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**STAFF SELECTION COMMISSION**

Closing Date : 11.09.2008  
Examination Date : 14.12.2008

**NOTICE**

**TAX ASSISTANT EXAMINATION, 2008**

**INFORMATION AT A GLANCE**

1.	<b>AGE LIMIT:</b> 20-27 years
2.	<b>EDUCATIONAL QUALIFICATION:</b> GRADUATION
3.	<b>FEE:</b> RUPEES ONE HUNDRED ONLY(Rs.100/-)
4.	<b>CLOSING DATE:</b> 11.09.2008 , 18.09.2008 for candidates residing in remote areas and abroad.
5.	<b>SIGNATURE and RIGHT HAND THUMB IMPRESSION AT ASSIGNED PLACES.</b>
6.	<b>SC/ST/OBC CERTIFICATES ETC. TO BE ENCLOSED WITH APPLICATION IN PRESCRIBED PROFORMA.</b>

(PLEASE READ THE CONTENTS OF THE NOTICE CAREFULLY BEFORE APPLYING)

**F.No. 3/10/2008-P&P** . Staff Selection Commission will hold on Sunday, the 14th December,2008 an open competitive examination for recruitment to the post of **Tax Assistant ( a Group 'C' Non-Gazetted, Ministerial post in the pay-scale of Rs.4000-6000)** for filling up vacancies in various Commissionerates of Central Board of Direct Taxes(CBDT) and Central Board of Excise & Customs(CBEC).

2. **VACANCIES / RESERVATIONS:**

Approximately (427) vacancies in CBDT. Vacancies from CBEC is awaited. These vacancies are provisional and may vary subject to actual number of vacancies intimated later by the Indenting Departments. Categorywise firm number of vacancies / reservations among SC/ST/OBC/PH/ExS in CBDT & CBEC will be determined in due course.

**NOTE:** The post carries All-India Service Liability(AISL). Thus, the candidates selected for appointment are liable to serve anywhere in India

3. **NATIONALITY/CITIZENSHIP:**

A candidate must be either:

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India, before the 1st January,1962,with the intention of permanently settling in India, or
- a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania(Formerly Tanganyika and Zanzibar),Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b),(c),(d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

4(A). AGE LIMIT: 20-27 years as on 11.09.2008 (normal closing date for receipt of applications i.e. not born earlier than 12.09.1981 and not later than 11.09.1988).

**NOTE:** Candidates should note that only the date of birth as recorded in the matriculation/secondary examination certificate or an equivalent certificate on the date of submission of application will be accepted by the commission and no subsequent request for its change will be considered or granted.

**4(B).** The Upper age limit as prescribed in Para 4(A) above will be further relaxable:

(i) Upto a maximum of **5 years** if a candidate belongs to a Scheduled Caste or a Scheduled Tribe category.

(ii) Upto a maximum of **3 years** if a candidate belongs to OBCs in accordance with DP&T's O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and subsequent modification vide DP&T OM NO.43013/2/95-Estt(SCT) dated 25.01.1995.

**NOTE:** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC certificate in the format prescribed for Central Government jobs as per Annexure-VIII issued by competent authority on or before the Closing Date stipulated in the Notice.

Candidates furnishing OBC Certificate in proforma/format other than the prescribed format as given in Annexure-VIII will be summarily rejected.

(iii) Upto a maximum of **10 years** if the candidate is a physically handicapped person. For candidates belonging to SC/ST/OBC who are physically handicapped, the maximum relaxation of 10 years permissible for physically handicapped shall be in addition to the age relaxation provided in terms of sub-paras (i) and (ii) above.

(iv) Upto the maximum of **5 years** to candidates of Jammu and Kashmir who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989. Any person intending to avail of the aforesaid relaxation shall submit the certificate from either District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority so designated in this behalf by the Govt. of Jammu and Kashmir to the effect that he/she had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989.

(v) Upto the age of **35 years** (upto 40 years for members of Scheduled Castes/ Scheduled Tribes and 38 years for OBC) in the case of widows; divorced women and women judicially separated from their husbands and who are not remarried.

(vi) Upto a maximum of **three years** (8 years for SC/ST and 6 years for OBCs candidates) in the case of Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.

(vii) Upper age limit is also relaxable for retrenched employees of Chukha Hydel Project

Authority in Bhutan who were directly recruited, to the extent of service rendered by them with the Authority (period of service rendered by the retrenched employees will be decided on the basis of certificate issued by the Chukha Hydel Project Authority).

**4(C).** Age concession for Ex-Serviceman will be allowed in accordance with the orders issued by the Government from time to time and they will be allowed to deduct military service from their actual age and such resultant age should not exceed the prescribed age limit by more than 3 years.

**Explanation:** An ex-serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union and

(i) who retired from such service after earning his/her pension. This would also include persons who are released/retired at their own request but after having earned their pension; or

(ii) who has been released from such service on medical grounds attributable to military service / circumstances beyond his/her control and awarded medical or other disability pension; or

(iii) who has been released, otherwise than on his/her own request from such service as a result of reduction in establishment; or

(iv) who has been released from such service after completing the specific period of engagements, otherwise than at his/her own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely :-

- (a) Pension holders for continuous embodied service,
- (b) Persons with disability attributable to military service; and
- (c) Gallantry award winners.

**NOTE-I:** Ex-servicemen, who have already joined government job in civil side after availing of the benefits given to ex-servicemen for their re-employment, are also eligible for the age concession. However, such candidates will **NOT** be eligible for the benefit of reservation as ExS or for fee concession.

**NOTE-II:** The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of Para -4(C) above and NOTE-IV below.

**NOTE-III:** For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation; he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of ex-serviceman and/or is in a position to establish his/her acquired entitlement by documentary evidence from the competent authority that he/she would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date (i.e.11.09.2008).

**EXPLANATION:** The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-serviceman', may be permitted to apply for re-employment one year before the completion of the specified terms of engagements and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

**NOTE-IV:** This concession of applying one year before the completion of specified term of engagement is not available in respect of Educational Qualifications, i.e., non-Graduate ExS are required to complete 15 years of service (and not, 14 years) as on 11.09.2008 for becoming a

'deemed Graduate'. Thus, those non-Graduate ExS who have not completed 15 years of service as on this date for recruitment as stated in Note III under Para 4(C) are **NOT** eligible.

**NOTE-V:** The format of certificate/undertaking to be submitted by the candidates in this connection is given in **Annexure- V & VI**.

**NOTE-VI:** AGE CONCESSION IS **NOT** ADMISSIBLE TO THE SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

#### **4(D). AGE RELAXATION FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES:**

The Upper age limit is also relaxable upto **40 years** (45 years for SC/ST candidates and 43 years for OBC candidates) to the Central Government Civilian Employees who have rendered not less than 3 years continuous service on regular basis (and not on ad-hoc basis) as on 11.09.2008.

#### **4(E). PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:**

Candidates who wish to be considered against vacancies reserved for age-relaxation, must submit requisite certificate from the competent authority alongwith their application for the examination, otherwise, their claim for reservation/age-relaxation status will not be entertained and their applications will be considered as if same are from General(UR) category candidates. The nature & format of certificate is as under:

- (i) **Annexure-IV for Central Govt. Civilian Employees;**
- (ii) **Annexure -V/VI for Ex-Servicemen category candidates;**
- (iii) **Annexure-VII for SC/ST category candidates;**
- (iv) **Annexure-VIII for OBC category candidates;**
- (v) **Annexure-IX for PH category candidates.**
- (vi) **Annexure-X for requisition for engaging Scribes by VH candidates.**

**Note-I:** Candidates are warned that they may be permanently debarred for the examination conducted by the Commission in case candidates fraudulently claim SC/ST/OBC/ExS/PH(OH/HH/VH) status.

#### **Note-II: IMPORTANT REQUIREMENT OF PH CERTIFICATE**

(i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government. The State government may constitute a Medical Board consisting of at least three members out of which, at least one shall be a specialist in the particular field for assessing locomotor/visual including low vision / hearing and speech disability, mental retardation and leprosy cured, as the case may be.

(ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as 'permanent'.

#### **4(F). Conditions regarding engaging of Scribe for visually handicapped candidates with visual disability of forty percent and above**

Visually handicapped (VH) candidates including Blind and partially blind persons with visual disabilities not less than forty percent can avail the assistance of a SCRIBE for writing replies on their behalf as the question papers for the examination will be set only in Hindi and English.

Such visually handicapped candidates will have to appear for the Tax Assistant Examination,2008 at any one of the specified centres viz. New Delhi, Kolkata, Mumbai, Chennai, Bangalore, Guwahati, Allahabad Chandigarh and Raipur at their own risk and expense. They will also have to indicate/state the medium(Hindi or English) in which the Scribe would be required to write the replies of the questions set in the examination on his/her behalf.

**Relevant information, including the Degree of Disability in order to authenticate their status as Visually Handicapped candidates, will have to be furnished in the prescribed requisition form as per Annexure-X to the concerned Regional/Sub-Regional Offices by the Visually Handicapped(with visual disability of forty percent and above and opting for engaging SCRIBE) alongwith the Application form for the Tax Assistant Examination,2008, failing which the Commission will not entertain any subsequent request for providing Scribe to the candidate in the examination.**

The Commission will not make available the Question Papers of the examination meant for visually handicapped candidates at Examination Centres other than the above nine Centres designated for such candidates and the facility of engaging SCRIBE will not be available at other Examination Centres.

