



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF  
GST & CENTRAL EXCISE, CHENNAI ZONE  
(TAMILNADU & PUDUCHERRY)  
No.26/1, Mahatma Gandhi Road, Chennai - 600 034.  
Website:- <http://www.centralexcisechennai.gov.in//>  
Email:- [prcco.ccaestt.sr@gmail.com](mailto:prcco.ccaestt.sr@gmail.com)

### SPORTS QUOTA RECRUITMENT

The Principal Chief Commissioner of GST & Central Excise, Chennai Zone invites applications from meritorious sportspersons for appointment to the following posts under sports quota.

Name of the post	No. of vacancies	Pay (Rs.)	Pay (Rs.) (Pre-revised)
Tax Assistant	13	Pay level-4 (Rs.25500 to Rs. 81100)	Rs.5200-20200+ Grade Pay of Rs. 2400 (PB-1)
Stenographer Gr.II	2	Pay level-4 (Rs. 25500 to Rs. 81100)	Rs.5200-20200+ Grade Pay of Rs. 2400 (PB-1)
Havaldar	3	Pay level-1 (Rs. 18000 to Rs. 56900)	Rs.5200-20200+ Grade Pay of Rs. 1800 (PB-1)
Multi-Tasking Staff	1	Pay level-1 (Rs. 18000 to Rs. 56900)	Rs.5200-20200+ Grade Pay of Rs. 1800 (PB-1)

Applications are invited from meritorious sportspersons who have represented:

- The country in an International Competition
- The State in a National Competition.
- The University in the Inter-University tournaments conducted by the Inter-University Sports Board.
- The State school team in National Sports/ Games for School, conducted by the All India School Games Federation or who have been awarded National Awards in Physical efficiency under the National Physical Efficiency Drive.

The candidates should have represented in the above said competitions in the following games viz., i) **Cricket (Men)** ii) **Football (Men)** iii) **Hockey (Men)** iv)

Kabaddi (Men) v) Volleyball (Men) and vi) Athletics- Track & Field (WOMEN). The detailed advertisement along with proforma of application and other terms and conditions can be downloaded from the websites <http://www.centralexcisechennai.gov.in//>. The applications duly signed should be addressed to “The Additional Commissioner-CCA”, GST & Central Excise, Tamilnadu & Puducherry Zone, GST BHAWAN, 26/1, Nungambakkam High Road, Chennai-34. The application in complete format with all supporting documents can also be sent to the e-mail.id: [prcco.ccaestt.sr@gmail.com](mailto:prcco.ccaestt.sr@gmail.com). It must be ensured that the applications are complete in the format prescribed and should reach the undersigned on or before 17.00 Hrs on 31.12.2021.

-sd/-

**ADDITIONAL COMMISSIONER-CCA  
TAMILNADU & PUDUCHERRY ZONE**



Telephone : 044-28335030  
Email id : prcco.ccaestt.sr@gmail.com

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26/1, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034 .

C. No. II/39/154/2021- CCA- Estt

Dated: 04.12.2021

### **RECRUITMENT AGAINST SPORTS QUOTA**

The Principal Chief Commissioner of GST & Central Excise, Chennai Zone invites applications for the recruitment of Meritorious Sportspersons (Men only) active in Cricket, Football, Hockey, Kabaddi, Volleyball and Athletics-Track & Field (Women only) against Sports Quota for appointment to the following posts.

