



विकसित भारत  
अभियान

Through Email

कार्यालय मुख्य आयुक्त  
Office of the Chief Commissioner  
सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर  
CGST & Central Excise (Jaipur Zone), Jaipur  
(केंद्र कंट्रोल यूनिट)

F. No. II-31(02)CCU/JZ/2025

Date: 19.03.2025

**सूचना / NOTICE**

**विषय:** कर्मचारी चयन आयोग, संयुक्त स्नातक स्तरीय परीक्षा, 2024 के माध्यम से **कार्यकारी सहायक** के पद के लिए अभ्यर्थियों का दस्तावेज सत्यापन एवं स्वास्थ्य परीक्षा के स्थान और तिथि की सूचना –संबंधित।

**Sub:** Candidates selected through Staff Selection Commission, Combined Graduate Level Examination, 2024 to the post of **Executive Assistant** - Intimation of date and venue of Document Verification and Medical Examination – reg.

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मानव संसाधन विकास महानिदेशालय (डी.जी.एच.आर.डी.), केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड (सीबीआईसी), नई दिल्ली ने ईमेल दिनांक 18.03.2025 के माध्यम से कर्मचारी चयन आयोग द्वारा आयोजित संयुक्त स्नातक स्तरीय परीक्षा, 2024 के परिणामों के आधार पर केन्द्रीय वस्तु और सेवाकर अंचल, जयपुर में **कार्यकारी सहायक** के पद पर 13 अभ्यर्थियों को दस्तावेज सत्यापन एवं स्वास्थ्य परीक्षा हेतु आवंटित किया है।

The Directorate General of Human Resource Development (DGHRD), Central Board of Indirect Taxes and Customs (CBIC), New Delhi vide email dated 18.03.2025 has assigned 13 candidates for the post of **Executive Assistant** to CGST & Central Excise (Jaipur Zone), Jaipur to conduct their documents verification and medical examination based on the result of the Combined Graduate Level Examination, 2024 conducted by Staff Selection Commission.

2. इस संबंध में **अनुलग्नक 'ए'** में दर्शाए गए अभ्यर्थियों को निर्देश दिया जाता है कि वे अनुलग्नक 'ए' में उनके नाम के सामने दर्शाये गये स्थान पर निर्धारित दिनांक एवं समय पर दस्तावेज सत्यापन एवं चिकित्सा जाँच के लिए उपस्थित होना बिना किसी चूक के सुनिश्चित करें। अभ्यर्थियों को सलाह दी जाती है कि वे दस्तावेज सत्यापन एवं चिकित्सा जाँच में भाग लेने के लिए कम से कम 3 दिनों के लिए अपने यात्रा कार्यक्रम की योजना बनाएं। दस्तावेज सत्यापन की प्रक्रिया जोन के नामित प्राधिकारी द्वारा डोजियर की प्राप्ति और सत्यापन के अध्यक्षीन है।

In this regard, the candidates figuring in **Annexure 'A'** are directed to report for Document Verification and Medical Examination at the place mentioned against their names in the Annexure-A on the scheduled date and time without fail. Candidates are advised to plan their itinerary for at least 3 days so as to attend DV and Medical Examination. The process of Document Verification is subject to receipt and verification of dossiers by the designated authority in the Zone.

3. अनुप्रमाणन प्रपत्र विधिवत भरकर (हस्तलेख में) दस्तावेज सत्यापन एवं चिकित्सा जाँच के समय **तीन प्रतियों में** बिना किसी चूक के अघोहस्ताक्षरी को प्रस्तुत किए जाने चाहिए।

The Attestation Form, **in triplicate**, duly filled in all respects (by hand only), should be produced at the time of document verification and medical examination to the undersigned without fail.

4. अभ्यर्थियों को निर्देश दिया जाता है कि वे दस्तावेज सत्यापन एवं चिकित्सा जाँच के समय निम्नलिखित **दस्तावेज (मूल प्रति)** एवं इन दस्तावेजों की **स्व-प्रमाणित तीन प्रतियाँ** अवश्य रूप से प्रस्तुत करें :

The candidates should bring the following documents (**in original**) along with **3 sets of self attested photocopies** of the same at the time of Document Verification and Medical Examination:

क) जन्म तिथि दर्शाते हुए मैट्रिक/हाईस्कूल प्रमाण पत्र ।

a) Matriculation / High School Certificate showing Date of Birth.