Candidates will **not** be allowed to bring their own scribe in the Tax Assistant Examination,2008. A Scribe will be provided by the Commission on receipt of **prior request** from the candidates.

The questions Paper of Arithmetic for VH candidates will not have any component of MAP/GRAPHS/ STATISTICAL DATA OR DIAGRAMS/FIGURES/ GEOMETRICAL PROBLEMS ETC.

The visually handicapped, including blind and partially blind candidates with visual disability of forty percent or above will be allowed to bring their own TAILOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems.

No Attendant with VH candidates shall be allowed inside the examination premises.

ALL THE VISUALLY HANDICAPPED CANDIDATES OPTING FOR SCRIBE WILL MOST LIKELY BE ACCOMMODATED AT ONE EXAMINATION VENUE OF THE DESIGNATED EXAMINATION CENTRE.

### **Provision of EXTRA TIME**

Visually Handicapped candidates will be allowed an EXTRA TIME of 20 minutes for Paper-I (General English & General Awareness) and 40 minutes extra time for the Paper-II (Arithmetic).

### **Provision for one eyed candidates and visually handicapped candidates using Magnifying Glass whose Degree of visual Disability is less than forty percent**

One eyed candidates and visually handicapped candidates whose Degree of visual Disability is less than forty percent will not be considered as visually handicapped persons. Further, partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to use Magnifying Glass will be allowed to use the Magnifying Glass, in the Examination Hall and will not be provided with a Scribe.

However, such candidates will have to bring their own Magnifying Glass in the Examination Hall. Further, such candidates may opt for any of the Examination Centre as mentioned in the Commission's Notice including the nine Examination Centres designated for the Visually Handicapped candidates including blind and partially blind candidates whose Degree of visual Disability is more than forty percent. Further, such candidates will not be provided with the QUESTION PAPER SET MEANT FOR VISUALLY HANDICAPPED CANDIDATES WHO REQUIRE THE ASSISTANCE OF A SCRIBE.

**SAVE AS PROVIDED ABOVE, THE LIMITS PRESCRIBED ABOVE, SHALL IN NO**

**CASE BE RELAXED.****5. Educational Qualifications: As on 11.09.2008,**

- (i) Graduation in any discipline from any recognized University.**
- (ii) Should possess Data Entry Speed of 8,000 key Depressions per hour on Computer.**

**NOTE-I:** Candidates who are **not** Graduate or who do not possess the proof of passing the examination of Graduation as on the stipulated date are **NOT** eligible and need not apply for the post.

**NOTE-II:** Attested copies of Marksheets/Provisional Certificates/ Certificates (Degree) of Graduation issued by the Competent Authorities (University) would be accepted as proof of possessing the minimum Educational Qualifications by the applicants.

**NOTE-III:** A matriculate Ex-Serviceman (including an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on 11.09.2008 with Armed Forces of the Union, shall be considered eligible for applying for appointment to the posts, advertised through this examination Notice.

**NOTE-IV:** All candidates who are declared qualified by the Commission for taking the Skill Test will be required to produce proof of passing the requisite Examination as a result of which the candidate has claimed to be educationally qualified on the date mentioned above, at the time of Skill Test, failing which the candidature of such candidates will be cancelled by the Commission without any further correspondence in this regard.

**NOTE-V :** Degree obtained by candidates from Open Universities/distance education will not be accepted unless the same is accompanied by a certificate that the course is recognized by Distance Education Council for the relevant period when the candidate has acquired the Graduation Degree.

**6. No person:**

- (a) **who** has entered into or contracted a marriage with a person having spouse living; or
- (b) **who** having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to service.

**Provided** that Central government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**7.** A candidate must be in **good mental and physical health** and **free from any physical defect** likely to interfere with the efficient discharge of his duties as an officer of the service. Only such candidates who are likely to be considered for appointment will be medically examined. However, a candidate who after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed.

**NOTE:** In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilisation Medical Board of the Defence Service will be considered adequate for the purpose of appointment.

**8.** The **decision of the Commission** as to the eligibility or otherwise of a candidate for admission to the examination shall be **final**.

9. No candidate will be admitted to the examination unless he/she holds a Certificate of Admission (**AC**) from the Commission.

10. Candidates (except who are exempted from payment of Fee ) **must pay** the fee prescribed.

11. Any attempt on the part of a candidate to obtain support for his/her candidature by any means **may disqualify** him/her for admission.

**12. Action against candidates found guilty of misconduct:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.

**A candidate who is or has been declared by the Commission to be guilty of:-**

- (i) Obtaining support for his candidature by any means, or
- (ii) Impersonating, or
- (iii) Procuring impersonation by any person, or
- (iv) Submitting fabricated documents or documents which have been tampered with, or
- (v) Making statements which are incorrect or false or suppressing material information, or
- (vi) Resorting to any other irregular or improper means in connection with his candidature for the examination, or
- (vii) Writing irrelevant matters including obscene languages or pornographic matter in the script, or
- (viii) Mis-behaving in any other manner in the examination hall, or
- (ix) Using unfair means in the examination hall, or
- (x) Possessing Mobile Phones / Cellular Phones / Pagers /Communication devices or any other unauthorized electronic gadget inside the Examination premises/venue, whether in use or not (mere possession of any of these items will be deemed to have been using unfair means and would accordingly be liable to disciplinary action as deemed fit, including ban from future examination conducted by S.S.C), or
- (xi) Taking away the Question Booklet/Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination, or
- (xii) Harassing or doing bodily harm to the staff employed by the Commission for the conduct of these examination, or
- (xiii) Violation of any of the instructions issued to candidates alongwith their Admission Certificates permitting them to take examination, or,
- (xiv) Attempting to commit, or as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-

- (a) to be **disqualified** by the Commission from the examination for which he/she is a candidate as also from any other examination/selection of the Commission in which he/she might have appeared but the final result/selection has not yet been declared / made, and / or
- (b) to be **debarred** either permanently or for a specified period which may extend upto 10 years:-
  - (i) by the Commission from any examination or selection held by them;
  - (ii) by the Central Government from any employment under them; and
- (c) to disciplinary action under appropriate rules if he/she is already in service under Government; or
- (d) to any other appropriate legal action.

### **13. FEE PAYABLE: Rs.100/-(Rupees One Hundred only).**

**No fee** is payable by Scheduled Castes / Scheduled Tribes / Physically Handicapped / Ex-Servicemen.

Fee concession is **NOT** admissible to sons & daughters of ExS and to persons belonging to Other Backward Classes (OBCs).

Service Clerks in the last year of their colour service are also **NOT** exempted from payment of fee.

Ex-Servicemen who have already taken up a Government job shall be considered against General (UR) vacancies and, hence, shall **NOT** be entitled for fee concession [Note-I of Para 4(C)].

**14. MODE OF PAYMENT:** The candidates should pay the fee by means of "**Central Recruitment Fee Stamps(CRFS)**" only. These stamps are available at the counter of all Post Offices of the country. These Recruitment Fee Stamps may be pasted in the space earmarked for the purpose and **got cancelled from the Counter Clerks of the Post Office of issue with the date stamp of the Issuing Post Office** in such a manner that the impression or the cancellation stamps partially overflows on the Application Form itself, taking care at the same time that the impression is clear and distinct to facilitate the identification of date and post office of issue at any subsequent stage. After getting the Central Recruitment Fee Stamps cancelled from the Post Office, the candidate may submit their application to the concerned Regional Office of the Commission in the prescribed manner after completing other formalities.

**Note-I:** Fee once paid will not be refunded under any circumstances.

**Note-II:** Fee paid by modes other than CRFS will not be accepted and the applications of such candidates will be rejected forthwith and the payment made shall stand forfeited.

### **15. CENTRE OF EXAMINATION AND ADDRESS TO WHICH APPLICATIONS SHOULD BE SENT:**

A candidate **must** select **only one** of the centres mentioned in Column 2 of the Table as given below for the written examination.

A candidate **must submit his/her application only to the address** mentioned in Column 3 against the Centre selected by him / her.

**NOTE-I:** **No change of Centre of Examination will be allowed under any circumstances.** Hence, the candidates should select the centre for examination carefully and indicate the same correctly in their applications.