Name of the post	No. of vacancies	Pay (Rs.)	Pay (Rs.) (Pre-revised)
Tax Assistant	13	Pay level-4 (Rs.25500 to Rs. 81100)	Rs.5200-20200+ Grade Pay of Rs. 2400 (PB-1)
Stenographer Gr.II	2	Pay level-4 (Rs. 25500 to Rs. 81100)	Rs.5200-20200+ Grade Pay of Rs. 2400 (PB-1)
Havaldar	3	Pay level-1 (Rs. 18000 to Rs. 56900)	Rs.5200-20200+ Grade Pay of Rs. 1800 (PB-1)
Multi-Tasking Staff	1	Pay level-1 (Rs. 18000 to Rs. 56900)	Rs.5200-20200+ Grade Pay of Rs. 1800 (PB-1)

### **ELIGIBILITY CONDITIONS**

Sportspersons who have represented in any of the following competitions / tournaments are eligible for consideration:-

- (i) Country in the International Competitions.
- (ii) State in the National Championships.
- (iii) University in the Inter-University Tournaments conducted by the Inter-University sports Board.
- (iv) State Schools Team in the National Sports / Games for Schools Conducted by the All India School Games Federation or who have been awarded National Awards in Physical efficiency under the National Physical Efficiency Drive.

## **2. EDUCATIONAL AND OTHER QUALIFICATIONS:**

### **a) For Tax Assistant:**

- (i) Should be Graduate in any discipline from any recognized University.  
(Minimum qualification)
- (ii) Should possess a data entry speed of 8000 key depression per hour.

### **b): For Stenographer-Gr.II:**

- (i) 12<sup>th</sup> class pass or equivalent from a recognized Board or University
- (ii) Skill Test Norms- Dictation: 10 minutes @ 80words/minute
  - Transcription 50 minutes
  - (English):65 minutes
  - (Hindi): (on computer)
  -

### **c): For Havaladar:**

- (i) 10<sup>th</sup> class pass or equivalent from a recognized Board or University.
- (ii) Physical standard (minimum):

#### **Men:**

Height : 157.5 cms((relaxable by cms in case of Garhwalis, Assamese, Gorkhas and members of the Scheduled Tribes)

Chest : 81 cms (fully expanded with minimum expansion of 5 cms);

#### **Women:**

Height: 152 cms and Weight: 48 kgs, (Height relaxable by 2.5 cms and weight relaxable by 2 kgs, for Garhwalis, Assamese, Gorkhas and members of the Scheduled Tribes);

### **d) For Multi Tasking Staff**

10<sup>th</sup> class pass or equivalent from a recognized Board or University.

- 3. AGE LIMIT :** Should not be less than 18 years and not more than 27 Years as on 31.12.2021 with the upper age limit relaxable upto a maximum of 5 years for General/OBC and upto a maximum of 10 years in case of SC/ST.

**4. APPLICATION :** Application as per prescribed format should be submitted in A4 paper. Applications not received in proper format will be summarily rejected without further correspondences.

**5. CERTIFICATES TO BE ENCLOSED :** Attested copies of the following certificates are to be enclosed along with the application (No originals to be enclosed)

- (i) Date of birth *as in Matriculation Certificate/ Municipal Birth Certificate*
- (ii) Educational qualification
- (iii) Caste Certificate
- (iv) Sports eligibility Certificates regarding representation / National award in the prescribed form from the following authorities.

**LIST OF AUTHORITIES**

SL. NO	COMPETITION	AUTHORITY AWARDING CERTIFICATE	FORM IN WHICH CERTIFICATES ARE TO BE DETAILED /SUBMITTED
1	International Competition	Secretary of the National Federation/ Association of the game concerned	1
2	National Competition	Secretary of the State Association of the Game concerned	2
3	Inter-University Tournaments	Dean of Sports or other Officers in overall charge of sports of the University concerned	3
4	National/ Sports / Games for Schools	Director/ Additional / Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/ Education of the State	4
5	Physical Efficiency drive	Secretary or other Officers in overall charge of Physical Efficiency drive in the Ministry of Education and Social Welfare, Government of India.	5

