



कार्यालय / Office Of The  
प्रधान मुख्य आयकर आयुक्त, मुंबई  
**PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI**  
संयुक्त आयकर आयुक्त (मुख्य) कार्मिक  
JOINT COMMISSIONER OF INCOME-TAX (HQ) PERSONNEL  
Room No. 133-C, 1st Floor, Aaykar Bhavan, M. K. Marg, Mumbai - 400020  
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No. Jt.CIT(HQ)Pers./Recrt./Stenographer-20/2022-23

Date: 06/12/2022

**CIRCULAR**

**Sub:- Calling the selected candidates for Document Verification recommended by the Staff Selection Commission for the post of Stenographer on the basis of Result of Stenographer Grade 'C' & 'D' Exam- 2020 and allocated to the Pr. Chief Commissioner of Income Tax, Mumbai**

The list of candidates who have been recommended for appointment to the post of Stenographer by SSC on the basis of result of **Stenographer Gr. 'C' & 'D' Exam- 2020** and in respect of whom dates for Document Verification have been fixed is enclosed herewith. The candidates are required to report to the **Room No. 379, 3<sup>rd</sup> Floor, Aaykar Bhavan, New marine Lines, M.K. Road, Mumbai - 400020** on **14/12/2022 at 11:00 A.M. sharp**, and also to bring along with them, the following documents :-


- 3 sets of Attestation form (11 pages in each set) (ALL SETS IN ORIGINAL with recent photograph) (format available on [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and [www.incometaxmumbai.gov.in](http://www.incometaxmumbai.gov.in))
- Marks Sheet and Passing Certificate related to educational qualifications from Std.10th to last qualified Degree.
- Proof of Age (School Leaving Certificate/ Std.10th Certificate showing the Date of Birth)
- Certificate of Physical Disability (If applicable to the candidate)
- Service Leaving Certificate/ Discharge book of Ex-Servicemen (if applicable to the candidate)
- 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).
- Evidence in support of claim of age relaxation, if any.
- Medical Fitness Certificate issued by a Civil Surgeon or Chief Medical Officer. The medical examination is to be done by a Civil Surgeon or Chief Medical Officer are to be submitted on the day of Document Verification. The Medical Fitness certificate is to be submitted only in the prescribed format (3 pages in original) that is available on [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and [www.incometaxmumbai.gov.in](http://www.incometaxmumbai.gov.in).
- **All the above mentioned documents should be brought in original along with a self attested Xerox 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 bring all these documents through proper channel at the time of Document Verification.
- Fully filled in Candidate's Details Form along with required enclosures (**format available on [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)** ).
- 5 recent photographs.
- 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).

A copy of the Attestation Form (11 pages), Medical Statement alongwith the Declaration Form (3 pages) and Candidate's Detail Form (2 pages) is also being uploaded on the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). Candidates are requested to download the forms, fill them up by hand as per instructions, and carry the same with them for document verification. It may be noted that the Offer of Appointment will be issued subsequently.

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

Encl: As above



  
**(MAHESH SAKHARAM SHINGATE, I.R.S.)**  
संयुक्त आयकर आयुक्त (मुख्य) कार्मिक, मुंबई  
**Jt. Commissioner of Income Tax(HQ)**  
Personnel, Mumbai

**List of Candidates Qualified for the post of Stenographer Grade 'C' & 'D',  
Mumbai through Stenographer Exam- 2020 and respective date for Document  
Verification (14/12/2022).**

<b>S.No.</b>	<b>ROLL NUMBER</b>	<b>NAME</b>	<b>Region</b>	<b>Document Verification Date</b>
1	4410007323	AVIK DAS	CCA MUMBAI	14-12-2022
2	2201020188	SUMIT KUMAR	CCA MUMBAI	14-12-2022
3	2201007462	MANOJ KUMAR	CCA MUMBAI	14-12-2022
4	7205700408	THOOL JOSHITA SUDHIR	CCA MUMBAI	14-12-2022