



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CHENNAI  
26/1, M.G.Road, Nungambakkam, Chennai-34

## PUBLIC APPOINTMENTS

### RECRUITMENT AGAINST SPORTS QUOTA FOR THE YEAR- 1/2015-16

The Chief Commissioner of Central Excise & Service Tax, Chennai Zone invites applications for the recruitment of Meritorious Sportsperson in different Games/Sports as listed below against Sports Quota for the year-1/2015-16.

### ELIGIBILITY CONDITIONS

Sportspersons who have represented in any of the games/Sports mentioned in the list:-

- (i) Country in the International Competitions.
- (ii) State in the National Championships.
- (iii) University in the inter-University Tournaments conducted by the inter-University sports Board.
- (iv) State Schools Team in the National Sports / Games for Schools Conducted by the All India School Games Federation or who have been awarded National Awards in Physical efficiency under the National Physical Efficiency Drive.,

for appointment to the post of “**Tax Assistant**” (Pay Band-1 Rs.5200-20200, Grade Pay Rs.2400)and “**Havaldar**”- (Pay Band-1 Rs.,5200-20200, Grade Pay Rs.1800)

They should have represented in 1) Hockey (Men only), 2) Football (Men only) 3) Cricket(Men Only) 4) Kabaddi (Men only), 5) Swimming 6) Athletics (Track and Field) 7) Basketball(Men Only) 8) Shuttle Badminton 9) Volleyball(Men Only) 10) Table Tennis. 11)Lawn Tennis(Men Only) and 12) Carrom(Men Only)

## 2. **EDUCATIONAL AND OTHER QUALIFICATIONS:**

### **a) For Tax Assistant :**

- (i) Minimum educational qualification of Graduation in any discipline from any recognized University.
- (ii) Should possess a data entry speed of 8000 key depression per hour.

### **b): For Havaldar:**

- (i)Matriculation or equivalent from any recognized Board or University

## 3. **AGE:**

### **a) For Tax Assistant :**

Between 18 years and 27 Years of age (relaxable upto a maximum of 5 years for OBC and upto a maximum of 10 years in case of SC/ST).Relaxable

for Governments Servants in accordance with the instructions or orders issued by the Central Government from time to time. Crucial date for determining the age limit shall be the closing date for receipt of applications. (i.e., 01.06.2016)

**b): For Havaladar:**

Should not be less than 18 years and more than 27 Years as on 16.04.2016 with the upper age limit relaxable upto a maximum of 5 years for OBC and upto a maximum of 10 years in case of SC/ST. Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government from time to time. Crucial date for determining the age limit shall be the closing date for receipt of applications.(i.e., 01.06.2016)

**4. APPLICATION :** Application as per format should be submitted in A4 paper.

**5. CERTIFICATES TO BE ENCLOSED :** Attested copies of the following certificates are to be enclosed along with the applications (No originals to be enclosed )

- (i) Date of birth certificate *as (Matriculation Certificate, Municipal Birth Certificate)*, educational qualification, sports eligibility certificates, Caste Certificates etc.,
- (ii) Certificates regarding representation / National award in the prescribed form from the following authorities.

**LIST OF AUTHORITIES**

<b>SL. NO</b>	<b>COMPETITION</b>	<b>AUTHORITY AWARDING CERTIFICATE</b>	<b>FORM IN WHICH CERTIFICATES TO BE AWARDED</b>
1	International Competition	Secretary of the National Federation/ Association of the game concerned	1
2	National Competition	Secretary of the State Association of the Game concerned	2
3	Inter-University Tournaments	Dean of Sports or other Officers in overall charge of sports of the University concerned	3
4	National/ Sports / Games for Schools	Director/ Additional / Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/ Education of the State	4
5	Physical Efficiency drive	Secretary or other Officers in overall charge of Physical Efficiency drive in the Ministry of Education and Social Welfare, Government of India.	5

