



कार्यालय / Office Of The

प्रधानमुख्यआयकरआयुक्त, मुंबई

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI

अपरआयकर आयुक्त (मुख्या.) कार्मिक, मुंबई

ADDITIONAL COMMISSIONER OF INCOME-TAX (HQ) PERSONNEL, MUMBAI

Room No. 133-C, 1st Floor, Aaykar Bhavan, M. K. Marg, Mumbai - 400020

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No. Addl.CIT(HQ)Pers./Recrt./Circular/MTS-2020/2023-24

Date: 01 /09/2023

CIRCULAR

Sub:- Fixing of dates of Document Verification of qualified candidates recommended by the Staff Selection Commission for the post of Multi Tasking Staff on the basis of result of Staff Selection Commission Multi Tasking Staff Exam-2020 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 Multi-Tasking Staff in Income Tax by SSC on the basis of result of **Multi Tasking Staff 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 **Aaykar Bhavan, New Marine Lines, M.K. Road, Mumbai - 400020 on 15/09/2023 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.incometaxindia.gov.in and www.incometaxmumbai.gov.in).
2. Mark Sheet and Passing Certificate related to educational qualifications from Std.10th to 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 www.incometaxindia.gov.in and www.incometaxmumbai.gov.in.

Instructions :-

- All the above mentioned documents at Sr. No. 2 to 8 should be brought in original along with a self attested photocopy of each.


- If the candidate is a Central/State Government employee, she/he may produce this letter to her/his controlling authority to enable them to provide her/his medical examination report along with police verification report, vigilance clearance, No objection certificate and character certificate (original / attested copy) obtained at the time of her/his 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.incometaxindia.gov.in).
- 2 recent photographs.
- You are instructed to bring **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 websites www.incometaxindia.gov.in & www.incometaxmumbai.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 the above mentioned 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.




(मुदित श्रीवास्तव, भा. रा. से.)
(MUDIT SRIVASTAVA, I.R.S.)
अपर आयकर आयुक्त (मुख्या.) कार्मिक, मुंबई
Addl. Commissioner of Income Tax (HQ)
Personnel, Mumbai

Encl: As above

List of Candidates Qualified for the post of Multi Tasking Staff , Mumbai through Staff Selection Commission, Multi-tasking Staff Exam-2020

SR. NO.	ROLL NO.	RANK	CANDIDATE'S NAME	DATE OF DOCUMENT VERIFICATION
1	2201338943	2557	Shri. Lokesh Verma	15.09.2023
2	2201342494	2321	Shri. Akash Garg	15.09.2023
3	3202940012	3401	Ms. Jyoti Kumari	15.09.2023