



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

दूरभाष/Tel: (Off.) 022-22016691/22077187

ईमेल/Email: mumbai.recruitment@incometax.gov.in

No.Pr.CCIT/Mum/Personnel/Recrt./Circular/Jr.Hindi Trans-2023/2024-25

Date: 08/08/2024

CIRCULAR

Sub:- Fixing of dates of Document Verification of qualified candidate/s recommended by the Staff Selection Commission (SSC) for the post of Junior Hindi Translation Officer on the basis of result of Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination - 2023 conducted by SSC and allocated to the Pr. Chief Commissioner of Income Tax, Mumbai region - Reg

The list of candidate/s that has been recommended for appointment to the post of Junior Hindi Translation Officer by SSC on the basis of result of Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination - 2023 and in respect of whom date for document verification has been fixed is enclosed herewith. The candidate/s is/are required to report to Room No. 133C, 1st Floor, Aaykar Bhavan, New Marine Lines, M.K. Road, Mumbai - 400020 on 20/08/2024 at 10:30 am sharp and also bring along with them, the following documents :-

1. 4 sets of Attestation form (11 pages in each set) (ALL SETS IN ORIGINAL with recent photograph) (PHOTO COPY NOT ALLOWED) (form available on 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/EWS category, valid 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.
9. Two Identity Proofs and two Address Proofs.
10. Pan Card and Aadhar Card.

Instructions :-

- All the above mentioned documents at Sr. No. 2 to 10 should be brought in original along with a self attested photo copy 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.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 available on the website www.incometaxmumbai.gov.in. Candidates are requested to download the forms, fill them up in their own handwriting as per instructions, and carry the same with them for document verification.

Candidates are advised to make sure all the above mentioned documents are fetched in their DigiLocker Account.

Candidates are also hereby instructed to open Bank Account in Mumbai and submit photocopies of the Passbook, Cancelled Cheque and E- Statement of that account in the concerned DDO within 8 days of joining the department.

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

Encl: As above



(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

List of Candidate/s Qualified for the post of Junior Hindi Translation Officer by
SSC through Junior Hindi Translator, Junior Translator and Senior Hindi
Translator Examination - 2023

Sr. No.	Candidate's Name	Roll No.	RANK	Date of DV
1	HARISH	2201001516	SL\105	20/08/2024