**Note:** Specimens of the forms 1,2,3,4 and 5 referred to above are given in **ANNEXURE**

**6. OTHER IMPORTANT CONDITIONS FOR RECRUITMENT:**

- (a) **Two Recent passport size photographs to be enclosed with the Application.**
- (b) **Application not containing the required details/ enclosures, incomplete or unsigned will not be entertained.**
- (c) **The candidates are required to make their own arrangements for attending Ground (Physical) trials / interview, if called for, by this office. Success in the above tests confers no right to appointment unless Department finds the candidate suitable after further tests and interview.**
- (d) **The Selected candidates are liable to be posted anywhere in Tamil Nadu, Puducherry in any Central Excise/ Customs/Service Tax offices under the Cadre Control of the Chief Commissioner of Central Excise & Service Tax, Chennai Zone.**
- (e) **\* Candidates Selected, at the time of Joining, should execute an undertaking/bond(as prescribed), whereby he undertakes not to quit the job offered within a minimum period of Three years from the date of Joining the Department.**
- (f) **\*Selected candidates will be required to give an undertaking not to apply for interchange transfer for a minimum period of 5 years.**
- (g). **The Final selection will be through Trials and Interview by a Committee which will be constituted for this purpose and also based on current medical fitness. The dates for the same will be intimated to the eligible candidates in due course.**
- (h) **SC/ST/OBC candidates will have to submit a Caste Certificate issued by the competent Govt.Authority for the purpose.**
- (i) **Application for each post should be sent separately.**

**7. SUBMISSION OF APPLICATION :**

The application together with the required enclosures should be sent by registered post/by hand to :

**The Additional Commissioner -CCA, Chennai Zone  
Office of the Chief Commissioner of Central Excise,  
Chennai Zone,  
26/1 Mahatma Gandhi Road,Nungambakkam  
Chennai 600 034.**

The cover should be super-scribed as "**Application for the Post of Tax Assistant and Havaldar under Sports Quota Recruitment (1/2015-16)**". The last date for receipt of the application is **01.06.2016 at 17.00 hours. Applications received beyond the stipulated time will not be entertained.**

**No personal or contacts will be entertained in this regard.**

-Sd/-

**ADDITIONAL COMMISSIONER  
Cadre Controlling Authority  
Chennai Zone**

[ issued from file C.No II/31/3/2016-CCA(ESTT) ]

Copy to: Headquarters, computer cell for display in official websites  
<http://www.centralexcisechennai.com/> and [www.cbec.gov.in](http://www.cbec.gov.in).

**APPLICATION FOR THE POST OF  
TAX ASSISTANT/HAVALDAR**

**SPORTS QUOTA RECRUITMENT - 1 / 2015-16**

<b>Event(s)</b> _____	A passport size photograph of the candidate is to be pasted and duly signed
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- 1) Candidate's Name (in full) :
- 2) Father/ Mother Name :
- 3) Date of Birth : --.--.19--, -- yrs, --months.  
( number of completed years as on --.--.2016)
- 4) Sex :
- 5) Full Correspondence address & contact nos. : add:----- ( Mob) + (Res)
- 6) Whether SC/ST/OBC/GEN :
- 7) Caste & Nationality :
- 8) Educational and other Qualification(s),if any :
- 9) Level of Representation in game/Sports  
( indicate whether (a) represented State / :  
Country / (b) University (c) State schools team
- 10) Full details regarding the representation/ :  
National award received including the  
event in which represented /year :
- 11) Any other special qualification(position played):

**DECLARATION**

I-----son of Shri.----- hereby solemnly declare that all information given above is true and complete to the best of my knowledge. If any irregularity/Information are noticed incorrect/false at any stage, my candidature/Service stands liable to be cancelled/terminated, anytime.

