



प्रधान आयुक्त सीमाशुल्क (सामान्य) का कार्यालय  
**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)**  
नवीन सीमाशुल्क भवन, बेलार्ड इस्टेट, मुंबई - ४००००१  
**NEW CUSTOMS HOUSE, BALLARD ESTATE, MUMBAI-400001**  
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File No.: II/(3)/APPT/225/2023-P and E

Date:19-02-2024

**CIRCULAR No. 23/2024**

**Subject: - Fixing of dates of document verification and medical examination of selected candidates recommended by the Staff Selection Commission (SSC) for the post of Stenographer-I and Stenographer-II in Mumbai Customs on the basis of the result of the Stenographer Grade 'C' and 'D' Examination - 2022 -reg.**

Kind attention is invited to the letter dated 12.09.2023 issued vide **File No. A-12034/SSC/6/2022-Ad-III (B)** by Central Board of Indirect Taxes and Customs (CBIC), New Delhi, whereby candidates have been allocated Zones in the grade of **Stenographer-I and Stenographer-II** on the basis of result of the **Stenographer Grade 'C' and 'D' Examination - 2022** conducted by the Staff Selection Commission (SSC).

2 . The schedule for document verification and Medical Examination in respect of **remaining 05 candidates (02 Male & 03 Female)**, who have been allocated to Mumbai Customs in the grade of **Stenographer-I and Stenographer-II**, has been fixed and enclosed herewith as **Annexure-I and Annexure -II**.

3. The candidates are required to report to the Personnel and Establishment Section, 2<sup>nd</sup> floor, New Custom House, Ballard Estate, Mumbai – 400001 at **11:00 AM** for document verification as per scheduled dates.

4. The candidates are required to report to the Superintendent, Medical Examination Cell, St. Georges Hospital, P.D'Mello Road, St. Georges Hospital Campus, Near CSMT Railway Station, Mumbai-400001 at **08:00 AM** with medical statement, declaration and recent photographs for the medical examination on their respective dates as per schedule. Candidates are informed that the process of **Medical Examination may take more than three days** and are advised to plan accordingly.

5. **The candidates should bring the following documents (in original) along with a self-attested photocopy of each (four sets) at the time of document verification for record in his/her dossier.**

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- I. Attestation Form (11 pages) duly filled up in quadruplicate (four sets) (all in original with recent photograph) (format enclosed). **Annexure-III** and Document Verification Proforma **Annexure-IV**.
- II. Candidate's Medical Statement and Declaration (02 pages). Format enclosed. (**Annexure-V**), **Medical Certificate of Fitness of First Entry into Government Service (Male/Female) (Annexure-VI)**
- III. Proof of Age (Mark Sheet(s) and Board certificate(s) of Matriculation or High School/equivalent certificate issued by the State/Central Education Board showing Date of Birth.
- IV. Mark sheet and Passing Certificate of Matriculation/High School (10<sup>th</sup>) and Higher Secondary (12<sup>th</sup>).
- V. **For Essential Qualification**: Candidates must have passed 12th standard or equivalent examination from a recognized Board or University. 12th standard pass Certificate and Mark Sheet as proof of having acquired it on or before i.e., 05.09.2022 (Appearing candidates must possess essential qualification on or before the cut-off date i.e., 05.09.2022) failing which the certificates will not be accepted as valid proof of possessing the requisite EQ.
- VI. Photo bearing Identity Card (PAN Card and Aadhar card).
- VII. Domicile Certificate of permanent address.
- VIII. If a candidate belongs to the EWS/ SC/ST/OBC/PwD (Divyangjan)/ESM category, a valid original caste/community certificate in case of OBC/SC/ST or required certificate to claim EWS/PwD (Divyangjan)/ESM benefit issued in the prescribed form by the competent authority in this regard (four copies). **Photograph of the applicant is an integral part of the certificate.** Crucial date for claim of EWS/SC/ST/OBC status will be closing date for receipt of online applications i.e. **05.09.2022**. Prescribed format for SC/ST certificate attached in as Annexure-X. Prescribed format for OBC certificate attached in as Annexure-XI. Serving Defense personnel certificate as per Annexure-VIII, If applicable.
- IX. **In case of EWS candidate, it must be ensured that he/she possesses the Income & Assests Certificate valid for the year 202-2023 and issued on the basis of Income for the financial year 2021-22 (01.04.2021 – 31.03.2022) in accordance with the DoP&T OM No. 36039/1/2019-Estt(Res) dated 31.01.2019.** It should clearly certify that the caste of the candidate is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List). It should be in strict conformity with **Annexure-XII of the notice.)**
- X. A candidate seeking appointment on the basis of reservation to **OBC** must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of application i.e. on 05.09.2022. It should contain the details of Government of India Resolution Number and Date by which the Community has been included in the Central

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lists.)