**NOTE-II: The Commission reserve the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserve the right to divert candidates of any centre to some other Centre to take the examination.**

**The applications should be addressed to the Regional/Sub Regional Offices of the Commission as indicated in the table below (depending upon the choice of Centre preferred by the candidate):-**

S.No. 1	Centre of Examination & Centre Code 2	Address to which applications should be sent 3
1.	Delhi-121 , Jaipur-170, Jodhpur-175, Kota-177, Udaipur-176 , Dehradun-148, Almora-146	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
2.	Hyderabad-603, Vishakhapatnam-608, Chennai-671, Madurai-685, Tirupati-606 Kurnool-612, Rajamundry-615, Guntur-617, Coimbatore-683, Tiruchirapalli-695, Pondicherry-701, Tirunelveli-702	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2nd Floor, College Road, Chennai, Tamil Nadu-600006
3.	Kolkata-301, Port Blair-341, Gangtok-381, Jalpaiguri-330, Midnapur-311, Cuttack-351, Koraput-357, Sambalpur-358, Chinsurah-326, Ranchi-370	Regional Director (ER), Staff Selection Commission, 5, Esplanade Row West, Old Assembly Building (Ground Floor), Kolkata, West Bengal-700001
4.	Mumbai-501, Nagpur-515, Panaji-531, Ahmedabad-551, Rajkot-555, Pune-523	Regional Director (WR), Staff Selection Commission, 1st Floor, South Wing, Pratishta Bhawan, 101 M.K. Road, Mumbai, Maharashtra- 400020
5.	Allahabad-241, Patna-201, Lucknow-264, Bhagalpur-211, Gorakhpur-256, Agra-261	Regional Director(CR), Staff Selection Commission, 8-AB, Beli Road, Allahabad, Uttar Pradesh-211002
6.	Guwahati(Dispur)-421, Itanagar-401, Imphal- 441, Shillong-451, Aizwal-461, Kohima-475, Agartala-481, Silchar-431, Dibrugarh-425	Regional Director(NER), Staff Selection Commission, Rukmini Nagar, PO: Assam Sachivalaya, Guwahati, Assam- 781006

7.	Bangalore-621, Thiruvananthapuram-645, Kochi-656, Dharwad-624, Kozhikode-641, Mangalore-633, Gulbarga-626, Thrissur-652	Regional Director(KKR), Staff Selection Commission, 1St Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
8.	Raipur-229, Bhopal-221, Gwalior-232 Indore-230, Jabalpur-226, Bilaspur-756, Jagdalpur-228, Rewa-234	Dy. Director (MPR), Staff Selection Commission, "Nishant Vila" F. Jalvihar Colony, Raipur, Chhatisgarh-492001
9.	Chandigarh-151, Jammu-113, Srinagar-116, Shimla-101, Jalandhar-165, Ambala-158, Hamirpur-103, Bathinda-163	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan Sector-9, Chandigarh-160017

## **16. SCHEME OF EXAMINATION & ITS SYALLABUS:**

### **(A): SCHEME OF EXAMINATION**

The examination will be conducted in **two stages / parts:**

Part – I: Written Exam (300 marks)

Part – II: Skill Test (Qualifying)

### **Part-I: Written Examination**

The written examination will be conducted on **14.12.2008** and will consist of **two papers** as under:-

<b>Paper I</b>	<b>Subject</b>	<b>Maximum marks</b>	<b>Duration &amp; Timings for General candidates</b>	<b>Duration &amp; Timings for VH candidates</b>
Objective type, Multiple Choice (OMR Answer Sheets will be provided for this paper)	Part A <b>General English</b>	<b>100</b>	2 Hours [10.00 A.M.	2 Hours 20 Min.
	Part B <b>General Awareness</b>	<b>100</b>	to 12.00 Noon]	10.00 AM to 12.20 PM
<b>Paper II</b> Conventional type	<b>Arithmetic</b>	<b>100</b>	2 Hours [2.00 P.M. to 4.00 P.M.]	2 Hours 40 Min. 2.00 PM to 4.40 PM

**NOTE-I:** Paper-I will consist of **objective type multiple choice questions** only. The question papers (Test Booklets) for Part B of Paper I (General Awareness) and Paper II (Arithmetic) will be set in **both languages -English and Hindi** and candidates will have option to write their answers either in Hind or in English.

**NOTE-II:** In the question papers, the metric system of weight and measures only will be used in question involving numerals.

**NOTE-III:** Candidates are not permitted to use calculators or any mechanical/electric or electronic device including Mobile Phones for answering any paper . They should not, therefore, bring them inside the Examination Hall. Possession thereof, whether in use or not, may be termed as 'using unfair means in the Examination'.

**NOTE-IV:** Paper II ( Conventional Paper ) will be **evaluated** in respect of only those candidates **who qualify in Paper I** ( Objective Type Paper ) at the minimum standard which may be decided by the Commission at its discretion.

**NOTE-V:** There will be different set of Questions for the papers-II on Arithmetic for Visually Handicapped (VH) candidates which shall not have any component of Map/Graphs/Statistical Data/Diagrams/Figures/Geometrical problems/Pie-chart etc. However, components of Paper-I for VH candidates will be the same as that for general candidates.

**NOTE-VI:** VH candidates shall be allowed to bring their own TAILOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems.

### **16 (B) : Part-II: SKILL TEST :**

#### **Data Entry Speed of 8,000 (eight thousands) Key Depression per hour on Computer** (appropriate to the text)

The 'Speed of 8000 key depressions per hour on Computer' will be adjudged on the basis of the correct entry of all the key depressions in computer as per the given text passage and the duration of the said Test will be 15(Fifteen) minutes and printed passage of running text matter in English containing about 2000-2200 strokes/key-depressions would be given to each candidate who would enter the same in the Computer.

This "Data Entry Speed" skill Test would be **of qualifying nature**. Candidates allowed to take this test, will have to qualify the test at the prescribed speed on Computer, to be provided by the Commission or the agency authorized by the Commission to conduct such skill test at the Centre/venue so notified.

**NOTE-I:** The Skill test will be conducted by an agency duly authorised by the Commission for the purpose, under the supervision, direction and control of the Commission.

**NOTE-II:** Only those candidates who secure at least the minimum qualifying marks in the written examination as may be fixed by the Commission at their discretion, will be eligible to appear in the SKILL TEST. **The SKILL TEST will be held at the Commission's Regional Offices or other Centres as may be decided by the Commission.**

**NOTE-III:** Exemption in the Skill Test for PH candidates is subject to Government policy in force.

**NOTE-IV:** Detailed **instructions regarding Skill Test** would be sent by the Regional Office of the Commission to those candidates only who are declared to have qualified Part-I (written examination) Examination and are also found otherwise eligible for appearing at such Skill Test.

No TA is payable to any candidate for appearing in the written examination/Skill Test.

**NOTE-V:** Candidates are required to submit alongwith their applications attested certificate(s) in support of their claims regarding age, educational qualifications, Scheduled Caste/Scheduled Tribe/Other Backward Classes and Ex-serviceman etc. The candidates applying for the

examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission (written examination and skill test) will be purely **PROVISIONAL**, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination and Skill test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

**NOTE-VI:** Candidates have the option to submit either self attested / self certified photocopies of various documents or to submit photocopies of various documents duly attested by a Gazetted Officer as per extant procedure alongwith the application form. However, the original documents / certificates will be verified at the time of Skill Test and their candidature will be subject to result of such scrutiny. While exercising the facility of self-attestation of various documents, the candidates are **warned** that

- (a) any wrong attestations so as to mislead the Commission or to gain access to our Examinations, would lead to criminal/debar action against the candidates, besides cancellation of their candidatures; and
- (b) all original certificates will be checked at the time of Skill Test and their candidature is subject to result of such scrutiny.

**Canvassing in any form will disqualify the candidates.**

## **16 (C):SYLLABUS:**

### **PAPER I -(OBJECTIVE TYPE)**

**Part A: General English:** Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, etc. There will be a question on passages and comprehension of passages also. The standard of the questions will be only of 10+2 level.

**Part B: General Awareness:** Questions in this component will be aimed at testing the candidate's General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions pertaining to History, Culture, Geography, Economic Scene, General Polity, Indian Constitution, Sports, Literature, Scientific Research, Basics/fundamentals of Computer, etc. These questions will be such that they do not require a special study of any discipline.

### **Paper-II -(Conventional):**

**Arithmetic:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Time and Work, etc.

## **17. MODE OF SELECTION:**

Candidates fulfilling the prescribed qualifications will be required to undergo a Written Examination. The Commission holds full discretion to fix minimum qualifying marks for the

examination as a whole or component-wise in Paper-I and II for different categories, i.e., UR, SC, ST, OBC, etc. Candidates, declared qualified on the basis of the Written Examination, would be required to appear for the Skill Test. **Final Select List** would be prepared on All-India basis in order of merit cum preference as disclosed by the aggregate marks (marks of Written Examination) finally awarded to each candidate as given under this scheme of recruitment and in that order so many candidates as are found by the Commission to be qualified at the Examination shall be recommended for appointment upto the number of un-reserved vacancies.

If there are candidates having the same aggregate marks in the written examination, the tie cases are resolved by referring to the marks in the first cut off paper, followed by date of birth (candidate older in age gets preference). Lastly, if the tie still persists, the tie is finally resolved by referring to the alphabetic order of names, i.e., a candidate whose name begins with the alphabet which comes first in alphabetic order, gets preference.

**Provided** that SC, ST and OBC candidates who are selected on their own merit without relaxed standards, alongwith candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs and OBCs which will, thus, comprise SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

**Provided** further that the candidates belonging to the PH category or Ex-Servicemen, to the extent the number of vacancies reserved for them cannot be filled up on the basis of General Standards, be recommended at the relaxed standards to make up for the deficiency in the reserved quota subject to fitness of such candidates for selection, irrespective of their ranks in the order of merit.