**Note:** Specimens of the forms 1,2,3,4 and 5 referred to above are given in **ANNEXURE**

**6. OTHER IMPORTANT CONDITIONS FOR RECRUITMENT:**

- a) Two Recent passport size photographs to be enclosed with the Application.
- b) Applications not containing the required details/ enclosures, incomplete or unsigned will be rejected summarily without any further correspondence.
- c) The candidates are required to make their own arrangements for attending Ground (Physical) trials, if called for, by this office. Success in the above tests confers no right to appointment unless Department finds the candidate suitable.
- d) The Selected candidates will be on probation for a period of two years.
- e) The Selected candidates are liable to be posted anywhere in Tamil Nadu, Puducherry in any GST & Central Excise offices under the Cadre Control of the Principal Chief Commissioner of GST & Central Excise, Tamil Nadu and Puducherry Zone.
- f) Candidates Selected, at the time of Joining, should execute an undertaking/bond (as prescribed), whereby, he/she undertakes not to quit the job offered within a minimum period of Three years from the date of Joining the Department.
- g) Selected candidates will be required to give an undertaking not to apply for Inter-Commissionerate transfer for a minimum period of 5 years.
- h) The Final selection will be through Trials by a Committee which will be constituted for this purpose. The dates for the same will be intimated to the eligible candidates in due course.
- i) SC/ST/OBC candidates will have to submit a Caste Certificate issued by the competent Govt. Authority for the purpose.
- j) Application for each post should be sent separately. The cover should be super-scribed either as "Application for the Post of Tax Assistant or Stenographer-Gr-II or Havaladar or Multi Tasking Staff under Sports Quota Recruitment - Name of the Sports event:\_\_\_\_\_". The last date for receipt of the application is 31.12.2021 (Friday) at 5 PM. Applications received beyond the stipulated time will not be entertained.
- k) The Applications in complete format with all supporting documents can also be sent to the e-mail ID: [prcco.ccaestt.sr@gmail.com](mailto:prcco.ccaestt.sr@gmail.com)
- l) No personal contacts will be entertained in this regard.

**7. SUBMISSION OF APPLICATION :**

The application together with the required enclosures should reach:

**The Additional Commissioner -CCA,  
Office of the Principal Chief Commissioner of GST & Central Excise,  
Tamil Nadu & Puducherry Zone, Chennai,  
GST BHAWAN  
26/1 Mahatma Gandhi Road,Nungambakkam  
Chennai 600 034.**



**ADDITIONAL COMMISSIONER  
Cadre Controlling Authority  
Tamil Nadu & Puducherry Zone, Chennai**

**APPLICATION FOR THE POST OF  
TAX ASSISTANT/STENOGRAPHER-GR.II/HAVALDAR /MULTI TASKING STAFF  
SPORTS QUOTA RECRUITMENT**

<b>Applied for the post of _____</b>  <b>Discipline / Game _____</b>	A passport size photograph of the candidate is to be pasted and duly signed
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- 1 Candidate's Name (in full) :
- 2 Father/ Mother Name :
- 3 Date of Birth(DD/MM/YYYY) :
- 4 Age as on 31.12.2021 : ... yrs, ...months
- 5 Address for correspondence & contact nos. : Address:  
Mobile No.:  
Landline:
- 6 Whether SC/ST/OBC/GEN :
- 7 Caste & Nationality :
- 8 Educational and other Qualification(s),if any :
- 9 Level of Representation in game/Sports :  
(indicate whether represented  
(a) Country/State  
(b) University  
(c) State schools team
- 10 Full details regarding the representation/ National award received including the event in which represented /year :
- 11 Any other special achievement :

**DECLARATION**

I-----son of Shri.----- hereby solemnly declare that all information given above is true and complete to the best of my knowledge. If any irregularity/Information are noticed incorrect/false at any stage, my candidature/Service stands liable to be cancelled/terminated, anytime.

