



भारत सरकार
GOVERNMENT OF INDIA
जीएसटी प्रधान आयुक्त का कार्यालय, गुवाहाटी
OFFICE OF THE PRINCIPAL COMMISSIONER OF GST
जीएसटी भवन, केदार रोड़, माछखोवा, गुवाहाटी-01
GST, BHAWAN, MACHHKNOWA, GUWAHATI-01
Phone No. 2972005. Fax No.2732743.Website – centralexciseguwahati.gov.in



C.No.II(39)5/CCA/ET/CGST/GHY/2020/ 833-689

Date: 20/8/2020


To
All the nominated Tax Assistant as per list enclosed.

Subject:- Estt. – Recruitment to the cadre of Tax Assistant of Central Tax & C. Excise through Staff Selection Commission CGLE 2017-reg.

You are a candidate sponsored by the Staff Selection Commission for appointment to the post of Tax Assistant of CGST & Central Excise, in the Central Tax & Central Excise Department Guwahati Zone. Your appointment has been considered subject to production of original document/certificates /Declaration/and Medical Test .Therefore you are directed to report before the Superintendent of Central Tax & Central Excise, PRO Unit, Office of the Principal Commissioner of Central Tax & Central Excise,GST Bhawan, Kedar Road, Machkhowa, Guwahati-781001, Assam.

2. You should report at 10:00 AM on the date shown in Annexure attached.
3. You are required to bring the following documents (in original) along with 3 (three) sets photocopies with you for verification:-
 - a. Matriculation / Higher School Certificate showing Date of Birth.
 - b. Mark sheets of Class X, XII. Graduation.
 - c. Pass Certificates of Class X and XII and Degree Certificate (Graduation).
 - d. Valid Certificates in support of your claim as SC/ST/OBC/EX-Service/Central Govt. civilian employee/PH/HH/OH, if applicable.
 - e. Aadhaar Card, PAN Card.
 - f. Passport size Photos – 4 Nos.
 - g. Valid documents to substantiate any address changes in various certificates/ documents.
4. You are required to bring the following documents; format of which is available in Guwahati Commissionerate website <http://centralexciseguwahati.gov.in/>
 - a. Duly filled in **ATTESTATION FORM, IDENTITY CERTIFICATE, and Form of declaration regarding marital status.**
 - b. **CHARACTER CERTIFICATE** from three different Gazette Officers.
5. You are required to undergo the prescribed Medical examination and submit the Medical Certificate from a Medical Officer not below the rank of Civil Surgeon at the time of your reporting. Certificate to be produced in triplicate.
6. In this regard, it is also informed that due to COVID-19 pandemic situation, you have to be quarantined as per the “Standard Operating Procedure” (SOP) of the Government of

- Assam at the prevalent time and you have to make your own arrangements for accommodation accordingly.
7. The Guwahati Zone has a vast jurisdiction covering the seven states of the North East namely **Arunachal Pradesh, Assam, Meghalaya, Tripura, Mizoram, Nagaland, Manipur**. After completion of the joining formalities the officers may be posted to any of these 7 states. After posting orders are issued the officer has to travel to the state of his/ her posting and undergo quarantine as per the "Standard Operating Procedure" (SOP) of that specific State Government prevalent at that point of time.
 8. For the initial quarantine at Guwahati and subsequent quarantine at the place of posting all costs of stay and food and any other expenses will be borne by the candidates and no reimbursement will be made.
 9. Arrangement of stay will be made by the candidates.
 10. No travelling or other expenses will be paid by the Department.
 11. In the event of not reporting on the prescribed date, it will be presumed that you are not interested in accepting the offer of appointment in the department and your nomination will be treated as cancelled.
 12. This letter must be produced along with other documents as mentioned herein.
 13. Please visit the website of Central Tax & Central Excise Guwahati Commissionerate <http://centralexciseguwahati.gov.in/> to download the annexures (**attestation form, identity certificate, and form of declaration regarding marital status, character certificate** and formats and for any further information.


(B. B. Karmakar),
Assistant Commissioner (P&V).