

कार्यालय
प्रधान मुख्य आयकर आयुक्त
तीसरी मंजिल, आयकर भवन,
महर्षि कर्वे मार्ग, मुंबई - 400 020



Office of the
Pr. Chief Commissioner of Income tax
3rd floor, Aayakar Bhavan,
Maharshi Karve Road, Mumbai - 400 020

Email: mumbai.recruitment@incometax.gov.in

F.No.Pr.CCIT/Mum/HQ/Pers./Recrt./Circular/TA-24/2025-26

Dated: 25/07/2025

CIRCULAR

Sub: - Fixing of dates of Document Verification of qualified candidates recommended by the Staff Selection Commission for the post of Tax Assistant on the basis of result of Combined Graduate Level Examination- 2024 and allocated to the Pr. Chief Commissioner of Income Tax, Mumbai region - Reg

The list of candidates who have been recommended for appointment to the post of Tax Assistant by SSC on the basis of result of **Combined Graduate Level Examination- 2024** and in respect of whom dates for document verification have been fixed is enclosed herewith. The candidates are required to report to the **Multi-Purpose Hall (Pandal), Ground Floor, Aayakar Bhavan, New Marine Lines, M.K. Road, Mumbai - 400020** on their respective dates **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) (PHOTOCOPY NOT ALLOWED) (form available on www.incometaxmumbai.gov.in).
2. Mark Sheet and Passing Certificate related to educational qualifications from Std.10th to the 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 and www.incometaxmumbai.gov.in.

Instructions :-

- All the above-mentioned documents at Sr. No. 2 to 7 should be brought in original along with a self-attested photocopy of each.
- If the candidate is a Central/State Government employee, he/she may produce this letter to his/her controlling authority to enable them to provide his/her medical examination report along with police verification report, vigilance clearance, No objection certificate and character certificate (original / attested copy) obtained at the time of his/her 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 passport-size photographs.
- You are instructed to bring the complete address of the respective district police headquarters where you have resided for more than one year in the 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.incometaxindia.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 their relevant documents are fetched in their Digi Locker Account.

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

Encl.: As above



(सौरव जैन, भा.रा.से.)

(SOURAV JAIN, I.R.S.)

आयकर उपायुक्त (मुख्या.) कार्मिक, मुंबई

Dy. Commissioner of Income Tax (HQ) Personnel, Mumbai
For Pr. Chief Commissioner of Income-tax, Mumbai

List of Candidates Qualified for the post of Tax Assistant, Mumbai through SSC
Combined Graduate Level Examination (CGLE), 2024

Sr. No.	Candidate's Name	Roll No.	RANK	Date of DV
1	AYUSHI SRIVASTAVA	2002010415	6593	06-08-2025
2	RITIK MATHUR	2405022384	7151	06-08-2025
3	ROHIT	1401023863	7338	06-08-2025
4	BHOJRAJ PRAJAPAT	2201130231	8093	06-08-2025
5	MANIT	2208000364	8150	06-08-2025