्म का स्थान Place of Birth	पेशा यदि नौकरी में हो तो पद का नाम और कार्यालय का नाम/ Occupation (if employed give designation and official address)	डाक का वर्तमान पता (यदि संबंधित व्यक्ति जीवित हो तो पिछला पता दिया जाए)/ Present Postal Address (if dead, give last address)	स्थायी घर का पता/ Permanent Home Address
पिता का पूरा नाम और पता/ Father's name & full address					
माता/ Mother					
पत्नी /पति Wife's/Husband's					
भाई/ Brother(s)					
बहन/बहनें/ Sister(s)					

5. यदि आपके पुत्र और पुत्रियाँ विदेश में अध्ययन कर रहे/रही हों तो उनके बारे में निम्नलिखित सूचना दी जाए/Information to be furnished with regards to Son(s) and or Daughter(s) in case they are studying/living in a foreign country.

नाम/Name	राष्ट्रीयता (जन्म से एवं निवास से)/ Nationality (by birth or by domicile)	जिस देश में अध्ययन कर रहे हों उसका नाम पूरा पता सहित/ Country in which studying/living with full address	पहले कालम में दर्शाए गए देश में किस तारीख से अध्ययन कर रहे/रही हैं/ Date from which studying/living in the country mentioned in previous column

6. राष्ट्रीयता/Nationality :-

7. (a) जन्म तिथि/ Date of Birth :-

(b) वर्तमान आयु/Present age :-

(c) मैट्रिकुलेशन के समय आयु/Age of Matriculation :-

8.(a) जन्म का स्थान तथा स जिले और राज्य का नाम जहाँ वह स्थित है

Place of Birth, Distt. & State in which situated-

(b) उस जिले और राज्य का नाम आप जहाँ के निवासी हैं

Distt. & State to which you belong-

(c) उस जिले और राज्य का नाम आपके पिता जहाँ के मूल निवासी हैं

Distt. & State to which your Father originally belong

9.(a) आपका धर्म/ Your Religion

(b) क्या आप अनुसूचित जाति/जनजाति के हैं,

उत्तर “हाँ” अथवा “नहीं” में गें। यदि “हाँ” तो उसका नाम बताएँ?

Are you a member of a Sceduled caste/

Scheduled Tribes? Ans. "Yes" or "No" &

If the Ans is "Yes" state the name thereof

10. शैक्षणिक योग्यताएँ- इसके अंतर्गत 15वें वर्ष से स्कूल और कॉलेजों में शिक्षा प्राप्त करने के स्थानों को वर्ष सहित दिखाया जाए/

Educational Qualification showing places of education, with years, in Schools and Colleges since the age of 15

पूरा पता सहित Name of School/Colege with full address	प्रवेश की तारीख Date of entering	छोड़ने की तारीख Date of leaving	पास की गई परीक्षा Examinations passed

11.(a) यदि आप केंद्र/राज्य सरकार/अर्द्ध सरकारी निकाय/सार्वजनिक उपक्रम या किसी निजी अथवा संस्था के अधीन नौकरी कर रहे हैं अथवा आपने इनमें कभी नौकरी की हो तो नियुक्ति की तारीख सहित उसका पूरा विवरण दिया जाए।

Are you holding or have at any time held an appointment under the Central or State Government or Semi Government or Private Firm or Institution? If so, give full particulars with dates of employment, up to date.

अवधि/Period		पद जिस पर काम किया या काम का विवरण/ Designation, emoluments and nature of work handled	कार्यालय, फर्म, संस्थान का पूरा पता/ Full Name & address of the employer	नौकरी छोड़ने का कारण/ Reasons for leaving previous service
से/From	तक/To			

11(b) यदि आपने पहले भारत सरकार/राज्य सरकार/भारत सरकार अथवा राज्य सरकार के नियंत्रणाधीन किसी उपक्रम/स्वायत्त निकाय/विश्वविद्यालय/स्थानीय निकाय के अधीन नौकरी की हो और केंद्रीय सिविल सेवा (अस्थायी सेवा) नियमावली 1965 के नियम 4 के अंतर्गत अथवा वैसे ही किसी अन्य नियम के अधीन एक महीने का नोटिस देकर नौकरी छोड़ी हो तो क्या आपके खिलाफ कोई अनुशासनात्मक कार्यवाही की गई? क्या सेवा समाप्त करने के लिए आपके द्वारा नोटिस देने पर अथवा उसके बाद की तारीख से आपकी सेवा समाप्त करने से पहले किसी मामले पर आपसे अपने आचरण के बारे में कोई स्पष्टीकरण माँगा गया था?