ख) शैक्षणिक योग्यता के समर्थन में शैक्षणिक प्रमाण पत्र ।

b) Academic Certificates in support of Educational Qualification.

ग) अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग के मामलों में निर्धारित प्रपत्र में जाति/समुदाय प्रमाण पत्र ।

c) Caste/ Community Certificate in case of SC/ST/OBC in the prescribed form.

घ) विकलांग व्यक्ति (दिव्यांगजन) अभ्यर्थी के मामले में प्रमाण पत्र ।

d) Certificate in case of Person with disabilities (Divyangjan) candidate.

ड) ई.डब्ल्यू.एस अभ्यर्थी के मामले में आय और संपत्ति प्रमाण पत्र (वित्तीय वर्ष 2024-2025 के लिए वैध, वित्तीय वर्ष 2023-2024 की आय के आधार पर जारी किया गया)।

e) Income and Assets Certificate for EWS Category Candidate (Valid for the financial year 2024-2025 issued on the basis of Income for the financial year 2023-2024).

च) केन्द्र या राज्य सरकार के दो अलग-अलग राजपत्रित अधिकारियों या वृत्तिकाग्राही मजिस्ट्रेट से चरित्र प्रमाण पत्र (मूल में 3 सेट, कम से कम दो वर्ष के लिये)।

f) Character Certificate from **two different Gazetted** officers of the Central or State Government or Stipendiary Magistrate. (**3 sets in original for minimum 2 years**)

छ) केन्द्र या राज्य सरकार के राजपत्रित अधिकारी या वृत्तिकाग्राही मजिस्ट्रेट से पहचान प्रमाण पत्र (मूल में 3 सेट, कम से कम दो वर्ष के लिये)।

g) Identity Certificate from **a Gazetted** officer of the Central or State Government or Stipendiary Magistrate. (**3 sets in original for minimum 2 years**)

ज) वर्तमान में केन्द्र सरकार/राज्य सरकार, स्वायत्त निकाय और सार्वजनिक क्षेत्र के उपक्रम के तहत किसी भी कार्यालय में कार्यरत होने की स्थिति में, वर्तमान नियोक्ता से दस्तावेज सत्यापन एवं चिकित्सा जाँच में उपस्थित होने के लिए अनापत्ति प्रमाण पत्र इस नोटिस के संदर्भ में प्राप्त किया जाना है।

h) NOC to attend DV and Medical Examination from present employer in case the candidate is presently employed in any of the offices under the Central Government/State Government, Autonomous Body, and Public Sector Undertaking. The certificate should be obtained with reference to this Notice.

झ) आधार कार्ड और पैन कार्ड ।

i) Aadhar card and PAN Card.

ञ) 3 से.मी x 4 से.मी आकार की 5 नवीनतम रंगीन तस्वीर, जिनमें से 3 कॉपी अनुप्रमाणन पत्रों पर चिपकाए जाने हैं।

j) 5 Coloured passport size recent photographs of size **3cm x 4cm**, out of which 3 are to be pasted on Attestation Forms.

5. दस्तावेज सत्यापन एवं चिकित्सा जाँच के लिए निर्धारित तिथि को उपस्थित नहीं होने की स्थिति में ऐसा माना जाएगा की अभ्यर्थी विभाग में नियुक्ति का इच्छुक नहीं है तथा उसके आवंटन को निरस्त कर दिया जाएगा।

In the event of not reporting on the prescribed date for the Document Verification and Medical Examination, it will be presumed that candidate is not interested in accepting the offer of appointment in the department and his nomination will be treated as cancelled.

6. अभ्यर्थियों के लिए रजिस्टर्ड पोस्ट द्वारा अलग से सूचना भेजी जा रही है। भेजे गए सूचना पत्रों के न मिलने पर भी अभ्यर्थी उनके नामों के आगे दी गई तारीखों पर दस्तावेज सत्यापन एवं चिकित्सा जाँच के लिए उपस्थित हो सकते हैं। अभ्यर्थी संलग्न सत्यापन प्रपत्रों को विभागीय वेबसाइट **<https://cgstjaipur.gov.in>** से डाउनलोड कर सकते हैं और भरे गए विविध प्रपत्रों को शारीरिक क्षमता परीक्षा में उपस्थित होने के समय प्रस्तुत कर सकते हैं।

Separate intimation to the candidates is being dispatched by Registered Post. The candidates may attend the DV and Medical Examination on the dates mentioned against their

names even in case they do not receive the dispatched copies of intimation letters. The candidates may download the enclosed attestation forms and submit the duly filled forms at the time of attending documents verification. All forms along with this Notice may be downloaded from departmental website <https://cgstjaipur.gov.in>.