However, Ex-Serviceman or Physically Handicapped category candidates who qualify on the basis of relaxed standards, viz., age limit, experience in qualifications, permitted number of chances in written examination, extended zone of consideration, etc. are to be counted against reserved vacancies and not against general vacancies. In so far as cases of Ex-Servicemen are concerned, deduction from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

**NOTE-I:** Candidates, who are appointed on the basis of this selection, shall be **on probation** for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completing of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.

**NOTE-II:** Success in the examination confers **no right of appointment** unless government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service / post.

## **18. HOW TO APPLY:**

Applications may be **submitted at the address** shown in column 3 against the Centre selected by the candidates as given in the Table under para- 15.

The application must be submitted in the Application Format given in **Annexure-I on A-4 size paper.**

The candidates **may utilize** in original the Form published in the 'Employment News' / 'Rozgar Samachar' for filling up the columns **with ball-point pen**. They may also use the Application Form neatly typed on **A-4 size** white paper in double space and typed on only one side of the paper.

There is **no objection** to candidates using printed Application Form, if available from private agencies, as long as the **format and size of Application Form is exactly the same** as published in **Annexure -I** of this advertisement.

**The application must be filled up by the candidate in their own handwriting.**

They must **put their signatures in running script (and not in Capital or BLOCK letters)** at the appropriate places / Declaration, failing which the application will be summarily rejected by the Commission without any correspondence with the candidate.

**Candidates may also download the Application Form from SSC's Website <http://www.ssc.nic.in> for making an application for this Examination.**

**NOTE-I:** The Applicants, in their own interest, are advised to go through the Commission's Notice, as published in the Employment News for all relevant details.

**NOTE-II:** Candidates are **warned** that Application submitted in format and size which is not exactly the same as published in this advertisement, are liable to be rejected summarily.

**NOTE-III:** The envelope containing the application must be superscribed in bold letters as "**APPLICATION FOR TAX ASSISTANT EXAMINATION, 2008**" and the **name of the Centre** from where the candidate intends to appear should be written in capital letters at left side corner of the Envelope.

**NOTE-IV:** SC/ST/OBC candidates should **superscribe their category** on the envelope.

**NOTE-V:** Candidates have the **option to submit** either self attested / self certified photocopies of various documents or to submit photocopies of various documents duly attested by a Gazetted Officer as per extant procedure alongwith the application form. [Also see Note VI below para 16 (B)].

**NOTE-VI:** Application may also be submitted at the Commission's Regional / Sub-Regional Office concerned, **personally / by hand.**

**NOTE VII:** Central Government Civilian employees claiming the benefit of age relaxation would be required to submit a certificate as per Annexure-IV.

They may send their applications directly to the Commission after intimating their head of office/department and need not send another copy through proper channel. However, if they decide to send a copy through proper channel, they must ensure that the application complete in **all respects** reaches the staff selection commission by the closing date. Application shall be rejected if received late and/or not complete in all respects as provided in rules.

However, such candidates will be required to submit **an undertaking** that they have informed in writing their Head of Office / Department that they have applied for the examination.

Candidates should **note** that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for appearing in the examination, their applications shall be rejected / candidature shall be cancelled.

## **19. ADMISSION TO THE EXAMINATION:**

More than one application form from the same candidate giving different centres will not be accepted in any case. Before submitting his/her application a candidate must carefully read the eligibility conditions for the examinations and satisfy himself/herself that he/she fulfills all the eligibility conditions. **THE COMMISSION DO NOT UNDERTAKE ANY SCRUTINY OF THE APPLICATIONS BEFORE THE WRITTEN EXAMINATION AND ALL APPLICATIONS, EXCEPT WHOSE APPLICATIONS ARE SUMMARILY REJECTED, ARE ALLOWED TO APPEAR AT THE EXAMINATION ON PURELY PROVISIONAL BASIS,** subject to their eligibility being verified after the examination. Accordingly, merely because a candidate has been allowed to appear at the examination will not be considered as a ground for his being eligible for the examination.

All candidates, who apply in response to this advertisement by the closing date, are assigned Roll numbers. These will be communicated to them on the self-addressed postcards (sent by the candidates with their applications) within two-three weeks from the closing date.

A candidate **must** write his/her Roll number alongwith his/her name, date of birth and name of the examination while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

Admission Certificates (AC) for the Examination indicating time table and also venues of examination for each candidate will be issued to all applicants about two weeks before the date of examination. If any candidate does not receive admission certificate for the examination one week before the date of examination, HE/SHE MUST IMMEDIATELY CONTACT THE CONCERNED REGIONAL OFFICE OF THE COMMISSION with proof of having submitted his/her application. Failure to do so will deprive him/her of any claim of consideration.

**NOTE-I:** Candidates should occupy their seat in the examination venues according to Ticket Number printed on their Admission Certificates (AC) as seating plan will be displayed at the venue in the same manner. It may be noted that Ticket Number and Roll Number are two different things.

**NOTE-II:** Candidates should **note** that OMR answer sheets (for Paper I) not bearing Candidate's Roll Number, Signature and Test Form Number (in addition to blackening of the relevant rectangles as per instructions given to the Candidates) will not be evaluated and such candidates would be awarded 'ZERO' mark. In other words, wrong coding or no coding leads to no-evaluation.

**NOTE-III :** If answers of Paper-II are written partly in English and partly in Hindi or vice versa the answer script will not be evaluated and 'ZERO' marks will be awarded in such cases.

**NOTE-IV:** While filling in his/her application form, a candidate should carefully decide about his/her choice for the centre. If a candidate **sends more than one application**, the Commission will cancel the candidature of the candidate and the Commission's decision in the matter shall be final. Similarly, **sending more than one application in a single envelope may also lead to rejection of such applications without entering into any correspondence with the concerned candidates.**

**NOTE-V:** If any candidate appears at a centre other than the one indicated by the Commission in his/her Admission Certificate and takes the examination therefrom, the papers of such candidate will **not** be evaluated and his/her candidature will be liable to cancellation.

**NOTE-VI:** Due care should be taken by the candidates to fill up their application form correctly. **No column of the application should be left blank.** Incomplete or defective applications shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.

**NOTE-VII:** NO ORIGINAL CERTIFICATE BE SENT ALONGWITH THE APPLICATION.

20. (i). The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
- (ii). No candidate will be admitted to the examination unless he/she holds certificate of admission from the Commission. The candidate must take the examination at the allotted centre of examination only.

## **21. PREFERENCE(S):**

**A Candidate** is required to indicate in his/her application form at Serial Nos.16 in the Application Form, the **name** of organization i.e. CBDT or CBEC and the **region** for which he/she would like to be considered for **FINAL ALLOTMENT** in order of preferences in case he/she is recommended for appointment by the Staff Selection Commission. In case he/she does not indicate any of the preference for a service or organization, it will be presumed that the Candidate does not want to be considered for that service or organization. **The Commission will however, have the discretion to allot such candidates any Service/Cadre. Such candidates will have not have the choice to seek change of Service or zone of allotment thereafter.**

However, allocation of service/organization to the Candidates selected would be made strictly, keeping in view their position in the merit list and the order of preference for various services/organization, subject to number of vacancies available in that service/organisation.

Final allocation of posting in the respective Regions/Zones will be done by the concerned Department viz, CBDT & CBEC and the Commission has no role in the process. If a candidate does not exercise the **PREFERECE**, the User Department will have the discretion to allot such candidates, any regions/zones.

## **22. CLOSING DATE: 11-09-2008**

Completed application forms must reach to the concerned Regional Offices of the Commission latest by **11.09.2008 (5.00 PM)** and in the case of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad, the closing date is **18.09.2008(5.00 PM)**. APPLICATIONS

RECEIVED AFTER THE SPECIFIED TIME OF CLOSING DATE WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES. The Commission will not be responsible for postal delays.

**NOTE: CANDIDATES ARE ADVISED TO SEND THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES THE CONCERNED REGIONAL OFFICE OF SSC BY THE CLOSING DATE AND TIME. NO APPLICATION RECEIVED AFTER CLOSING DATE AND TIME WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

## **23. THE CANDIDATES SHOULD CAREFULLY NOTE THAT:**

All candidates in Government Service whether in a permanent or in temporary capacity or work-charged employees, other than casual duty or daily rated employee, or those serving under public enterprises, will be required to submit **an undertaking** that they have informed in writing their Head of Office / Department that they have applied for the examination.

## **24. CHECK LIST:**

**VERIFY THE FOLLOWING BEFORE MAILING/SUBMITTING THE APPLICATION TO**

**AVOID REJECTION.**

Before submission of application, a candidate must ensure that :

1. application is in the prescribed format and on a paper of appropriate size as given in the SSC Notice published in Employment News/Rozgar Samachar dated 09.08.2008 or as given in the SSC's Website for this Examination.
2. Signature: Signatures in running script(not in block letters):-
  - in the space below photograph;
  - at the end of application form (General Declaration by all candidates);
  - Declaration by the Central Govt. Civilian Employees / candidates, if applicable;
  - Declaration regarding OBC, if applicable.
3. all the columns of the application form have been filled correctly and no column has been left blank.
4. attested photocopies of certificates in support of age/ date of birth, required minimum educational qualification, SC/ST/OBC/Ex-servicemen/PH category as claimed in the application.
5. a good quality recent passport size photograph has been firmly pasted (not pinned or stapled ) in the prescribed place in the application form.
6. he/she has paid the requisite fee.
7. he/she has checked his/her eligibility carefully.
8. Code Number(s) of Category as given below has/have been indicated correctly in column 10 of the Application Form.

