

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

फोन: 022-22121124



Office of the
Pr. Chief Commissioner of Income tax
3rd floor, Aayakar Bhavan,
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F.No.Pr.CCIT/Mum/HQ/Pers./Cant.Recrt-2024-25/Circular/2025-26

Dated: 06 /02/2026

CIRCULAR

Sub: - Calling the candidates for document verification who have been selected for the post of Canteen Attendant in Income Tax Departmental Canteens in the charge of Pr. Chief Commissioner of Income Tax, Mumbai - reg

The list of candidates who have been recommended for appointment to the post of Canteen Attendant on the basis of result of **Skill Test as well as Written Test** 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 13.02.2026 at 10:30 am sharp** and also to bring along with them, the following documents: -

1. 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 ten 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



(सौरव जैन, भा.रा.से.)

(SOURAV JAIN, I.R.S.)

आयकर उपायुक्त (मुख्या.) कार्मिक, मुंबई

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

LIST OF THE CANDIDATES SELECTED TO THE POST OF CANTEEN ATTENDANT (DOCUMENT VERIFICATION):

Sr. No.	Candidate's Name	Roll No.	Selected Category	Recruitment Year
1	REEMA SAGAR NARVEKAR	519C8210884	OBC	2024
2	SAHIL SANDIP YADAV	517C10114923	OPEN	2024
3	YASHRAJ MILIND BHINGARDE	528C8606495	OPEN	2024
4	YASH SANJAY MAHADIK	519C10066429	OPEN	2024
5	DAKSHATA NARESH PATIL	520C8244053	OBC	2024
6	KRUTIKA SATISH GHANEKAR	519C7715947	OBC	2024
7	SARANG SHASHIKANT HEGISHTTE	528C10121804	OBC	2024
8	SUNNY SANDIP YADAV	517C9778883	OPEN	2025