

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

फोन: 022-22121124

Email: mumbai.recruitment@incometax.gov.in

F.No.Pr.CCIT/Mum/HQ/Pers./Circular/Comp.Recr RY-2018-2021/2025-26

Dated: 09/10/2025

CIRCULAR

Sub:- Fixing of date of Document Verification of candidate selected on the basis of Compassionate Appointment for the post of Tax Assistant on the basis of Compassionate Appointment (RY 2018-2021) to the office of the Pr. Chief Commissioner of Income Tax, Mumbai region - Reg

The candidate recommended for appointment to the post of **Tax Assistant** on the basis of **Compassionate Appointment (RY-2018-2021)**—and for whom a date for document verification has been fixed is enclosed herewith. The candidate is required to report at the **Room No. 133-C, First Floor, Aaykar Bhavan, New Marine Lines, M.K. Road, Mumbai - 400020** on the scheduled date at **11:00 a.m. sharp**, and must bring 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 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. 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 ensure that all relevant documents are available 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



(प्रितमकुमार तुरेराव, भा.रा.से.)

(PREETAMKUMAR TURERAO, I.R.S.)

संयुक्त आयुक्त आयुक्त (मुख्यालय) कार्मिक, मुंबई

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

Copy to : 1. ITO(HQ) System, with the request to publish the said notice on the departmental website : www.incometaxmumbai.gov.in



(सौरव जैन, भा.रा.से.)

(SOURAV JAIN, I.R.S.)

आयुक्त उपायुक्त (मुख्यालय) कार्मिक, मुंबई

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

**Candidates Qualified for the post of Tax Assistant, Mumbai on the basis of
Compassionate Appointment (RY 2018-2021)**

Sr. No.	Candidate's Name	Name of the Missing Govt. Official In respect of whom Compassionate Appt has been made and her/his designation	Post Selected for	Date of DV
1	Shri. Dipesh Mohan Solanki	Shri. Mohan Dhuddas Solanki	Tax Assistant	13-10-2025