



# जीएसटी एवम् केंद्रीय उत्पाद शुल्क आयुक्त का कार्यालय



नं.1, विलियम्स रोड, कंटोनमेंट, तिरुचिरापल्ली-620 001

## OFFICE OF THE COMMISSIONER OF GST & CENTRAL EXCISE

NO. 1, WILLIAMS ROAD, CANTONMENT, TIRUCHIRAPPALLI - 620 001

Phone: 0431 2411195 Fax: 04312411583, Email: cextrich@excise.nic.in

C.No.II/31/07/2019-Estt

Dated: 06.01.2020

### NOTIFICATION

Applications are invited from eligible candidates having essential qualification and other qualifications as mentioned below as per the existing Recruitment Rules for filling up the vacancies in the following cadres of Canteen Staff in the Departmental Canteen, Office of the Commissioner of GST and Central Excise, No.1, Williams Road, Cantonment, Tiruchirappalli, Ministry of Finance, Department of Revenue, Govt. of India.

#### (1) Clerk

No. of vacancies available for direct recruitment: 01 (Unreserved: 01)

Pay: Level 2 in the Pay Matrix (Rs. 19,900 - 63,200)

#### Eligibility Criteria

(i) Educational Qualification : 12th Class pass or equivalent with Commerce from a recognized university or Board

(ii) Other Qualification(s) : A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (Correspond to 10500 key depression per hour or 9000 key depression per hour on an average of 5 key depression for each word)

#### (2) Canteen Attendant

No. of vacancies available to direct recruitment: 06 (Unreserved: 05, Other Backward Class - 1)

Pay: Level 1 in the Pay Matrix (Rs. 18,000- 56, 900)

#### Eligibility Criteria

Educational Qualification : Matriculation or equivalent from a recognized Board.

Desirable : Two years' work experience in cooking in a canteen or a hotel.

Age Limit : Age limit to apply for the above posts: Between 18 and 25 years as on 01.01.2020. Relaxable for Govt. Servants upto the age of 40 years in accordance with the instructions or orders issued by the Central Govt. from time to time.

Selection process : Those who are desirous of applying may do so in prescribed Application form in Annexure enclosing attested copy of certificate showing age, educational qualifications etc. so as to reach the undersigned on or before 15.02.2020.

Only those candidates who have required eligibility criteria as mentioned above as on 01.01.2020 need to apply and the shortlisted candidates will be called for skill test/ typing test as per the post applied for.

Period of probation : Two years.

Application Form may be downloaded for the GST and Central Excise Commissionerate, Tiruchirappalli Web site <http://www.centralexcisetrichy.gov.in>.

### APPLICATION FORM

To

The Additional Commissioner,  
Office of the Commissioner of GST and Central Excise,  
No.1, Williams Road,  
Cantonment,  
Tiruchirappalli-620001.

Passport  
Size Photo  
Pasted and  
duly signed  
across

APPLICATION FOR THE POST OF: CLERK/CANTEEN ATTENDANT

(Strike out which is not applicable)

1. Name (in block letters) :

2. Date of Birth: Age as on 01.01.2020: \_\_\_\_\_ Years \_\_\_\_\_ Months

3. Educational Qualification:

Educational Qualification	Name of the Board/ University/Recognized Institute	Year of Passing	Percentage of Marks
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4. Experience :

5. (i) Address for Correspondence:

(ii) Permanent Address

6. Contact Number(s) and e-mail :

7. Aadhar Number:

Note : Enclose Attested Copy of documents for Sl.No.2,3,4,5 & 7 as proof.

#### DECLARATION

I hereby declare that the information given above is true to the best of my knowledge. If, at any time, it becomes known that any of the facts given by me is / are wrong, I know that my candidature / appointment will be terminated without any prior notice.

Place:

Signature of the Applicant:

Date:

Name of the Applicant:

In case the applicant is employed in Government Department/Undertaking, the applicant should submit the applications through proper channel.

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