If the previous employment was under the Government of India/a State Govt./An Undertaking owned or controlled by the Govt. of India or a State Govt./An Autonomous Body/University/Local Body. If you had left service in giving a month's notice under Rule-5 of the Central, Civil Services(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 of termination of service, or at a subsequent date, before your services actually terminated:

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- | | |
|---|----------|
| 12. (a) क्या आप कभी हिरासत में लिए गए? | हाँ/नहीं |
| Have you ever been arrested? | Yes/No |
| (b) क्या अदालत ने किसी अपराध के लिए आपको कभी जुर्माना किया? | हाँ/नहीं |
| Have you ever been prosecuted? | Yes/No |
| (c) क्या आप पर मुकदमा चलाया गया? | हाँ/नहीं |
| Have you ever been kept under detention? | Yes/No |
| (d) क्या आप कभी हवालात में बन्द रहें? | हाँ/नहीं |
| Have you ever been fined by a Court of Law? | Yes/No |
| (e) क्या आपको कभी जमानत देनी पड़ी? | हाँ/नहीं |
| Have you ever been convicted by a Court of Law for any offence? | Yes/No |
| (f) क्या आपको कभी किसी अपराध के ले अदालत द्वारा सजा मिली? | हाँ/नहीं |
| Have you ever been bound down? | Yes/No |

(g) क्या आप लोक सेवा आयोग द्वारा उसकी किसी परीक्षा/चुनाव के लिए

अयोग्य घोषित किए गए?

हाँ/नहीं

Have you ever been debarred/disqualified by any Public Service Commission for any of its Examination/Selection?

Yes/No

(h) क्या आपको किसी प्राधिकार/संस्था द्वारा किसी परीक्षा के लिए वारित

अयोग्य घोषित किया गया अथवा प्रतिबंधित किया गया?

हाँ/नहीं

Have you ever been debarred from any examination or rusticated by any University or any other Educational Authority/Institution?

Yes/No

(i) इस सत्यापन फार्म को भरते समय क्या आपके विरुद्ध कोई अदालती

मुकदमा चल रहा है?

हाँ/नहीं

Is any case pending against you in any Court of Law at the time of filling up these Attestation Forms?

Yes/No

(j) यदि उपरोक्त में से किसी प्रश्न का उत्तर हाँ में है तो मुकदमा/हिरासत/

सजा आदि का पूरा विवरण दें अथवा इस फार्म को भरते समय अदालत/

विश्वविद्यालय/बोर्ड/शिक्षा प्राधिकरण आदि के विचारधीन मामलों का ब्यौरा दें?

हाँ/नहीं

Is any case pending against you in any University in any other Educational Authority/ Institution at the time of filling up these Attestation Forms?

Yes/No

नोट/Note

I. कृपया इस सत्यापन फार्म के प्रारंभ में दी गई, चेतावनी को भी देख लिया जाए।

Please also see the warning at the top of this Attestation Form.

II. प्रत्येक प्रश्न का उत्तर देते समय यथास्थिति हाँ अथवा नहीं को काट दिया जाए।

Specific answers to each of the questions should be given striking out "Yes" or "No" as the case may be.

13. अपने क्षेत्र के दो जिम्मेदार व्यक्तियों के नाम लिखें जो आपको जानते हों

Names of two responsible persons (not in blood relation) of your locality or two references to whom you are known. Mention address and telephone no as well.

(1).....

(2).....