<b>Category</b>	<b>Code</b>
<b><i>First Box (Community), for all</i></b>	
Scheduled Caste	<b>1</b>
Scheduled Tribe	<b>2</b>
Other Backward Classes	<b>6</b>
General Category/Unreserved	<b>9</b>
<b><i>Second Box(Ex-Serviceman Status), if applicable</i></b>	
Ex-Serviceman	<b>3</b>
<b><i>Third Box(Physically Handicapped Status), if applicable</i></b>	
Orthopaedically Handicapped	<b>4</b>
Hearing Handicapped	<b>5</b>
Visually Handicapped	<b>7</b>

**Abbreviations** used in the Notice are as under:

ABBREVIATIONS	COMMUNITY/CATEOGRY
UR	Unreserved
SC	Scheduled Caste
ST	Scheduled Tribe
OBC	Other Backward Classes
EXS	Ex-Serviceman
PH	Physically Handicapped.
OH	Orthopeadically Handicapped
CBDT	Central Board of Direct Taxes
CBEC	Central Board of Excise & Customs

**25. INVALID APPLICATIONS :**

The applications having any of the following deficiencies or irregularities will be summarily rejected (the List is only illustrative & not exhaustive):

- 1) Applications not submitted in prescribed format as published in Employment News/Rozgar Samachar Notice placed on Website.
  - 2) Incomplete or illegible applications.
  - 3) Unsigned/undated applications.
  - 4) Without standard passport size photograph.
  - 5) Affixing/attaching Xerox copy of Photograph.
  - 6) Without signatures in box specified below the Photo and on Application form and on various Declarations.
  - 7) Signatures done in Block/Capital letters in English.
  - 8) Without CRFS of requisite value and validity; where applicable.
  - 9) Non-cancellation of CRFS properly by/through the concerned Post Office.
  - 10) Applications not filled in English or Hindi or not filled by candidate in his/her own handwriting.
  - 11) Without proper certificates, in respect of SC/ST/OBC/ ExS/PH. Certificate(s) should be obtained from the competent authority in the prescribed format.
  - 12) Without Declaration by OBC candidate in the format as given in Annexure-VII by the Candidate.
  - 13) Under aged/over aged candidates.
  - 14) Not having the requisite Educational Qualification as on the closing date and at the time of submitting the application.
- 15) Applications received after 17.00 hrs. on closing date.
  - 16) Photocopies of the relevant certificates not attested.
  - 17) More than one application for the post by the same candidate.

- 18) Applications of more than one candidate sent in one envelope
- 19) Signature on the Photograph
- 20) Any variation in the signatures.
- 21) Any other irregularity.

## **26. COMMISSION'S DECISION FINAL**

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and interviews, allotment of examination centres, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

## **27. COURTS JURISDICTION**

Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over the place of concerned Regional/Sub-regional Office of the SSC where the candidate has submitted his/her application.

**Note: This Notice is also available on SSC's Website <http://www.ssc.nic.in>. Application format available on this website may be downloaded and used by the candidates for applying for this Examination.**

**STAFF SELECTION COMMISSION**

**TAX ASSISTANT EXAMINATION, 2008**

**Closing Date:** 11.09.2008 (5.00 PM) and 18.09.2008 (5.00 P.M.) for candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangti Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad..

**Date of Exam: 14.12.2008**

**GENERAL INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION.**

(i) Please write the requisite information in English(CAPITAL LETTERS) or in Hindi in the Columns of the Application Forms.

(ii) One envelope should contain application of one candidate only. Infringement of this instruction would invite penal action by the Commission which also includes rejection of applications

(iii) The envelope containing the application must be superscribed in bold letters as **"APPLICATION FOR TAX ASSISTANT EXAMINATION, 2008"** and name of CENTRE opted, Centre Code & Category should be written in capital letters on left side corner as given below:

**APPLICATION FOR TAX ASSISTANT EXAMINATION,2008**

Centre \_\_\_\_\_ Centre Code \_\_\_\_\_  
Category \_\_\_\_\_

To

The Regional Director( ),  
Staff Selection Commission,  
(Address of the concerned Regional  
Office)

From:

Name \_\_\_\_\_ Address \_\_\_\_\_

(iv) An application will be summarily rejected at any stage of the recruitment process for not conforming to the official format/having incomplete information/wrong information/misrepresentation of facts/left unsigned/ submitted without fee where due/without good quality photograph pasted at the appropriate place/not accompanied by attested copies of certificates showing category (SC/ST/EXS/OBC/OH/HH/VH) age, educational qualification, age relaxation or for submitting more than one application.

(v) If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Hr Secondary, he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after Matric etc. The changed name should also have been indicated in the Gazette Notification.

(vi) The commission will not be responsible for postal delays.

(vii) Candidates should sign at the bottom of Application Form as well as the space provided for

below the photograph (preferably in black ink/Black Ball pen), the Attendance Sheet, etc. in the same manner and in the same language as they sign in the Application Form and there should be no variation of any kind. If any variation is found in the signature appended by them at different places, candidature in such cases is liable to be cancelled by the Commission.

(viii) A Candidate should paste (and not staple or pin) his/her recent good quality passport size photograph on the Application Form and keep one spare copy of the same photograph for the purpose of pasting, if required, on the Admission Certificate as and when received by the candidate from the Commission. Any variation in the photographs may lead to rejection of his/her candidature.

(ix) A Candidate should take every care to ensure that he / she does not over-write / make cuttings / apply correction fluid / paste any additional paper etc. while filling the Application Form. If need for making corrections become unavoidable, such corrections should be suitably authenticated by putting full signature by the candidate.

(x) Candidates have the option to submit either self attested / self certified photocopies of various documents or to submit photocopies of various documents duly attested by a Gazetted Officer as per extant procedure alongwith the application form. However, the original documents will be verified at the time of Skill Test and their candidature will be subject to result of such scrutiny. While exercising the facility of self-attestation of various documents, the candidates are warned that any wrong attestations so as to mislead the Commission or to gain access to our Examinations, would lead to criminal / debar action against the candidates, besides cancellaion of their candidatures.

(xi) A candidate should minutely go through all the provisions in the notice of the examination to ensure that he/she is eligible for the post for which he/she is applying in terms of requirements of age, educational qualification as on crucial date, etc. their admission at all stages of examination (written examination, skill test etc.) will be **purely provisional** as the **Commission does not undertake any pre-examination scrutiny of documents.** Thus, if at any stage, it is found that candidates does not fulfil any of the eligibility conditions, his/her candidature will be cancelled by the Commission.

(xii) CANDIDATES ARE ALSO REQUESTED TO GO THROUGH CAREFULLY THE "GENERAL INSTRUCTIONS TO THE CANDIDATES" (ANNEXURE-III) FOR ANSWERING OBJECTIVE TYPE QUESTIONS.

(xiii) The candidate may be permanently debarred for the examinations conducted by this Commission in case candidate fraudulently claims SC/ST/OBC /EXS/PH(OH/HH/VH) status.

(xiv) If candidates do not put their signatures at the relevant columns / places in the application forms, such incomplete forms are liable to be summarily rejected without any further correspondence in the matter.

(xv) **DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:**

(a) Central Recruitment Fee Stamps(CRFS) of Rs.100/-, affixed and clearly cancelled as prescribed in this Notice on the Application Form.

(b) One recent good quality Passport size photograph to be pasted on the Application Form in the space provided for the purpose.

(c) One self addressed Postcard worth postage of Rs.6/-. The candidate must indicate "APPLICATION FOR TAX ASSISTANT EXAMINATION, 2008" on the postcard.

(d) One self-addressed envelope of 12 cms x 25 cms size, which must be affixed with postage stamps worth Rs.5/-.

(e) Document(s) in support of claim of SC/ST/OBC/ /ExS/PH(OH/HH/VH) persons.

- (f) Attested copies of Matriculation certificates or equivalent as a proof of age (Date of Birth).
- (g) Documents in support of claim of age relaxation (for categories not covered in item (e) above).
- (h) An undertaking from candidates in Government Service indicating that they have informed in writing their Head of Office/Department that they have applied for the examination
- (i) Attested copies of Marksheets/Provisional Certificate/Certificate of Graduation in support of educational qualification.
- (j) Requisition as per Annexure-X for engaging Scribes by VH candidates.
- (k) Duly filled in Application Form itself.

**Note-I:** Those candidates who are called for the Skill Test will have to bring with them at the time of Skill Test all ORIGINAL CERTIFICATES alongwith legible self-attested copy of each certificate as regards community status,i.e., SC/ST/OBC/Exs/PH etc., educational qualification, age relaxation etc. in the prescribed proforma, wherever given.

