



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- 1/2014-15

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-2014-15.

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 “**Stenographer**”-Gr.II (Pay Band-1 Rs.5200-20200, Grade Pay Rs.2400) (Total 15 +1=16-Posts) 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) Boxing 8) Chess 9) Weightlifting(men only) and 10) Table Tennis.

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 Stenographer”-Gr.II:

- (i) 12th class pass or equivalent from a recognized Board or University
- (ii) Skill Test Norms- Dictation: 10 minutes @80words/minute
 - Transcription 50 minutes
 - (English):65 minutes
 - (Hindi): (on computer)

- 3. AGE:** Should not be less than 18 years and more than 27 Years as on 20.11.2014 with the upper age limit relaxable upto a maximum of 3 years for OBC and upto a maximum of 5 years in case of SC/ST.

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

SL. NO	COMPETITION	AUTHORITY AWARDDING CERTIFICATE	FORM IN WHICH CERTIFICATES TO BE AWARDED
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 intercharge 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 separtaely.

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 Stenographer-Gr-II under Sports Quota Recruitment**" (1/2014-15). The last date for receipt of the application is **20.02.2015 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/31/02/2014-CCA(ESTT)]

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

**APPLICATION FOR THE POST OF
TAX ASSISTANT/STENOGRAPHER-GR.II**

SPORTS QUOTA RECRUITMENT - 1 / 2014-15

Event(s) _____	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 20.02.2015)
- 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 :

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

**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

**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.