Signature  
Name

Place :  
Date :

**ANNEXURE**

**FORM- 1**

**( for representing India in an International Competition in one of the  
recognized Games / Sports)**

**NAIONAL FEDERATION / NATIONAL ASSOCIATION OF**

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**Certificate to meritorious sportsmen for employment to Group 'C'  
services under the Central Government**

Certified that Shri \_\_\_\_\_ son of Shri \_\_\_\_\_  
resident of \_\_\_\_\_ (complete address) represented the  
Country in the game/event of \_\_\_\_\_ in \_\_\_\_\_  
competition/Tournament held at \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual /team in the above said  
Competition / Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office  
of National Federation / National Association of \_\_\_\_\_

Signature  
Name  
Designation

Name of the Federation/  
National Association  
Address  
Seal

Place :

Date :

Note: This Certificate will be valid only when signed personally (in original) by  
the Secretary, National Federation / National Association.



**ANNEXURE**

**FORM -2**

**( for representing India in an International Competition in one of the recognized Games / Sports)**

**STATE ASSOCIATION OF \_\_\_\_\_ IN THE GAME OF**  
\_\_\_\_\_

**Certificate to meritorious sportsmen for employment to Group 'C' services under the Central Government**

Certified that Shri \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete address represented the State in the game / event of \_\_\_\_\_ in \_\_\_\_\_ National competition / Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual /team in the above said Competition / Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office of the State Association of \_\_\_\_\_

Signature  
Name  
Designation

Name of the State  
Association  
Address  
Seal

Place :  
Date :

Note: This Certificate will be valid only when signed personally (in original) by the Secretary, State Association.

**ANNEXURE**  
**FORM- 3**

**( for representing India in an International Competition in one of the  
recognized Games / Sports)**

**UNIVERSITY OF \_\_\_\_\_**

**Certificate to meritorious sportsmen for employment to Groups 'C'  
services under the Central Government**

Certified that Shri \_\_\_\_\_ son of Shri \_\_\_\_\_  
resident of \_\_\_\_\_ student of \_\_\_\_\_  
represented the University of \_\_\_\_\_ in the game/event of  
\_\_\_\_\_ in Inter-University competition/ Tournament held at  
\_\_\_\_\_ from \_\_\_\_\_ to  
\_\_\_\_\_.

The position obtained by the individual /team in the above said  
Competition / Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office  
of Dean of Sports of Officer in overall charge of sports in the University of  
\_\_\_\_\_

Signature  
Name  
Designation

Name of the University/  
Address  
Seal

Place :  
Date :

Note: This Certificate will be valid only when signed personally (in original) by  
the Dean/Director or other Officer in overall charge of sports in the University.

**ANNEXURE**

**FORM -4**

**( for representing India in an International Competition in one of the recognized Games / Sports)**

**DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF**

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**Certificate to meritorious sportsmen for employment to Group 'C' services under the Central Government**

Certified that Shri \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete address of student \_\_\_\_\_) represented the \_\_\_\_\_ State School Team in the game/event of \_\_\_\_\_ in the National Games for Schools held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual /team in the above said Competition / Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office of Directorate of Public Instructions/ Education of \_\_\_\_\_

Signature  
Name  
Designation  
Address  
Seal

Place :

Date :

Note: This Certificate will be valid only when signed personally(in original) by the Director or Additional / Joint or Deputy Director in overall of sports/games for school in the Directorate of Public Instructions/ Education of the State.

**ANNEXURE**

**FORM -5**

**( for representing India in an International Competition in one of the recognized Games / Sports)**

**GOVERNMENT OF INDIA / MINISTRY OF EDUCATION AND SOCIAL WELFARE**

**Certificate to meritorious sportsmen for employment to Group 'C' services under the Central Government**

Certified that Shri\_\_\_\_\_ son of Shri\_\_\_\_\_ resident of \_\_\_\_\_ (complete address represented the \_\_\_\_\_ School Team in the game/event of \_\_\_\_\_ in the National competition held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Ministry of Education and Social Welfare.

Signature  
Name  
Designation  
Address  
Seal

Place :  
Date :

Note: This Certificate will be valid only when signed personally (in original) by the Secretary or other officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.