### **INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM**

**(Note:** The instructions are numbered in accordance with the information sought for in the Application Form. **PUT A CROSS (X) MARK IN THE RELEVANT BOX TO FURNISH 'NIL' INFORMATION OR IF NOT APPLICABLE)**

1. **Centre Opted:** Please fill up the name of the EXAMINATION CENTRE for Examination as given under Para 15 of the Notice.
2. **Centre Code:** Please fill up the Centre Code for the Examination Centre opted for Examination as given in Para 15 of the Notice.
3. **Fee:** Please write '1' for fee paid BY CRFS, '2' for fee exemption.. Please ensure that you belong to SC/ST/Ex-S category to claim exemption from payment of fee. In such case please attach copies of the necessary certificate(s).
4. **Gender:** Please write '1' for Female and '2' for Male.
5. **Roll Number:** Please leave it blank. This will be filled up by the Commission.
6. **Name:** Please fill up your name as recorded in Matriculation Certificate in the order: First Name , Middle Name (if exists) & then Surname. Please do not add "Dr./Shri/Smt/Ms./Km." or any other title or honorific term to the name.
7. **Father's Name:** Please fill up your Father's name in the same manner as in the case of your name.
8. **Mother's Name:** Please fill up your Mother's name in the same manner as in the case of your name.
- 9(a) **Date of Birth:** Please write your actual date of birth as recorded in your Matriculation Certificate or its equivalent certificate.
- 9(b) **Age as on 11.09.2008.** Indicate the number of completed years, months and days(including the actual date of Birth)
10. **Category Code:** Please fill up the Category Code(s) in the three boxes as per Codes given below:

Category	Code
<b><i>First Box (Community), for all</i></b>	
Scheduled Caste	<b>1</b>
Scheduled Tribe	<b>2</b>
Other Backward Classes	<b>6</b>
General Category/Unreserved	<b>9</b>
<b><i>Second Box(Ex-Serviceman Status), if applicable</i></b>	
Ex-Serviceman	<b>3</b>
<b><i>Third (Physically Handicapped Status) if applicable</i></b>	
Orthopaedically Handicapped	<b>4</b>
Hearing Handicapped	<b>5</b>
Visually Handicapped	<b>7</b>

**Note-I:** Those OBC candidates who come in Creamy Layer, must indicate their Category Code as '9' (General Category).

**Note-II:** Those Ex-Servicemen who have already joined Govt. job in Civil Side after availing of the benefits given to Ex-Servicemen for their re-employment, must indicate their community code only and must **not** indicate their Ex-Servicemen Code '3'. However, such Ex-Servicemen will get the benefit of age relaxation by indicating their age relaxation code in column 18 of the Application Form.

11. **Citizenship-** Write 1 for Indian and 2 for Others
12. **Educational Qualification as on 11.09.2008.** Please write '1' for Graduation and '2' for Post Graduation.
- 12(a). If Degree is obtained through Distance Education Mode from University/Institute recognized by Distance Education Council. Write 1 for "Yes" 2 for "No"
- 12(b). If 12(a) "Yes" attach a certificate from your respective university stating that "Course is recognized by Distance Education Council for the year .....".
13. **Permanent Address:** Please write your permanent address including Phone Number with STD code, email address, if any, within the box.
14. **Address for Correspondence:** Please write your correspondence address including Phone Number with STD code, email address, if any, within the box. Please **do not** write 'Do' in this box, in case your correspondence address is same as that of permanent address. Write your complete correspondence address in this box, as your correspondence address is to be scanned and is to be printed in your Admission Certificate.
15. **Photograph & Signature:** Please properly paste, within the given box, your recent good quality passport size photograph. Please sign, within the box provided, in black ink/black ball pen. Your photograph & signature are to be scanned & printed on your Admission certificate. **DO NOT PUT SIGNATURE ON THE PHOTOGRAPH**
- 16(a). **Preference for Cadred :** Write "A" for Central Board of Direct Taxes (CBDT) and "B" for Central Board of Excise and Customs (CBEC) as per your order of preference.
- 16(b). **Preference for Region :** Write codes viz., A,B,C,D.....etc. as per your order of preference for regions where you wish to be nominated. Codes are as under.

**FOR CENTRAL BOARD OF DIRECT TAXES (CBDT)**

<b>A</b>	Ahmedabad	State of Gujrat
<b>B</b>	Bangalore	States of Karnataka and Goa
<b>C</b>	Bhopal	States of Madhya Pradesh and Chattisgarh
<b>D</b>	Bhubaneswar	State of Orissa
<b>E</b>	Chandigarh	States of Punjab, Haryana, Himachal Pradesh, J&K and UT of Chandigarh
<b>F</b>	Chennai	States of Tamil Nadu and UT of Pondicherry
<b>G</b>	Delhi	State of Delhi
<b>H</b>	Guwahati	State of Assam
<b>I</b>	Hyderabad	State of Andhra Pradesh
<b>J</b>	Jaipur	State of Rajasthan
<b>K</b>	Kanpur	States of Uttar Pradesh (West) & Uttarakhand
<b>L</b>	Kochi	State of Kerala
<b>M</b>	Kolkata	States of West Bengal, Sikkim and UT of Andaman & Nicobar Islands
<b>N</b>	Luknow	State of Uttar Pradesh(East)
<b>O</b>	Mumbai	Municipality of Greater Mumbai(excluding Marathawad & Vidarbha)
<b>P</b>	Nagpur	State of Maharashtra (Vidarbha region only)
<b>Q</b>	Patna	States of Bihar & Jharkhand
<b>R</b>	Pune	State of Maharashtra (excluding areas under Mumbai & Nagpur regions)

**FOR CENTRAL BOARD OF EXCISE & CUSTOMS (CBEC)**

Alphabet Code	Name of Cadre Control Region	Area under the Cadre Control
A	DELHI	State of Delhi (including Gurgaon, Faridabad, Panchkula, Rohtak, CST Delhi & CCE (Appeals of Delhi Zone)
B	CHENNAI	State of Tamil Nadu & UT of Pondicherry.
C	MUMBAI Custom (including Goa Custom)	State of Maharashtra and Goa
D	CHENNAI Custom	State of Tamil Nadu
E	KOLKATA Custom	State of West Bengal
F	VISHAKHAPATNAM Custom	State of Andhra Pradesh
G	MUMBAI Custom (including Goa Custom)	State of Maharashtra and Goa
H	VISHAKHAPATNAM Custom	State of Andhra Pradesh

17. **Are you a Central Govt. Civilian Employee?:** Write '1' for Yes, '2' for No  
If Yes, please attach necessary certificate(s).
18. **Indicate the Code No. for Age Relaxation** Please refer to PART-II of the Instruction for filling up the Application Form for the Code of Age Relaxation and write the Code correctly(Also refer to Para-4 of the Notice) Also attach necessary certificate
- 19(a).**Indicate the Type of Disability i.e.** write '1' for OH category, '2' for HH category and '3' for VH category.

- 19(b).Nature of Disability:** Write the particulars of disability as given under Para -2 (B) of the Notice for deciding the eligibility criteria . **Indicate the category as One leg (OL)/ Bothe Legs (BL)/ Partially Deaf (PD)/ Deaf (D)/Partially Blind (PB)/ Blind (B) etc.**
- 19(c).Degree of disability :**Write the Degree of Disability in percent(%) as certified by the competent Medical Authority in the PH Certificate.
- 20(a) Medium or Language for writing answers to Paper-II:** Please write '1' for English and '2' for Hindi
- 20(b) Languages Known.** Write details of languages known for **READING, WRITING & SPEAKING.**
- 21 (a)In case of VH candidates with 40% or more visual disability,** please write '1' for Scribe needed and '2' for Scribe not needed.
- 21 (b)Medium or Language in which Scribe will indicate/write the answers:** Please write '1' for English and '2' for Hindi.
- 22. Whether you have been debarred:** Please write '1' for Yes & '2' for No. If Yes, please mention further details as sought in this column.
- 23. Details of service rendered by Central Government Employee/ Ex-Servicemen.**
- 24. Educational Qualification : Graduation onwards.**
- 25. Fee:** Please paste Central Recruitment Fee Stamp(CRFS) for Rs.100/- within the box provided and get them cancelled by the issuing Post Office in such a manner that the date & name of the Post Office are clearly readable & the stamp of the Post Office is partly on the CRFS and partly on the Application Form

**Declaration by all the candidates:** Please write the name of Place, Date and put up your signature.

**Declaration by OBC candidates:** Please score-out, if not applicable.

**Declaration by Central Govt. Civilian Employee:** Please score-out, if not applicable.



16 (a) : Preference for Cadres

16(b)

Preference for Regions: (FOR Central Board of Direct Taxes)

(See instructions)

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1<sup>st</sup>2<sup>nd</sup>

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1<sup>st</sup>2<sup>nd</sup>3<sup>rd</sup>4<sup>th</sup>5<sup>th</sup>6<sup>th</sup>7<sup>th</sup>8<sup>th</sup>9<sup>th</sup>10<sup>th</sup>11<sup>th</sup>12<sup>th</sup>13<sup>th</sup>14<sup>th</sup>15<sup>th</sup>16<sup>th</sup>17<sup>th</sup>18<sup>th</sup>

Preference for Regions: (FOR Central Board of Excise &amp; Customs)