मैं प्रमाणित करता हूँ कि मेरी जानकारी और विश्वास के अनुसार उपर्युक्त सूचना सही और पूर्ण है। मुझे ऐसी किसी बात की जानकारी नहीं है जो सरकारी नौकरी के लिए मेरी उपयुक्तता में बाधक हो।

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government

उम्मीदवार के हस्ताक्षर/Signature of Candidate :

तारीख/ Date :

स्थान/Place :

पहचान प्रमाणपत्र/IDENTITY CERTIFICATE

(पहचान प्रमाणपत्र निम्न में से किसी एक के द्वारा हस्ताक्षरित होना चाहिए)
(Certificate to be signed by anyone of the following)

- i. केंद्रीय अथवा राज्य सरकार के राजपत्रित अधिकारी/
Gazetted Officers of Central or State Government
- ii. संसद अथवा उस निर्वाचन क्षेत्र के राज्य विधान परिषद के सदस्य जहाँ अभ्यर्थी अथवा उसके पालक/अभिभावक सामान्यतः निवास करते हैं/
Members of Parliament or State Legislature belonging to the Constituency where the Candidate or his parent I guardian is ordinarily resident.
- iii. अनु विभागीय दंडाधिकारी/अधिकारी/
Sub-Divisional Magistrate/Officers
- iv. दंडाधिकारी की शक्तियों का प्रयोग करते हुए तहसीलदार अथवा नायब/ उप तहसीलदार/
Tehsildar or Naib/ Deputy Tehsildars authorized to exercise Magistrate powers
- v. मान्यता प्राप्त शाला/महाविद्यालय/संस्थान के प्राचार्य/प्रधानाध्यापक जहाँ अभ्यर्थी ने अंतिम अध्ययन किया है/
Principal/ Head Master of the recognised School/ College/ Institution where the candidate studied last
- vi. खण्ड विकास अधिकारी/Block Development Officer
- vii. पोस्ट मास्टर/ Post Master
- viii. पंचायत निरीक्षक/Panchayat Inspector

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारी
पुत्र/पुत्री/पत्नी श्री/श्रीमती को विगत वर्ष माह
से जानता/जानती हूँ एवं इनके द्वारा संपूरित किए गए विवरण मेरे ज्ञान एवं विश्वास के अनुरूप सत्य हैं।
Certified that, I have known Shri/Smt./Kum. _____
_____ Son/ Daughter/ Wife of Shri
_____ for the last _____ years _____
Months and that to the best of my knowledge and belief the particulars furnished by him / her are correct.

स्थान/Place:

सक्षम अधिकारी का नाम, पदनाम, हस्ताक्षर तथा पता
Name, Designation, Signature and Address
of the Competent Authority

दिनांक/Date:.....

कार्यालय द्वारा भरे जाने हेतु

- i. नियुक्त करने वाले प्राधिकारी का नाम,
पदनाम एवं पूरा नाम

अपर आयकर आयुक्त(मुख्या),
कार्मिक, आयकर भवन,
मुंबई-400020.

Name, Designation & full address
of the Appointing Authority:

Addl. Commissioner of Income Tax (HQ)
Personnel & Technical, Aayakar Bhavan,
Mumbai-400020

- ii. पद जिसके लिए अभ्यर्थी विचारधीन है
Post for which the candidate is
being considered

कार्मिक /Personnel

आयकर भवन/ Aayakar Bhawan

मुंबई/Mumbai-400020

मैं एतदद्वारा यह घोषित करता हूँ कि I hereby declare that

मे भारत का/की नागरिक हूँ I am a Citizen of India

मैं किसी अवैधानिक संस्था का सदस्य नहीं था/थी। I was not a member of any unlawful organization

मैं किसी अवैधानिक संस्था का सदस्य नहीं हूँ और मैं किसी भी अवैधानिक संगठन की गतिविधियों में भाग नहीं लूँगा/लूँगी

I am not a member of any unlawful organization and I shall not take part in activities of any unlawful organization.

मैं किसी भा आरोप में न्यायालय द्वारा आरोपित नहीं किया गया हूँ।

I have not been convicted by the Court of Law for any offence.

मैं किसी भी राजनीतिक दल या संस्था जो कि राजनीति में हिस्सा लेती है का सदस्य नहीं बनूँगा और न ही अन्य किसी रूप में इससे संबंधित रहूँगा और न ही किसी राजनीतिक आंदोलन या गतिविधि में हिस्सा लूँगा और न ही इसकी सहायता में सदस्यता और न ही इसकी सहायता किसी दूसरे माध्यम से करूँगा।

I shall not be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall I take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

मैं आगे यह भी घोषित करता हूँ कि मैं किसी प्रादेशिक सेना की क्षेत्रीय इकाई का सदस्य नहीं हूँ।

I further declare that I am not a member of Provincial Unit of Territorial Army.

