



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-23/2023-24

Date: 07/03/2024

**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 SSC through Multi Tasking (Non- Technical) Staff and Havaladar Examination- 2023 and allocated to the Pr. Chief Commissioner of Income Tax, Mumbai region - reg

The list of candidate who has been recommended for appointment to the post of Multi Tasking Staff by SSC through Multi Tasking (Non- Technical) Staff and Havaladar Examination- 2023 and in respect of whom date for document verification has been fixed is enclosed herewith.

**List of Candidate Qualified for the post of Multi Tasking Staff by SSC through Multi Tasking (Non- Technical) Staff and Havaladar Examination- 2023**

| Sr. No. | Candidate's Name       | Roll No.   | RANK | Date of DV |
|---------|------------------------|------------|------|------------|
| 1       | AKASH PRABHAKAR JAGTAP | 7202000751 | 567  | 14-03-2024 |

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 **14/03/2024 at 10:00 am sharp** and also to bring along with him, the following documents :-

1. 4 sets of Attestation form (11 pages in each set) (ALL SETS IN ORIGINAL with recent photograph) (PHOTOCOPY NOT ALLOWED) (Form available on [www.incometaxmumbai.gov.in](http://www.incometaxmumbai.gov.in)).
2. Mark Sheet and Passing Certificate related to educational qualifications from Std. 10th to last qualified Degree.

3. Proof of Age (School Leaving Certificate/Std. 10th Certificate showing the Date of Birth).
4. Certificate of Physical Disability (if applicable).
5. Service Leaving Certificate/Discharge book of Ex-Servicemen( if applicable).
6. 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).
7. Evidence in support of claim of age relaxation, if any.
8. 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.incometaxmumbai.gov.in](http://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 alongwith required enclosures (form available on [www.incometaxmumbai.gov.in](http://www.incometaxmumbai.gov.in)).
- 5 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 are available on the website [www.incometaxmumbai.gov.in](http://www.incometaxmumbai.gov.in). The Candidate is required to download the forms, fill them up in his own handwriting as per instructions, and carry the same with him for document verification.

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

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

Encl: As above



(डॉ. आशिष अ. काटे, भा.रा.से.)

(Dr. ASHISH A. KATE, I.R.S.)

आयकर उपायुक्त कार्मिक (मुख्या.), मुंबई

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

For Pr. Chief Commissioner of Income-tax, Mumbai