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1<sup>st</sup>2<sup>nd</sup>3<sup>rd</sup>4<sup>th</sup>5<sup>th</sup>6<sup>th</sup>7<sup>th</sup>8<sup>th</sup>

17. Are you a Central Govt. Civilian Employee?

If yes, attach necessary certificate (Refer instructions)

18. Indicate the Code No. for Age relaxation

(Refer PART II of instructions)

(Put "X" in the box if not applicable)

19. For PH (OH/HH/VH) candidates only (Refer para 2 of the Notice)

(a) T  Disability  
H/VH(b) N  Disability  
(OL/IB/PB)(c) Degree  Disability(%)20(a) For all category of candidates ( other than VH candidates with 40% or more disability)**Medium or Language for writing answer to Paper-II**

(Write English-1, Hindi -2)

20(b) Languages Known (i) Reading &amp; Writing \_\_\_\_\_

(ii) Speaking \_\_\_\_\_

21. In case of VH candidate with 40% or more disability

(a) Write '1' for SCRIBE needed

'2' for Scribe not needed

(b) Medium or Language in which Scribe will indicate/write the answers:-

(Write 1 for English, 2 for Hindi)

22. Whether you have been debarred in any earlier examination of SS  SC?

(Yes-1, No-2). If Yes (1), Please furnish details

Name of Examination

Year of Exam

Roll Number

Date of Debarment(dd/mm/yyyy)





Period upto which debarred

23. Details of service rendered by Central Government Employee/Ex-Servicemen

Ministry/Department/Office

Date of Appointment

Length of Service




\*Date of Discharge \_\_\_\_\_

\*Details of last Unit/Corps \_\_\_\_\_

\* For Ex-S candidates only

24. Details of Educational Qualification(Graduation and above)

Course	University	Year of Passing	Subjects

25. Box for affixing CRFS of requisite denomination (See instructions)

Please paste here Central Recruitment Fee Stamp(CRFS) for Rs.100/- within the box provided and get them cancelled by the issuing Post Office in such a manner that the date & name of the Post Office are clearly readable & the stamp of the Post Office is partly on the CRFS and partly on the Application Form

**DECLARATION**

**(TO BE SIGNED BY ALL THE CANDIDATES****COMPULSORILY)**

1. I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.
2. I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.
3. I further declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, etc., prescribed for admission to the examination. I have enclosed attested photocopies of certificates in support of my claim for Educational Qualifications, age, category (SC/ST/ExS/OBC/OH/HH/VH) and age relaxation.
4. I also declare that I do not stand debarred by SSC/UPSC as on date and have never been convicted by any court of law.
- \*5. I also declare that I do not belong to creamy layer section of persons of OBC as mentioned in Column 3 of G.O.I. Deptt. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M. No.36033/3/2004-Estt.(Res) dated 9.3.2004.  
\*(strike out if candidate does not belong to OBC)
6. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature / appointment is liable to be cancelled.

**Place :****Date :****Right Hand Thumb Impression**Signature of the candidate  
(in running handwriting)**NOTE: The Application of all those candidates who have not put his/her thumb impression and not signed will be summarily rejected.****\*DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY**

I.....son / daughter of Shri..... resident of village/town/city.....district.....state..... hereby declare that I belong to the.....community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No.36012/22/93-Estt(SCT) dated 8.9.1993. It is also declared that I do not belong to the persons/sections (creamy layer) mentioned in Column 3 of OM No-36012/22/93-Estt(SCT) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004.

**Place:****Date**(Signature of candidate)  
(in running handwriting)**NOTE: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.****The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-VIII issued by the competent authority on or before the Closing Date as stipulated in the Notice.****\* FOR CENTRAL GOVT. CIVILIAN EMPLOYEES ONLY**

I also declare that I am informing my Head of Office / Department / Ministry in writing that I have applied for this examination.

Signature of the candidate

**Place :****Date :****Note-I: Application not signed by Candidate will be rejected. All signatures done on the Application Form must be in running script(not in Block letters),in the same language and in the same manner.****Note-II: Please ensure that the Application Form filled up by you is identical in format/size to the one appearing in the Notice of Examination in the Employment News/Rozgar Samachar and the paper on which your Application Form is printed/ photocopied, is white in colour and of good quality so that it can be scanned easily.**

\*Strike out whichever is not applicable

**ANNEXURE-II****Category-Codes for claiming Age Relaxation**

Code No.	Category	Extent of Age Relaxation Permissible
01	SC/ST	5 years
02	OBC	3 years
03	PH( OH/HH/VH )	10 years
04	PH( OH/HH/VH ) + OBC	13 years
05	PH( OH/HH/VH ) + SC/ST	15 years
06	Ex-Servicemen( <b>General/Unreserved</b> )	(Actual age as on 11.09.2008 – Period of Military Service) ≤ <b>30 years</b>
07	EX-Servicemen( <b>OBC</b> )	(Actual age as on 11.09.2008– Period of Military Service) ≤ <b>33 years</b>
08	EX-Servicemen( <b>SC/ST</b> )	(Actual age as on 11.09.2008 – Period of Military Service) ≤ <b>35years</b>
09	Central Govt. Civilian Employees( <b>General/Unreserved</b> ) who have rendered not less than 3 years continuous service as on 11.09.2008	Upto 40 years
10	Central Govt. Civilian Employees( <b>OBC</b> ) who have rendered not less than 3 years continuous service as on 11.09.2008	Upto 43 years
11	Central Govt. Civilian Employees( <b>SC/ST</b> ) who have rendered not less than 3 years continuous service as on 11.09.2008	Upto 45 years
12	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( <b>Unreserved/General</b> )	5 years
13	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( <b>OBC</b> )	8 years
14	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( <b>SC/ST</b> )	10 years
15	Widows/Divorced Women/Women judicially separated and who are not remarried( <b>Unreserved/General</b> )	Upto 35 years
16	Widows/ Divorced Women/Women judicially separated and who are not remarried ( <b>OBC</b> )	Upto 38 years
17	Widows/Divorced Women/Women judicially separated and who are not remarried (SC/ST)	Upto 40 years
18	Retrenched employees of Chukha Hydel Project Authority in Bhutan( <b>Unreserved/General</b> )	Extent of service rendered by them with the Authority
19	Retrenched employees of Chukha Hydel Project Authority in Bhutan ( <b>OBC</b> )	-Do- + 3 years
20	Retrenched employees of Chukha Hydel Project Authority in Bhutan ( <b>SC/ST</b> )	-Do- + 5 years
21	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. ( <b>Unreserved/General</b> )	03 years
22	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. ( <b>OBC</b> )	06 years
23	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. ( <b>SC/ST</b> )	08 years

**Note: For details of provisions regarding Age Relaxation, refer to para 4(B) to 4(D) of the Notice.**

**ANNEXURE-IV**

**CERTIFICATE TO BE FURNISHED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES .**

(To be filled by the Head of the Office or Department in which the candidate is working).  
(Please see Para 4(D) of the Notice)

It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the grade as on 11.09.2008.

Signature \_\_\_\_\_  
Name \_\_\_\_\_

Office seal

Place:

Date :

( \* Please delete the words which are not applicable. )

ANNEXURE- V**(Form of Certificate for serving Defence Personnel (Please see Note III of Para-4(C) of Notice for the Examination)**

I hereby certify that, according to the information available with me  
(No.) \_\_\_\_\_ (Rank) \_\_\_\_\_ (Name)  
\_\_\_\_\_ is due to complete the specified term of his  
engagement with the Armed Forces on the (Date) \_\_\_\_\_.

Place :

(Signature of Commanding Officer)

Date :

Office Seal :

**ANNEXURE-VI****UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN CATEGORY  
CANDIDATE COVERED UNDER NOTE III OF PARA 4(C) OF NOTICE.**

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces \_\_\_\_\_
- b) Date of discharge \_\_\_\_\_
- c) Length of service in Armed Forces \_\_\_\_\_
- d) My last Unit / Corps \_\_\_\_\_

(Signature of the Candidate)

Place:

Date:

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

The form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* in \_\_\_\_\_ District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution(Scheduled Castes) order, 1950 \_\_\_\_\_ the Constitution(Scheduled Tribes) order, 1950 - \_\_\_\_\_ the Constitution(scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_ the Constitution(Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution(Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution(Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order(Amendment Act), 1976\*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution(Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution(Pondicherry) Scheduled Castes Order 1964@

The Constitution(Scheduled Tribes) (Uttar Pradesh ) Order, 1967 @

The Constitution(Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution(Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution(Nagaland) Scheduled Tribes Order, 1970 @

The Constitution(Sikkim) Scheduled Castes Order 1978@

The Constitution(Sikkim) Scheduled Tribes Order 1978@

The Constitution(Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution(SC) orders(Amendment)Act, 1990@

The Constitution(ST) orders(Amendment) Ordinance 1991@

The Constitution(ST) orders(Second Amendment) Act, 1991@

The Constitution(ST) orders(Amendment) Ordinance 1996

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

%3. Shri/Shrimati/Kumari and /or \* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_  
 \*\* Designation \_\_\_\_\_  
 (with seal of office)

State/Union Territory  
 Place \_\_\_\_\_  
 Date \_\_\_\_\_

- \* Please delete the words which are not applicable
- @ Please quote specific presidential order
- % Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.**

This is to certify that \_\_\_\_\_ son/ daughter of \_\_\_\_\_ of \_\_\_\_\_ village \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_ State \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10<sup>th</sup> September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13<sup>th</sup> September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20<sup>th</sup> October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24<sup>th</sup> May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25<sup>th</sup> May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6<sup>th</sup> December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri \_\_\_\_\_ and/or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State..