मैं अविवाहित/विवाहित हूँ। I am Unmarried/ married.

मैं नियुक्ति ज्ञापन दिनांक में निर्धारित मुंबई आयकर विभाग की सेवा शर्तों पर मुंबई आयकर विभाग में के रूप में नियुक्ति लेता हूँ।

I take the appointment as _____ in Mumbai Income Tax Dept., on service conditions laid down in the Mumbai Income Tax Dept., Offer of Appointment No. _____ dated _____.

मैं इस तिथि को/से एक माह के अन्दर मूलनिवास प्रमाणपत्र/आधार कार्ड प्रस्तुत कर दूँगा।

I will produce the Domicile Certificate/Adhar Card on/within a month of this date.

मैं चयन आयोग द्वारा मुझे दिए गए विभागीय अनुक्रम के अनुसार संवर्ग में वरिष्ठता को स्वीकार करता हूँ।

I accept the seniority in the cadre of _____ in order of ranking assigned to me by the Staff Selection Commission.

स्थान/Place: _____

दिनांक/Date: _____

अभ्यर्थी के हस्ताक्षर/

SIGNATURE OF THE CANDIDATE

घोषणा/Declaration

1. मैं श्री/श्रीमती/कुमारी..... निम्न के अंतर्गत घोषणा करता/करती हूँ कि

I, Shri / Smt./ Kum. _____
declare as under

- i. कि मैं अविवाहित/विधुर/विधवा हूँ।
That I am unmarried/ a widow/ a widow.
- ii. कि मैं विवाहित हूँ एवं मेरी एक ही जीवित पत्नी है।
That I am married and have only one wife living.
- iii. कि मैं विवाहित हूँ और मेरे श्रेष्ठ ज्ञान के अनुसार मेरे पति की कोई और जीवित पत्नी नहीं है।
That I am married and my husband has no other living wife to the best of my knowledge.
- iv. कि मैं विवाहित हूँ और मेरे पास एक से अधिक पत्नियाँ हैं अनुदान में छूट के लिए आवेदन पत्र संलग्न है।
That I am married and have more than one wife living. Application for grant of exemption is enclosed.
- v. ऐसे व्यक्ति से विवाहित हूँ जिसकी पूर्व में ही एक अथवा अधिक पत्नियाँ जीवित हैं। अनुदान में छूट के लिए आवेदन पत्र संलग्न है।
That I am married to a person who has already one wife or more living. Application for grant of exemption is enclosed.
- vi. मैं शासकीय सहमति के बिना किसी महिला/पुरुष जिसके पास एक जीवित पति/पत्नी हो, से विवाह नहीं करूँगा।
I will not marry any woman/ man having a living husband/ wife without Government's consent.

2. मैं सत्यनिष्ठा से उपरोक्त घोषणा के सत्य होने को स्वीकार करता हूँ एवं मैं समझता हूँ कि मेरी नियुक्ति के पश्चात् मेरे द्वारा की गई घोषणाओं में कोई त्रुटि पाई जाती है तो मैं सेवा पदच्युत किए जाने योग्य रहूँगा/रहूँगी।

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

दिनांक/Date..... हस्ताक्षर/Signature

नोट/Note

1. कृपया लागू न होने वाले प्रावधानों को निरस्त कर दें
Please delete the not applicable clauses.
2. प्रावधान (i),(ii) और (iii) के प्रकरणों में लागू
Applicable in the case of Clauses (i), (ii) & (iii) only.

भारत शासन के अंतर्गत अधीनस्थ सेवाओं में नियुक्ति के लिए विचाराधीन अभ्यर्थियों हेतु सत्यापन प्रारूप
VERIFICATION FORM FOR CANDIDATES UNDER CONSIDERATION FOR APPOINTMENT TO A
SUBORDINATE SERVICE UNDER THE GOVT. OF INDIA.

मैं, जो कि
..... में नियुक्ति के लिए अभ्यर्थी हूँ एतद्वारा प्रमाणित करता हूँ कि निम्न
प्रश्नों पर मेरे उत्तर सत्य हैं।

I,
a candidate for the appointment to hereby certify
that my answers to the following questions are correct.