- XI. Relevant Certificate if seeking any age relaxation, certificate as per Annexure-VII by the Central Government Civilian Employees.
  - XII. For Ex-Servicemen (ESM) Service Leaving Certificate/Discharge book of Ex-servicemen category (if applicable). Ex Servicemen should have been discharged on or before 05.09.2022.
    - i. Undertaking as per Annexure-IX
    - ii. Discharged Certificate, If Discharged from the Armed Forces.
  - XIII. Any matriculate ESM Candidate who claims deemed graduate status as 05.09.2022 should produce Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force on completion of 15 years in Armed Forces
  - XIV. Certificate in case of Person with disabilities (Divyangjan) candidate, if applicable. (Candidates with **permanent physical disability of 40% and more only** would be considered as Physically Handicapped or \Person with Disability (Divyangjan) for the purpose of reservation for PH/PwD only on production of valid disability certificate.). Format for Certificate of Disability **Annexure -XIII to Annexure-XV**.
  - XV. Discharge Certificate/ NOC to attend DV from previous employer in case the candidate is employed in any of the offices under the Central Government/State Government, Autonomous Body, and Public Sector Undertaking presently. **The certificate should be obtained with reference to this circular.**
  - XVI. If a candidate is a Central/State Government employee, he/she may produce this letter to his/her controlling authority to forward or enable them to provide his/her medical examination report, along with police verification report, vigilance clearance, no objection certificate (NOC) and Identity & character certificates (original/attested copy) obtained at the time of his/her appointment and bring all these documents through proper channel **(with forwarding letter)** at the time of Document Verification.
  - XVII. 5 recent passport-size photographs.
- 6 . If you do not produce any of the above mentioned requisite Documents in original (along with self-attested copy), you will not be admitted for the Documents Verification and no further opportunity will be given.
7. The Date and venue of verification and medical examination is final. In the event of your not reporting on the scheduled date, it shall be presumed that you are not interested in joining the department, and your nomination shall be treated as cancelled. Any request for a change of dates or venue shall not be entertained.
- 8 . Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned documents is verified by the appointing authority.
9. If, at any stage, it is found that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled without any notice.

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10. It is important for candidates to know that they will not receive any travel, boarding, lodging, or other expenses from the department for attending document verification and medical examination.

11. **It is also mentioned here that, this is your final opportunity (third) for completing pre-appointment formalities** and in the event of not reporting on the scheduled date, it shall be presumed that you are not interested in accepting the offer of appointment in the department and your nomination shall be treated as cancelled and **dossiers will be returned to the SSC office without intimation to the concerned candidate**. The request for any change of date or extension shall not be entertained.

Yours faithfully,

**(HARISH R RAO)**  
**DEPUTY COMMISSIONER OF CUSTOMS,**  
**Personnel & Establishment Section**  
**New Customs House, MUMBAI-I**

**Encl: Annexures as above.**

Copy to:

1. The AC/DC, EDI Section, NCH, Mumbai Customs Zone-I to upload on website.
2. Concerned Candidates through E-mail.

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**ANNEXURE-I**

S. No.	Name of the candidate (Mr.)	Roll No.	Gender	Date of Document Verification	Date of Medical Examination	Hospital
1.	ASHISH KUMAR VERMA	3003007290	MALE	23.02.2024	26.02.2024	St. Georges
2.	SHIVAM GOYAL	6005005464	MALE	23.02.2024	26.02.2024	St. Georges

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**ANNEXURE-II**

S. No.	Name of the candidate (Mr/Ms./Smt)	Roll No.	Gender	Date of Document Verification	Date of Medical Examination	Hospital
1.	NAMRATA SUNEJA	2201034055	FEMALE	23.02.2024	26.02.2024	St. Georges
2.	SUKIRTI	2201042681	FEMALE	23.02.2024	26.02.2024	St. Georges
3.	HIMANSHI	2201028916	FEMALE	23.02.2024	26.02.2024	St. Georges