Place:  
Date:

Signature:  
Name:



**ANNEXURE**

**FORM- 1**

( for representing India in an International Competition in one of the  
recognized Games / Sports)

**NAIONAL FEDERATION / NATIONAL ASSOCIATION OF**

**Certificate to meritorious sportsmen for employment to Group 'C'  
services under the Central Government**

Certified that Shri \_\_\_\_\_ son of Shri \_\_\_\_\_  
resident of \_\_\_\_\_ (complete address) represented the  
Country in the game/event of \_\_\_\_\_ in \_\_\_\_\_  
competition/Tournament held at \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual /team in the above said  
Competition / Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office  
of National Federation /National Association of \_\_\_\_\_

Signature

Name

Designation

Name of the Federation/

National Association

Address

Seal

Place :

Date :

Note: This Certificate will be valid only when signed personally (in original) by  
the Secretary, National Federation /National Association.

**ANNEXURE**

**FORM -2**

( for representing State in an National Competition in one of the  
recognized Games / Sports)

STATE ASSOCIATION OF \_\_\_\_\_ IN THE GAME OF  
\_\_\_\_\_

**Certificate to meritorious sportsmen for employment to Group 'C'  
services under the Central Government**

Certified that Shri \_\_\_\_\_ son of Shri \_\_\_\_\_  
resident of \_\_\_\_\_ (complete address represented the State in  
the game / event of \_\_\_\_\_ in \_\_\_\_\_ National  
competition / Tournament held at \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual /team in the above said  
Competition / Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office  
of the State Association of \_\_\_\_\_

Signature

Name

Designation

Name of the State

Association

Address

Seal

Place :

Date :

Note: This Certificate will be valid only when signed personally (in original) by  
the Secretary, State Association.

ANNEXURE

FORM- 3

( for representing University in an National / Inter University Competition  
in one of the recognized Games / Sports)

UNIVERSITY OF \_\_\_\_\_

**Certificate to meritorious sportsmen for employment to Groups 'C'  
services under the Central Government**

Certified that Shri \_\_\_\_\_ son of Shri \_\_\_\_\_  
resident of \_\_\_\_\_ student of \_\_\_\_\_  
represented the University of \_\_\_\_\_ in the game/event of  
\_\_\_\_\_ in Inter-University competition/ Tournament held at  
\_\_\_\_\_ from \_\_\_\_\_ to  
\_\_\_\_\_.

The position obtained by the individual /team in the above said  
Competition / Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office  
of Dean of Sports of Officer in overall charge of sports in the University of  
\_\_\_\_\_

Signature

Name

Designation

Name of the University/

Address

Seal

Place :

Date :

Note: This Certificate will be valid only when signed personally (in original) by  
the Dean/Director or other Officer in overall charge of sports in the University.

**ANNEXURE**

**FORM -4**

( for representing State School in National Sports for School Games in one of the recognized Games / Sports)

**DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF**

**Certificate to meritorious sportsmen for employment to Group 'C' services under the Central Government**

Certified that Shri \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete address of student \_\_\_\_\_) represented the \_\_\_\_\_ State School Team in the game/event of \_\_\_\_\_ in the National Games for Schools held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual /team in the above said Competition / Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Office of Directorate of Public Instructions/ Education of \_\_\_\_\_

Signature

Name

Designation

Address

Seal

Place :

Date :

Note: This Certificate will be valid only when signed personally(in original) by the Director or Additional / Joint or Deputy Director in overall of sports/games for school in the Directorate of Public Instructions/ Education of the State.

**ANNEXURE**

**FORM -5**

**( for being awarded National Awards in Physical efficiency under the National Physical Efficiency Drive in one of the recognized Games / Sports)**

**GOVERNMENT OF INDIA / MINISTRY OF EDUCATION AND SOCIAL WELFARE**

**Certificate to meritorious sportsmen for employment to Group 'C' services under the Central Government**

Certified that Shri \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete address represented the \_\_\_\_\_ School Team in the game/event of \_\_\_\_\_ in the National competition held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Ministry of Education and Social Welfare.

Signature

Name

Designation

Address

Seal

Place :

Date :

Note: This Certificate will be valid only when signed personally (in original) by the Secretary or other officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.