- a. क्या आप इससे पूर्व में केंद्र अथवा किसी प्रांतीय सरकार के
कर्मचारी रहे हैं
Have you previously been employed by the Central or any Provincial
Government?
..... हाँ/नहीं
Yes/No

विभाग अथवा कार्यालय जिसमें पूर्व नियुक्ति थी। नियुक्ति पर पदनाम। नियुक्ति निरस्त किए
जाने के कारण
Department or Office in which previously employed. Designation of appointment.
Reasons for termination of appointment.
.....
.....

- b. क्या आपने पूर्व में केंद्र अथवा प्रांतीय सरकार के अंतर्गत किसी नियुक्ति के
लिए आवेदन किया है जिसमें आप सफल न रहे हों?
Have you previously applied without success for any appointment
under the central or a provincial Government?
..... हाँ/नहीं
Yes/No

विभाग अथवा कार्यालय जिसमें नियुक्ति चाहते थे
Department or office in which
for an appointment was sought
.....
..... नियुक्ति का पदनाम जिसके लिए आवेदन किया गया
Designation of appointment applied

मैं समझता हूँ कि यदि उपरोक्त कथन किसी वस्तुगत संदर्भ में असत्य हो तो मेरी नियुक्ति निरस्त किए
जाने के योग्य होगी।/

I understand that if the above statement is false in any material respect my
appointment is liable to be terminated.

स्थान/Place:

दिनांक/Date:

.....
हस्ताक्षर/Signature

10(A)

चरित्र प्रमाणपत्र/CHARACTER CERTIFICATE

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारीपुत्र/पुत्री/ पत्नी श्री/श्रीमती को विगत वर्ष माह से जनता/जानती हूँ एवं अपने श्रेष्ठ ज्ञान के साथ विश्वास करता हूँ कि वह सम्मान जनक चरित्र रखता/रखती है एवं इनका कोई अतीत ऐसा नहीं है जो इन्हें शासकीय सेवा हेतु अयोग्य प्रतिपादित करता है।

Certified that, I have known Shri/Smt./Kum. _____ Son/ Daughter of _____ for the last _____ years _____ Months and that to the best of my knowledge and belief he /she bears a reputable character and has no antecedents which will render him/ her unsuitable for Government employment.

श्री/श्रीमती/कुमारी से मेरा कोई संबंध नहीं है।
Shri/ Smt. Kum. _____ is not related to me.

स्थान/Place:

.....
राजपत्रित अधिकारी का नाम एवं हस्ताक्षर/

GAZETTED OFFICER'S NAME & SIGNATURE

दिनांक/Date:.....

पदनाम/DESIGNATION.....

कार्यालय पता/OFFICE ADDRESS:.....

10(B)

चरित्र प्रमाणपत्र/CHARACTER CERTIFICATE

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारीपुत्र/पुत्री/ पत्नी श्री/श्रीमती को विगत वर्ष माह से जनता/जानती हूँ एवं अपने श्रेष्ठ ज्ञान के साथ विश्वास करता हूँ कि वह सम्मान जनक चरित्र रखता/रखती है एवं इनका कोई अतीत ऐसा नहीं है जो इन्हें शासकीय सेवा हेतु अयोग्य प्रतिपादित करता है।

Certified that, I have known Shri/Smt./Kum. _____ Son/ Daughter of _____ for the last _____ years _____ Months and that to the best of my knowledge and belief he /she bears a reputable character and has no antecedents which will render him/ her unsuitable for Government employment.

श्री/श्रीमती/कुमारी से मेरा कोई संबंध नहीं है।
Shri/ Smt. Kum. _____ is not related to me.

स्थान/Place:

.....
राजपत्रित अधिकारी का नाम एवं हस्ताक्षर/

GAZETTED OFFICER'S NAME & SIGNATURE

दिनांक/Date:.....

पदनाम/DESIGNATION.....

कार्यालय पता/OFFICE ADDRESS:.....

