

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./Recrt./Circular/Steno-24/2025-26

Dated: 14 /10/2025

CIRCULAR

Sub:- Fixing of dates of Document Verification of qualified candidates recommended by the Staff Selection Commission for the post of Stenographer Grade II in CBDT by SSC through Stenographer Grade C & D 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 **Stenographer Grade II in CBDT by SSC through Stenographer Grade C & D 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, Aaykar Bhavan, New Marine Lines, M.K. Road, Mumbai - 400020** on **16/10/2025 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 photo copy 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).

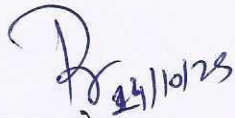
As mentioned above a copy of the Attestation Form (along with instructions to fill the same), Medical Statement and Declaration Form and Candidate's Detail Form available on the website www.incometaxindia.gov.in Candidates are requested to download the forms, fill them up in their own handwriting as 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 DigiLocker Account.

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




(प्रितमकुमार तुरेराव, भा.रा.से.)

(PREETAMKUMAR TURERAO, I.R.S.)

संयुक्त आयकर आयुक्त (मुख्यालय) कार्मिक, मुंबई

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

List of Candidates Qualified for the post of Stenographer Grade II, in CBDT by SSC through Stenographer Grade C & D, 2024

Sr. No.	Candidate's Name	Roll No.	RANK	Date of DV
1	RIDHI AGGARWAL	2201048563	825	16-10-2025
2	SIMRAN KAUR	2201009453	898	16-10-2025
3	DEEPTI PAL	2201048578	1127	16-10-2025
4	SACHIN KUMAR GUPTA	3013005708	1132	16-10-2025
5	SUJITHA M	8207001618	1184	16-10-2025
6	MANISH SINGH	2201032996	1446	16-10-2025
7	MANSI KARAN	2201000818	1715	16-10-2025
8	KOMAL	2201053136	1781	16-10-2025
9	MEGHA UDASI	7204001863	1793	16-10-2025
10	VERSHA	2201003194	1805	16-10-2025
11	MANOJ MINDA	2201036614	1843	16-10-2025
12	SANKET BUTOLIYA	2201040063	1850	16-10-2025
13	RAJU JATAV	6005004507	1851	16-10-2025
14	AKSHIT KUMAR	9001000465	1854	16-10-2025
15	SHILPA	2201009553	1856	16-10-2025
16	AJAY KUMAR MEENA	2201027730	2036	16-10-2025
17	INDER RAJ MEENA	2405001280	2041	16-10-2025
18	NITESH KUMAR MEENA	2201029285	2042	16-10-2025
19	MAHESH MEENA	2405000842	2060	16-10-2025