



कार्यालय/Office Of The

प्रधान मुख्य आयकर आयुक्त, मुंबई

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI

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

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No.Pr.CCIT/Mum/Personnel/Recrt./Circular/MTS-19 Addl./2023-24

Date: 09/11/2023

CIRCULAR

Sub:- Fixing of date of document verification of qualified candidate recommended by the Staff Selection Commission for the post of Multi Tasking Staff by Multi Tasking (Non-Technical) Staff Exam, 2019 and allocated to the Pr. Chief Commissioner of Income Tax, Mumbai region – reg

The candidate, **Shri Ankur** who has been recommended for appointment to the post of **Multi Tasking Staff by SSC through Multi Tasking (Non- Technical) Staff Examination– 2019** and in respect of whom the date for document verification has been fixed on **24.11.2023**. The candidate is required to report to the **Multi Purpose Hall (Pandal), Ground Floor, Aaykar Bhavan, New Marine Lines, M.K. Road, Mumbai – 400020** on their respective dates at **10:00 am sharp** and also to bring along with them, the following documents :-

- 4 sets of Attestation form (11 pages in each set) (ALL SETS IN ORIGINAL with recent photograph) (PHOTOCOPY NOT ALLOWED) (Form available on www.incometaxindia.gov.in and www.incometaxmumbai.gov.in).
- Mark Sheet and Passing Certificate related to educational qualifications from Std.10th to last qualified Degree.
- Proof of Age (School Leaving Certificate/ Std.10th Certificate showing the Date of Birth).
- Certificate of Physical Disability (if applicable).
- Service Leaving Certificate/ Discharge book of Ex-Servicemen(if applicable).
- If belonging to SC/ST/OBC category, valid caste certificate issued in the **Central Government format** by the competent authority in this regard (two copies).
- Evidence in support of claim of age relaxation, if any.
- Medical Fitness Certificate issued by a Civil Surgeon/Chief Medical Officer or Medical Superintendent of any Government hospital. The Medical Fitness certificate is to be submitted only in the prescribed format (3 pages in original) that is available on www.incometaxindia.gov.in and www.incometaxmumbai.gov.in.

Instructions :-

- All the above mentioned documents at Sr. No. 2 to 8 should be brought in original along with a self attested photocopy of each.
- If the candidate is a Central/State Government employee, she/he may produce this letter to her/his controlling authority to enable them to provide her/his medical examination report along with police verification report, vigilance clearance, No objection certificate and character certificate (original / attested copy) obtained at the time of her/his appointment, and carry all these documents to be sent to this office through proper channel at the time of Document Verification.
- Candidate's Details Form completely filled along with required enclosures (form available on www.incometaxindia.gov.in).
- 2 recent photographs.
- You are instructed to bring **complete address of the respective district police headquarters** where you have resided for more than one year in last five years (with pin code) and also the complete address of the respective office of the concerned authority from where your caste certificate has been issued (if applicable).

As mentioned above a copy of the Attestation Form (along with instructions to fill the same), Medical Statement and Declaration Form and Candidate's Detail Form available on the websites www.incometaxmumbai.gov.in. The candidate is requested to download the forms, fill them up in his own handwriting as per instructions, and carry the same with him for document verification.

The candidate is advised to make sure all the above mentioned documents are fetched in his DigiLocker Account.

The candidate should note that no travelling, boarding, lodging or other allowance shall be paid to him for verification of above-mentioned documents.



(मुदित श्रीवास्तव) भा.रा.से.)

(MUDIT SRIVASTAVA, I.R.S.)

अपर आयकर आयुक्त (मुख्या.) कार्मिक, मुंबई

Addl. Commissioner of Income Tax (HQ) Personnel, Mumbai

For Pr. Chief Commissioner of Income-tax, Mumbai

Encl: As above