पहचान प्रमाणपत्र/IDENTITY CERTIFICATE

(पहचान प्रमाणपत्र निम्न में से किसी एक (*) सक्षम अधिकारी के द्वारा हस्ताक्षरित होना चाहिए)
(Certificate to be signed by any one of the following(*) Competent Authorities)

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारी पुत्र/पुत्री/
पत्नी /श्री/श्रीमती/कुमारी को विगत वर्ष माह से
जनता/जानती जो कि में
रह रहे हैं एवं यह भी प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी के
निम्न हस्ताक्षर एवं फोटो सत्यापित हैं। इनका पहचान चिन्ह है।

Certified that, I have known Shri/Smt./Kum. _____
_____ Son/ Daughter/ Wife of Shri
_____ for the last _____ years _____
Months who is residing at _____
and it is also certified that the signatures and photograph attested below are of Shri/Smt. / Kum.
_____. His/Her Identification marks are
_____.

सक्षम प्राधिकारी द्वारा
मुहर सहित सत्यापित
नवीनतम फोटो (आंशिक
रूप से फोटो एवं
प्रमाणपत्र पर)
Recent Photograph
duly attested by
competent authority
with seal (partly on
photograph and partly
on the certificate)

(अभ्यर्थी के हस्ताक्षर)
(Signature of Candidate)

स्थान/Place:

सक्षम अधिकारी का नाम, पदनाम, हस्ताक्षर तथा पता
Name, Designation, Signature and Address
of the Competent Authority

दिनांक/Date:.....

- केंद्रीय अथवा राज्य सरकार के राजपत्रित अधिकारी/
Gazetted Officers of Central or State Government
- संसद अथवा उस निर्वाचन क्षेत्र के राज्य विधान परिषद के सदस्य जहाँ अभ्यर्थी अथवा उसके
पालक/अभिभावक सामान्यतः निवास करते हैं/
Members of Parliament or State Legislature belonging to the Constituency
where the Candidate or his parent I guardian is ordinarily resident.
- अनु विभागीय दंडाधिकारी/अधिकारी/
Sub-Divisional Magistrate/Officers
- दंडाधिकारी की शक्तियों का प्रयोग करते हुए तहसीलदार अथवा नायब/ उप तहसीलदार/
Tehsildar or Naib/ Deputy Tehsildars authorized to exercise Magistrate powers
- मान्यता प्राप्त शाला/महाविद्यालय/संस्थान के प्राचार्य/प्रधानाध्यापक जहाँ अभ्यर्थी ने अंतिम
अध्ययन किया है/
Principal/ Head Master of the recognised School/ College/ Institution where the candidate
studied last
- खण्ड विकास अधिकारी/Block Development Officer
- पोस्ट मास्टर/ Post Master
- पंचायत निरीक्षक/Panchayat Inspector

INSTRUCTIONS TO BE FOLLOWED
WHILE FILLING THE ATTESTATION FORM

1. Please read the instruction carefully and keep a blank copy extra before filling the Attestation Forms.
2. Please bring four sets of Attestation Forms duly filled in ORIGINAL with complete address and pin code details.
3. Page 6 consists of Identity Certificate which has to be signed by Gazetted Officer of Central or State Government and the same officer should sign the first Character Certificate on page 10(A).
4. Page 10(B) consists of Second Character Certificate which has to be signed by different Gazetted officers and the same officer should sign another Identity Certificate on page 11.
5. Please note both the Gazetted officers must be different as mentioned in the serial number 3 and 4 above.
6. All the 4 attestation forms should be filled identically.
7. Failure to comply with the instructions would lead to undue delay in appointment.

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 specially directed to the warning contained in the Note at the end of page 2.

1	Name in full(in capital letters)			
2	State your age & place of birth			
3(a).	Have you ever had Small Pox intermittent or any other fever, enlargement of glands, spitting of blood, asthma, heart diseases, lung disease, and appendicitis?			
(b).	Any other disease or accident required confinement to bed and medical or surgical treatment			
4	When were you last vaccinated			
5	Have you or any of your near relative been afflicted with consumption, scrofula, gout, asthma, fits epilepsy or insanity?			
6	Have you suffered from any form of nervousness due to overwork or any other cause?			
7	Have you been examined & declared unfit for Government service by Medical Officer/Medical Board, within the last 3 years?			
8	Furnish the following particulars concerning your family :			
	Father's age if living & state of health	Father's age at death & cause of death	No. of brothers living their ages, & state of health	No. of brothers dead, their ages at death & cause of death

Mother's age if living & state of health	Mother's age at death & cause of death	No. of sisters living their ages, & state of health	No. of sisters dead, their ages at death & cause of death

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

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

Candidate's signature

Candidate's signature

(In presence of Medical Officer)

Signature of Medical Officer

Note:- The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment, and if appointed, of forfeiting any claim to superannuation allowance or gratuity.