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004.

Dated:  
Seal:

District Magistrate or  
Deputy Commissioner etc.

- NOTE-I :**
- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificate are indicated below:-
- (i) District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar
- (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

**NOTE -II :** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the Creamy Layer. The candidate should furnish the relevant OBC certificate in format prescribed for Central Government jobs as per Annexure-VIII issued by the competent authority on or before the Closing Date as stipulated in the Notice.

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

**DISABILITY CERTIFICATE**This is certified that Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_  
\_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_

is suffering from permanent disability of following category :-

**A. Locomotor or cerebral palsy :**

(i) BL-Both legs affected but not arms.

(ii) BA-Both arms affected

(a) Impaired reach

(b) Weakness of grip

(iii) BLA-Both legs and both arms affected

(iv) OL-One leg affected (right or left)

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(v) OA-One arm affected

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(vi) BH-Stiff back and hips (Cannot sit or stoop)

(vii) MW-Muscular weakness and limited physical endurance.

**B. Blindness or Low Vision :**

(i) B-Blind

(ii) PB-Partially Blind

**C. Hearing Impairment :**

(i) D-Deaf

(ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE )

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.\*

3. Percentage of disability in his/her case is ..... percent.

4. Sh./Smt./Kum ..... meets the following physical requirements for discharge of his /her duties :-

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by kneeling and crouching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) S-can perform work by sitting.                  | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing/speaking.          | Yes/No |
| (xi) RW-can perform work by reading and writing.     | Yes/No |

(Dr. \_\_\_\_\_)  
Member, Medical Board(Dr. \_\_\_\_\_)  
Member, Medical Board(Dr. \_\_\_\_\_)  
Chairperson, Medical BoardCountersigned by the Medical Superintendent/  
CMO/Head of Hospital (with seal)

\*Strike out which is not applicable.

Affix here recent  
attested Photograph  
Showing the  
disability duly  
attested by the  
chairperson of the  
Medical Board

(TO BE FURNISHED BY ALL THE VISUALLY HANDICAPPED CANDIDATES WITH VISUAL DISABILITY OF FORTY PERCENT & ABOVE TO THE CONCERNED REGIONAL/SUB-REGIONAL OFFICE ALONGWITH THE FILLED UP APPLICATION FORM FOR THE TAX ASSISTANT EXAMINATION, 2008 FOR ENGAGING SCRIBE)

**“TAX ASSISTANT EXAMINATION, 2008”**

REQUISITION FOR ENGAGING **SCRIBE** BY VISUALLY HANDICAPPED(VH) CANDIDATES INCLUDING BLIND AND PARTIALLY BLIND CANDIDATES WITH VISUAL DISABILITY OF FORTY PERCENT AND ABOVE

1. Name in full of the VH candidate \_\_\_\_\_
2. Degree of visual Disability \_\_\_\_\_ percent.
3. Whether the assistance of SCRIBE is required for writing the answers in the above examination.

Write 1 for “Yes” and 2 for “No” in the box

3. Indicate the **medium of language** for indicating/writing the answers by the **Scribe**

Medium of Language ( Write English or Hindi)

Language Code (Write 1 for English and 2 for Hindi)

4. Centre of Examination \_\_\_\_\_

Signature/Right Hand Thumb Impression (RTI)  
of the VH candidate

**LIST OF VOCATIONAL REHABILITATION CENTRES FOR PHYSICALLY HANDICAPPED**

- |  |   |
|--|---|
| 1. VRC For handicapped,<br>ITI Campus<br>Kuber Nagar<br>Ahmedabad-382 340                    | 10. VRC for Handicapped<br>S.T.I.C.D. Campus<br>Unit VIII,<br>Bhubaneswar – 751 012.              |
| 2. VRC For Handicapped,<br>No. 22/1, Hosur Road<br>Bangalore-560 029.                        | 11. VRC For Handicapped,<br>38, Badan Roa Lane,<br>Baliaghata,<br>Kolkata-700 010                 |
| 3. VRC For Handicapped,<br>CTI Campus<br>Sion Trombay Road,<br>Mumbai-400 022.               | 12. VRC For Handicapped,<br>Napier Town<br>Jabalpur-482 001.                                      |
| 4. VRC For Handicapped,<br>C.T.I. Campus,<br>Vidya Nagar<br>Hyderabad-500 768.               | 13. VRC For Handicapped,<br>F4A-23 Jawahar Nagar<br>Jaipur-302 004.                               |
| 5. VRC For Handicapped,<br>C.T.I. Campus, Guindy<br>Chennai-600 032.                         | 14. VRC For Handicapped,<br>CTI Campus, Udyognagar,<br>Kanpur-208 022.                            |
| 6. VRC For Handicapped,<br>Nalanchira,<br>Trivandrum-695 015.                                | 15. VRC For Handicapped,<br>CTI Campus, Gill Road,<br>Ludhiana-141 003.                           |
| 7. VRC For Handicapped,<br>Abhoynagar,<br>Agartala-799 005<br>West Tripura                   | 16. VRC For Handicapped,<br>Plot No.9, 10 & 11,<br>Karkardooma, Vikas Marg,<br>New Delhi-110 092. |
| 8. VRC For Handicapped,<br>Rehabri Guwahati,<br>Assam-781 008.                               | 17. VRC For Handicapped,<br>A/84, Gandhi Vihar,<br>Police Colony,<br>Anisabad, Patna-800 002.     |
| 9. VRC For handicapped Women,<br>Mahavir Industrial Estate,<br>Karelibaug, Vadodara-390 018. |   |

**ADDRESS OF SPECIAL EMPLOYMENT EXCHANGE FOR PHYSICALLY HANDICAPPED  
(RUNNING)**

1. The Regional Employment Officer, Special employment Exchange for Physically Handicapped, Azamabad, Hyderabad-500 020.	9. The Employment Officer, Special Employment Exchange for Physically Handicapped, G.T. Road, Kanpur-208 002.
2. The Special Employment Officer, Special Employment Exchange for Physically Handicapped, Salajose Cross road, Opp. S.V. College, Ahmedabad-380 001.	10. The Employment Officer, Special Employment Exchange for Physically Handicapped, 985, Wright Town, Jabalpur (MP) 482 001.
3. The Employment Officer, Special employment Exchange for Physically Handicapped, Barrack No. 1/B.5 Block-A Curron Road, New Delhi-110 001.	11. The Employment Officer, Special Employment Exchange for Physically Handicapped, Nandavanam Road, Palayam, Trivandrum, Kerala – 695 001.
4. The Special Employment Officer, Special employment Exchange for Physically Handicapped, No. 5, Crescent Road, High Ground West, Bangalore-560 020.	12. The Employment Officer, Special Employment Exchange for Physically Handicapped, Combined Labour Building, Bailey Road, Patna 800 001.
5. The Special employment Officer, Special employment Exchange for Physically Handicapped, Merc antile Chambers, 3rd Floor, Graham Road, Ballard Estate, Mumbai- 400 001	13. The Employment Officer, Government of Haryana, Special Employment Exchange for Physically Handicapped, 1282, Sector-18 C, Chandigarh-160 018.
6. The Special employment Officer, Special employment Exchange for Physically Handicapped, 1282 Sector 18-C, Chandigarh (Govt. of Punjab)-160 015.	14. The Employment Officer, Special Employment Exchange for Physically Handicapped, Rajasthan-302 001.
7. The Assistant Director, Special Employment Exchange for Physically Handicapped, 33 Mountroad, Nandaran, Chennai-600 035.	15. The Employment Officer, Special Employment Exchange for Physically Handicapped, Guwahati (Assam).
8. The Special Employment Officer, Special Employment Exchange for Physically Handicapped, 5 Council House Street (Ground Floor), Kolkata-700 001.	16. The Employment Officer, Special Employment Exchange for Physically Handicapped, Agartala, Tripura.

17. The Employment Officer, Special Employment Exchange for Physically Handicapped, Directorate of Employment Training, Himachal Pradesh Stock Palace, Shimla-171 002.	21. The Sub-Regional Employment Officer for Physically Handicapped, Koessiwala Bunglow,Junction Plot, Rajkot,Gujarat.
18. The Employment Officer, Special Employment Exchange forPhysically Handicapped, Dte of Employment,Flat No-367 Sahid Nagar,Bhubaneshwar.	22. The Director of Employment, Special Employment Exchange For Physically Handicapped, Vishakhapatnam,Andhra Pradesh.
19. The Sub-Regional Employment Officer for Physically Handicapped, Multistorey Building,Nanpura,Surat,Gujarat.	23. The Director of Employment, Special Employment Exchange For Physically Handicapped,Imphal Manipur.
20. The Sub-Regional Employment Officer for Physically Handicapped, Bldg, Vadodara,Gujarat.	