7. अपरिहार्य परिस्थितियों में दस्तावेज सत्यापन एवं चिकित्सा जाँच की तिथियों में बदलाव किया जा सकता है। अतः अभ्यर्थियों को सलाह दिया जाता है कि वे अंचल/आयुक्तालय की वेबसाइट व अपने ई-मेल को नियमित रूप से देखते रहें।

In the event of unavoidable circumstances, the Document Verification and Medical Examination may be postponed/ rescheduled. Accordingly, candidates are advised to keep checking the website of Zone/Commissionerate and their individual email.

8. यह सूचित किया जाता है, कि जयपुर अंचल सी.बी.आई.सी. द्वारा इस क्षेत्र को सौंपे गए उम्मीदवारों के लिए इस सत्यापन प्रक्रिया को कार्यान्वयन कर रहा है और जोनल आवंटन प्रक्रिया पूरी होने के बाद पोस्टिंग का वास्तविक क्षेत्र उम्मीदवारों को उचित समय पर बता दिया जाएगा।

**It is to be noted that Jaipur Zone is carrying out this verification process for candidates assigned to Jaipur zone by CBIC and the actual zone of posting will be conveyed to the candidates in due course, once zonal allocation process is completed.**

  
(Mahabir Singh Meena)  
Additional Commissioner  
अपर आयुक्त

सेवा में /To

अभ्यर्थियों को (अनुलग्नक 'ए' पर दी गई सूची के अनुसार)

The candidates (As per the list enclosed as Annexure 'A')

संलग्न/ Enclosed:

1. अनुलग्नक 'ए' /Annexure 'A'
2. सत्यापन प्रपत्र /Attestation Form
3. पहचान प्रमाण पत्र /Identity Certificate
4. चरित्र प्रमाण पत्र /Character Certificate
5. वैवाहिक स्थिति प्रमाण पत्र /Marital Status Certificate

**ANNEXURE-A****(DV and Medical Examination to be conducted from 24.03.2025 to 28.03.2025)****VENUE:****CGST & Central Excise (Jaipur Zone), Jaipur, New Central Revenue Building, Statue Circle, C-Scheme, Jaipur - 302005 (Rajasthan)**

S.No.		Roll No.	Name	Post	DV Date	Reporting Time
1	180	2406031057	DHARMENDRA	Executive Assistant	24.03.2025	9:00 AM
2	36	4604007426	AJAY KUMAR MEENA	Executive Assistant	24.03.2025	9:00 AM
3	192	2405012635	DIVYA KANWAR	Executive Assistant	24.03.2025	9:00 AM
4	375	2406004938	NITESH KUMAR PRAJAPAT	Executive Assistant	25.03.2025	9:00 AM
5	424	2201150535	PRIYANKA KUMARI	Executive Assistant	25.03.2025	9:00 AM
6	432	7204001507	RAHUL	Executive Assistant	25.03.2025	9:00 AM
7	358	2405086623	NEHA KUMARI	Executive Assistant	25.03.2025	9:00 AM
8	391	5111005275	PAWAN KUMAR MEENA	Executive Assistant	25.03.2025	9:00 AM
9	406	8601117685	PRADHUMAN MEENA	Executive Assistant	25.03.2025	9:00 AM
10	434	2405059406	RAHUL DEV	Executive Assistant	25.03.2025	9:00 AM
11	269	2405056759	KRISHNA KANWAR	Executive Assistant	25.03.2025	9:00 AM
12	289	2405086719	LOVISH SOLANKI	Executive Assistant	25.03.2025	9:00 AM
13	561	2405092894	SHALINI MEENA	Executive Assistant	26.03.2025	9:00 AM

# ATTESTATION FORM

## POST : EXECUTIVE ASSISTANT

Affix signed Passport size (3 cms X 4 cms) approx. Copy of recent photograph		<b>“WARNING</b>	<p>1. The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government.</p> <p>2. If detained, arrested prosecuted, bound down, fines, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be a suppression of factual information.</p> <p>3. If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his/her services would be liable to be terminated.”</p>	
1.	Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname)	Surname	Name	
2.	Present Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road & Town)			
3(a)	Home Address in full (i.e. Village, Thana & District, or House No., Lane/Street/Road & Town and name of District Headquarters)			
(b)	If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.			
4.	Adhar Card No. (if available)			
5.	PAN No. (if available)			
6.	Nationality			
7(a)	Date of Birth			
(b)	Present age (As on 01.08.2024)			
(c)	Age at Matriculation			
8(a)	Place of birth, district and state in which situated			
(b)	District and State to which you belong			
(c)	District and State to which your father originally belong			