CERTIFICATE

I hereby certify that I have examined Shri/Smt/Miss_____ a candidate for employment in the Income-Tax Department 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 appointment in the office of the Jt. Commissioner of Income-Tax (HQ) Personnel, Mumbai. His/Her age according to his/her own statement is _____ Years and by appearance about _____ Years.

Marks of identification:-

1. _____
2. _____

Signature of the Medical Officer

Name :

Regd. No. :

Degree :

Address :

Signature of the candidate inside the box

THIS FORM SHOULD BE FILLED IN BY BALL PEN BY THE DOCTOR

CANDIDATE'S DETAILS FORM

Name of candidate			
Alias, if any			
Father's Name			
Mother's Name			
Marital Status			
Name of Spouse (If Married)			
Blood Group			
Place of Birth			
Date of Birth			
Gender			
Mobile No (candidate)			
Mobile No (parents)			
Candidate's E-mail ID			
Aadhar No.			
Nationality			
Religion			
Present Address :			
Present Address Duration (in month & year)	From:	Month	Year
	To :	Month	Year
Permanent Address :			
Permanent Address Duration (in month & year)	From:	Month	Year
	To :	Month	Year
Any other address (if any) :			

Other Address Duration (in month & year)	From:	Month	Year
	To :	Month	Year
Police Station			
District			
Educational Qualification (PG/Graduate/UG/below Secondary/Others)			
Details of course			
Criminal History (Yes/No)			
Category (GEN/SC/ST/OBC/PH/VH/HH/OH)			
Any other information :			
Photo Identity Proof (Enclose any one)	<input type="checkbox"/> PAN Card	<input type="checkbox"/> Driving Licence	
	<input type="checkbox"/> Election ID	<input type="checkbox"/> Aadhar Card	
Residential Address Proof (Enclose any one)	<input type="checkbox"/> Passport	<input type="checkbox"/> Electricity bill	
	<input type="checkbox"/> Telephone bill (landline)	<input type="checkbox"/> Ration card	
	<input type="checkbox"/> Passbook	<input type="checkbox"/> Utility bill	
	<input type="checkbox"/> Rent Agreement	<input type="checkbox"/> Others	

Date:

Place:

Candidate Signature

UNDERTAKING

(TO BE GIVEN IN STAMP PAPER OF Rs. 100)

I, _____ hereby undertake to abide by the terms and conditions laid down in Para 13 of the Department of Personnel and Training, O.M. No. 14014/6/94-Estt (D) dated 09/10/98, on my appointment to the post of Tax Assistant/ Multi tasking staff on compassionate ground. I will maintain properly the other family members (Legal Heirs) who were dependent on the retired / deceased Government Servant/ member of the Armed Forces mention against Sl. No.5 of Part-A of the form. And, in case it is proved (at any time) after my joining the service in terms of this order that the family members are being neglected or are not being maintained properly by me, my appointment may be terminated forthwith.

I hereby declare that the facts given by me at the time of enquiry conducted by this office in the enquiry report are, to the best of my knowledge correct. In case, any time after my joining at future date, if it is proved that the facts herein mentioned are found to be incorrect or false my services may be terminated.

(Signature of the applicant)

NO OBJECTION CERTIFICATE
FROM THE LEGAL HEIRS OF THE DECEASED
(notarized in Rs. 100 stamp paper)

Shri / Ms. _____ who was working in the Income tax department as _____ expired on _____.

Shri / Ms. _____ S/o /d/o _____ has applied for job on compassionate grounds.

I / We are the Legal heirs of the deceased Shri / Ms _____ and have no objection in _____ getting selected for the job on compassionate grounds in Income – tax Department.

Whatever stated herein above is true and correct to the best of my / our knowledge and belief.

Name of the Legal Heirs

Relationship with the
Govt. servant

Signature