9(a)	Your Religion					
(b)	Are you a member of a Scheduled Caste/Scheduled Tribe/ Other Backward Classes? (Answer Yes/No)					
10.	Particulars of places (with periods of residence) where you have resided for more than one year at a time during the proceeding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.					
	From	To	Residential Address in Full (i.e. Village, Thana & District or House No., Lane/Street/ Road & Town	Name of the District Head Quarter or the place mentioned in preceeding column		
11.	Name (in full & aliases if any	Nationality (by birth & or by domicile)	Place of birth	Occupation if employed give designation & official address	Present postal address (if dead give last address	Permanent Home address
(a) Father						
(b) Mother						
(c) Spouse						
12.	Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country:					
	Name	Nationality by birth & or by domicile	Place of birth	Country in which studying/living with full address	Date from which stydying/living in the country mentioned in the previous column	

13	Educational Qualification showing places of education with years in Schools and Colleges since 15 <sup>th</sup> year of age:		
Name of School/College (with full address)	Date of Entering	Date of Leaving	Examination Passed

14.(a) Are you holding or have any time held an appointment under Central or State Government or a Semi Government or a Quasi Government body or an Autonomous Body or a Public Sector Undertaking or a Private Firm or Institution? If so, give full particulars with date of employment up-to-date:

Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service
From	To			

14.(b) If the previous employment was under the Government of India/ a State Government undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/ University/ Local Body.  
If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of services, or at a subsequent date(s), before your service actually terminated?

15.(i)	(a)	Have you ever been kept under detention?	Yes	No
	(b)	Have you ever been arrested?	Yes	No
	(c)	Have you ever been prosecuted? (i.e. has a charge sheet in a criminal case been filed against you in any court of law)	Yes	No
	(d)	Is any criminal case pending against you in any Court of Law at the time of filling up this Attestation Form?	Yes	No

	(e)	Have you ever been convicted by a Court of Law for any Offence?	Yes	No
	(f)	Whether discharged/expelled/withdrawn from any training/institution under the Government or otherwise?	Yes	No
	(g)	Have you ever been rusticated by any University or any other educational authority/institution?	Yes	No
	(h)	Have you ever been debarred/ disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?	Yes	No
(ii)	If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/ punishment etc and/or the nature of the case pending in the Court/University/Educational Authority etc at the time of filling up this attestation form:			
Note:	(i)	Please also see the 'WARNING' at the top of this Attestation Form.		
	(ii)	Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be		
16.	Name and complete address of two responsible person of your locality or two references to whom you are known		(1)	
			(2)	

### DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.

I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate:

Date:

Place:



## IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

- i Gazetted Officer of Central or State Government;
- ii Stipendiary Magistrate

Certified that I have known Shri / Smt./ Kumari. \_\_\_\_\_  
\_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_  
for the last \_\_\_\_\_ Years \_\_\_\_\_ months and that to the best of my  
knowledge and belief the particulars furnished by him / her are correct.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Place \_\_\_\_\_

Designation of status and address

Office Seal

### TO BE FILLED BY THE OFFICE

- (i) Name, Designation and full address of the appointment authority.
  
- (ii) Post for which the candidate is being considered.

## CERTIFICATE OF CHARACTER

Certified that I have known Shri/Smt./Ms. \_\_\_\_\_  
S/D/o Shri \_\_\_\_\_ for the last  
\_\_\_\_\_ years \_\_\_\_\_ months and that to the best of my knowledge  
and belief he/she bears reputable character and has not antecedents which  
render him/her unsuitable for Government Employment.

2. Shri/Smt./Ms. \_\_\_\_\_ is not related to me.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\*Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

(\* By a Gazetted Officer of the  
Central or State Government or  
Stipendiary Magistrate)

Office Seal

DECLARATION TO BE OBTAINED FROM THE NEW ENTRANTS  
TO GOVERNMENT SERVICE

I, Shri/Smt./Kumari \_\_\_\_\_  
declares as under:

- i) that I am unmarried/a widower/ a widow.
- ii) that I am married and have only one spouse living.
- iii) that I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- iv) that I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date \_\_\_\_\_

Signature \_\_\_\_\_

\* Please delete clause/clauses not applicable.